



# KITITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

---

### MEMORANDUM

**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** September 24, 2025  
**SUBJECT:** SPF-25-00005 Sedgwick

|                    |   |
|--------------------|---|
| <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. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.</li> <li>3. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.</li> <li>4. 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.</li> <li>5. Mountain Creek Drive and Fir Tree Drive were certified to High Density 3-14, 0–5-acre average lot size with roadway width of 20 feet. Further plat development may change the road certification requirements to 15-40 average lot size 0–5-acre requirement of 22 feet.</li> <li>6. Unable to identify any existing legal access from Swauk Pines Road and Hidden Valley Road. Please show necessary documentation of an easement at the time of permitting.</li> </ol> <p>OF NOTE: Existing address of 1690 Mountain Creek Drive to be assigned to parcel 1A upon recording of the short plat. (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>1. Label Fir Tree Drive and Mountain Creek Drive together with ownership (private) and surfacing.</p> <p>2. Show the westerly extent of Easement R through Parcel 1B, or provide proof this was vacated.</p> <p>3. Include detail about the 20' utility easement at the North line of Lot 1B. If existing, please include a document reference. If herein dedicated, please note. If the easement is being created, it must be retracable.</p> <p>4. Per aerial imagery, there appears to be a structure near the NW corner of parcel 1B. Please confirm this has been removed or is non-permanent in nature. If the structure still exists, please show that it meets necessary setbacks. (JT)</p> |
| <b>TRANSPORTATION CONCURRENCY</b> | No transportation concurrency requirement for this project. (KAH)  |
| <b>FLOOD</b>                      | No comments. (SC)  |
| <b>WATER MITIGATION/ METERING</b> | KCC 13.35.027 requirements have not been met. The issued water mitigation certificate and metering agreement must be recorded prior to final plant approval. (SC)  |
| <b>AIRPORT</b>                    | No Comments.(RC)   |

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