

KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

Fax (509) 962-7682

"Building Partnerships – Building Communities"

April 23, 2014

Steve Willard
P.O.Box 1665
Woodinville WA 98072-2738

RE: Transmittal of Comments – Willard Short Plat (SP-13-00006)

Dear Applicant:

Enclosed are the comments received regarding the Willard Short Plat (SP-13-00006) during the comment period:

May 29, 2013	Kittitas County Fire Marshal – Brenda Larsen
July 10, 2013	Kittitas County Public Health – Form Letter
July 17, 2013	Kittitas County Department of Public Works- Christina Wollman
January 27, 2014	Kittitas Valley Fire and Rescue – Rich Elliott
January 28, 2014	Kittitas County Public Health – Holly Duncan

Please review all comments and notify me of any questions. I will be issuing the Conditional Preliminary Approval based on the comments received.

Sincerely,

Kaycee K Hathaway
Staff Planner

cc: Cruse & Associates *Via Email*



KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

May 29, 2013

Lindsey Ozbolt
Staff Planner
Department of Community Development
411 N. Ruby Street, Suite 2
Ellensburg, WA 98926

Re: Willard Short Plat

Dear Ms. Ozbolt:

After conducting a review of the above named project, I have the following comments:

- The driveway(s) for the new property must comply with Kittitas County Code, i.e. any driveway greater in length than 150' shall be no less than 16 feet in width.
- The addresses shall be posted at the front of the property and easily visible to emergency responders.
- All future development must comply with the International Fire Code.

Any questions or concerns regarding fire service features may be directed to the Kittitas County Fire Marshal's Office at 509-962-7000.

Sincerely,

Brenda Larsen
Fire Marshal



To Protect and Promote the Health and the Environment of the People of Kittitas County

July 10, 2013

Jeff Watson, Staff Planner
Community Development Services
411 N Ruby Street, Suite 2
Ellensburg, WA 98926

RE: Willard Lot 2 Short Plat SP-13-00006

Mr. Watson,

Thank you for the opportunity to comment on the Willard Lot 2 Short Plat, SP-13-00006.

ADEQUATE POTABLE WATER SUPPLY STATEMENT:

Applications for subdivisions (short plats and long plats) in Kittitas County shall include the type of water system proposed in order to acquire preliminary approval.

Prior to receiving final approval for subdivisions in Kittitas County, applicants shall be required to make appropriate provision for potable water supplies per RCW 58.17.110 which includes, but is not limited to, the minimum requirements outlined in the Kittitas County Board of Commissioners Resolution 2012-027 (Attachment B).

SEPTIC AVAILABILITY STATEMENT:

KCPHD's recommendation shall state that preliminary approval be conditioned upon the developer/owner of the plat providing satisfactory sewage disposal. Satisfactory sewage disposal can be provided through several different ways depending on the source of disposal proposed.

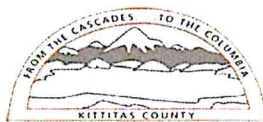
PUBLIC SEWER SYSTEM: In order to recommend approval, KCPHD will need a signed letter from the sewer district stating that the proposed project's connection will be allowed.

ON-SITE SEWAGE SYSTEMS: Soil logs must be performed prior to KCPHD recommending preliminary approval of the plat application per WAC 246-272A-0320(2)(c). Once the soil logs are conducted and approved by KCPHD, the requirement for septic availability will have been satisfied. See soil log fact sheet (Attachment A).

OTHER REQUIREMENTS & CONDITIONS:

Soil Logs are complete for this proposed subdivision, and are satisfactory. However, at this point, this application does not contain sufficient information to make a determination that there is an adequate potable water supply available. A shared well is required to meet these lot size requirements of minimum 1 acre. The new well must meet the requirements outlined in the attached resolution.

Kittitas County
Public Health Department
507 N. Nanum Street, Suite 102
Ellensburg, WA 98926
T: 509.962.7515
F: 509.962.7581



www.co.kittitas.wa.us/health/

Environmental
Health Services
507 N. Nanum Street, Suite 102
Ellensburg, WA 98926
T: 509.962.7515
F: 509.962.7581

The above mentioned requirements need to be satisfied and the appropriate documentation needs to be submitted to KCPHD for review and approval in order for the plat application to be recommended for final approval.

