



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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Office (509) 962-7506

“Building Partnerships – Building Communities”

August 27, 2021

UHK Holdings, LLC  
116 ½ S Washington Street  
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Trailside Homes  
Attn: John Fernstrom  
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Encompass Engineering  
Attn : Mark Kirkpatrick  
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Cle Elum, WA 98922

*Sent via email: [john@trailsidehomes.com](mailto:john@trailsidehomes.com), [Mkirkpatrick@encompasses.net](mailto:Mkirkpatrick@encompasses.net)*

**Subject: Forest Ridge (LPF-21-00006) Final Long Plat Ph 2 – Return of Application and Request for Additional Information**

Applicants,

Kittitas County Community Development Services (CDS) received your Forest Ridge Phase 2 (LPF-21-00006) Final Long Plat submittal on April 23, 2021. The application was put on hold until approval of Forest Ridge Ph 1, which received BOCC signature on August 17, 2021. 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 considering this application complete for final approval and signature of the final plat mylars:

Community Development – Planning:

- Final mylars shall include the final plat number LPF-21-00006 in addition to the preliminary file number already provided.
- Condition #11 of the associated SEPA MDNS requires an Open Space Management Plan which describes, “the type of recreational uses and improvements allowed in the open space areas, and include a statement from a professional biologist demonstrating that the proposed uses, proposed improvements, and lot layout will avoid and minimize impacts to wildlife habitats. Approved recreational uses, as well as provisions for maintenance of any improvements shall be included in the Homeowners Association CCR’s.”
  - CDS could not locate an Open Space Management Plan in the submittal materials addressing this condition.
  - The CC&R’s provided appear to deal with common ownership maintenance obligations, but do not describe allowed open space area uses and improvements.
- Condition #7 of the associated SEPA MDNS requires that snow removal areas be indicated on Final Mylars. CDS could not locate these areas on the surveys submitted.
- All taxes for the applicable parcels associated with the final plat application must be paid prior to CDS signature.

Public Works – Planning/ Survey Review (memo attached):

- Required: Please see attached memo for required changes and information request.

Environmental Health (Memos attached):

- Required: Please see attached memo for required changes and information request.

Assessor:

- No comments provided.

CDS is returning your application until the requirements noted are addressed. Please work with the applicable departments to remedy the issues noted. Once required information is ready please submit to CDS as one submittal packet. Once the requested information has been resubmitted, the various departments will review for consistency. Submittal of a complete application will begin the 30-day review timeframe.

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](mailto: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  
Planning Official

Enclosure:

Department of Public Works Planning/Survey Review Memo  
Department of Public Health Memo

CC:

Mark Cook, Public Works Director  
Dan Carlson, CDS Director  
Project file

*via email*  
*via email*