



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff
FROM: Public Works Plan Review Team
DATE: December 23, 2025- January 14, 2026 UPDATE
SUBJECT: BL-25-00020 Martin

ACCESS	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. 2. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses. 3. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards. 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. The County agrees to adopt and apply as County regulations the City's regulations controlling land uses, setback standards, density requirements, and the most current City Public Works development regulations and standards to project permits, as defined in the Interlocal Agreement Section 11.4. (RC)
ENGINEERING	1. 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). 2. Additionally, Kittitas County Code 12.07 requires use of City of Ellensburg standards for roadways and utilities within the UGA. (CBP)
SURVEY	Will hold comments until final survey documents are provided. (DF) UPDATE 01/14/2026 1. Please identify dashed area located in the SE portion of Parcel M1. 2. The dimension of '254.28' located on the SW boundary of canal is obscured by a symbol. (JT)

TRANSPORTATION CONCURRENCY	No transportation concurrency requirements for this project. (KAH)
FLOOD	Parcels 20575 and 646233 are mapped within a FEMA identified special flood hazard area (1 percent annual chance flood zone). All development within the floodplain must be permitted through the floodplain development permit process and follow the regulations within KCC 14.08. While not required by KCC 14.08.220, it is highly encouraged that the floodplain boundaries are outlined on the face of the recorded survey. (SC)
WATER MITIGATION/ METERING	No comments. (SC)
AIRPORT	The Project is located within the Airport overlay zone, operation zone 6. Please note requirement for recorded notice per KCC 17.58.060(1)(d).

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