



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

March 25, 2019

Pat Deneen
Cle Elum Pines West LLC
PO Box 808
Cle Elum, WA 98922

Subject: Ranch Road Performance Based Cluster Plat (LPF-19-00002) Final Plat. – Staff Review and Request for Additional Information

Mr. Deneen,

Kittitas County Community Development Services (CDS) received your Ranch Road Final Plat submittal on March 13, 2019. 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:

- 1) The zone is given as "Ag-3" on sheet 2. The zoning information must be updated to reflect the current zoning of the subject property, which is Agriculture 20.
- 2) Under "Approvals" on sheet 3, "Ranch Road Cluster Plat" is used to refer to the subdivision. Please revise this to reflect the full name of the project: "Ranch Road Performance Based Cluster Plat".
- 3) Current 2019 taxes must be paid in full on all parcels.

Public Works-Planning (memo attached):

- 1) An access easement needs to be shown on the face of the plat for lot 1.

Public Works – Survey Review (memo attached):

In order to obtain final approval, the following must be addressed:

Sheet 1:

- 1) The dimensions for the North line of Lot 13, and the Northeast line of Lot 8 are obscured by crossing linework.
- 2) The division line between lots 13 and 14 should be monumented in the field.
- 3) The ownership of the public right of way should be clarified as being county or state.
 - a. EX: "Burke Rd- County R/W –Paved"
- 4) The open space limits are not retraceable/locatable.
- 5) The existing driveway serving lot 1 should include reference to the 20 foot access easement recorded under AF 2019031300003.
- 6) The access easement serving lots 2, 3, and 4 should be shown as dedicated right of way OR clear language included on the face of the plat that the entirety of Tract A shall fall under the ownership of a homeowners association, so as to protect the county from undesired ownership through absentee land tax.
- 7) The following plat note must be added to the final mylar: "Entire private road shall be inspected and certified by a civil engineer licensed in the State of Washington specifying that the road meets Kittitas County Road standards as adopted September 6, 2005, prior to issuance of a building permit. Any future subdivision or land use action will be reviewed under the most current road standards."

8) Please be aware of additional items listed in the attached Public Works memo.

Environmental Health (email attached):

Environmental Health's comment letter includes no additional requirements.

Please provide an updated mylar showing all required changes, 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. As stated above, review, signature, and approval of this plat must occur within 30 days of March 13, 2019. Therefore, this plat must be placed on the April 8th Study Session Agenda (the last 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 **April 1st, 2019** 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 April 8, 2019 unless you provide in writing an agreement to an extension for BOCC signature on April 16, 2019, which is the next BOCC meeting pursuant to RCW 58.17.140(2) and provide all required information as listed above.

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 the information provided below.

Best Regards,



Dusty Pilkington
Planner I
Kittitas County Community Development Services
411 N Ruby St # 2, Ellensburg, WA 98926
(509) -962-7079
dusty.pilkington@co.kittitas.wa.us

Enclosure: KC Public Works Survey and Planning Comments, Taylor Gustafson
Environmental/Transportation Planner, March 22, 2019

KC Environmental Health Comments, Jesse Cox, Environmental Health Supervisor,
March 22, 2019

CC: Lindsey Ozbolt, Planning Official

via email



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Community Development Services
FROM: Taylor Gustafson, Environmental/Transportation Planner
DATE: March 22, 2019
SUBJECT: Ranch Road Final Cluster Plat (LPF-19-00002)

TG

Please find Public Works final review comments below:

Survey:

Sheet 1

1. The dimensions for the North line of Lot 13, and the Northeast line of Lot 8 are obscured by crossing linework.
2. The division line between lots 13 and 14 should be monumented in the field.
3. The ownership of public right of way should be clarified as being county or state.
 - a. EX: "Burke Rd – County R/W – Paved"
4. The open space limits are not retraceable / locatable.
5. The existing driveway serving lot 1 should include reference to the 20 foot access easement recorded under AFN: 201903130003.
6. The access easement serving lots 2, 3 and 4, should be shown as dedicated right of way OR clear language included on the face of the plat that the entirety of Tract A shall fall under ownership of a homeowners association, so as to protect the county from undesired ownership through absentee land tax.

Planning:

7. Lot 1: An access easement needs to be shown on the face of the plat for lot 1.
8. Timing of Improvements: This application is subject to the Kittitas County Road Standards, dated 9/6/05. The following conditions apply and must be completed prior to the issuance of a building permit for any of the structures within this plat. A Performance Bond or acceptable financial guarantee may be used, in lieu of the required improvements, per the conditions outlined in the current Kittitas County Road Standards.
9. Private Road Certification: Private roads serving any of the lots within this development shall be inspected and certified by a licensed professional engineer for conformance with current Kittitas County Road Standards, 9/6/05 edition. Kittitas County Public Works

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shall require this road certification to be completed prior to the issuance of a building permit for any of the structures within the proposed plat.

