



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Scott Turnbull, Staff Planner, Community Development Services

FROM: Randy Carbary, Development Review, Planner II *RC*

DATE: November 28, 2006

SUBJECT: Happy Trails Plat

Our department has reviewed the Short Plat application and has the following comments:

___ "Preliminary Approval" has been granted, based on the information provided.

X "Conditional Preliminary Approval" has been granted, based on the information provided, see below for conditions of preliminary approval:

___ "Preliminary Approval" has not been granted. Our department requests additional information is submitted/ obtained for further review. See below for requested information.

Prior to Final Plat Approval:

1. Road Name(s) "Fenz Lane": Road names shall be subject to the approval of the Kittitas County Department of Public Works. Contact the Kittitas County Rural Addressing Coordinator at (509) 962-7523 for more information.
2. Newly Proposed Road: The newly proposed road(s) appear to be extensions of Delta Street, Mt. Daniels Drive and Quartz Mtn. Drive, as depicted by the 60' right of way, this would appear to indicate that this is being proposed as a county "on-system" road, similar to the Grasslands Park Plat extension of Quartz Mtn Drive. Delta Street, Mt. Daniels Drive and Quartz Mtn. Drive are designated as Class 09 Rural Local Access Roads (per Kittitas County Road Standards 12.03.030, C). The applicant and/or designated representative shall contact the Kittitas County Department of Public Works to discuss the particulars of the newly proposed road at their earliest convenience.

3. Internal Roads: The newly proposed road shall be constructed as defined in Kittitas County Road Standards 12.03.010 Road Classifications and 12.03.020, C.

12.03.010 Road Classifications: County roads or streets are classified functionally as indicated in the following Sections 12.03. Function is the controlling element for classification and shall govern right-of-way, road width and road geometrics. Other given elements such as access, arterial spacing, and average daily traffic count, (ADT) are typical.

12.03.020, C: Rural Local Access (Class 09). Road, which provides direct access to adjoining properties within a neighborhood. These constitute all rural mileage not classified as principal arterial, minor arterial, major collector, or minor collector mileage.

4. Road Design Standard: Per current Kittitas County Road Standards Table 4-2:
- a. Road shall be constructed to a total paved width of 26' with a minimum of 22' traveled way.
 - b. Access shall be constructed within a 60' wide right-of-way dedicated to the public.
5. Road Plans: Developers shall submit road plans as follows: Plan and profile drawings for all roads shall be submitted to the county engineer on film or linen sheets twenty-two inches by thirty-six inches in size, and receive his approval before proceeding with construction. The drawing standards used in preparing the drawings shall conform to the current drawing standards employed by the department of public works. All plans for roads, drainage, and utility construction are to be designed and prepared by a licensed professional engineer. Staking for road construction and adequate survey control for utility construction shall be provided at the subdivider's expense. **No work may be started until such plans are approved.** (see current Kittitas County Road Standards 12.08.010 for more detailed information).
6. Construction Control and Inspection: Work performed in the construction or improvement of county roads, future county roads, whether by or for a private developer, by county forces, by county contractor or by private contractor, shall be done in accordance with standards and approved plans (Section 12.08). Inspections shall take place during the following construction stages:
- a. Clearing and grubbing;
 - b. Road system drainage;

- c. Road subgrade;
 - d. Road ballast grade;
 - e. Completion of road surfacing.
 - f. The plat shall pay all costs involved in said inspection services. The plat bond will not be released or the final plat approved until inspection costs are paid in full.
 - g. It shall be the responsibility of the developer to notify the public works director in advance of the required inspections. All materials used and all work performed must be to the satisfaction of the public works director prior to acceptance by the county.
7. Testing and Timing of Construction: The provisions of Section 2-03 of the WSDOT Standard Specifications apply in all respects to development construction unless otherwise instructed by the Director prior to construction, the subdivider's engineer shall provide certified test reports for gravel base, Class "B" and crushed surfacing top course from a reputable testing firm for approval. (Also see current Kittitas County Road Standards Chapter 9 for more detailed information).
- a. Upon gaining the Director Of Public Work's approval of the road and utility plans and the Board Of County Commissioners approval to proceed with the final plat, the subdivider may request the director of public works to call for a preconstruction conference in accordance with subsection (d) of this section and proceed with construction of the utilities and roads or file an approved bond.
 - b. Subdivider shall select his contractor to undertake the road construction. The contractor shall be capable of supplying the minimum equipment specified. The subdivider shall notify the director of public works of his selection and the director shall in turn call a preconstruction conference, at which conference, staking, construction details, coordination with utilities, county inspection, and time schedule will be discussed and decided upon such as to assure meeting the approved plans and time for completion. Those expected to attend the conference include:
 - 1. Subdivider, his engineer and contractor;
 - 2. Representative of all involved utilities;
 - 3. County director of public works or his representative.

