

KITTITAS COUNTY CODE
Title 12 – Roadway, Bridge, and Stormwater Development Standards

ADOPTION in Ordinance # 2023-010
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12.01.010 Purpose.

The purpose of Title 12 of the Kittitas County Code includes but is not limited to the following:

- A. Establish specific design and construction requirements for developers, agencies, and other entities who are constructing or modifying roads, driveway access, or performing any other work within the Kittitas County right-of-way;
- B. Establish a uniform criteria to guide the County's own design and construction of County roads;
- C. Establish standards for safety, capacity, drainage, aesthetics, economical maintenance, accessibility, multi-modal use, and environmental considerations;
- D. Support the following Kittitas County goals:
 - 1. To develop and maintain a fully accessible public transportation system with adequate capacity;
 - 2. To support commercial and residential development by providing applicable, streamlined, uniform and easy to follow standards for approval, and;
 - 3. To support urban and rural road design that preserves the historic pattern of development in rural areas.

The following limitations apply:

- E. These standards are not intended to provide for all situations. They are intended to assist but not substitute for competent decision making by Licensed design and construction professionals. It is expected that land surveyors, engineers, architects, and contractors will bring the best of their skills to each project. It is also expected that owners and developers will support and encourage quality design and construction decision making;
- F. These standards are not intended to be a substitute for engineering knowledge, experience, or judgment. It is intended to provide consistent criteria needed to intelligently plan, design, construct, upgrade, and maintain public and private roads in the County;
- G. These standards shall be regarded as the minimum requirements for the protection of the public health, safety, and welfare. It is expected that land surveyors, engineers, architects, contractors, applicants, developers, and property owners will make decisions that exceed these standards whenever possible in the best interest of public health, safety, and welfare.
- H. These standards are not intended to unreasonably limit any innovative or creative effort, such as the entry into a development agreement, that can increase quality, flexibility and/or cost savings. Deviation from these standards will be evaluated by the County using a variance process. See [KCC 12.01.130](#) Variances and Appeals.
- I. These standards are not intended to represent the legal standard by which the County's duty to the traveling public is measured.
- J. These standards may be subject to occasional updates and revisions. It is incumbent for the holder of these standards to keep current with update and changes and utilize the latest edition.

12.01.020 Applicability.

Title 12 of the Kittitas County Code shall apply to the design of facilities for which review and approval by the Kittitas County Department of Public Works is required. This includes all roads, streets, driveways, bridges, stormwater drainage, utilities, and various roadside features. Specific work to which this chapter applies includes, but is not limited to the following:

- A. All new construction or reconstruction of private roads, public roads, and driveway approaches located within Kittitas County.
- B. Any land development that will impact the safety, level of service, or operational efficiency of the County roadway system, or intensify the effects of an existing non-conforming use.
- C. Any land development that is required by other county code, permit, or ordinance to provide improvements to County roadways.

The following are examples of instances to which Title 12 does not apply. These include, but are not limited to the following:

- D. Any state or federal roads and right-of-ways within the County including forest roads, administered by the WSDNR or USFS and state highways administered by WSDOT etc.
- E. Maintenance and rehabilitation projects by County public forces.
- F. Restoration, rehabilitation, and resurfacing as defined in the WSDOT LAG Manual.
- G. Temporary emergency repairs within the public right-of-way.
- H. Upgrading of an existing private road if within current easement and which does not exceed 5,000 square feet of new impervious surface and is not associated with any building or development permit issued by Kittitas County or any other Agency.

12.01.030 Abbreviations.

Where the following words, phrases, or abbreviations appear in these specifications they shall have the following meanings:

- AASHTO - American Association of State Highway and Transportation Officials
- ADT - Average Daily Traffic
- BMP - Best Management Practice
- BST - Bituminous Surface Treatments
- BOCC - Board of County Commissioners of Kittitas County, Washington
- DOE – Washington State Department of Ecology
- FHWA – Federal Highway Administration
- HMA - Hot Mix Asphalt
- ITE – Institute of Transportation Engineers
- KCC - Kittitas County Code
- LAMIRD – Limited Area of More Intensive Rural Development
- LOS - Level of Service
- MUTCD - Manual on Uniform Traffic Control Devices
- NACTO – National Association of City Transportation Officials
- PC - Point of Curvature
- PI - Point of Intersection
- PRC - Point of Reverse Curve
- PT - Point of Tangency
- RCW - Revised Code of Washington

RID – Road Improvement District
ROW - Right-of-Way
SWMMEW – Stormwater Management Manual for Eastern Washington, current edition, as amended.
TIA – Transportation Impact Analysis
UGA - Urban Growth Area
USGS - United States Geologic Survey
VPC - Vertical Point of Curvature
VPI - Vertical Point of Intersection
VPT - Vertical Point of Tangency
WAC - Washington Administrative Code
WDFW – Washington Department of Fish and Wildlife
WSDOT - Washington State Department of Transportation

12.01.040 Definitions.

ACCESS - That portion of the driveway or private road extending from the edge of the county road to the edge of right-of-way.

