

**Encompass Engineering & Surveying**  
 108 East 2nd Street, Cle Elum, Washington 98922  
 Phone: (509) 674-7433 Fax: (509) 674-7419

# LETTER OF TRANSMITTAL

TO RCCDS

DATE	9-5-06	JOB NO.	06193
ATTENTION	PLANNER		
RE:	STARLITE ESTATES PRE-APPLICATION		

GENTLEMEN:

WE ARE SENDING YOU  Attached  Under separate cover via \_\_\_\_\_ the following items:

Shop drawings     Prints     Plans     Samples     Specifications  
 Copy of letter     Change order     OVERVIEW

COPIES	DATE	NO.	DESCRIPTION
6		1	SITE PLAN
6		1	LETTER

RECEIVED  
 SEP 07 2006  
 Kittitas County  
 ODS

THESE ARE TRANSMITTED: as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE \_\_\_\_\_ 20\_\_\_\_\_
- Approval as submitted
- Approval as noted
- Returned for corrections
- FOR PRE-APP MTG TO BE SCHEDULED
- Resubmit \_\_\_\_\_ copies for distribution
- Submit \_\_\_\_\_ copies for distribution
- Return \_\_\_\_\_ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS PLEASE REVIEW ENCLOSED INFORMATION. WE WOULD LIKE TO REQUEST A PRE-APPLICATION MEETING, ASAP TO DISCUSS THE PROPOSED DEVELOPMENT. PLEASE FORWARD 2 COPIES TO THE CITY OF EWENSBURG FOR I BELIEVE THEY SHOULD ATTEND AS WELL. IF YOU NEED MORE COPIES, PLEASE LET ME KNOW.

THANK YOU!  
MARC

'TO FILE

SIGNED: MARC K. KIRKPATRICK

If enclosures are not as noted, kindly notify us at once.



## **STARLITE ESTATES PERFORMANCE BASED CLUSTER PLAT**

### **OVERVIEW:**

The attached proposal is a 58 lot Performance Based Cluster Plat in accordance to KCC Chapter 16.09 revised in August of 2006. The proposed total acreage is 58.1 acres located within the AG-3 zoning and within the City of Ellensburg Airport Overlay Zone (A-O) – Zone 3 of the Ellensburg Municipal Code – Chapter 13.11. It is understood that both codes will be applied to this development. Please see attached plan for PBCP table of how density bonus points were calculated.

### **UTILITIES:**

The projects sewer and water will be served by the City of Ellensburg. Nearest utilities are located in Bender Road at the southeast corner of the property. Stormwater will be designed using the Eastern Washington Stormwater Manual as a guide and Kittitas County's drainage requirements. Irrigation will be worked out with Cascade Irrigation District. CID is currently looking at re-routing the existing irrigation ditches around the perimeter of the proposed development. Phone and Electrical will be coordinated with the provider of this area.

### **TRANSPORTATION:**

Offsite – Road improvements are proposed on Pioneer Road and Bender Road only. Bowers road was recently improved to County standards and no access off of Bowers road is proposed for the project. Offsite road improvements will be designed according to the City of Ellensburg Design Standards and AOZ requirements.

Onsite – Road improvements will be designed according to the City of Ellensburg Design Standards and AOZ requirements. Downward facing lighting will be proposed for all street lighting. Extensive dust control will be provided during all construction activity to prevent poor visibility. A through street is proposed in order to provide continuity.

### **OPEN SPACE:**

Proposed open space will follow the restrictions under the Zone 3 of Airport Overlay Zone. We encourage recommendations and ideas from your staff.

### **COMMENTS:**

Attached are emails from the City of Ellensburg and Kittitas County Community Development Services that were collected during the feasibility of this project. Also attached are copies of the proposed PBCP for your review and comment. As suggested above, copies should be routed to both City and County departments so that a pre-application meeting could be set to discuss this proposal in more detail.

