

EXHIBIT A



DEPARTMENT OF PUBLIC WORKS
COUNTY OF HUMBOLDT

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		
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HARRIS & H ST., EUREKA
FAX 445-7388
LAND USE 445-7205

LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Steve Lazar, Senior Planner

FROM: Robert W. Bronkall, Deputy Director *FOR* 

RE: SUBDIVISION REQUIREMENTS - IN THE MATTER OF THE SANTOS, APPLICATION # PLN-2022-17486 FMS, APN 508-391-045, FOR APPROVAL OF A TENTATIVE MAP, CONSISTING OF 10.51 ACRES INTO 45 LOTS

DATE: 11/28/2022

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 Schillinger Engineering dated July 8, 2022 and dated as received by the Humboldt County Planning Division on July 13, 2022.

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 Humboldt County Code Section 326-21. 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 a “.pdf” scan of the subdivision map as filed by the County Recorder.

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 Humboldt County Code Section 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 FURTHER SUBDIVISION:** At least some of the parcels may be further divided; therefore, the applicant shall conform to Humboldt County Code Section 323-6(a)(5), Statements to Accompany a Tentative Subdivision Map.
- 1.6 PRIVATE ROADS:** Pursuant to County Code Section 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 Section 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."

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

- (a) **MCKINLEYVILLE AVENUE** shall have a right of way width of 50 feet plus a 10 foot wide public utility easement along both sides of the right of way. McKinleyville Avenue rights of way shall be dedicated for public road purposes to the County of Humboldt in a manner approved by this Department. Additional right of way may be required at the roundabout.

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.

Slopes: When cut and fill slopes adjacent to the road are proposed (or currently exist), applicant shall cause to be dedicated to the County of Humboldt a slope maintenance easement to a point 10 feet beyond the toe of fill slopes or top of cut slopes in a manner approved by this Department. The applicant is only responsible to cause to be dedicated lands that are included within the boundary of the proposed subdivision.

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.

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 McKinleyville Avenue and School Road. The location shall be as shown on the tentative map, or as otherwise approved by this Department. Said easement shall be dedicated in a manner and location as approved by this Department.

Curb Returns: Additional areas may be required for accessible curb returns.

Abandonment: The County may require the abandonment and re-dedication of the right of way for McKinleyville Avenue.

- (b) **INTERNAL SUBDIVISION ROADS:**

CAITLIN PLACE and **DUCHESS ROAD** shall have a right of way width of 40 feet for ingress, egress, and public utilities plus a 10 foot wide easement for public utility and sidewalk purposes along both sides of the right of way.

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 lots within the subdivision in a manner approved by this Department. Easements shall include additional right of way for curb returns and knuckles as determined by this Department.

Street Name	Typical Right of Way Width	Cul-de-sac Right of way Radius
Caitlin Place	40'	45'
Duchess Road	40'	NA

A cul-de-sac shall be provided at the end of road Caitlin Place. The cul-de-sac shall have a radius of 45 feet as measured to the top of curb, unless otherwise approved by this Department (with on-street parking in the cul-de-sac).

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 a non-exclusive 10 foot wide easement for sidewalk purposes lying adjacent to the right of way of the access roads within the subdivision. Said easement shall be for the benefit of the parcels/lots within the subdivision and shall be dedicated in manner, width, and location as approved by this Department. This easement may overlap a public utility easement.

Slopes: When cut and fill slopes adjacent to the road are proposed (or currently exist), applicant shall cause to be dedicated a slope maintenance easement to a point 10 feet beyond the toe of fill slopes or top of cut slopes. Said easement shall be for the benefit of the parcels/lots within the subdivision and shall be dedicated in manner, width, and location as approved by this Department.

Irrevocable dedication: Applicant shall cause to be irrevocably dedicated on the subdivision map to the County of Humboldt any access, PUE, sidewalk, and/or slope easements created on the subdivision map. The dedication shall be made in a manner approved by this Department. The County will most likely reject this offer of dedication at this time.

Curb Returns: Additional areas may be required for accessible curb returns.

- (c) **NEIGHBORHOOD 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 NBU.