AGRICULTURAL ACCESS – An access that serves fields or outbuildings and is not for commercial or residential use.

APPLICANT – The person or persons legally responsible for the application for development and the specific improvements proposed therein.

APPROVED PROJECT – A project which has received formal development approval from the County, also identified as a ‘Pipeline project’.

AS-BUILT or RECORD DRAWINGS - Set of original approved plans, with information superimposed upon them, showing any additions, deletions, and changes that occurred during construction.

AVERAGE DAILY TRAFFIC – The average 24-hour traffic volume on a roadway.

AVERAGE LOT SIZE - The total number of acres divided by the total number of existing and proposed lots or dwelling units.

BRIDGE – A structure that measures at least 20’ in length along the centerline, generally.

CENTER LINE - The line, marked or unmarked, parallel to and equal distance from the sides of a two-way traffic roadway of a highway except where otherwise indicated by painted lines or markers.

CLEAR SPACE – An unobstructed area of two feet in width on either side of an access, road or driveway.

CITY - Any incorporated area within Kittitas County, Washington.

CONSTRUCTION PLANS - Detailed and working plans including plan and profile, details, notes and any other information necessary for complete construction of the required improvements.

CONSULTANT - A person, partnership, or corporation who is hired by the applicant, landowner, or developer and is empowered to act as his agent.

CONTRACTOR - A person, partnership or corporation who is hired to perform work.

CORNER SIGHT TRIANGLES - Specified areas along intersections that shall be clear of obstructions that might block a driver's view of potentially conflicting vehicles.

COUNTY - County of Kittitas, State of Washington.

COUNTY ROAD - Every road or part thereof, outside the limits of incorporated cities and towns and which has not been designated as a state highway that has been accepted by resolution by the BOCC onto the county road system.

COUNTY ROAD SYSTEM – Those roads or rights-of-way maintained by Kittitas County.

COUNTY ENGINEER - Where the term county engineer is used in these standards, it shall be interpreted to mean the county engineer and/or an appointed designee who shall exercise decision making authority on behalf of the county engineer.

CUL-DE-SAC - A cul-de-sac is the end of a dead-end street or alley that widens to provide a circular turnaround for vehicles.

DESIGN SPEED - A speed determined for design and correlation of the physical features of a street that influence vehicle operation; the maximum safe speed maintainable on a specified section of street when conditions permit design features to govern.

DESIGN VEHICLE – The vehicle whose weight, dimensions, operating characteristics, and other specifications are used to establish the criteria for design of streets and roadways.

DIRECTOR or DIRECTOR OF PUBLIC WORKS - The Director of the Kittitas County Department of Public Works or the County Engineer.

DEVELOPER - The person or persons legally responsible for the construction of infrastructure related to a land use development activity. May also be used synonymously with APPLICANT.

DEVELOPMENT PERMIT – Activity upon land consisting of construction or alteration, earth movement, dredging, dumping, grading, filling, clearing of vegetation or other land disturbance for which a written approval from the County is required.

DRIVEWAY - Access road used by no more than two privately maintained residential, commercial, agricultural or industrial properties.

EASEMENT - A right held by one person to make specific, limited use of land owned by another person.

ENGINEER, COUNTY - The statutorily required position of County Engineer appointed under [RCW 36.80.010](#). The County Engineer may also be the Director of Public Works when the person in that position also meets the requirements of a licensed professional engineer and is duly appointed by the county legislative authority under [RCW 36.80.010](#).

ENGINEER, OWNER, APPLICANT, OR DEVELOPER'S – A civil engineer licensed in the State of Washington, acting for the owner, applicant or developer.

FINAL APPROVAL – As approved by the Board of County Commissioners or approved by County Engineer. The City Engineer will approve if in UGA with utilities.

FUNCTIONAL CLASSIFICATION – A classification system for roads with specific definitions in KCC 12.03.

HAMMERHEAD – A T-shaped turnaround for vehicles.

HIGHWAY - Every way, lane, road, street, boulevard, and every way or place in the State of Washington open as a matter of right to public vehicular travel both inside and outside the limits of incorporated cities and towns.

INSPECTOR - An authorized representative of the County Engineer assigned to make inspections for contract performance, standards, and contract compliance.

IRRIGATION SYSTEM - means a man-made feature and/or an upland swale that either conveys water to an ultimate irrigation use or place of use, or that moves and/or conveys irrigation water (e.g., "run-off" from irrigation) away from irrigated lands. Irrigation systems may include the distribution system or parts thereof, consisting of manmade canals, laterals, ditches, siphons, and/or pipes, or pump systems.