Kittitas County reserves the ability to require additional proof that adequate provisions for potable water and septic availability have been made by the applicant depending on any health, safety and environmental concerns specific to the project and as governing laws may change in the future.

If you should have any questions or comments, please feel free to contact me at (509) 962-7515.

Sincerely,

Joe Gilbert,
Environmental Health Specialist II
Kittitas County Public Health Department

Enc: Attachment A: Soil Log Fact Sheet
Attachment B: Resolution 2012-027

CC: Property owner or agent; Surveyor

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION
NO. 2012- 027

RATIFYING THE REVISED KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT ADMINISTRATIVE POLICY
RELATED TO POTABLE WATER SUPPLY FOR SUBDIVISIONS

WHEREAS, Chapter 58.17 RCW requires the County make a determination if an applicant seeking to divide land has made appropriate provisions for, among other things, potable water supply; and

WHEREAS, Chapter 58.17 RCW requires that the finding that provisions are made for potable water supplies including whether there is adequate quantity, quality and a legal right to the water; and

WHEREAS, during a public hearing the Board of County Commissioners considered a revision to the Administrative Policy Related to Potable Water for Subdivision (Resolution 2010-082) presented by Kittitas County Public Health Department; and

WHEREAS, the revision to Resolution 2010-082 presented by Kittitas County Public Health Department addressed updates to current county policy and practices; and

WHEREAS, due notice of the public hearing had been given as required by law, and the necessary inquiry has been made into the public interest and purpose to be served by such publication; and

WHEREAS, it is the desire of the Board of County Commissioners to rescind Resolution 2010-082 and ratify the Kittitas County Public Health Department revisions to the Administrative Policy Related to Potable Water for Subdivision as presented.

NOW, THEREFORE BE IT RESOLVED the Board of County Commissioners, after due deliberation and in the best interest of the public, does hereby approve and ratify the Kittitas County Public Health Department administrative policy related to potable water supply for subdivisions and the same is attached hereto.

DATED this 6th day of March 2012, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON



Mandy Robinson

ATTEST:
CLERK OF THE BOARD - *Deputy*

Alan Crankovich

Commissioner Alan Crankovich, Chairman

Obie O'Brien

Commissioner Obie O'Brien, Vice Chairman

Paul Jewell

Commissioner Paul Jewell

**Kittitas County Public Health Department
Administrative Policy**

Potable Water for Subdivisions

Applications for subdivisions (short plats and long plats) in Kittitas County shall include the type of water system proposed in order to acquire preliminary approval. Prior to receiving final approval for subdivisions in Kittitas County, applicants shall be required to make appropriate provision for potable water supplies per RCW 58.17.110 which includes, but is not limited to, the following minimum requirements:

