

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
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	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: Desmond Johnston, Senior Planner

FROM: Brenda Howell, Associate Civil Engineer *BH 05/19/2023*

**RE: SUBDIVISION REQUIREMENTS - IN THE MATTER OF THE PASTORI,
APPLICATION #PLN-2023-18184 PMS, APN 302-091-010, FOR APPROVAL
OF A TENTATIVE MAP, CONSISTING OF 0.95 ACRES INTO 2 PARCELS**

DATE: 05/19/2023

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 dated May 2023 and dated as received by the Humboldt County Planning Division on May 2, 2023.

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 §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 Humboldt 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 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.

1.6 DEDICATIONS

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

HERRICK AVENUE:

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.

1.7 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

<NONE>

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 IMPROVEMENTS

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

- (a) Retrofit both existing driveway aprons to meet County urban driveway standards.
- (b) Construct two surfaced residential driveways to County Standards.
- (c) Retrofit all sidewalk which does not meet current ADA standards. (i.e. cross-slope less than 2%)
- (d) Relocate existing mailbox to meet current ADA standards.

2.4 ADA FACILITIES

All pedestrian facilities shall be ADA compliant. This includes providing complaint residential driveway aprons and accessible sidewalks behind driveway aprons.

Fire hydrants, neighborhood box units for mail, utility poles (including down guys), street lights, 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.

2.5 DRIVEWAYS

All access openings (existing and proposed) shall intersect the road at a 90° angle, unless otherwise approved by this Department. All access openings (existing and proposed) shall be surfaced with Portland cement concrete or Hot mix asphalt for the width of the driveway and a distance of 25 feet from the edge of the County road. Existing driveways serving developed parcels need to be surfaced prior to filing of the subdivision map. The width of the driveway shall be as approved by this Department.

- (a) **VISIBILITY:** All driveways shall conform to Humboldt County Code § 341 regarding visibility.
- (b) **DRIVEWAY SURFACE:**

Driveways connecting to paved roads: 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. 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, or as approved by this Department.

- (c) **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'

2.6 STRUCTURAL SECTION

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

- (a) **For paved road surfaces,** the structural section shall include a minimum of 0.2 feet of Caltrans Type A 1/2" hot mix ("asphalt") over 0.67 foot of Caltrans Class 2 aggregate base. If required by this Department, the structural section of all roads shall be determined by Caltrans R-Value method using a Traffic Index (T.I.) approved by this Department. Based upon soil conditions, this Department may also require a geotextile fabric to be placed on top of the sub grade.
- (b) When widening hot mix ("asphalt") roads, the widened road shall be paved with hot mix. A sawcut is required to ensure a uniform joint between the existing and new pavements. The location of the sawcut shall be approved by this Department based upon the condition of the existing road surface.

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.

2.7 UNKNOWN IMPROVEMENTS

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

2.8 UTILITIES

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

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

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

2.9 PERMITS

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

2.10 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 Post Master. 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.

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

2.11 GATES

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

2.12 COMPLETION OF IMPROVEMENTS ON PARCEL MAP SUBDIVISION

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

- (a) 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 the public health or safety or orderly development of the area. The following improvements are necessary for the public health or safety or orderly development of the area and shall be completed: (1) within twenty-four (24) months 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:

Parcel One

Item #2.3 (a)(b)(c)(d)

- (b) 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:

<NONE>

- (c) The following improvements shall be completed: (1) within twenty-four (24) months 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:

Parcel Two

Item #2.3 (a)(b) Retrofit existing driveway apron on parcel 2 to meet current ADA compliance and construct surfaced residential driveway to County standards.

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.

3.3 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. 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.

4.0 GRADING

<NONE>

5.0 MAINTENANCE

<NONE>

6.0 DEVELOPMENT PLAN

The following note shall be placed on the development plan: "**LOW IMPACT DEVELOPMENT (LID) NOTE:** This subdivision is approved as a small project and is required to comply with County Code § 337-13. Each lot within the subdivision is considered a small project. At the time of issuance of a building permit, the applicant shall demonstrate compliance with County Code § 337-13."

7.0 LANDSCAPING

<NONE>

// END //



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LAND USE 445-7205

LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Desmond Johnston, Senior Planner

FROM: Brenda Howell, Associate Engineer

DATE: 05/19/2023 *BH 05/19/2023*

RE: **PASTORI SUBDIVISION, APN 302-091-010, PLN-2023-18184**

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

EXISTING DRIVEWAY: The existing driveway(s) serving the properties do not meet ADA grade compliance and visibility standards and must be retrofitted as part of the project.

PARCEL MAP IMPROVEMENT NOTE: Frontage improvements to Parcel 1 (an existing developed parcel) must be constructed per the Department's subdivision requirements. Pursuant to Government Code § 66411.1 (b), the Department recommends that the frontage improvements on Parcel 1 be completed within twenty-four (24) months from the date that the subdivision map is filed with the County Recorder; or prior to issuance of a development permit (or building permit) for Parcels 1 or 2, whichever occurs first. This is based upon the need for orderly development of the surrounding area.

The construction of the subdivision improvements for Parcel 2 may be deferred to the time that a development permit (or building permit) is issued.

