



# KITITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

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### MEMORANDUM

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TO: Mackenzie Moynihan, Staff Planner, Community Development Services

FROM: Randy Carbary, Planner II

DATE: July 3, 2007

SUBJECT: Mildon Short Plat

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#### The following shall be conditions of preliminary approval:

1. Legal Description: The legal description, as described on the preliminary short plat blue-line does not match the legal description, provided in the subdivision guarantee. The last paragraph of the legal description begins with "And except that portion of the south half of the northeast quarter..." The legal description, provided in the subdivision guarantee states:

"And except that portion of the south half of the southeast quarter..."

An accurate legal description shall be required on the face of the final plat.

2. Addressing: The addresses for the existing residents served by the common access to this proposed development will need to be revised, current Kittitas County Addressing system can not accommodate more than (5) addresses on a common driveway. In order to address the additional lots that will be created by this short plat a private road name will need to be given to the common access easement and the property owners served by this easement will be assigned new address numbers that will reflect there location based on a distance from the beginning of the private road to each of the residents driveways.

The applicant shall contact the Kittitas County Rural Addressing Coordinator at (509) 962-7523 to obtain addresses prior to obtaining a building permit. The applicant shall coordinate with the residents of the common access road in order to establish a new private road name. The applicant can obtain a Private Road Name Application from the Kittitas County Rural Addressing Coordinator during normal business hours. The applicant shall be responsible for the cost of a road name sign and shall comply with the Kittitas County Rural Addressing Policies and Procedures. A parcel cannot receive a building permit or utilities until such parcel is identified with a 911 address.

3. Existing Access Easement: There appears to be a discrepancy with the location of the existing access easement, the property lines and the fence location, as shown on the face of the preliminary short plat. I have discussed the issue with the applicant and their representative and they have both indicated that they are aware of these issues and are working to resolve them, prior to final plat approval. This may involve re-establishing the access easement, further north, so it encompasses the existing road. All existing or proposed access easements shall comply with current Kittitas County Road Standards.
4. Private Road Improvements: The access shall meet or exceed the requirements of a High-Density Private Roads and serve no more than 14 tax parcels each. See Kittitas County Road Standards, 9/6/05 edition.
  - a. Access easements shall be a minimum of 40' wide. The roadway shall have a minimum width of 20', with 1' shoulders, for a total width of 22'.
  - b. Minimum centerline radius will be 60'.
  - c. Surface requirement is for a minimum gravel surface depth of 6".
  - d. Maximum grade 8% flat, 12% rolling or mountainous.
  - e. Stopping site distance, reference AASHTO.
  - f. Entering site distance, reference AASHTO.
  - g. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
  - h. Any further subdivision or lots to be served by proposed access may result in further access requirements.
  - i. All roads located within this development or roads that provide access to this development shall be constructed to current county road standards unless any other maintenance agreements, forest service road easements or state easements require higher road standards. The higher of the road standards shall apply.
  - j. All easements shall provide for AASHTO radius at the intersection with a county road.
  - k. A paved apron shall be required at the intersection of the proposed private road and the county road.
5. Cul-de-Sac: A cul-de-sac shall be required at the terminus of the 60' access easement. The cul-de-sacs shall have a turn-around having an outside right-of-way easement diameter of at least 110' (55' radius) at the closed ends. See Kittitas County Road Standards, 9/6/05 edition.
  - a. Cul-de-sac design, reference AASHTO.
  - b. Contact the Fire Marshall regarding any additional cul-de-sac requirements.
6. Private Road Maintenance Agreement: The applicant shall meet all applicable conditions of any pre-established or required Private Road Maintenance Agreements.

7. Lot Closure: It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.
8. Access Permit: An approved access permit shall be required from the Department of Public Works prior to creating any new driveway access or performing work within the county road right of way.
9. Fire Protection: Contact the Kittitas County Fire Marshall regarding any additional access requirements for Emergency Response.
10. Mailbox Placement: 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.

Current Kittitas County Road Standards, as adopted 9/6/05.

*Chapter 12 – PRIVATE ROADS*

12.12.010 General

Private roads shall meet the following conditions:

1. Private roads shall meet the minimum access requirements of the International Fire Code as adopted by the County, and
2. Shall be designed and constructed in conformance with AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT< 400) 2001, as now exists or hereafter amended, and
3. Shall be inspected and certified by a licensed professional engineer for conformance with the above referenced standards. In the alternative, an applicant may request the private roadway to be inspected and subject to the approval of the Public Works Director. If certification by the public Works Director/County Engineer is desired, submission of road plans and necessary testing documentation that confirms compliance with Kittitas County Road Standards is required, and services will be performed on a reimbursable basis, and
4. Permanently established by an easement recorded with the Kittitas County Auditor or right-of-way, providing legal access to each affected lot, dwelling unit, or business, and
5. Will not result in land locking of existing or proposed parcels, and
6. Maintained by the developer or legally responsible owner or homeowners' association or other legal entity made up of all benefited property owners, under the provisions of an acceptable and recorded "Private Road Maintenance Agreement", and
7. Clearly described on the face of the plat, short plat, or other development authorization and clearly signed at street location as a private street or road, for the

maintenance of which Kittitas County is not responsible and a disclosure statement of the same is filed with the County Auditor, and

8. The following note shall be placed on the face of the plat, short plat, or other development authorization:

"Kittitas County will not accept private roads for maintenance as public streets or roads until such streets or roads are brought into conformance with current County Road Standards. This requirement will include the hard surface paving of any street or road surfaced originally with gravel."

Please let me know if you have any questions or need further information.