10. Private Road Improvements: Access shall be constructed to meet or exceed the requirements of a High-Density Private Road that serves 3-14 tax parcels. See Kittitas County Road Standards, 9/6/05 edition.
 - a. Access easements shall be a minimum of 40' wide. The roadway shall have a minimum width of 20', with 1' shoulders, for a total width of 22'.
 - b. Minimum centerline radius will be 60'.
 - c. Surface requirement is for a minimum gravel surface depth of 6".
 - d. Maximum grade 8% flat, 12% rolling or mountainous.
 - e. Stopping site distance, reference AASHTO.
 - f. Entering site distance, reference AASHTO.
 - g. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
 - h. Any further subdivision or lots to be served by proposed access may result in further access requirements.
 - i. All roads located within this development or roads that provide access to this development shall be constructed to current county road standards unless any other maintenance agreements, forest service road easements or state easements require higher road standards. The higher of the road standards shall apply.
 - j. All easements shall provide for AASHTO radius at the intersection with a county road.
 - k. A paved apron shall be constructed at the intersection of the proposed private intersection and the county road.
11. Cul-de-Sac: A cul-de-sac turn-around having an outside right-of-way or easement diameter of at least 110 feet shall be constructed at the closed end of all dead-end roads serving 3 or more lots. The driving surface shall be at least 96 feet in diameter. Cul-de-sacs must also conform to the requirements specified by the 2009 International Fire Code. Contact the Fire Marshal regarding any additional cul-de-sac requirements.
12. Plat Notes: Plat notes shall reflect the following:
 - a. Entire private road shall achieve 95% compaction and shall be inspected and certified by a licensed engineer in the State of Washington specifying that the road meets current Kittitas County Road Standards prior to the issuance of building permit for this plat.
 - b. Entire private road shall be inspected and certified by a civil engineer licensed in the State of Washington specifying that the road meets Kittitas County Road Standards as adopted September 6, 2005, prior to the issuance of a building permit. Any future subdivision or land use action will be reviewed under the most current road standards.
 - c. Kittitas County will not accept private roads for maintenance as public streets or roads until such streets or roads are brought into conformance with current County Road

Standards. This requirement will include the hard surface paving of any street or road surfaced originally with gravel.

- d. Maintenance of the access is the responsibility of the property owners who benefit from its use.
 - e. An approved access permit will be required from the Department of Public Works prior to creating any new driveway access or performing work within the county road right of way.
 - f. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.
 - g. A public utility easement 10 feet in width is reserved along all lot lines. The 10 foot easement shall abut the exterior plat boundary and shall be divided 5 feet on each side of interior lot lines. Said easement shall also be used for irrigation.
13. Plat Approvals: All plats must show the acceptance signature of the County Engineer. The acceptance block shall be as follows (per KCC 16.24.170):

EXAMINED AND APPROVED

This ____ day of _____, A.D., 20____.

Kittitas County Engineer

14. Private Road Maintenance Agreement: The applicant shall meet all applicable conditions of any pre-established or required Private Road Maintenance Agreements.
15. Lot Closure: It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.
16. Access Permit: An approved access permit shall be required from the Department of Public Works prior to creating any new driveway access or performing work within the county road right of way.
17. Addressing: 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.
18. Fire Protection: Contact the Kittitas County Fire Marshal regarding any additional access requirements for Emergency Response.
19. Mailbox Placement: Mailboxes must be approved by U.S. Postal Service. Mailbox locations are site specific. Contact your local Post Office for location and design standards before beginning construction.
20. Mailbox Placement: The U.S. Postal Service requires that private roads with 6 or more residences install USPS approved Cluster Box Units (CBUs) at a safe location at the mouth of the private road. Contact your local Post Office for location and additional design requirements before beginning construction.

Subdivision Comments

To: Dusty Pilkington, Planning Official

From: Jesse Cox, Environmental Health Supervisor

Date: Mar 22, 2019

RE: LPF-19-00002

Thank you for the opportunity to comment on the above mentioned project regarding water and septic requirements to comply with Kittitas County Public Health Department's Environmental Health requirements.

Findings

On Site Sewage

- The LPF-19-00002 Ranch Road project is served by a 4 community septic drain fields, which has had site evaluations conducted and awaiting design plan review, permit issue, and final inspection. There are no additional requirements at this time.

Water

- The LPF-19-00002 Ranch Road Plat project is served by the Hidden Valley Guest Ranch group A water system. A Water system, which has been approved by the Washington State Dept. of Health. There are no additional requirements.
- Metering is required for all new uses of domestic water for residential well connections and usage must be recorded in a manner consistent with Kittitas County Code Chapter 13.35.027 and Ecology regulations. There are no additional requirements.
- The approval of this division of land provides no guarantee that use of water under the ground water exemption (RCW 90.44.050) for this plat or any portion thereof will not be subject to curtailment by the Department of Ecology or a court of law (settlement agreement).

A Additional Information Required

No information is required for further review prior to any determinations leading to recommendation for approval.