

McKinleyville Municipal Advisory Committee

In person at MUSD Conference Room at 2275 Central Avenue, McKinleyville and
ZOOM PLATFORM - ONLINE MEETING
April 26, 2023 6:00 pm

MINUTES

1. Call to Order: Roll call Attendance, Acknowledgement of Indigenous Lands, Flag Salute, MMAC Meeting Ground Rules.

Members Present: Lisa Dugan, Kevin Jenkins, Bonnie Oliver, Pat Kaspari, Greg Orsini, Kevin Dreyer, Maya Conrad.

Members Absent: Twila Sanchez

2. Review and Approve Minutes: March 22, 2023

The minutes of the February 22 meeting of the MMAC were reviewed. Pat Kaspari moved to approve the minutes as submitted. Kevin Jenkins seconded the motion.

Roll Call Vote:

Yes: Maya Conrad, Kevin Dreyer, Lisa Dugan, Pat Kaspari, Kevin Jenkins, Greg Orsini, Bonnie Oliver.

No: None

Abstention: None

MOTION APPROVED

3. Community Safety Updates:

Arcata Fire District's Assistant Chief Chris Emmons reported on their statistics and events for March 2023. There were 2 structure fires, one in McKinleyville and one in Arcata. Of their 271 incidents 39% were in McKinleyville. These incidents included 166 rescue / medical calls. The average response time for McKinleyville was 5 minutes, 26 seconds. They also completed 151 hours of training including training with the Coast Guard rescue helicopter. Their new engine was put into service as soon as it arrived. Maya Conrad asked about whether there were any volunteer firefighters working for Arcata Fire. Assist. Chief Emmons said no, although they do have a volunteer logistics unit. Kevin Jenkins asked whether Arcata Fire would be willing to lead off the Pony Express Parade with their new engine if they are available. Assist. Chief Emmons said they would do so, barring an emergency.

4. Community Information Update:

Chair Lisa Dugan read a letter received by a community member expressing concerns related to observed wetland disturbances in the area of the proposed Beau-Pre Subdivision, and Planning approval of the proposed subdivision which was not held to all the

requirements of the McKinleyville Community Plan relating to wetland delineation. The letter was received on April 24, 2023, after the agenda for the meeting had been issued.

Humboldt County Planning and Building Division Director John Ford presented information on the project. He confirmed that the project was evaluated using 3-parameter wetland delineation rather than using the 1 parameter method specified in the McKinleyville Community Plan. The subdivision project was approved in 2011, prior to Director Ford's tenure with Humboldt County (beginning in 2016), so he could not give a definitive answer to why it was not held to the more restrictive wetland delineation method. He shared that the project will be up for renewal of its approval in 2023 and this issue could be brought up to the Planning Commission and Board of Supervisors who are the governing bodies with jurisdiction over subdivision approvals.

Director Ford shared that no permits have been issued by the County Planning and Building Division and that any work that has been going on at the site has been under a 3-Acre Conversion Timber Harvest Plan approved by the California Department of Forestry. CDF is also in charge of inspecting and monitoring the work. Concerned community members shared that road base material have been piled up at the base of Alder trees in an area that is designated as protected wetland and habitat area in the approved subdivision plan.

5. Public Comment on items not on the Agenda:

A community member shared information and takeaways from an Cal Poly Humboldt OLLI Class related to housing, led by a HC Planning staff member. Another community member requested that MMAC upload videos of their meetings to YouTube for greater accessibility by the community.

6. Discussion / Information / Action Items

A. Continued Discussion on the 12-7-22 McKinleyville Town Center Q-Zone Draft:

Humboldt County Building and Planning Director John Ford continued reviewing and gathering input on the draft Town Center Ordinance. Prior to continuing through ordinance sections, community and MMAC members discussed areas where the Ordinance Draft changes the existing McKinleyville Community Plan. These include changing to a 3-parameter wetland delineation in the Town Center area only, using a Form-based Code model rather than a Design Review Committee to determine compliance to design requirements and not requiring a road connection of Railroad Avenue to Hiller Road through the Town Center area. Also discussed was the process for making changes to the McKinleyville Community Plan beyond the Town Center area. It was suggested that a letter from MMAC to the Board of Supervisors would be a first step.

We then continued with our line-by-line review of the Draft, beginning with Sect. 5.2.3 Bicycle Parking Requirements through Sect. 5.5 Public Open Spaces. The following are several comments and observations from the MMAC and Community Members related to these sections.