# COUNTY COMMENTS

Marc Kirkpatrick

→ **From:** Darryl Piercy [darryl.piercy@co.kittitas.wa.us]  
**Sent:** Friday, June 02, 2006 7:47 AM  
**To:** Marc Kirkpatrick; John Akers; Mike Smith  
**Cc:** Chad Allen; Joanna F. Valencia; Allison Kimball; Noah Goodrich; Patrick Butler; Scott Turnbull  
**Subject:** RE: Bender Property

Marc,

Here are my thoughts

Ag 3 is an inappropriate zone and is inconsistent with the Comprehensive Plan of the County. Any development should be accompanied by a rezone to allow for appropriate urban densities in the UGA. We would encourage the extension of city water and sewer and a utility extension agreement would be necessary. The County would give considerable weight to the requirements of the city for any development within the UGA. A cluster plat would be an excellent tool to establish urban lot sizes prior to urban services being available if that was the situation. Some form of pre-platting in anticipation of future urban services might also be an attractive option. Bottom line is we will look for ways to allow development that will support future or present urban densities. 3 acre lots in the UGA would not be supported.

Hope that helps  
Darryl

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**From:** Marc Kirkpatrick [mailto:MKirkpatrick@encompasses.net]  
**Sent:** Thursday, June 01, 2006 4:58 PM  
**To:** John Akers; Mike Smith  
**Cc:** Darryl Piercy; Chad Allen  
**Subject:** Bender Property

Hi John, Darryl and Mike,

I have 2 clients who own the properties shown on the attached map. They are both looking into subdividing. After doing some preliminary research, I have run into many questions that I am hoping you or someone in your office could answer. I understand that this is very preliminary, but as you will see, I'm not even sure where to start.

The information I have so far is:

- o Properties are zoned AG-3 within City UGA
- o Properties are within AOZ and may have restrictions on lot sizes due to ordinance
- o Future City Water is proposed along Bender
- o Future City Sewer is proposed along Bender and north along Gail Road


The questions I have are:

1. Will a pre-annexation agreement between City and County need to be done?
  - If so, is it possible to create re-zone and get City lots at 7,200 sf. With the ordinance in place?
2. If a pre-annexation agreement is not required, can they propose a Performance Based Cluster Plat that will create smaller lots, leaving a large amount of open space?
  - If so, are City utilities required or available?
  - City road improvements required? Or County?
3. Are 3 acre lots the best and only option?
  - If so, do we still need a pre-annexation agreement?
  - Improvements to City standards with City utilities?

9/7/2006

# CITY COMMENTS

Marc Kirkpatrick

 **From:** Mike Smith [smithm@CITYOFELLENSBURG.ORG]  
**Sent:** Monday, June 12, 2006 9:03 AM  
**To:** Marc Kirkpatrick  
**Subject:** Re: FW: Bender Property

Marc,

The property vicinity maps did not make it through all of the forwards.

If contiguous to city limits then they need to annex for utilities. If not contiguous then must execute pre-annexation agreement with city.

If in Zone 6 of Airport Overlay Zone then while in County the density is limited to the existing density at date of AOZ adoption in 2001 - probably 1 unit per 3 acres. Once annexed into the City they could then get 3 units per acre with reduced improvement requirements (one sidewalk, limited street lights) on 7,000 square foot lots.

If in Zone 3 (most likely they are in Zone 3), then while in County the density is based on County Code, including its Airport Overlay Zone - I am not sure what that County Code says. Once annexed into the City the average density must be consistent with the existing County zoning at time of annexation. So at this point it would be 1 unit per 3 acres. But you may be able to rezone in the County prior to annexation if their Airport Overlay Zone allows it (I seem to remember that they froze density at date of adoption though) and get a Suburban 1 unit per acre density that would carry through annexation - I do not think you could get County Residential zoning in Zone 3 of AOZ. The best would probably be the 1 unit per acre. If it were rezoned to Suburban, you could probably cluster and develop through the county so long as you do not exceed an average of 1 unit per acre.