1.8 LINES OF OCCUPATION: Applicant shall provide prospective buyers with notice of any fences that are not on the property lines.

1.9 ABANDONMENT: Windsor Avenue between Duchess Road (County Road No. 4L920) and School Road (County Road No. A3L070) shall be abandoned with a reservation for non-vehicular public access, storm drain, and public utilities.

Windsor Avenue shall not be abandoned until access to School Road is provided along Duchess Road and McKinleyville Avenue.

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 Section 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.

This includes, but is not limited to, the existing curb ramps at the northeast and northwest corners of McKinleyville Avenue and School Road.

2.4 ROAD NAMES: The access road(s)/Street(s) shall be named as approved by the Planning & Building Department- Planning Division.

2.5 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) Stop signs shall be installed on Duchess Road and Caitlin Place at its intersection with McKinleyville Avenue. When the road is paved, a "stop" pavement marking and limit line shall be installed.
- b) Pursuant to County Code Section 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)
- c) No parking signs shall be installed along both sides of McKinleyville Avenue from Chelsea Way to School Road.
- d) In the event that addresses are not available at the time that the subdivision map is filed with the County Recorder, then a note shall be added to the development plan indicating that street address signs shall be posted prior to issuance of a building permit.
- e) Fire hydrants shall be identified with a retroreflective blue colored raised pavement marker.
- f) 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....

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

- a) All intersections shall conform to Humboldt County Code Section 341 regarding visibility.

McKinleyville Avenue shall have a posted speed limit of 30 MPH. When roadways curve, line of sight is a common issue on the inside of a curve due to development blocking sight lines. Development adjacent to McKinleyville Avenue will negatively affect sight distance at the road intersections. Special conditions of visibility maintenance are required per County Code Section 341-1 and Humboldt County Road Design Manual Section 2-231 including a 300 foot line of sight. Fences along **McKinleyville Avenue** shall be setback to comply with line of sight requirements for intersections. This shall be noted on the development plan.

- b) **Windsor Avenue** (to be abandoned): A paved, 10 foot wide trail shall be constructed between School Road (County Road No. A3L070) and Duchess Road (County Road No. 4L920). Any existing pavement that is no longer necessary shall be removed and the area revegetated.

This work shall not commence until access to School Road is provided along Duchess Road and McKinleyville Avenue. This includes the construction of the storm water detention basin.

- c) **McKinleyville Avenue** shall be constructed to the cross section shown on the tentative map. The road shall be signed and striped for bike lanes; and shall be striped with a centerline stripe. The curb shall be painted red for no parking on both sides of the road.

Install street trees symmetrically along the road (i.e., trees on left and right sides of the road at same Station); roughly, one (1) tree per lot.

- d) **McKinleyville Avenue (Offsite)** (County Road No. 4L925) from the south line of Lot 69 of Tract No. 644 to Washington Avenue shall be constructed as follows:

- From the south line of Lot 69 of Tract No. 644 to the north line of Lot 59 of Tract No. 644, the road shall be widened to the typical section shown on the tentative map. The road shall be signed and striped for bike lanes; and shall be striped with a centerline stripe. The curb shall be painted red for no parking on both sides of the road.

Install street trees symmetrically along the road (i.e., trees on left and right sides of the road at same Station); roughly, one (1) tree per lot.

Most of the improvements in this segment were constructed by Tract No. 644.

- From the north line of Lot 59 of Tract No. 644 to the north line of Lot 56 of Tract No. 644, the road shall be signed and striped for bike lanes; and shall be striped with a centerline stripe. The curb shall be painted red for no parking on the west side of the road; a parking lane shall be provided on the east side of the road.

Install street trees symmetrically along the road (i.e., trees on left and right sides of the road at same Station); roughly, one (1) tree per lot. Applies only to the lots in Tract No. 644 that abut McKinleyville Avenue. Note: Lot 59 is developed with curb adjacent sidewalk; no landscape strip or trees will be planted along the frontage of Lot 59.

- From the north line of Lot 56 of Tract No. 644 to Washington Avenue shall be widened to provide two 11 foot wide travel lanes; and one 8 foot wide parking lane on the east side. The road shall be posted with no parking signs along the west side.
- Construct a temporary chicane at the existing utility pole north of Ian Lane. The road shall be widened at the chicane to provide a 2 foot wide paved shoulder on the west side. Along the chicane, construct an AC dike on the west side of the road.

