



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

June 9, 2017

MDJ Contractors LLC
PO Box 1117
Ellensburg WA 98926

Subject: PD-16-00001 & LP-17-00004 Carrier Heights PUD & Preliminary Plat Additional Information Required

Dear Applicant,

On May 8, 2017, staff issued a Notice of Application for the above-referenced applications. The comment period ended on May 23, 2017. Staff received the following comments:

- Washington State Department of Health, email received May 9, 2017
- Kittitas County Building Official, letter received May 10, 2017
- Kittitas County Public Works, memorandum received May 15, 2017
- City of Ellensburg, email received May 17, 2017
- City of Ellensburg Community Development Department, email received May 17, 2017
- Confederated Tribes and Bands of the Yakama Nation, letter received May 22, 2017
- Washington State Department of Ecology, letter received May 18, 2017
- Kittitas Valley Fire and Rescue, email received May 22, 2017
- Washington State Department of Fish and Wildlife, letter received May 23, 2017
- Kittitas County Public works, email received May 23, 2017
- City of Ellensburg Energy Services, email received May 23, 2017
- Public Comments received May 23, 2017
- Kittitas County Public Health, email received May 24, 2017

According to Kittitas County Code (KCC) 15A.03.040(3), additional information may be required after an application is deemed complete. The determination of completeness shall not preclude Kittitas County from requesting additional information or studies if new information is required. In addition, the notice of application was issued using the optional SEPA DNS process in accordance with Washington Administrative Code) WAC 197-11-355. According to WAC 197-11-355(4), the responsible SEPA Official shall consider timely comments on the notice of application and has the option of requiring additional information prior to making a threshold determination.

Based on the comments received above, additional information is required. Also, additional information is required for staff to review the applications for compliance with applicable standards. The following items are required in order for continued processing of the applications:

1. KCC 17.36.025 describes permitted density for Planned Unit Developments (PUD). An increase in density may be permitted, providing development rights are transferred and additional natural and social amenities are provided. According to the PUD application, no transfer of density is proposed. The application states that the total area of the property is

4.47 acres, which would not allow the proposed density without transfer of development rights. The plat application states that the total area of the property is 5.63 acres. Therefore, please revise the applications so that the correct acreage is shown, and describe how the proposal meets density requirements.

2. KCC 17.36.030 requires a preliminary development plan for the zone change application. KCC 16.12.020 requires preliminary plat drawings for the preliminary plat application. The preliminary development plan submitted with the PUD zone change application is not consistent with the preliminary plat drawings submitted with the preliminary plat application. Therefore, please submit consistent development plan and preliminary plat drawings.
3. KCC 17.36.030(4)(D) requires critical areas and natural features be shown on the preliminary development plan. According to the National Wetland Inventory, the site contains wetlands, which are not shown on the development plan. Please revise the preliminary development plan to show critical areas and natural features.
4. According to KCC 17.36.030(6), a phasing plan is required with identified timelines. The development plan shows phasing, but no explanation is provided. Therefore, please provide a phasing plan with required timelines.
5. KCC 17.36.030(7) requires a narrative that includes planned residential densities expressed in terms of dwelling units per net acre (total acreage minus dedicated rights-of-way). The narrative submitted with the PUD application does not address density. Therefore, please submit a narrative of proposed residential densities expressed in terms of dwelling units per net acres.
6. KCC 17.36.030(7)(h) requires an analysis of public benefit provided in exchange for the deviations from the standards of the underlying zone. The narrative submitted with the PUD application does not address this item. Therefore, please provide a list of deviations from zoning standards that are requested, and the public benefits that are achieved by these deviations.
7. According to KCC 17.36.045, in order to be approved a PUD must comply with all of the following:
 - a. The proposed amendment is compatible with the comprehensive plan; and
 - b. The proposed amendment bears a substantial relation to the public health, safety or welfare; and
 - c. The proposed amendment has merit and value for Kittitas County or a sub-area of the county; and
 - d. The proposed amendment is appropriate because of changed circumstances or because of a need for additional property in the proposed zone or because the proposed zone is appropriate for reasonable development of the subject property; and
 - e. The subject property is suitable for development in general conformance with zoning standards for the proposed zone; and
 - f. The proposed amendment will not be materially detrimental to the use of properties in the immediate vicinity of the subject property; and
 - g. The proposed changes in use of the subject property shall not adversely impact irrigation water deliveries to other properties; and
 - h. The proposed amendment is in full compliance with KCC Chapter [17.13](#), Transfer of Development Rights, if the proposed amendment allows greater than one (1) dwelling

unit (du) per twenty (20) acres or proposes to decrease the dwelling units (du) allowed in the zone classification.

The application requested a description of how these criteria would be met by the proposed PUD rezone, but the information was not provided. Therefore, please provide a description of how each of these criteria would be met.

8. KCC 16.12.020 requires preliminary plat drawings that include the following information:
 1. All preliminary plat drawings shall be submitted on eighteen by twenty-four inch sheets. When required by the county public works director, proposed road plans and profiles prepared by a licensed civil engineer shall be submitted on standard 22" x 36" sheets for review. The scale shall be 1" = 100' horizontal and 1" = 10' vertical, sheet one.
 2. Names of proposed subdivision, all sheets.
 3. Location of subdivision by section, township, range, county and state, all sheets.
 4. Legal description of land contained within the subdivision.
 5. Name(s) and address of the owner(s), subdivider(s), surveyor, engineer and date of survey.
 6. Scale (1" = 200', or greater) north arrow and date, sheet one.
 7. Vicinity map showing the boundary lines of all adjacent subdivisions, roads, streets, rivers, streams, canals, or any other information that will assist the planning commission in considering the plat, sheet one.
 8. Proposed platted boundary lines, lot and road dimensions, and gross acreage, sheet one.
 9. A statement regarding the contemplated sewage disposal, potable water supply, and drainage improvements for the proposed subdivision.
 10. All access easements.
 11. All irrigation ditch easements or historical ditch locations.

The preliminary plat application did not include preliminary plat drawings that include all of the information. Therefore, please submit preliminary plat drawings that include all of this information.

9. KCC 16.12.030(2) requires location, width, and type of all roads, streets, alleys, easements, and rights-of-way on and adjacent to the proposed subdivision to be shown on the preliminary plat. Therefore, please provide this information on the preliminary plat to the satisfaction of Kittitas County Public Works.
10. KCC 16.12.030(3) requires the location of all existing ditches apparent or of record, marshes, areas subject to flooding, and direction of all watercourses to be shown on the preliminary plat. Therefore, please submit a revised preliminary plat that includes this information.
11. According to KCC 16.12.030(6), the total acreage and total number of lots within the proposed subdivision shall be indicated on sheet one of the plat. Please submit a revised preliminary plat that includes total acreage and total number of lots.
12. According to KCC 16.12.110, preliminary applications for the division of land shall conform to KCC Title 12 stormwater regulations. According to the May 15, 2017 comment memorandum from Public Works, the submitted materials are insufficient for staff to

determine if the application complies with these regulations. Therefore, please submit stormwater plans addressing compliance with KCC Title 12 to the satisfaction of Kittitas County Public Works.

Kittitas County staff will not continue processing the applications until the items above have been addressed. Please let me know if you have questions.

Sincerely,



Dan Carlson, AICP
Community Development Services Director

Cc: Mark Cook, P.E., Kittitas County Public Works Director (via email)
Kirstin Sackett, City of Ellensburg Community Development Director (via email)