1. **GROUP A PUBLIC WATER SYSTEM:** Applicants shall submit a signed letter of agreement between the public water system purveyor or official and the land developer/owner granting delivery of potable water for the entire development. If the public water system is being developed specifically for the subdivision/plat, the water system must be approved by Washington State Department of Health (DOH), including issuance of a public water system ID number, prior to recommendation by KCPHD for final plat approval. Section 16.24.210 KCC is not considered to be applicable for Group A public water systems as a Group A water system is held to a higher standard under Washington Administrative Code.
2. **GROUP B PUBLIC WATER SYSTEM:** Applicants shall have a well site inspection performed by KCPHD staff; complete and submit a Group B Public Water System Workbook to either KCPHD for water systems with 3-9 connections or Washington State Department of Health (DOH) for water systems with 10-14 connections or as amended by DOH; have the well(s) drilled; and submit a copy of an agreement with an approved Satellite Management Agency. In addition to these requirements all infrastructure for the Group B Water System including, but not limited to the well/pump house and storage tanks must be completed and water budget neutrality determination(s) from Washington State Department of Ecology (DOE) referencing the relevant subdivision and proposed parcels within the subdivision (if required by Chapter 173-539A WAC) must be provided to KCPHD prior to final approval. Final approval of the Group B Public Water System including issuance of the public water system ID number from DOH and wellhead protection areas shall be required on final mylars prior to recommendation by KCPHD for final plat approval. Section 16.24.210 KCC is not considered to be applicable for Group B public water systems as a Group B water system is held to a higher standard under Washington Administrative Code.
3. **INDIVIDUAL OR SHARED WATER SYSTEM:** Section 16.24.210 KCC applies to individual and shared water systems. Applicants shall submit a well log(s) and four hour draw down test from each proposed parcel within a subdivision, water budget neutrality determination(s) from DOE referencing the relevant subdivision and proposed parcels within the subdivision (if required by Chapter 173-539A WAC), and passing bacteriological and nitrate water quality test from each well. If the proposed subdivision does not have an existing well within the boundaries of each lot, a well must be drilled and the above information shall be provided to KCPHD prior to recommendation by KCPHD for final plat approval. If shared wells are proposed, in addition to

the above requirements a copy of a shared well user's agreement shall be recorded at the Kittitas County Auditor's Office for each proposed parcel that proposes to utilize a 2-party shared water system.

This policy is meant as a guideline for applicants, however Kittitas County reserves the ability to require additional proof that adequate provisions for potable water have been made by the applicant depending on any health, safety and environmental concerns specific to the project. Compliance with all current state and local rules and regulations is required and if this policy is found to be in conflict with any applicable rule, regulation or ordinance, then the rule, regulation or ordinance shall control. All applicants are required to certify that they are in compliance with WAC 173-539A or that WAC 173-539A does not apply to the applicant.

Attachment A:

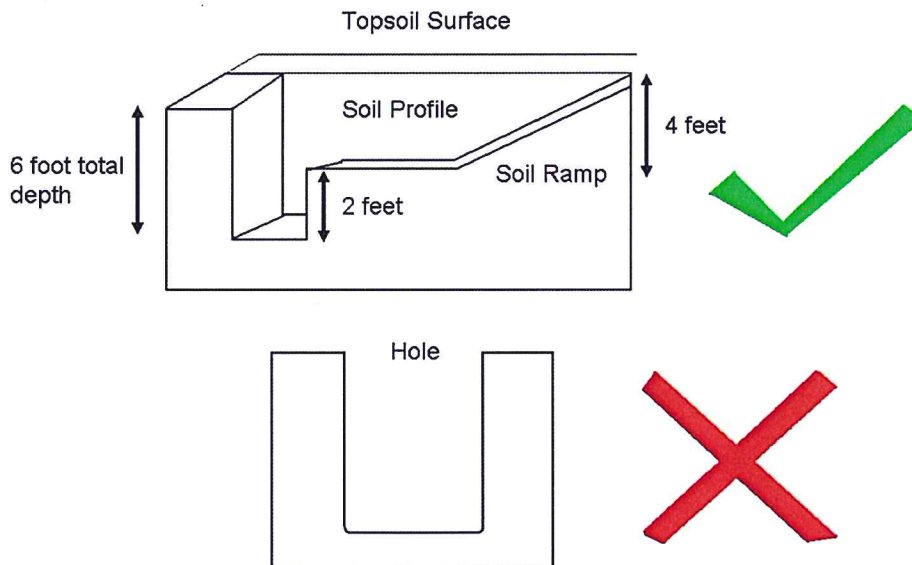
Soil Log Fact Sheet Directions for Land Division

Purpose: The purpose of a soil log is to ensure that future property owners can be assured that they will be able to install a septic system on the property. A soil log is performed to ensure that suitable depth and type of soil is present on the property prior to preliminary plat approval.

Since the type of soil and water source supplying the property can ultimately determine the minimum lot size, soil logs are required before a recommendation for preliminary plat approval can be made.

Requirements: In order for a soil log to be conducted, test holes must meet specific criteria according to Chapter 246-272A-0320 WAC, Kittitas County Code and Labor and Industries safety standards.