Along the east side of the chicane, a no parking zone shall be painted on the existing curb; the AC dike shall also be painted red.

The chicane is to be removed when APN 508-232-004 or APN 508-341-050 constructs their frontage improvements, and the utility pole is removed.

- Install a stop sign, limit line, and stop pavement marking on west bound Ian Lane at its intersection with McKinleyville Avenue.
- Install a three way stop (including stop signs, limit lines and stop pavement markings) at the intersection of Washington Avenue and McKinleyville Avenue. Remove conflicting signing and striping as necessary.
- The barricade located at the northerly line of Lot 59 (on the east) [APN 508-391-029-000] of Tract No. 644 shall be removed at the time that McKinleyville is constructed between School Road and Washington Avenue.



Above: google aerial image with proposed improvements to McKinleyville Avenue shown in red

- e) **Duchess Road and Caitlin Place** shall be constructed to the cross section shown on the tentative map.

Install a stop sign, limit line, and stop pavement marking at all intersections with McKinleyville Avenue.

Intersection corner radii of twenty (20) feet shall be required at the curb face, unless otherwise approved by this Department.

Within the front landscape strip, install one (1) street tree per lot.

- f) **School Road** (County Road No. A3L070) shall have standard 6 foot tall fence along School Road. The fence line may be straight or may periodically jog in/out of the subject lot to provide a varying site line. At no time shall the fence be constructed within the County road right of way.

Provide landscaping and screening for the storm water detention basin.

Install street trees symmetrically along the road (i.e., trees on left and right sides of the road at same Station); roughly, one (1) tree per lot.

- g) Nothing is intended to prevent the applicant from constructing the improvements to a greater standard.
- h) 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.
- i) 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.
- j) The surface of the access road(s) shall conform to the *Structural Section* requirements within this document.

2.7 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%.
- c) **VISIBILITY:** All driveways shall conform to Humboldt County Code Section 341 regarding visibility.
- d) **DRIVEWAY SURFACE:** The surface of the driveway shall conform to the *Structural Section* requirements within this document.

Driveways connecting to paved roads: Existing and proposed driveways shall be paved for the entire width of the driveway. The driveway shall be paved for a minimum length of 25 feet. For uphill driveways where the grade of the driveway exceeds 16%, the driveway shall be paved to a grade break as determined by this Department.

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'

- 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 lots.
- g) **ENCROACHMENT PERMIT:** Any new driveways (access openings) from the County road will require encroachment permit from this Department.

2.8 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.

2.9 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.

2.10 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.

- 2.11 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.
- 2.12 NEIGHBORHOOD BOX UNIT (NBU) 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 NBUs will not be installed by the Post Office, the subdivider shall install the NBUs as part of the subdivision.
- 2.13 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.
- 2.14 COMPLETION OF SIDEWALK IMPROVEMENTS:** 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 frontage where the driveway is proposed.

3.0 DRAINAGE

- 3.1 DRAINAGE ISSUES:** Applicant shall be responsible to correct any involved drainage problems associated with the subdivision to the satisfaction of this Department.
- 3.2 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.

3.3 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.

3.4 DETENTION FACILITIES: Pursuant to McKinleyville Community Plan Policy 3310 (5), 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.

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

3.5 DRAINAGE FEES: Applicant must conform to Humboldt County Code Section 328.1-16 regarding McKinleyville Drainage Area Fees.

3.6 LOW IMPACT DEVELOPMENT (LID): The subdivision is required to comply with County Code Section 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 SOILS ENGINEERING REPORT: Pursuant to Humboldt County Code Section 331-14 (E)(5), applicant shall provide a soils engineering report that addresses the entire subdivision. The report shall include sufficient detail to enable the Building Official to issue building permits for each lot within the subdivision.

Pursuant to Humboldt County Code Section 331-14 (H)(6)(b)(3), the Applicant shall file a copy of the soils engineering report with the Chief Building Official.