- c. Following successful completion of the preconstruction conference, utility and road construction may proceed.
 - d. Once final road plans have been approved and the preconstruction conference has been held, road construction inspection costs incurred by Kittitas County shall be charged to the developer on a reimbursable basis. The costs shall be paid prior to final acceptance of the road.
9. **Bonding:** The developer shall submit a bond to the Department of Public Works (See current Kittitas County Road Standards 12.01.150). Failure to comply with these Standards may result in denial of plan or development permit approval, revocation of prior approvals, or legal action for forfeiture of performance guarantee.

- a. **CONSTRUCTION PERFORMANCE GUARANTEES:** In lieu of the completion of any required improvements prior to approval of a final plat, short plat or other land-use action, the developer shall provide a performance guarantee in an amount and with satisfactory surety and conditions providing for and securing to Kittitas County the actual design, construction and installation of such improvements within a period specified by the Director. The Director will enforce the guarantee through appropriate legal and equitable remedies. If a surety bond is provided for public or private roads, the amount of the bond shall equal one hundred and thirty-five (135%) of the estimated design and construction cost. When a letter of escrow or cash is used, which will be acceptable only for public roads, the amount covered shall be for one hundred fifteen percent (115%) of the estimated construction cost as reviewed and concurred by the Public Works Director

The amount of the financial guarantee may be reduced during construction proportionally to the amount of work completed, as said work is approved by the Public Works Director.

Building Permits will not be issued until road construction is completed or bonded to the subject dwelling or structure and approved by the County or a licensed professional engineer. The developer is legally and financially responsible for ensuring all roads are constructed in accordance with this code.

- b. **MAINTENANCE PERFORMANCE GUARANTEES:** The successful performance of public improvements shall be guaranteed for a period of not less than two years from the date of acceptance or Final Construction Approval (which ever is last). The amount of the maintenance guarantee shall be ten percent (10%) of the construction

cost and the form of the maintenance financial guarantee shall be approved by the Public Works Director. Maintenance guarantees will not be required when the required performance guarantee is \$1,000.00 or less. (Ord. 2005-30, 2005)

10. Storm Water: Developer shall provide a storm water plan for surface water flows entering, flowing within and leaving the subject property. The plan is to conform to the following standards and requirements. (see current Kittitas County Road Standards 12.06.050):
- a. The Kittitas County Director Of Public Works may require plans for storm drainage and detention facilities to be prepared by a registered civil engineer currently licensed by the state of Washington and qualified by experience and education in the field of hydraulics, hydrology, or a closely related field. Storm water plans or revisions to any approved plan shall be reviewed and approved by the public works department prior to any construction.
 - b. On-site storm water improvements must be sufficient to mitigate impacts due to flooding, erosion, sedimentation or pollution.
 - c. All drainage system elements must provide for adequate maintenance and accessibility at all times. Storm water facilities shall be designed to eliminate interference from underground utilities and from conditions, which exceed design loads for any pipe or other structural element.
 - d. The designer of any storm water element shall consider system reliability in terms of layout, specifications of materials and methods of installation.
 - e. The impact of a system failure should be analyzed both in terms of on-site and off-site effects. The impacts may be to adjacent properties or to elements of the public drainage system or other private systems.
 - f. No drainage originating inside of a building or structure shall be connected to the storm water or surface water systems.
 - g. Developer shall meet all other applicable laws for water quality prior to discharge to any wetland, stream, or lake.
 - h. Developers are encouraged to be innovative and give high priority to fish, wildlife, plant materials and related total resource management systems.

11. Approaches: All approaches to county roads shall be constructed as follows:
 - a. An approved access permit will be required from the Department of Public Works, prior to creating any new driveway access, or performing any work within the county road right-of-way.
 - b. Maintenance of driveway approaches shall be the responsibility of the owner(s) whose property they serve. Kittitas County will not maintain accesses.
12. Roadside Features: Mailboxes must be approved by U.S. Postal Service. Mailbox locations are site specific. Contact your local Post Office for location and design standards before beginning construction
13. Addressing: Contact the Kittitas County Rural Addressing Coordinator at (509) 962-7523 to obtain addresses prior to obtaining a building permit. A parcel cannot receive a building permit or utilities until such parcel is identified with a 911 address.
14. Fire Protection: Contact the Kittitas County Fire Marshall regarding any additional access requirements for emergency response.
15. Irrigation Water: Irrigation water will need to comply with irrigation District requirements and continued in front of and through the site to any downstream users. No irrigation water or tail water will be conveyed in the county right of way along the projects county road frontage.
16. Wellhead Buffers: Wellhead Buffers will not encroach within County Maintained R/W.
17. Swales: Public Works suggests the construction of swales vs. hard ditching for this development.

In addition to the above-mentioned conditions, all applicable Kittitas County Road Standards apply to this proposal.

Please let me know if you have any questions or need further information. In addition, Public Works would request supplemental information regarding this matter as such information is relayed to the Planning Commission, Board of Adjustment or additionally involved entities.