



DEPARTMENT OF PUBLIC WORKS  
**COUNTY OF HUMBOLDT**  
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LAND USE 445-7205

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**LAND USE DIVISION INTEROFFICE MEMORANDUM**

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TO: Steven Santos, Senior Planner, Planning & Building Department

FROM: Kenneth Freed, Assistant Engineer 

DATE: 02/21/2025

RE: **WE ARE UP, APN 509-181-057, APPS# PLN-2024-19020-CUP**

**ROAD:** This project is located on Central Avenue (#A4L800), an arterial County maintained road with traffic control and pedestrian facilities.

**PARKING LOT:** Pursuant to County Code section 314-109.1.2.2.5 and 314-109.1.5.1, the Department has reviewed the parking area for design and maneuverability. The submitted conceptual site plan did not provide any dimensions on the parking stalls, parking aisles, or road widths between parking areas. The parking lot shall be paved. Any drainage from the parking lot directed to County drainage facilities will need to include some form of oil water filtration system. The final comments to the parking lot layout will be provided at time of encroachment permit application or building application. The Department will require a dimensioned plan for final review prior to issuance of an encroachment permit to perform work within the County road right of way.

The Department will require the entrance of the parking lot to provide pavement marking with the words "Keep Clear", as shown below, to allow vehicle movement into the property that are turning into the front parking area without causing stacking out into the Central Avenue travel lanes.



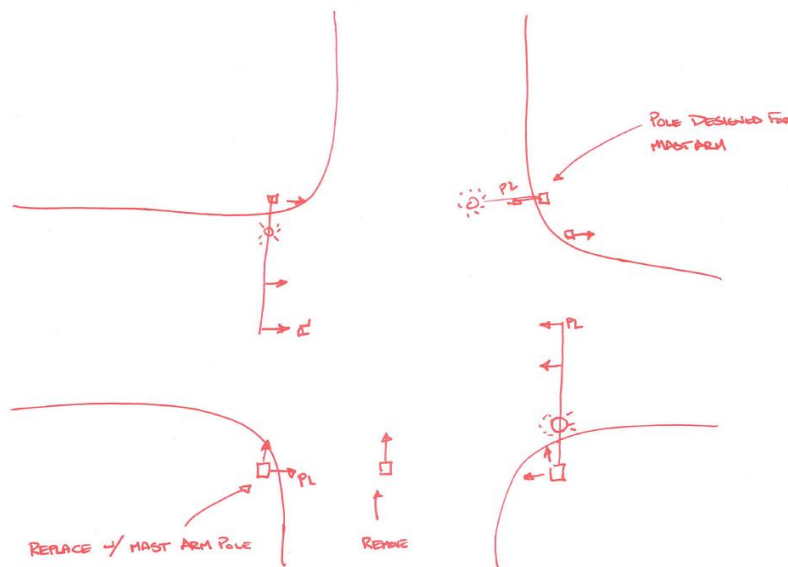
**TRAFFIC:** The project has the potential to cause traffic congestion on Central Avenue during the periodic events that are proposed on-site. The applicant will need to complete the traffic signal system at the intersection with the installation of a new pole and mast arm on the southeast corner and a new mast arm on the existing northwest traffic pole to reduce the congestion at the intersection, along with pedestrian improvements along the frontage.

**IMPROVEMENTS:** Applicant will need to obtain an Encroachment permit to perform frontage improvements and traffic signal work on Central Avenue at Anna Sparks 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 the construction of frontage improvements including the installation of a traffic pole on Central Avenue. [reference: County Code section 411-11 (a)(b)]

- a) Remove and replace old existing residential driveways to construct full height Caltrans A2-6 curb and gutter with 5' useable sidewalk. The sidewalk can meander if needed.
- b) Retrofit the Northeast corner ADA ramp to encompass the new configuration.
- c) Align entrance of the parking lot to Anna Sparks Lane.
- e) Complete the traffic signal system with the installation of the fourth leg of the traffic signal at the southeast corner of the intersection at Anna Sparks Lane & Central Avenue. This will require the removal of the existing stop signal fronting the proposed access and adding a traffic signal pole and all appurtenant facilities. In addition, adding a mast arm on the Northwest traffic signal pole with all required equipment. See diagram below.



*Diagram: Anna Sparks Lane and Central Avenue*

**DRAINAGE:** This project is not a subdivision therefore the Public Works Department is not reviewing the project drainage. It is up to the Planning and Building Department to ensure that the project meets the requirements of the adopted 2017 General Plan section WR-P37 and the McKinleyville Community Plan in regard to mitigating storm water runoff to predevelopment levels. For projects in McKinleyville this includes stormwater detention as called out in the McKinleyville Community Plan Policy 3310 (5). This is in addition to MS4 requirements and is to be calculated as if no MS4 improvements are present.

**BUS STOP:** The applicant has inquired about constructing a bus stop. The department is agreeable to the site location shown on the site plan dated 10/19/24. The Department is currently working with Humboldt Transit Authority on developing a bus stop detail. If no detail has been completed, applicant, prior to construction, shall provide a design to be approved by Humboldt Transit Authority (or authorized bus provider) and the Department. The bus stop will need to meet all ADA requirements.

**PARCEL BOUNDARIES:** Project description includes a lot line adjustment.  
Recommended Conditions of Approval for the Lot Line adjustment:

1. *Monumentation:* The angle points of the new property lines shall be monumented pursuant to County Code Section [325.5-9](#). The requirement for setting monuments may be waived by the County Surveyor if any one of the following findings can be made.
  - (a) The new boundary line(s) are already adequately monumented of record.
  - (b) The new boundary line(s) can be accurately described from Government Subdivision Sections or aliquot parts thereof.
  - (c) The new boundary line(s) can be accurately described and located from existing monuments of record.
  - (d) The new boundary is based upon physical features (i.e. roads, creeks, etc.) which themselves monument the line.
2. *Graphical Exhibit:* If a Record of Survey will not be filed as part of a Lot Line Adjustment, the Lot Line Adjustment shall include a graphical exhibit compiled from record data depicting the resulting lots.
3. *Informational Note:* Monumenting a line that is not shown on a filed map is what triggers a Record of Survey pursuant to B&P Code Section [8762\(b\)\(4\)](#).

Informational Notes:

1. Development of the parcels will require the payment of drainage fees pursuant to Section 328.1-13, Humboldt County Code.
2. Site visibility must be maintained at the entrance with the County maintained road. [reference: County Code section 341-1 et seq.]
3. Low Impact Development (LID): The subject property is located within the municipal separate storm sewer system (MS4) boundary area. Development of the property will be required to comply with the MS4 permit requirements. [Reference: MS4 permit section E.12.b; Humboldt Low Impact Development Stormwater Manual v3.0 (08/18/2021) Part A (Table 1), Part 2, and Part 3 (Section 1.4)]
4. If a retaining wall is proposed adjacent to the road right of way, no portion of the retaining wall shall be constructed in the County right of way.

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