4.2 ENGINEERING GEOLOGY REPORT: Pursuant to Humboldt County Code Section 331-14 (E)(6), applicant shall provide an engineering geology report that addresses the entire subdivision. The report shall include sufficient detail to enable the Building Official to issue building permits for each lot within the subdivision.

Pursuant to Humboldt County Code Section 331-14 (H)(6)(b)(3), the Applicant shall file a copy of the engineering geology report with the Chief Building Official.

4.3 GRADING PLAN: Pursuant to Humboldt County Code Section 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.

4.4 GRADING CRITERIA: Each lot shall have a building pad graded to a maximum of 2% per Humboldt County Code Section 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.

4.5 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.

4.6 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.

4.7 SLOPES: Benches/terraces when required by Humboldt County Code Section 331-14 (H)(3)(b) shall also include interceptor drains when required by this Department.

Interceptor drains when required by this Department or per Humboldt County Code Section 331-14 (H)(3)(e) shall be sized per the drainage study to pass a Q₁₀₀ storm event with at least 0.5-foot freeboard.

Proposed lot lines shall be situated at the top of slopes between lots, unless otherwise approved by this Department.

4.8 EROSION CONTROL: Pursuant to Humboldt County Code Section 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 Section 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 facilities within the proposed subdivision.
- A maintenance plan for the non-county maintained roads known as Caitlin Place and Duchess Road.
- A maintenance plan for the landscaping along McKinleyville Avenue between School Road at the northerly line of Lot 56 (on the west) [APN 508-391-026] and the northerly line of Lot 59 (on the east) [APN 508-391-029-000] of Tract No. 644
- A maintenance plan for the landscaping along School Road (including the medians and central island) fronting the subdivision.

An assessment district may be formed to maintain landscaping.

If a maintenance association currently exists for the access road, applicant shall attempt to the satisfaction of this Department to annex the subdivision into the existing road maintenance association. That portion of this condition regarding road maintenance may be waived if the applicant provides evidence satisfactory to this Department that the subject property already belongs to a maintenance association for the access road(s).

A maintenance plan is not required for driveways; as driveways serve only one parcel. A maintenance plan is *optional* for roads that serve only two parcels. A maintenance plan is required for roads serving three or more parcels.

A maintenance plan for projects that contain detention facilities 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:

- 6.1** 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.
- 6.2** 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."
- 6.3** 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) The following note shall be added to the development plan: "Fences along McKinleyville Avenue shall be setback to comply with Caltrans line of sight requirements for intersections. This shall be noted on the development plan. At the time of lot development of Lot 3, 4, 20, 26, 27, 30, 31, 44 and 45, the Department shall evaluate fence locations for line of sight."
- l) 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.
- m) 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 Section 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."

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

6.5 The development plan shall be signed off by this Department prior to official filing with the Planning Division. The plan shall include a signoff block for this Department to sign substantially similar to:

Reviewed by: _____
Department of Public Works Date

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 LANDSCAPING: Landscaping shall be provided on McKinleyville Avenue between School Road at the northerly line of Lot 56 (on the west) [APN 508-391-026] and the northerly line of Lot 59 (on the east) [APN 508-391-029-000] of Tract No. 644. Landscaping shall be provided along School Road, including the medians and central island, fronting the subdivision.

// 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 INTER OFFICE MEMORANDUM

TO: Steve Lazar, Senior Planner

FROM: Robert W. Bronkall, Deputy Director

DATE: 11/28/2022

RE: SANTOS PHASE 3, PLN-2022-17846 FMS, APN 508-391-045

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

SIGHT VISIBILITY: Additional setbacks to protect intersection sight visibility at Lots 4, 26 and 44 are required. This will be shown on the development plan.

OFFSITE IMPROVEMENTS: The project has been conditioned to construct offsite improvements on McKinleyville Avenue to Washington Avenue.

The removal of the barricade located at the northerly line of Lot 59 (on the east) [APN 508-391-029-000] of Tract No. 644 shall be removed at the time that McKinleyville is constructed between School Road and Washington Avenue.

ABANDONMENT OF WINDSOR: Windsor Avenue shall not be abandoned until access to School Road is provided along Duchess Road and McKinleyville Avenue.

// END //