



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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“Building Partnerships – Building Communities”

October 10, 2018

Brianne Kelsey
770 Suncadia Trail
Cle Elum, WA 98922

F. Steven Lathrop LWHS
PO Box 1088
Ellensburg, WA 98926

Sent via email

Subject: Suncadia Ph 3. Div. 14 (LPF-18-00007) Final Plat – Staff Review and Request for Additional Information

Applicants,

Kittitas County Community Development Services (CDS) received your Suncadia Ph. 3 Div. 14 (LPF-18-00007) Final Plat submittal on September 27, 2018. Final plats must be processed and approved by BOCC within 30 days of the submittal date. Kittitas County staff have 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 (email chain memo attached):

- **Required Changes**

1. Pursuant to KCC 16.20.020(1), please provide final plat drawings on mylar/polyester film for routing and signature.
2. Pursuant to Resolution number 2018-132, #11 ; The lot areas tables must be amended to show on the final plat; S-1, AG-1, and OC-1. Staff could only locate S-1. AG-1 and OC-1 must be added to the lot area tables for final approval.
3. Current year (2018) taxes must be paid in full. Please provide a copy of receipt from Kittitas County Treasurer’s Office indicating payment.
4. Please provide file number LP-18-00002 in the upper right hand corner of each sheet of the final plat drawings.
5. Financial guarantees for required infrastructure and utilities are required pursuant to resolution 2018-132, #16. A bonding estimate has been accepted by Public Works as stated in the attached email chain. CDS will require proof of a completed financial guarantee approved by Public Works prior to signature.

Public Works – Planning (memo attached):

- **Required Changes**

6. Tired Creek Lane Extension: Plans are showing a 35' right of way. R-O-W should be 60' on the face of the plat and be designed and constructed to Exhibit J (Rev. 1) to Development Agreement, Development Standards and Design Guidelines for MountainStar master Planned Resort, December 2, 2008.
7. Addressing: Each parcel will require Contact the Kittitas County Rural Addressing Coordinator at (509) 962-7523 to obtain addresses prior to obtaining a building permit. A parcel cannot receive a building permit or utilities until such parcel is identified with a 911 address.
8. Civil Plans: Civil plans will be reviewed and approved as submitted prior to final plat approval in accordance with development agreement.

9. Timing of Improvements: Per the Suncadia 2009 Development Agreement section 5.3 Infrastructure, Surety Bonding or Other Assurances. Infrastructure identified by Trendwest in an approved Site Development Plan must be provided and available for use before the issuance of the first certificate of occupancy for Master Planned Resort Accommodation Units included within such plan. For purposes of final plat approval or issuance of building permits, infrastructure may be guaranteed through surety bonding or other financial assurance device acceptable to the County. The estimated costs of providing all such guaranteed Infrastructure shall be reviewed and approved by the County Public Works Director or designee. Surety bonding or other acceptable financial device provided to the County shall be in an amount equal to at least 110% of such estimated costs as determined by Trendwest's architects and engineers.

Public Works – Survey Review (memo and notes attached):

- **Required Changes**
 1. On sheet 1 the Recording Certificate is shown in two locations.
 2. Sheets 3 and 4 are missing the surveyor stamp.
 3. Please check the bearings and distances as shown on the access road North of Lots 3 and 4. If I retrace the access road from the N'most corner of Lot 3, I am unable to close on the NW corner of Lot 4.

Environmental Health:

- Public Health has no comment on this project.

Please address the items listed above in writing and by revising your final plat drawings as necessary; all revisions/documents shall be submitted to CDS as one submittal packet. In the case where specific information must be submitted directly to a different department, such as paying taxes, a receipt or other documentation from that department shall be submitted to CDS instead. Once the requested information has been resubmitted, the various departments will review for consistency.

All revised information needs to be submitted to Kittitas County CDS by end of business day **October 17, 2018** for staff review and signature on the final mylars (this assumes all issues have been addressed adequately and required information has been provided). Due to cancellation of the regular BOCC study session on October 22, 2018, the next Board meeting available for Board signature is October 31, 2018. This date is 4 days beyond the 30 day window required by RCW 58.17.140(2). Due to the 30 day requirement CDS will unfortunately have no option but to return your final plat application unless you provide a letter or email agreeing to an extension for signature until October 31, 2018.

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 509-962-7065 or via email: jeremy.johnston@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,

Jeremy Johnston
Kittitas County Planner

Enclosed:

Department of Public Works Planning Memo – October 9, 2018
Department of Public Works Survey Review Memo – October 9, 2018
Public Works Bonding Email Chain – October 8, 2018

CC:

Lindsey Ozbolt, Planning Official

via email