- Section 5.2.3 Bicycle Parking: A MMAC and a community member recommended raising the number of bicycle parking spaces from 3 to 5 per 10,000 SF of

- commercial development. It was also suggested that the ordinance include design specifications for bicycle parking, including dimensions, weather protection, security measures and provision for long-term and short-term bicycle parking. MMAC members noted that they have seen that the need and requirements for bicycle parking provision is growing. It was recommended that a secure bicycle locker be provided for every residential unit without a garage, rather than for every 2 units.
- Section 5.3 Parking Lot Design and Landscaping Requirements: MMAC members discussed whether carports with solar PV panels would be allowed for the off-street parking areas. Director Ford will look into adding this provision. Planting areas in and around parking areas was also discussed. MMAC members recommended that plants under higher trees (shrubs and ground cover) be required to be low enough so as to not create security and visibility hazards. It was also recommended that we specify non-invasive plants, possibly native. Providing a safe and direct route for pedestrians through parking lots was also discussed.
 - Section 5.4 Site Landscaping: MMAC and community members and Director Ford discussed creating performance standards for landscaping plants to be included as an appendix to the ordinance. Use of water efficient plants should be encouraged, realizing that newly planted areas will need more water when they are becoming established. Use of non-invasive plants should be required, and native plants encouraged, with exceptions included for community gardens. The Humboldt Bee Keeper's planting list was recommended as a pollinator friendly plant resource. MMAC members recommended that 5.4.4 be used as a general comment at the beginning of the section, with a referral to an appendix for specific guidelines. The issue of continuing landscape maintenance was also discussed.
 - Section 5.5 Public Open Spaces: MMAC, community members and Director Ford discussed whether the 2% minimum of the developable area (approx. 1 acre) required to be public open space was too small. Concern was expressed that this open space could be broken up into such small areas as to be unusable for public gathering. A minimum size of ¼ acre for the required public open spaces was suggested by Director Ford. He also recommended that prior to approval of a subdivision map, or when the first new development is proposed, provision of this open space requirement will need to be certain. Avenues for management of the public open space was also discussed.

Discussion on the Draft Ordinance will continue at the next MMAC meeting, starting with section 5.6 Lighting.

B. Mid-Year Budget Update / Coming Year Budget Request (continued from 3/22/23)

Treasurer Kevin Jenkins shared a MMAC Income & Expense Statement for the 2022-23 Fiscal Year and the proposed 2023-24 Fiscal Year Proposed Budget. Discussion continued about why 2021-22 meeting expenses were included in 2022-23 expenses by the Clerk of the Board's office.

Kevin Jenkins has purchased sandwich board style MMAC Meeting signs to help the community know about and find our meetings as well as metal frames to support the signs. Pat Kaspari volunteered to have MCS D store the signs and frames when not in use.

Greg Orsini moved to reimburse Kevin Jenkins for the costs of the metal sign frames for MMAC meeting signage. Maya Conrad seconded the motion.

Roll Call Vote:

Yes: Maya Conrad, Kevin Dreyer, Lisa Dugan, Pat Kaspari, Greg Orsini, Bonnie Oliver.

No: None

Abstention: Kevin Jenkins

MOTION APPROVED

Chair Lisa Dugan presented information on costs for advertising our meetings in various local newspapers. A community member expressed skepticism that advertising in the paper was an effective use of funds.

Maya Conrad moved to authorize Chair Lisa Dugan to spend up to \$500 on advertising for MMAC meetings and events through the end of the 2022-23 fiscal year.

Greg Orsini seconded the motion.

Roll Call Vote:

Yes: Maya Conrad, Kevin Dreyer, Lisa Dugan, Pat Kaspari, Kevin Jenkins, Greg Orsini, Bonnie Oliver.

No: None

Abstention: None

MOTION APPROVED

C. Indigenous Land Acknowledgement: Continued to a future meeting.

D. Letter of Support for Life Plan Humboldt: Continued to a future meeting.

E. Subcommittee Reports: Continued to a future meeting.

7. Board General Comments & Event Announcements: None.

8. Next Meeting: Our next regular meeting will be Wednesday, May 24, 2023, at 6:00 pm, at the MUSD Conference Room at 2275 Central Avenue, McKinleyville and Zoom format.

9. The meeting was adjourned at 9:15 pm.

Respectfully submitted,
Bonnie Oliver