



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

Kirk Holmes, Director

2011 Road Standards Update Citizen's Advisory Committee

MEETING MINUTES
August 23, 2011
2:30 p.m. to 5:00 p.m.

I. Call to Order:

JAN OLLIVIER opened the meeting at 2:30

II. Attendance:

<i>Citizen Advisory Committee</i>		<i>In Attendance?</i>
Kirk Holmes, Chair	Public Works Director	Yes
Doug D'Hondt	County Engineer	Yes
Christina Wollman	Planner II	Yes
Urban Eberhart	Agricultural community representative	Yes
Marc Kirkpatrick	Encompass Engineering & Surveying	Yes
Brenda Larsen	Fire Marshal	Yes
Pat Deneen	Developer	No
David Gerth	Citizen	Yes
Dan Valoff	CDS Planner	No
Terry Clarke	Cattleman's	Yes
Jan Ollivier	Public Works	Yes

Public in attendance:

Ken Hasbrouck, KRD
Catherine Clerf
DJ Evans, Fire District 1

III. Minutes

Minutes from the August 9, 2011 meeting were reviewed. MARC moved to approve, URBAN seconded the motion. The minutes were approved.

IV. Old Business

KCC 12.08 Submittal Requirements for Construction Plans

CHRISTINA stated that Public Works staff was not able to get together to discuss this chapter. Staff needs to review the submittal process and determine when engineered plans are required for private roads.

KCC 12.09 Public Road Construction Control and Inspection

URBAN had questions about the addition to 12.09.020(M) regarding quality control. DOUG and JAN noted that this is already something we do and the intent is just to codify it. 24 hours/next day is a professional norm for submission of testing result and reports.

KCC 12.03 Roadway Classification

CHRISTINA stated that she is working on updating this chapter to reflect current road conditions.

KCC 12.06 Stormwater:

MARC presented his proposed revisions which would replace the proposal by County staff. He used the DOE Stormwater Management Manual for Eastern Washington. DAVID thought this version streamlined the process. He stated he had asked Mark Teske of WDFW to review. Marks comments included the importance of locating stormwater infrastructure outside of critical areas, that a 25-year event may be too small, that maintenance is important and that overall it looks good to him.

CHRISTINA asked about exemptions and it was decided that the text should contain a reference to the exemptions in the SWMMEW.

The group will continue to review the revision and discuss during the next meeting.

V. **NEW BUSINESS**

Utility Accommodation Manual

Public Works was not able to complete the draft version of the Utility Accommodation Manual. It will be completed and sent to CAC members for discussion at the next meeting.

Transportation Concurrency

CHRISTINA and JAN presented information on the history of transportation concurrency and contents of the proposed ordinance. The County is required by the Growth Management Hearings Board to adopt an ordinance. URBAN asked for an explanation of concurrency as it relates to transportation. JAN explained that it is part of the GMA and is to ensure that infrastructure is in place within six years of development. The ordinance requires all developments that are not exempt to complete a traffic impact analysis to determine if there is capacity on the serving roadways. If there is capacity, the

development is issued a certificate of transportation capacity. If there is not capacity, the development is denied or the developer can agree to mitigation to replace the capacity. The ordinance applies to all types of development and permits, not just subdivisions and building permits.

MARC suggested that the exemption threshold be increased to 14 peak hour trips to correspond with road standards and group B wells, both of which have a 14 lot threshold.

The discussion will be continued to the next meeting to allow the committee time to review.

Review Changes

CHRISTINA handed out revisions to chapter 1 for the committee to review. The first revision discussed was second access requirements in 12.01.095(B). This will be a section of the road standards that staff and the committee do not agree on and there was a short discussion on how this would be presented to the Planning Commission and BOCC. Staff will figure out a way to present both opinions.

Staff presented a change to the first proposal. The change returned the requirements to what the BOCC clarified in 2007, with the addition of allowing all-weather surface roads on the emergency use only second access instead of requiring a paved surface. Public Works will prepare some drawings showing what the road may look like and draft some engineering standards for a second access all weather surface road. The CAC will be recommending an increase in the number of lots, decrease in easement width and revision to the language.

The second item discussed was the turnaround requirement in 12.01.095(E). The change allows for the use of a hammerhead for roads serving four or less lots. The committee agreed that this was a good change.

The third item discussed was regarding easements from other property or easement owners in 12.01.095(I). MARC raised concerns over the timing of requiring the easements, permits, road maintenance agreement or other documents prior to preliminary approval. CHRISTINA explained that Public Works wants to ensure that there has been discussion between the developer and property or easement owner prior to preliminary approval, and that we are ok with receiving correspondence that states the talks are in process. DAVID suggested we add "letter of intent" to the list of items we require prior to preliminary approval. KIRK and CHRISTINA agreed that this would be a good addition.

The next item discussed was variances in 12.01.130. The word "and" was added after each criterion and the criteria requiring financial gain to not be grounds for the variance was removed.

The fifth item discussed was cost estimates and construction bonds in 12.01.150. Commercial building permit was added and design was removed from the cost estimate items and replaced with professional services.

The final item in chapter 1 is new county roads in 12.01.170. Language was added to show that roads being constructed as part of a plat will receive provisional acceptance with preliminary approval.

Revisions to Table 4-5 were also discussed. A low density private road standard was added to the table. The average lot size was increased to 10 acres because of the current minimum zoning size of 5 acres, but CHRISTINA noted that with the recent Supreme Court decision the minimum size may change. DOUG stated that an explanation of how the average lot size is determined should be added.

VI. Business not on the Agenda

VII. Next Meeting Agenda

The committee was not able to review all items necessary within the proposed schedule, and it was agreed that the Planning Commission meeting should be pushed back and one additional CAC meeting held. The next meeting will be September 6, 2011 at 2:30 and the final meeting will be on September 27, 2011 at 2:30. The Planning Commission meeting will be moved to October 11, 2011.

VIII. Adjourn

The meeting was adjourned by JAN OLLIVIER at 3:30 pm.