Hope this helps.

Mike

>>> "Marc Kirkpatrick" <MKirkpatrick@encompasses.net> 06/11/06 3:06 PM >>>


Hi Mike,

Welcome back. I'm sure you are still catching up.

You are the last piece of the puzzle and I am hoping you could answer some of my questions below.

Thank you!

*Marc*

 **From:** John Akers [mailto:akersj@CITYOFELLENSBURG.ORG]  
**Sent:** Tuesday, June 06, 2006 3:47 PM  
**To:** Marc Kirkpatrick  
**Subject:** Re: Bender Property

Marc: Sorry for the delay in responding to your inquiry. Mike Smith is out of the office until Monday the 12th, and he is the go to guy for pre-annexation agreements. Water and Sewer can both be obtained on these properties, and pre-annexation agreements will be necessary. If the properties are contiguous to the existing City Limit the effect of executing a pre-annexation agreement will be to initiate the annexation process. Mike Smith will have more information on this process and how it works. Water and Sewer are both available at the intersection of Bender Road / Water Street. Hope this helps. Let me know if you need additional information.  
ja

9/7/2006

John Akers

>>> "Marc Kirkpatrick" <MKirkpatrick@encompasses.net> 6/1/2006 4:57 PM >>>  
Hi John, Darryl and Mike,

I have 2 clients who own the properties shown on the attached map. They are both looking into subdividing. After doing some preliminary research, I have run into many questions that I am hoping you or someone in your office could answer. I understand that this is very preliminary, but as you will see, I'm not even sure where to start.

The information I have so far is:

- o Properties are zoned AG-3 within City UGA
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The questions I have are:

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  - If so, are City utilities required or available?
  - City road improvements required? Or County?
3. Are 3 acre lots the best and only option?
  - If so, do we still need a pre-annexation agreement?
  - Improvements to City standards with City utilities?

Any assistance in how to approach these properties will be much appreciated.

Thank you in advance for your time!

***Marc K. Kirkpatrick***  
***Encompass Engineering & Surveying***  
***Ph: (509) 674-7433 x224***  
***Fx: (509) 674-7419***  
***mkirkpatrick@encompasses.net***  
***www.encompasses.net***

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# CITY COMMENTS CONT....

Marc Kirkpatrick

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**From:** Mike Smith [smithm@CITYOFELLENSBURG.ORG]  
**Sent:** Monday, July 03, 2006 8:54 AM  
**To:** darryl.piercy@co.kittitas.wa.us; Marc Kirkpatrick  
**Cc:** John Akers  
**Subject:** Re: Meeting

Marc,

I have previously provided you with Airport Overlay Zone District information that indicates the density for the properties are within Zone 3 and the densities will be as follows:

"Zoning changes on property within Zone 3 that is within the unincorporated Ellensburg Urban Growth Area (UGA) and which later annexes into the city limits shall maintain an average maximum residential density after annexation that is consistent with the underlying Kittitas County zoning on the property in effect at the date of annexation."

The property is contiguous with the city limits and will be required to annex in order to obtain city utilities.

Whatever the County zoning is when you annex, then that is the density available to the property. You can utilize the City Planned Unit Development process to cluster that density to certain areas to achieve higher densities in those clusters, but the overall average maximum density is the density that County zoning would permit at the time of annexation.

I would suggest that you go through a Pre-Application process in order to get answers to your questions. Ideally you would provide us with some idea as to a project design that meets those Airport Overlay Zone requirements that we could then respond to. Otherwise we seem to be just sitting down to discuss "what-ifs" and, speaking just for myself, I do not have significant amounts of time to give to "what-ifs" when I have way too many real and active projects pending statutory approval timelines in front of me.

Thanks.

