



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

Fax (509) 962-7682

“Building Partnerships – Building Communities”

May 8, 2018

Trailhead Development LLC  
1111 Cleveland Ave, STE 203  
Mount Vernon, WA 98273

Jeff Hansell  
411 Swiftwater Blvd., Suite 115  
Cle Elum, WA 98922

*Sent via email: [jeff@swiftwatercustomhomes.com](mailto:jeff@swiftwatercustomhomes.com)*

### **Subject: REVISED Suncadia Phase 1 Div 12A (LPF-18-00001) Final Plat – Staff Review and Request for Additional Information**

Applicants,

Kittitas County Community Development Services (CDS) received your Suncadia Phase 1 Div 12A (LPF-18-00001) Final Plat submittal on April 20, 2018. Final plats must be processed and approved by BOCC within 30 days of the submittal date. Kittitas County staff has completed the review of your final plat submittal. As provided below, staff has the following comments, requirements, and/or revisions for your application that need to be addressed prior to final approval and signature of the final plat mylars:

#### Community Development – Planning:

- Kittitas County Treasurer Records indicate that taxes have not yet been paid for this tax year. Taxes must be paid prior to Treasurer and Auditor signature. Please provide a copy of receipt of taxes paid with your resubmittal.
- No changes to mylar necessary.

#### Public Works – Planning (memo attached):

- Required Changes
  1. Provide road and utility infrastructure certification.

#### Public Works – Survey Review:

- No survey comments on this project. No survey changes necessary.

#### Environmental Health (email attached):

- Public Health has no comment on this project.

Please provide the documentation required by Public Works and proof of taxes paid to CDS as one submittal packet. Once the requested information has been resubmitted, CDS will route the information to the various departments to review for consistency. Since no changes to the mylar are necessary, CDS will route the mylar for signature. As stated above, review, signature, and approval of this plat must occur within 30 days of April 20, 2018. Therefore, this plat must be placed on the May 15, 2018 Agenda (the last Agenda board meeting within the 30 day window) for Board decision and signature. With that said, all revised information needs to be submitted to Kittitas County CDS by end of business day **May 9, 2018** for staff review and signature on the final mylars (this assumes all issues have been addressed adequately and required information has been provided). If the required information is not provided by the date listed above, then staff will recommend denial of this plat to the BOCC on May 15, 2018 unless you provide in writing agreement to an extension for BOCC signature on June 5, 2018, which is the next BOCC meeting pursuant to RCW 58.17.140(2).

Staff is committed to working with you to facilitate this process as much as possible. Should you have any questions or concerns regarding this letter, please do not hesitate to contact me at 509-962-7046 or via email: [lindsey.ozbolt@co.kittitas.wa.us](mailto:lindsey.ozbolt@co.kittitas.wa.us). Also, please do not hesitate to contact any of the County Departments with specific questions as you work on providing this additional information.

Best Regards,

Lindsey Ozbolt  
Kittitas County Planning Official

Enclosure:

Department of Public Works Planning Memo – April 30, 2018  
Department of Public Works Survey Review Memo – May 2, 2018

CC:

Dustin Pierce, Encompass Engineering and Surveying  
Taylor Gustafson, Environmental/Transportation Planner  
Tristen Lamb, Environmental Health Supervisor  
Project file

*via email*  
*via email*  
*via email*