



# **KITTITAS COUNTY**

## **DEPARTMENT OF PUBLIC WORKS**

### **MEMORANDUM**

**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** April 16, 2026  
**SUBJECT:** AU-26-00003 Campbell

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>ACCESS</b>                     | <ol style="list-style-type: none"><li>1. Issued Access and Address Permit on file ( AA-26-00018) conditions of permit and inspection required prior to occupancy.</li><li>2. 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>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)</p> |
| <b>ENGINEERING</b>                | <ol style="list-style-type: none"><li>1. An issued grading permit is on file (GP-26-00002).</li><li>2. The conditions of approval outline the process if any changes to plans occur.</li><li>3. Once the project is completed, schedule an inspection to close out the permit. (CBP)</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SURVEY</b>                     | There are no survey comments regarding this application. (JT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>TRANSPORTATION CONCURRENCY</b> | Not applicable to this project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>FLOOD</b>                      | Parcel #18655 is not mapped within a FEMA identified special flood hazard area (1% annual chance flood zone). A floodplain development permit is not required for the proposed ADU. (SC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>WATER MITIGATION/ METERING</b> | The proposed ADU requires water mitigation and metering per KCC 13.35.027 since it is a new use of groundwater. Public Works has issued a water mitigation certificate for the project, WM-26-00013. The water meter must be installed and inspected prior to building final. (SC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>AIRPORT</b>                    | No Comment. (RC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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