

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Phone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

Date: August 11, 2020

To: Brett Pudists, The Blueline Group

From: Gregg Dohrn, Designated City Heights Project Manager

Subject: City Heights Updated Phase 1 Completeness Review

The City of Cle Elum has finished the preliminary review of the updated City Heights Phase 1 application materials submitted on Friday July 31st. Unfortunately, we still do not have all the information that we need to find the application complete and ready for processing. The following is an expanded description of what remains to be submitted before we can proceed:

1. Phasing Plan. CEMC 16.12A.030 requires that the preliminary plat contain a phasing plan if the final plat will be implemented in phases.

Sheet 2 of the Civil Drawings is labeled Phasing Map, but this does not provide enough information to begin our consistency review. It appears that the proposed Phase 1 subdivision may be implemented in three sub-phases, but there is no narrative to confirm or explain this, nor the use of the suffix A, which suggests that there may be more sub-phases contemplated. Please keep in mind that the Development Agreement provides:

The Ridge Entities may proceed with development of the Property according to whatever phasing or parcel development plan the Ridge Entities deem appropriate, provided that: (a) any phase of development includes a complete Development Pod, (b) prior to final plat approval of any plat of or within a Development Pod, a Collector Road sufficient to access the Development Pod from outside of the Project has been completed or adequate financial assurances given therefore; and (c) prior to final plat approval of a Development Pod or Development Area, the off-site utility infrastructure improvements necessary to serve the Development Pod or Development Area at issue have been completed or adequate financial assurances given therefore in accordance with applicable CEMC provisions for sureties and financial assurances. Mitigation and satisfaction of Conditions of Approval may be phased or apportioned in a manner consistent with the proposed development phasing, provided that such phasing is reasonably practicable and will not result in a threat to public health and safety.

Typically, the more complete a phasing plan is, the more expeditious our review can be, but at a minimum we will need the following phasing information:

- a. Identification on a drawing(s) with corresponding narrative that describes how the proposed Phase 1 subdivision is designed to be implemented, including any planned sub-phases.
 - b. Confirmation that the proposed Phase 1 Subdivision completes the development of Pods B7 and C as identified on the approved Master Site Plan.
 - c. Identification on a drawing(s) with corresponding narrative that describes the on-site and off-site road improvements to be constructed as a part of Phase 1, and how these road improvements will be implemented in each of the proposed sub-phases. This should also include a discussion of the scope and proposed timing for modifications to existing roadways, such as the proposed abandonment of a segment of the existing Summit View Drive.
 - d. Identification on a drawing(s) with corresponding narrative that describes the on-site and off-site trail improvements to be constructed as a part of Phase 1 and how these improvements will be implemented in each of the proposed sub-phases. This should also include a discussion of the scope and timing of the proposed relocations or abandonments of existing formal, and informal trails.
 - e. Identification on a drawing(s) with corresponding narrative that describes the on-site and off-site infrastructure improvements to be constructed as a part of Phase 1 and how these improvements might be implemented in proposed sub-phases.
 - f. Identification on a drawing(s) with corresponding narrative that describes the on-site and off-site mitigating measures to be constructed as a part of Phase 1 and how these improvements will be implemented in each of the proposed sub-phases; and
 - g. Please identify all improvements that are not projected to be constructed in its entirety during Phase 1, such as a road or a trail that will be extended in subsequent phases. Please identify the anticipated location of these future improvements. In addition, please identify the proposed measures to ensure that these partial improvements function properly and can reasonably be maintained in their unfinished state. Also identify the design features or management actions proposed to ensure that the use of the partially completed improvement does not present a threat to the public health or safety. Since there is no time schedule required for future phases of development, all partial improvements should be designed to function independently of other phases of development indefinitely. The proposed timing of any dedications to the City should be addressed as well.
2. Buffers. Please identify on the drawings the location and dimensions of the required 20 to 80-foot wide buffer along the southern boundary of the site and the proposed measures to keep it in its natural state.

In addition, during this additional completeness review, we have identified several more items that will need to be addressed during the ensuing consistency review. These items are not required for a complete application, but as before, we wanted to give you a head start on

collecting the necessary information and to emphasize that the thoroughness of these submittals can significantly reduce the time and cost necessary to review your application for consistency with the various standards and requirements.

1. Lots/Dwelling Units. It appears that 68 lots are being created, but it is not clear how many dwelling units are being proposed, as we see at least one reference to duplexes. While you have flexibility in this regard, a clear understanding of the number of dwelling units planned for Phase 1 will greatly facilitate our review of the proposed infrastructure improvements.
2. Tracts. Please confirm the number and location of the proposed public and private tracts. We note that several proposed private tracts contain critical areas and you can anticipate a request to for additional information regarding proposed measures to ensure that these areas remain protected.
3. Water and Sewer Service. We will need the projected water consumption (per pressure zone) and sewer loading by user class for the proposed Phase 1 development as well as at full build-out. Consistent with Item 1 above, the user categories and density are required to calculate demands and system loadings. Typically, we receive a phasing table that includes the proposed units and densities, and corresponding water demands and sewer loadings, by pressure zone. Any auxiliary water demands, such as irrigation, should also be provided, as applicable.
4. Critical Areas. The updated information that was provided is minimal at best, and as a result, you can anticipate requests for additional information and/or that conditions of approval will include a requirement to prepare project specific Mitigation Plans before road or trail work may be authorized.
5. Easements. On the drawings it is difficult to ascertain which of the existing easements will remain as is, be modified, or vacated. Please provide a list of existing easements, along with the date, the recording number (or a copy of the easement), the Grantor/Grantee(s), a brief description, and the proposed status (i.e. to be vacated, left in place, etc.). A summary listing of proposed new easements should also be provided.
6. Streets and Alleys. Once the application is complete, we will want to schedule a conference call to discuss several road related matters. In preparation for that discussion, please review the following:
 - a. The Summit View/Reed Street/W 6th Street intersection design and opportunities to create a traditional intersection with 90-degree angles. (Note: Reed Street does not currently lie within the right-of-way between W 6th and W 5th streets.)
 - b. Your plans for off-site improvements in the vicinity of the Stafford Street/ W 5th Street intersection.
 - c. The Road D geometrics, as they do not appear to meet minimum standards.

- d. The apparent plans to extend Road E across City property.
 - e. The intersection spacing of Road D and Road E with Summit View Drive for consistency with minimum standards.
 - f. The proposed alleys and how they comply with the vested development standards. At a minimum, all proposed alleys will need to be clearly depicted as privately owned and maintained.
7. Intersection of SR903/SR970. The City Heights Development Agreement contains a condition of approval regarding this intersection that is similar to a condition of preliminary plat approval for the nearby Forest Ridge development in unincorporated Kittitas County. We would like to discuss the coordination of efforts between these separate, yet interrelated by ownership, projects.

We look forward to receiving the additional application materials that are required and initiating the consistency review. If you have any questions about these requirements, please do not hesitate to let me know. Also, if it would be helpful, we would be happy to preview the format of a submittal to confirm that it is designed to provide the information that we need.

CC: Sean Northrop, Project Sponsor	Mayor McGowan
Rob Omans, City Administrator	Kathi Swanson, City Clerk
Mike Engelhart, City Public Works Director	Lucy Temple, City Planner
Richard Weinman, City SEPA Consultant	Ben Annen, City Engineer
Alexandra Kenyon, City Attorney	