Mike Smith, Senior Planner

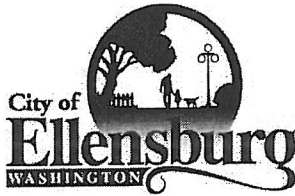
>>> "Marc Kirkpatrick" <MKirkpatrick@encompasses.net> 06/30/06 7:33 AM >>>  
 Hi Darryl,

My Clients and I would like to set up a meeting to discuss the development possibilities of their property north of Bender. This is the same property that I emailed you before that lies within the Airport Overlay Zone. I've attached maps highlighting the parcel again. The Client and I have generated a lot of questions that we feel could be easily answered in a short sit down meeting with all the key players. I've copied Mike Smith & John Akers with the City asking them to join us as well. Our best time to meet is next Thursday (7/6) at 3pm at your office. Please confirm at your earliest convenience that this will work within your schedule. Thank you and have a nice weekend!

Best Regards,

*Marc K. Kirkpatrick*  
*Encompass Engineering & Surveying*  
*Ph: (509) 674-7433 x224*

9/7/2006



# CITY OF ELLENSBURG

Public Works Department  
501 N Anderson St. Ellensburg, WA 98926  
Ph: (509) 962-7230 Fax: (509) 962-7127

## Memorandum

**Date:** November 6, 2006

**To:** DJ Hardy  
Starlite Construction

**From:** Gordon Crane, Engineering Tech. III

**Through:** John Akers, Public Works Director

**Re:** Starlite Plat pre development meeting

RECEIVED  
NOV 15 2006  
KITITAS COUNTY  
CDS

The following are City of Ellensburg Public Works comments regarding the Sept. 28, 2006 pre development meeting. The applicant can refer also to the utility schematics and materials provided at the meeting. The City's development standards and details are available for viewing at our website at <http://ci.ellensburg.wa.us/utilities/pubworks.cfm> .

There are three proposed plats in the vicinity of this plat (Ridgeview, Stoney Creek, and Black Horse) that are required to construct utility and roadway improvements along their respective frontages along Bender Road. The plats are in varying stages of phased construction or plat submittal, and have not proposed a timetable for their Bender Road improvements.

The following comments assume that no adjoining plat improvements take place prior to the proposed Starlite plat road and utility construction improvements.

### **Water:**

The nearest water main to serve the property is a 12" main on the south side of the road at the west end of the Sun Ridge plat improvements. The developer will need to extend a 12" DI main from that point to the west edge of the Starlite plat frontage on Bender Road.

The developer will need to install a 12" main on the plat's entire Bowers Road frontage.

New 8" ductile water mains will be required in the proposed interior roadways of the plat. An 8" main will need to be extended to Bowers Road. Extensions shall be required through and to the extremes of the property for future service, per City development standards.

The developer will need to install the water mains and service line stubs to each lot. The City Water Department will install the water meters and boxes when the lots are developed.

The City may require stubs to the south side of the proposed Bender Road water main, to avoid having to cut the pavement later. Staff will work with the developer of this Plat to review the need for and installation of water stubs to the south side of the roadway.

- The Developer may be required to perform main or service extensions to properties that are adjacent to the improvements which will then benefit from the main or service extension. In these cases, the Developer will be required to supply the City with a reasonable cost (material and labor) to perform the work. In determining such cost, the Developer will be required to pay their employees per the requirements of Labor and Industries (prevailing wages) for the additional work required to install service to those adjacent properties not included in their proposal. Upon completion of the work, and receipt of the appropriate L&I documentation, the City will reimburse the Developer for the work.

The developer may request main over sizing costs from the City Council for the increased costs associated with construction from an 8" main to a 12" main on Bender and Bowers Road. The Council has the option to accept or deny the request.

- In cases where larger mains are required, developer may request payment from the City for the costs of over sizing the main. Costs must be prepared by a licensed professional engineer, and the request must be submitted in writing and approved by the City Council prior to commencing work.

The developer may petition the City Council for a developer reimbursement agreement to partially recover the costs associated with the Bender Road water main extension from properties on Bender and Bowers adjacent to the main.

