



KITITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff
FROM: Public Works Plan Review Team
DATE: September 11, 2025
SUBJECT: ACU-25-00002 Boys & Girls Club

ACCESS	<ol style="list-style-type: none"> 1. An approved access permit may be required from the Kittitas County Department of Public Works prior to altering existing access. 2. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses. <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>
ENGINEERING	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)
SURVEY	As the proposed site plan does not show property boundary lines, and the development proposal appears to be quite tight to fit on the existing property, applicants are reminded that they must adhere to setback requirements. It is strongly recommended a land surveyor be utilized to ensure that the proposal does not encroach or trespass onto adjacent parcels. (JT)
TRANSPORTATION CONCURRENCY	Provide estimated traffic counts for courtesy screening. Coordinate with WSDOT to identify additional concurrency requirements
FLOOD	No comments. (SC)
WATER MITIGATION/ METERING	No comments. (SC)
AIRPORT	No Comment. (RC)

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