



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff
FROM: Public Works Plan Review Team
DATE: July 30, 2025
SUBJECT: SP-25-00009 Brown Road

<p>ACCESS</p>	<ol style="list-style-type: none"> 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. An access permit (AC-25-00010) has been submitted for the private road apron onto Brown Road- Easement B. See Survey comments. 3. Per KCC 12.04.04.050 Road Certification is required. 4. Per KCC 12.04.01.030 Roads serving five or more lots shall be named according to the Kittitas County Private Road Naming & Signing Standards. 5. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses. 6. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards. <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>
<p>ENGINEERING</p>	<p>There is an existing grading permit associated with this and the surrounding parcels (GP-25-00002). If there are any additional grading or earthwork planned as part of this short plat please provide that information and Public Works can update the Conditions of Approval for the grading permit (GP-25-00002) as needed.</p>

<p>SURVEY</p>	<p>1. Application does not meet WAC 332-130-145 Topographic elements on map. 2. show encroachment distances of existing building(s) into Brown Road Right of way. 3. 2024 Aerial photography shows 5 additional buildings not shown on the application. These should be shown or a statement from the applicant stating that they have been removed.</p> <p>FOR FINAL (not required for Prelim Approval)</p> <p>4. Include Ownership, surfacing and R/W width for Brown Road. 5. At a minimum, the new division line between parcels shall be staked in the field, and corners shown on the face of the map. 6. Adjacent lots 2, 4 and 7 shall include reference to recorded survey. 7. The 60' access easement shall include reference to recording number of the creation documents, as the survey only notes that is to be created by separate document. 8. Given the simplistic nature of the SP, Lot Closures are not required at final. (JT)</p>
<p>TRANSPORTATION CONCURRENCY</p>	<p>No transportation concurrency requirements for this project. (KAH)</p>
<p>FLOOD</p>	<p>No comments. (SC)</p>
<p>WATER MITIGATION/ METERING</p>	<p>The following comments outline the requirements for legal availability of water and metering for the proposed short plat:</p> <p>The applicant must provide legal water availability for all new uses on the proposed lots of this project, which can be provided through mitigation certificates. Prior to final plat approval and recording, the following conditions shall be met:</p> <p>In accordance with KCC Chapter 13.35.027, the applicant shall provide one of the following documents before final plat approval:</p> <ol style="list-style-type: none"> 1. A letter from a water purveyor stating that the purveyor has adequate water rights and will provide the necessary water for the new use; 2. An adequate water right for the proposed new use; or 3. A certificate of water budget neutrality from the Department of Ecology or other adequate interest in water rights from a water bank. <p>All applicants for land divisions shall also submit information on "proximate parcels" held in "common ownership" as those terms are defined in WAC 173-539A-030 and otherwise demonstrate how the proposed new use will not violate RCW 90.44.050 as currently existing or hereafter amended.</p> <p>Failure to obtain mitigation before commencement of an activity requiring mitigation shall be a code violation subject to enforcement under Title 18 KCC.</p>

	<p>Final Plat Notes</p> <p>The following notes shall be placed on the face of the plat:</p> <p>C-1 "Metering is required for all new uses of domestic water for residential well connections and usage must be recorded in a manner consistent with Kittitas County Code Chapter 13.35.027 and Ecology regulations."</p> <p>C-2 "The approval of this division of land provides no guarantee that use of water under the ground water exemption (RCW 90.44.050) for this plat or any portion thereof will not be subject to curtailment by the Department of Ecology or a court of law."</p> <p>(SC)</p>
AIRPORT	No Comments. (RC)

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