



# **KITTITAS COUNTY**

## **DEPARTMENT OF PUBLIC WORKS**

### **MEMORANDUM**

**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** August 10, 2026  
**SUBJECT:** CU-26-00003 Ranch at Roslyn Ridge

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| <b>ACCESS</b>      | <ol style="list-style-type: none"><li>1. 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.</li><li>2. 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, 2015 edition. Kittitas County Public Works shall require this road certification to be completed prior to final approval of the project. If a performance guarantee is used in lieu of the required improvements, the private road shall be constructed and certified to comply with the minimum requirements of the International Fire Code prior to issuance of a building permit.</li><li>3. Roads longer than 150' in length are required to provide a Fire Apparatus Road Turnaround meeting the requirements of Appendix D in the International Fire Code.</li><li>4. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain access.</li><li>5. 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 and formally adopted by the Kittitas County Board of County Commissioners.</li></ol> <p>In addition to the above-mentioned conditions, all applicable Kittitas County Road Standards apply to this proposal. Access is not guaranteed to any existing or created parcel on this application.(RC)</p> |
| <b>ENGINEERING</b> | Except as exempted in KCC 14.05.060, no grading or filling upon a site involving more than one hundred (100) cubic yards shall be performed without a grading permit from the County Engineer or Public Works designee (KCC 14.05.050). An application for grading in excess of five hundred (500) cubic yards shall be accompanied by an engineered grading plan (KCC 14.05.080). (CBP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>SURVEY</b>      | There are no survey comments regarding this application. (JT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>TRANSPORTATION CONCURRENCY</b> | 1. A Transportation Concurrency application is required. (KAH)<br>Note: As project accesses SR903, WSDOT will have requirements to access and traffic impact analysis (TIA). If a TIA is required from WSDOT for this project, Kittitas County Public Works will coordinate with WSDOT for review and comments. |
| <b>FLOOD</b>                      | The project area is not with a FEMA mapped special flood hazard area. Flood permitting is not required for the proposed development under the current FIRMs. (SC)                                                                                                                                               |
| <b>WATER MITIGATION/ METERING</b> | No comments. (SC)                                                                                                                                                                                                                                                                                               |
| <b>AIRPORT</b>                    | No Comment. (RC)                                                                                                                                                                                                                                                                                                |

Please contact Kittitas County Public Works (509) 962-7523 with any questions.