- 1) A minimum of one soil log per lot shall be dug to a depth of six feet, unless an impermeable layer such as bedrock, hardpan clay, or the existing water table prevents such a depth from being obtained. In some instances, additional holes may be required to determine if the minimum standards for septic support are present on the lot.
- 2) The design of a test hole shall be sloped to four feet beneath surface, leveled and then dug down an additional two feet for a total depth of six feet (see the diagram below for reference). Such a test hole is designed to prevent possible injury as a result of the surrounding soil bank collapsing into the test hole and to grant the local health officer ease of access to the soil profile.
- 3) In order to sub-divide property at least twelve inches of native, suitable soil must be present at the time the soil log is performed.
- 4) A soil log does not constitute a site-evaluation. A site evaluation determines the type of septic system required. A soil log only determines whether soils present on the property can support a septic system.



Minimum Land Area Requirements: According to the WAC 246-272A-0320 Table X (provided below) the minimum land area requirement from a public health perspective for subdivision of property is

determined by the source of the drinking water and the soil type present to support an on-site sewage system. These guidelines have been put in place to protect human health and the environment from the potential health hazards that an on-site sewage system imposes. The type of water source available and soil type present must be determined by the local health officer. However, other minimum land area requirements may be subject to local government zoning regulations and restrictions, and it is advisable that property land owners seek advice from Community Development Services at (509) 962-7506 for assistance in this area.

TABLE X
Minimum Land Area Requirement
Single-Family Residence or Unit Volume of Sewage

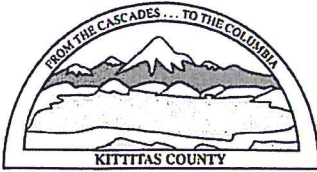
Type of Water Supply	Soil Type (defined by WAC 246-272A-0220)					
	1	2	3	4	5	6
Public	0.5 acre	12,500 sq. ft.	15,000 sq. ft.	18,000 sq. ft.	20,000 sq. ft.	22,000 sq. ft.
	2.5 acre ¹					
Individual, on each lot	1.0 acre	1 acre	1 acre	1 acre	2 acres	2 acres
	2.5 acres ¹					

¹ See WAC 246-272A-0234(6).

Other Considerations: Since open holes present a potential danger to people, livestock, wild animals, and vehicles, it is advisable that such a hole be roped off or covered to prevent unwanted entry or marked to caution and facilitate finding. After the soil log has been performed the hole may be filled in by the property owner or contractor to eliminate the potential hazard.

Scheduling a soil log: Currently, soil logs are performed on a weekly basis by an Environmental Health Specialist. To schedule a soil log please contact the Kittitas County Public Health Department Office located at 507 N Nanum Street, Suite 102 or call (509) 962-7515 to arrange an appointment.

Attention: Do not overlook the water requirements to getting a subdivision approved. (Refer to comment letter for requirements).



KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

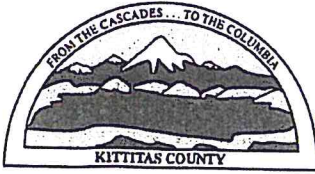
TO: Jeff Watson, Community Development Services
FROM: Christina Wollman, Planner II *CW*
DATE: July 17, 2013
SUBJECT: Willard Lot 2 Short Plat SP-13-00006

The following shall be conditions of preliminary approval:

1. **Access:** The applicant has received a road variance to allow both a residential and agricultural access onto the property. See RV-13-10 Willard II.
2. **Joint-Use Driveway:** A joint-use access shall serve no more than two tax parcels. See Kittitas County Road Standards, 9/6/05 edition.
 - a. Access easements shall be a minimum of 20' wide. The roadway width shall have a minimum width of 12'.
 - b. The surface requirement is for a minimum gravel surface depth of 6".
 - c. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
 - d. Any further subdivision or lots to be served by proposed access may result in further access requirements.
3. **Private Road Maintenance Agreement:** The applicant shall meet all applicable conditions of any pre-established or required Private Road Maintenance Agreements.
4. **Lot Closure:** It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.
5. **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.
6. **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.
7. **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.