- In cases where main or service extensions are desired by the City, developer may request payment from the City for the costs of extending the main or services. Costs must be prepared by a licensed professional engineer, and the request must be submitted in writing and approved by the City Council prior to commencing work.

At time of civil plan review, Staff will work with the developer's engineer regarding the specific issues related to the location and size of water stubs.

Fire hydrants shall be placed in the proposed development per the Fire Marshal's requirements. The Developer' engineer should contact the Fire Marshal regarding a preliminary hydrant location plan.

A secondary water supply route to serve the proposed plat may be required for fire flows. The Developer' engineer will need to perform a fire flow analysis for the project to determine adequate water supply. In completing the fire analysis, the engineer should consider that all potential users downstream of the source at Bender Road are utilizing the maximum water at each meter.

Water lines shall be installed per the City of Ellensburg standards and details.

#### **Sewer:**

The City's Sewer master plan calls for a 12" main to be extended along Bender Road which will drain to the west, for an eventual connection to the sewer main that will be built in the Phase 3 of the Ridgeview Plat. The sewer cleanout at the west edge of the Sun Ridge plat is for the future sewer main to drain west along Bender Road.

The sewer main able to serve the property by a gravity sewer connection is at Greenfield Ave, west and south of the proposed plat, in the Ridgeview Plat. The 12" main is proposed to be extended to and along Bender Road during Phase 3 of the Ridgeview Plat. The Starlite plat developer is encouraged to contact the Ridgeview Plat developer regarding construction of the 12" main.

In the short term, the developer can drain east to Water Street if grade allows.

The Starlite plat developer will be required to extend a 12" sewer main along the Bender Road frontage to the west edge of the Starlite plat.

The City of Ellensburg will pay for the extension of the main from the west end of the existing sewer main to the east edge of this proposal.

- The Developer may be required to perform main or service extensions to properties that are adjacent to the improvements which will then benefit from the main or service extension. In these cases, the Developer will be required to supply the City with a reasonable cost (material and labor) to perform the work. In determining such cost, the Developer will be required to pay their employees per the requirements of Labor and Industries (prevailing wages) for the additional work required to install service to those adjacent properties not included in their proposal. Upon completion of the work, and receipt of the appropriate L&I documentation, the City will reimburse the Developer for the work.



The City may require stubs to both sides of the Bender Road sewer main, to avoid having to cut the pavement later. Staff will work with the developer of this Plat to review the need for and installation of sewer stubs.

The developer may request a developer reimbursement agreement from the City Council for the cost difference associated with construction on Bender Road from an 8" main to a 12" main. The Council has the option to accept or deny the request.

The developer may petition the City Council for a developer reimbursement agreement to partially recover the costs associated with the Bender Road sewer main extension from properties which are adjacent to the mains on the opposite sides of the development's exterior roadways.

The developer will need to extend 8" mains in all proposed interior roads in the proposed plat, and extend to Bowers Road. Extensions shall be required through and to the extremes of the property for future service, per City development standards. The developer will need to provide access to sewer for the adjacent property northeast of the Starlite plat.

At time of civil plan submittal, Staff will work with the applicant on issues related to the sewer main location and alignment, driveable access to manholes and/or cleanouts, etc. The Starlite developer will need to provide access to sewer for properties north east of the Starlite plat.

The developer will need to install the sewer mains, and side sewer stubs to each lot.

**Roadway and access:**

Bowers Road is an arterial roadway. Bender Road is a collector roadway. Half roadway improvements, including full height curb and gutter, storm drainage, asphalt, and street lighting improvements are required on Bowers Road and Bender Road. All of the remaining internal proposed streets will be local access streets, with sidewalk, rolled curb and gutter, storm drainage, asphalt, and street lighting improvements.

Bowers Road improvements shall be a 48' face to face of full height curb roadway and 7' wide sidewalks. The roadway improvements recently constructed by the County will need to be widened.

