



**KITTITAS COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**

**MEMORANDUM**

TO: Scott Turnbull, Community Development Services  
FROM: Christina Wollman, Planner II *cw*  
DATE: March 17, 2008  
SUBJECT: Plat of Ponderosa Pines P-07-42

RECEIVED  
MAR 18 2008  
KITITITAS COUNTY  
CDS

Our department has reviewed the plat application and has the following comments:

- "Preliminary Approval" has been granted, based on the information provided.
- "Conditional Preliminary Approval"** has been granted, based on the information provided. See below for conditions of preliminary approval:
- "Additional Information Requested". Prior to continuing the approval process for the submitted development, additional information is requested for analysis.

**The following shall be SEPA mitigation:**

Stormwater: On-site stormwater management that conforms to the specifications of the most current version of the Stormwater Management Manual for Eastern Washington is required of this development. Stormwater systems shall be designed to store stormwater generated by a 24-hour, 25-year storm event. Stormwater system designs shall be prepared and stamped by a civil engineer licensed in the State of Washington. The stormwater system construction and a copy of the design shall be included with the road certification and is required prior to the issuance of a building permit

**The following shall be conditions of preliminary approval:**

1. 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 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.
2. Second Access: A second access is required of this development and has been identified as a road leading from Jack Pine Drive to Big Tail Road to Deer Creek Road to Cle Elum's Montgomery Avenue. The second access shall be constructed to meet or exceed the conditions of a Low-Density Private Road. If the access will be emergency

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use only, the gate must be approved by the Fire Marshall. The second access must be certified prior to the issuance of a building permit.

A variance from the 60' easement requirement on Deer Creek Road was denied by the Road Variance Committee on November 14, 2007 (RV-07-30). The Board of County Commissioners reversed the Road Variance Committee decision on February 19, 2008 and the applicant will be allowed to construct a road meeting Kittitas County Road Standards within the 30' easement.

3. Private Road Improvements: Access from Columbia Avenue to the final access points on Jack Pine Drive, Creekside Road, and Owl Ridge Drive, and the second access from Jack Pine Drive to Montgomery Avenue shall be constructed to meet or exceed the conditions of a Low-Density Private Road. See Kittitas County Road Standards, 9/6/05 edition.
  - a. Access easements shall be a minimum of 60' 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. The surface requirement is for a minimum gravel surface depth of 6".
  - d. Maximum grade is 12%.
  - 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 of county road.
  - k. A paved apron shall be constructed at the intersection of the proposed private intersection and the county road right of way.
4. Cul-de-Sac: A turnaround is required on Creekside Road. The applicant has the option to either build a turnaround near the intersection of Creekside and Owl Ridge Roads, or to certify Creekside Road from Columbia Avenue to an existing offsite cul-de-sac. If the second option is chosen, the easement up to the cul-de-sac must be shown on the face of the plat.
5. Joint-Use Driveway: A joint-use access shall serve no more than two tax parcels. See Kittitas County Road Standards, 9/6/05 edition.
  - a. Access easements shall be a minimum of 20' wide. The roadway width shall have a minimum width of 12'.

- b. The surface requirement is for a minimum gravel surface depth of 6".
- c. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
- d. Any further subdivision or lots to be served by proposed access may result in further access requirements.

Single-Use Driveway: A single-use access shall serve no more than one lot. See Kittitas County Road Standards, 9/6/05 edition.

- a. The roadway shall be a minimum of 8' wide with gravel surface.
  - b. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
  - c. Any further subdivision or lots to be served by proposed access may result in further access requirements.
6. Vicinity Map: The vicinity map shall accurately depict all roads in the Cle Elum ridge area.
7. Access Easements: The access easements for Creekside Road and the second access shall be shown until their intersection with city roads. The easements shall either be shown on the face of the plat or depicted accurately in the vicinity map.
8. Road Names: All private roads names shall be shown on the plat.
9. 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\_\_.

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Kittitas County Engineer

10. 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. 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.
  - c. Maintenance of the access is the responsibility of the property owners who benefit from its use.

- d. 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.
  - e. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.
  - f. 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.
11. Private Road Maintenance Agreement: The applicant shall meet all applicable conditions of any pre-established or required Private Road Maintenance Agreements.
12. Lot Closure: It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.
13. 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.
14. 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.
15. Fire Protection: Contact the Kittitas County Fire Marshall regarding any additional access requirements for Emergency Response.
16. 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.

Current Kittitas County Road Standards, as adopted 9/6/05.

*Chapter 12 – PRIVATE ROADS*

12.12.010 General

Private roads shall meet the following conditions:

- 1. Private roads shall meet the minimum access requirements of the International Fire Code as adopted by the County, and
- 2. Shall be designed and constructed in conformance with AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT < 400) 2001, as now exists or hereafter amended, and

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3. Shall be inspected and certified by a licensed professional engineer for conformance with the above referenced standards. In the alternative, an applicant may request the private roadway to be inspected and subject to the approval of the Public Works Director. If certification by the public Works Director/County Engineer is desired, submission of road plans and necessary testing documentation that confirms compliance with Kittitas County Road Standards is required, and services will be performed on a reimbursable basis, and
4. Permanently established by an easement recorded with the Kittitas County Auditor or right-of-way, providing legal access to each affected lot, dwelling unit, or business, and
5. Will not result in land locking of existing or proposed parcels, and
6. Maintained by the developer or legally responsible owner or homeowners' association or other legal entity made up of all benefited property owners, under the provisions of an acceptable and recorded "Private Road Maintenance Agreement", and
7. Clearly described on the face of the plat, short plat, or other development authorization and clearly signed at street location as a private street or road, for the maintenance of which Kittitas County is not responsible and a disclosure statement of the same is filed with the County Auditor, and
8. The following note shall be placed on the face of the plat, short plat, or other development authorization:

"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."

Please let me know if you have any questions or need further information.



# KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

## MEMORANDUM

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TO: Scott Turnbull, Community Development Services

FROM: Christina Wollman, Planner II

DATE: August 6, 2007

SUBJECT: Plat of Ponderosa Pines

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Our department has reviewed the Plat application and has the following comments:

- "Preliminary Approval" has been granted, based on the information provided.
- "Conditional Preliminary Approval" has been granted, based on the information provided; see below for conditions of preliminary approval.
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The total number of lots served by Creekside Road is more than 40. Per Kittitas County Road Standards 12.01.095(2), a second access is required. The second access shall be identified prior to conditional approval.

### **KCRS 12.01.095(2) – Second Ingress-Egress (as clarified by the BOCC on April 2, 2007)**

All roads that serve more than 40 lots are required to have two interconnected ingress-egress routes that independently connect to an on-system county road.

If the second access is restricted to emergency access only, it must meet or exceed the following requirements: 60' easement, 20' roadway width, BST/ACP surface, and a paved apron. Access restrictions such as gates or bollards must be approved by the Fire Marshall.

If the second access is to be used for ingress and egress, it must meet the same standards of the first access.