// END //



EXHIBIT A

DEPARTMENT OF PUBLIC WORKS
COUNTY OF HUMBOLDT
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AREA CODE 707

ON-LINE WEB: CO.HUMBOLDT.CA.US		PUBLIC WORKS BUILDING SECOND & L ST., EUREKA FAX 445-7409		CLARK COMPLEX HARRIS & H ST., EUREKA FAX 445-7388
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LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Michael Holtermann, Associate Planner

FROM: Ken Freed, Assistant Engineer 

DATE: 03/15/2024

RE: PASTORI SUBDIVISION, APN 302-091-010, PLN-2023-18184

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

EXISTING DRIVEWAY: The existing driveway(s) serving the properties do not meet ADA grade compliance and visibility standards and must be retrofitted as part of the project. If the westerly driveway is abandoned and the easterly is used, then the driveway can be removed and replaced with sidewalk. This will result in not impacting the fencing and landscaping on the neighboring property to the west (APN 302-091-011) in needing to make significant modifications to their fence and landscaping to comply with the County's visibility ordinance.



Above: 2019 google street view showing the subject property (on the right), including the existing driveway. The fencing and landscaping on the neighboring property (on the left) will need to be heavily modified to comply with the County's visibility ordinance.

FLAG LOT: The applicant is proposing a flag lot with a width of 15 feet. Section 7-2 of Appendix A to the County Subdivision Ordinance requires a minimum flag width of 20 feet. A County Code Section 325-9 exception request was not provided.

Additionally, there is ample room on the east side of the property to establish a flag lot without requiring a County Code Section 325-9 exception request. However, a small shed located in the northeast corner of the property will need to be relocated (or removed) to comply with setbacks. Access to Parcel 1 could utilize the same driveway as the flag lot. The existing trees along the west boundary can remain. Instead of removing the shed, the flag portion of the lot could be widened to incorporate the shed into Parcel 2.

The proposed flag lot also creates a setback issue for the existing structure on Parcel 1. The applicant has requested a variance to allow for the structure to be within 1.9 feet to 2.4 feet of the proposed property line. Relocating the flag lot to the easterly side of the parcel resolves this issue and a variance is no longer required. In addition, a 20 foot wide flag can also be provided which then eliminates the need for a County Code Section 325-9 exception request.

However, the applicant has stated that placing the flag on the easterly side of the property would adversely affect existing parking for Parcel 1 as well as needing to remove landscaping. Current aerial photos (2023) and google street view (2019) show that the parking area is dirt and that vehicles are not parking where the flag lot would be; and that the landscaping is grass.

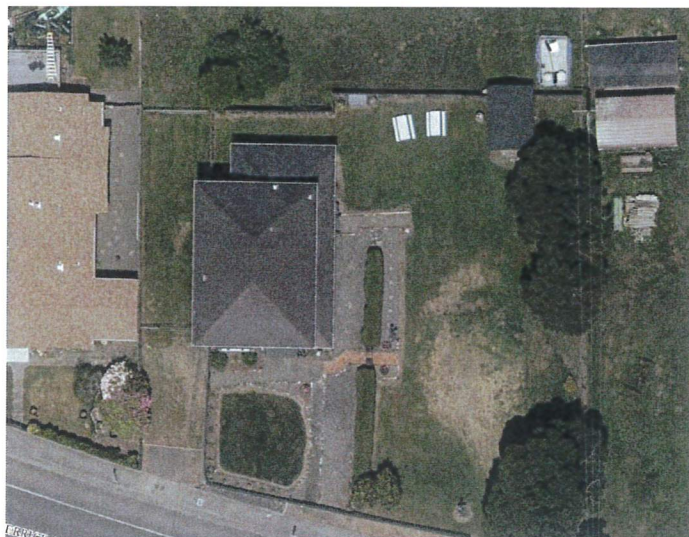
It is not clear how a variance could be supported when alternatives exist that allow for the same number of parcels to be created without needing a variance for setbacks. Due to a) the need for a variance for setbacks; b) the need for an exception request for sub-standard flag lot width; c) the substantial impact to fencing and landscaping of the neighboring property (APN 302-091-011); d) the ability to have a full width flag on the west side thus eliminating the need for a County Code 325-9 exception request; e) no longer needing a variance for reduced setbacks for the existing house on Parcel 1; f) google aerial and street images show that parking is not occurring within the easterly 20 feet of the property; g) google aerial and street images that show that minimal landscaping would be affected by placing the flag on the east side, Public Works does not support the proposed flag location.

However, Public Works has conditioned the project to be approved with the proposed flag lot on the west side. If the proposed flag lot is moved to the east side, Public Works Conditions of Approval need to be revised as follows:

- 2.3(a) Retrofit the easterly existing driveway apron to meet County urban driveway standards. Remove and replace the westerly driveway apron with Caltrans Type A2-6 PCC curb and gutter and 5' wide curb adjacent sidewalk.
- 1.6 Provide an access easement over the flag lot of Parcel 2 for the benefit of Parcel 1.



Picture: Recommended east side flag lot access location.



Picture: 2023 Aerial photo

SITE VISIBILITY: To utilize the proposed flag on the west side of the property the neighbor's fence and landscaping would need to be reduced to three (3') feet in height starting from the back of the sidewalk to a point ten (10') feet back. And reduced for a distance of thirty (30') feet starting at the same point at the corner of the property westerly along the frontage of the neighbor's property, forming the visibility triangle as stated in County Code §341-3(c).

PARCEL MAP IMPROVEMENT NOTE: Frontage improvements to Parcel 1 (an existing developed parcel) must be constructed per the Department's subdivision requirements. Pursuant to Government Code § 66411.1 (b), the Department recommends that the frontage improvements on Parcel 1 be completed within twenty-four (24) months from the date that the subdivision map is filed with the County Recorder; or prior to issuance of a development permit (or building permit) for Parcels 1 or 2, whichever occurs first. This is based upon the need for orderly development of the surrounding area.

The construction of the subdivision improvements for Parcel 2 may be deferred to the time that a development permit (or building permit) is issued.

// END //