Bender Road is identified as a bike route in the City's Non Motorized Transportation Plan. Five feet of additional asphalt roadway width will be required for the bike lane roadway improvements. The roadway shall be a 54' face to face of full height curb roadway and 6' wide sidewalks. Additional right of way will be required along Bender to construct the sidewalk improvements.

The City typical street design for local access streets is for a 50' right of way, 38' face to face of rolled curb and 5' wide sidewalks.

The Airport overlay zone does allow reduced sidewalk and street lighting requirements. Contact the Planning Dept. for the requirements. Staff will work with the developer during civil plan review to develop a sidewalk and lighting plan.

The proposed un-named north/south street does not line up with the proposed Columbia St. in the Stoney Creek Plat. Street alignments shall be per the Development Standards.

As discussed in the pre development meeting, Public Works will require the conversion of the proposed internal street's long radius corners into intersections, with roadways extending east / west, and north / south, according to the intersection.

Properties along Bender Road or Bowers Road shall have their driveway access located on the interior streets.

**Storm drainage:**

There is no existing storm drain system available for interior or exterior roadway drainage. The frontage improvement civil plans at the proposed Starlite Plat will need to plan for the development of a storm drain system that will eventually drain to Whiskey creek, well to the west of the property. Proposed storm water treatment methods will need to be sized for and accept drainage off the Bender Road frontage. The developer will need to construct storm drainage improvements along the Bender Road frontage.

The developer will need to extend storm drain improvements to Bowers Road and through the plat per City development standards.

Storm drainage development will need to follow the City's standards at time of project development application. City staff will work with the applicants for appropriate onsite treatment and flow control.

Storm water and surface irrigation water conveyances shall be kept separate. Where practical, irrigation lines should be located on private property and outside utility easements.

The current storm design requirements are based on treating the first ½" of rainfall on the property, and storm drainage detention on a 10 year storm event (1.2" of precipitation/24 hours) and retention facilities based on a 25 year storm event (1.6" of precipitation/24 hours). Depending upon the storm water control plan, the City of Ellensburg may require additional right of way for on site storm water treatment, prior to discharge off site.

At present, the City of Ellensburg does not maintain plat drainage swales. The developer will need to provide for the ongoing maintenance of the swale. This is sometimes done by having a homeowner's association (which is usually also responsible for the plat's irrigation system) maintain the swales. The following language was used on the Sanders Mill plat, which has several detention tracts: "As long as the detention tract is privately and not publicly owned, the detention tract shall be maintained by lots XYZ through XYZ of the XYZ plat, as per the latest Department of Ecology's "Best Management Practices" Manual." The above statement was included on the plat Mylars. An additional statement should also be added: "Should a homeowner's association fail in its responsibilities to operate and maintain per the requirements of the plat or should the association dissolve, the operation and maintenance of this requirement shall be done the responsibility of the owners of lots 1~XYZ."

The applicant's design engineer should determine groundwater elevations in the vicinity of proposed storm water treatment and flow control facilities. The water surface elevation needs to be utilized in the facility designs and should be verified when groundwater is at its highest. Typically the groundwater in the Ellensburg area is elevated from April 15<sup>th</sup> through October 15<sup>th</sup>. This part of town is noted for having a high ground water table.

**Other issues:**

Proposed roadway names shall comply with the City of Ellensburg road name ordinance. The preliminary drawing does not show a proposed street name.

The County Public Works website has listings of existing street names. Submit proposed street names to the City Public Works Dept. for approval prior to submitting the preliminary plat; proposed street names need to be included on the preliminary plat submittal, per Plat submittal requirements.

During civil plan review, Public Works establishes the preliminary addressing plan, then works with the Post Office to establish the mail delivery routing plan and mailbox locations. Corner lots are generally not assigned their final address until submittal of building construction plans.

On recent plats, the Post Office has required locking Collection Box Units. Contact Brent Norton at the Post Office Ph. 925-9035 for more information.

Irrigation water will need to comply with Cascade Irrigation District requirements and surface irrigation water will need to be continued through the site to downstream users. Proposed irrigation system