411 N. Ruby St. Suite 1
Ellensburg, WA 98926

TEL (509) 962-7523
FAX (509) 962-7663



KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

Kirk Holmes, Director

KITTITAS COUNTY
ROAD VARIANCE COMMITTEE

IN THE MATTER OF

RV-13-10
Willard II

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**FINDINGS OF FACTS,
CONCLUSIONS AT LAW, AND
DECISION**

FINDINGS

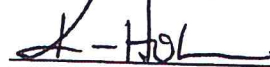
This matter having come before the Road Variance Committee upon the above referenced Road Variance Application submitted by Steve Willard, owner, the Road Variance Committee makes the following Findings of Facts, Conclusions of Law and Decision related to the above referenced matter:

1. The Road Variance Committee finds that Steve Willard, owner, submitted a road variance application on May 22, 2013.
2. The subject property is located 1580 northwest of the Sanders Road and Look Road intersection. Map number 18-18-25040-0021.
3. The Committee finds that the applicant has submitted the Willard Lot 2 Short Plat SP-13-00006 for review which will create two parcels with a joint use driveway. The parcel already has an existing agricultural access.
4. The Committee finds that Kittitas County Road Standards allow only one access to be granted to an individual parcel or continuous parcels under the same ownership.
5. The Committee finds that Kittitas County will require the applicant to remove the agricultural access located on Sanders Road at MP 0.610 at the time the joint use driveway is constructed, and that the applicant is attempting to retain the use of the existing agriculture access.
6. The Committee finds that an open record hearing was held on June 19, 2012 and that testimony was taken from those persons present who wished to be heard.

7. The Committee finds that the proposal is in the public interest and that requirements for safety function, fire protection, appearance and maintainability based upon sound engineering judgment are fully met, as required by KCC 12.01.130.
8. The Committee finds that additional conditions are not necessary to protect the public's interest.

Dated this 19th day of June, 2013.

KITTITAS COUNTY PUBLIC WORKS DIRECTOR



Kirk Holmes

Jeff Watson

From: Rich Elliott <elliotttr@kvfr.org>
Sent: Monday, January 27, 2014 5:08 PM
To: Jeff Watson; Lindsey Ozbolt
Cc: Joe Seemiller; John Sinclair; Brenda Larsen
Subject: RE: Kittitas County Notice of Application SP-13-00006 Willard Lot 2

Follow Up Flag: Follow up
Flag Status: Flagged

Our input is as follows:

- We request that applicant be informed that access will need to comply with Appendix D of the IFC (current version) at time of construction.
- Also, these lots are adjacent to the City of Ellensburg. When developed, will these lots be serviced by fire hydrants? If so, KVFR requests to be included in the decision as to placement of hydrant(s).
- Addressing will need to be visible from both directions of travel on Sanders Road.

Thank you for your time and consideration in this matter.

From: Jeff Watson [mailto:jeff.watson@co.kittitas.wa.us]
Sent: Monday, January 27, 2014 4:53 PM
To: Bill Steele; Brenda Larsen; 'Brent Renfrow (Brent.Renfrow@dfw.wa.gov)'; Candie M. Leader; Christina Wollman; 'Cindy Preston (cindy.preston@dnr.wa.gov)'; 'CROSECOORDINATOR@ECY.WA.GOV'; 'Clear, Gwen (ECY)'; 'enviroreview@yakama.com'; Erin Moore; 'Gretchen.Kaehler@DAHP.wa.gov'; Holly Duncan; 'Jan Jorgenson (jorgjenja@cwu.edu)'; 'Jessica Lally (jessica@yakama.com)'; 'jmarvin@yakama.com'; 'Johnson Meninick (johnson@yakama.com)'; Julie Kjorsvik; Kim Dawson; 'linda.hazlett@dnr.wa.gov'; Lisa Iammarino; Lisa Lawrence; Mike Johnston; 'nelmsk@cwu.edu'; Patti Johnson; 'russell.mau@doh.wa.gov'; 'Teske, Mark S'; 'rivers@dnr.wa.gov'; 'Thalia Sachtleben (enviroreview@yakama.com)'; 'Tom Justus (tom.justus@doh.wa.gov)'; tribune@nkctribune.com; Joe Gilbert; Allison Kimball (brooksideconsulting@gmail.com); Jan Ollivier; 'Richard.Benson@doh.wa.gov'; 'heather.cannon@doh.wa.gov'; Darren Habel (darren.habel@usace.army.mil)
Cc: Doc Hansen; Lindsey Ozbolt; Jeff Watson; Keli Bender (krd.keli@fairpoint.net); Rich Elliott; Dr. Paul Farris, Ellensburg School District; Chuck Cruse (cruseandassoc@kvalley.com)
Subject: Kittitas County Notice of Application SP-13-00006 Willard Lot 2

