



# KITITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

### MEMORANDUM

**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** December 15, 2025- UPDATE 1-13-26  
**SUBJECT:** SPF-25-00009 Mills

<b>ACCESS</b>	<ol style="list-style-type: none"> <li>1. An approved access permit shall be required from the Kittitas County Department of Public Works prior to creating any new driveway access or altering an existing access.</li> <li>2. KCC Title 12.04.07.060 requires a minimum 30' easement for a shared residential driveway recorded prior to final.</li> <li>3. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.</li> <li>4. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.</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)  <b>Update 1/13/26</b>            Access Easement meets Public Works requirement for shared residential driveway.(RC)</p>
<b>ENGINEERING</b>	<p>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)</p>
<b>SURVEY</b>	<p>Legend needs to be added. (DF)</p> <p>UPDATE 01/15/2026            All prior survey comments have been addressed on the updated survey map. (JT)</p>
<b>TRANSPORTATION CONCURRENCY</b>	<p>No transportation concurrency requirement for this project.</p>
<b>FLOOD</b>	<p>No comments. (SC)</p>
<b>WATER MITIGATION/ METERING</b>	<p>KCC 13.35.027 requirements for water mitigation and metering have been met for final plat approval. (SC)</p>

<b>AIRPORT</b>	No Comments. (RC)
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Please contact Kittitas County Public Works (509) 962-7523 with any questions.