Willard Lot 2 Short Plat SP-13-00006

THIS PROJECT IS EXEMPT FROM SEPA REVIEW

[SP-13-00006 Willard Lot 2 Internal Link](#)

[SP-13-00006 Willard Lot 2 External Link](#)

Kittitas County has received the above referenced land use application. Agencies within the county network may review the application master file via the above internal link. Agencies outside of the county network may view the related documentation by following the above external link. Comments within the body of an email are encouraged, but may be submitted as attachments or via US Mail.

Feel free to contact me if you have any additional questions.

Jeffrey A. Watson

Jeff Watson

From: Holly Duncan
Sent: Tuesday, January 28, 2014 4:26 PM
To: Jeff Watson; Lindsey Ozbolt
Subject: RE: Kittitas County Notice of Application SP-13-00006 Willard Lot 2

Follow Up Flag: Follow up
Flag Status: Flagged

Jeff,

No comment, I was concerned about him using individual wells. Just found out he drilled a shared well.

Holly

From: Jeff Watson
Sent: Monday, January 27, 2014 4:53 PM
To: Bill Steele; Brenda Larsen; 'Brent Renfrow (Brent.Renfrow@dfw.wa.gov)'; Candie M. Leader; Christina Wollman; 'Cindy Preston (cindy.preston@dnr.wa.gov)'; 'CROSECOORDINATOR@ECY.WA.GOV'; 'Clear, Gwen (ECY)'; 'enviroreview@yakama.com'; Erin Moore; 'Gretchen.Kaehler@DAHP.wa.gov'; Holly Duncan; 'Jan Jorgenson (jorgenja@cwu.edu)'; 'Jessica Lally (jessica@yakama.com)'; 'jmarvin@yakama.com'; 'Johnson Meninick (johnson@yakama.com)'; Julie Kjorsvik; Kim Dawson; 'linda.hazlett@dnr.wa.gov'; Lisa Iammarino; Lisa Lawrence; Mike Johnston; 'helmsk@cwu.edu'; Patti Johnson; 'russell.mau@doh.wa.gov'; 'Teske, Mark S'; 'rivers@dnr.wa.gov'; 'Thalia Sachtleben (enviroreview@yakama.com)'; 'Tom Justus (tom.justus@doh.wa.gov)'; 'tribune@nkctribune.com'; Joe Gilbert; Allison Kimball (brooksideconsulting@gmail.com); Jan Ollivier; 'Richard.Benson@doh.wa.gov'; 'heather.cannon@doh.wa.gov'; Darren Habel (darren.habel@usace.army.mil)
Cc: Doc Hansen; Lindsey Ozbolt; Jeff Watson; Keli Bender (krd.keli@fairpoint.net); RichElliott; Dr. Paul Farris, Ellensburg School District; Chuck Cruse (cruseandassoc@kvalley.com)
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Willard Lot 2 Short Plat SP-13-00006

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Feel free to contact me if you have any additional questions.

Jeffrey A. Watson
Planner II
[Kittitas County Public Works/Community Development Services](#)
411 North Ruby
Ellensburg WA 98926
jeff.watson@co.kittitas.wa.us