KITTCOM - A civilian staffed 9-1-1 center that serves 17 public safety agencies in Kittitas County.

LAND USE DEVELOPMENT ACTIVITY – Any activity requiring a land use permit from Kittitas County as defined in KCC 15A.02.080, including, but not limited to, Administrative Segregations, Boundary Line Adjustments and Conditional Use Permits.

MAJOR DRAINAGE STRUCTURE - A device composed of a virtually non-erodible material such as concrete, steel, plastic, or such material that conveys water from one place to another by intercepting the flow and carrying it to a release point for storm-water management, drainage control, or flood control purposes.

MAY - A permissive condition. No requirement for design or application is intended.

OFF-SYSTEM ROAD - A road or right-of-way dedicated or used by the public but not maintained by Kittitas County.

ON-SYSTEM ROAD - A road or right-of-way adopted by the BOCC that is dedicated or used by the public and maintained by Kittitas County.

POLLUTION GENERATING SURFACE - Considered significant sources of pollutants in stormwater runoff. Such surfaces includes those that are subject to use by vehicles, industrial activities, or storage of erodible or leachable materials that receive direct rainfall or run-on or blow-in of rainfall. Examples include but are not limited to: roads, bike lanes, driveways, parking lots, fire lanes, storage yards.

PRIMITIVE ROAD – County roads without the requirement to be maintained, that have a gravel or earth surface, and average annual daily traffic of 100 or fewer vehicles, and meets the requirements of RCW 36.75.300.

PRIVATE ROAD - An access road serving three or more lots, residences or multi-family units that is privately owned and maintained for the use of the owner(s) or those having expressed or implied permission from the owner(s).

PUBLIC ROAD - Any street or road which is open to or dedicated to the use of the public. Public Roads may be privately maintained or maintained by a public agency such as Kittitas County, Washington State Department of Transportation or the United States Forest Service.

REDEVELOPMENT - The creation of an additional 5,000 square feet of impervious or pollution generating surface.

RIGHT-OF-WAY - Land, property, or property interest, usually in a strip, acquired for or devoted to transportation purposes.

ROAD OR STREET - A general term denoting a public or private way for purposes of vehicular travel and utilities, including the entire area within the right-of-way (includes alleyways).

ROAD IMPROVEMENT DISTRICT – Road Improvements paid by an assessment on lots, tracts, or parcels that are specifically benefited by the improvement.

RURAL – Areas within the County which have not been incorporated.

SHALL - A mandatory condition. Where certain requirements in the design or application use the word "shall", it is mandatory that these requirements be met.

SHOULD - Where the word "should" is used, it is considered to be advisable usage, recommended but not mandatory.

SPECIAL DISTRICT - Any recognized district within Kittitas County that may have some level of jurisdiction over some aspect of a development. A special district may include, but is not limited to, Irrigation Districts, Water Districts, and Fire Districts.

STANDARD PLANS – Those certain Standard Rural Typical Roadway Section Plans KCC 12.04 Title XI dated June 30, 2023.

STOPPING SIGHT DISTANCE - The distance required to safely stop a vehicle traveling at design speed. It is measured from the driver's eye, 3.5 feet above the pavement to the top of an object 2.0 feet high on the pavement anywhere on the road as defined in AASHTO.

STREET OR ROAD WIDTH - The distance measured from face of curb to face of curb across a street or edge of traveled way.

TRAVELED WAY – That part of the roadway made for vehicular traffic excluding shoulders and auxiliary lanes.

UTILITY - A company or individual providing public service such as gas, electric power, irrigation, telephone, Internet, water, sewer or cable television, whether or not such company is privately owned or owned by a governmental entity.

VARIANCE – A departure from these standards.

WORKING DAYS – Days on which the Department of Public Works is open for business, typically including Monday thru Friday, not including holidays.

12.01.050 Authority and Enforcement.

The Director of Public Works and/or the County Engineer or his/her designee shall have the authority, on behalf of the County, to ascertain that all design and construction complies with the requirements set forth in these Standards.

It shall be the duty of the Board of County Commissioners, acting through the Director of Public Works or his/her designee, to enforce the provisions of this title.

12.01.060 Violations and Penalties.

The County shall have the authority to impose penalties and take other specific actions in response to violations of the code and non-compliance with these standards.

- A. The County may withhold or withdraw approval of project plans, require the forfeiture of the financial guarantee submitted to the County, and/or issue non-acceptance of portions of the work.
- B. The County may require the applicant or property owner to remove or replace illegal earthwork and/or other items associated with these standards that were not properly permitted.
- C. The County shall have the authority to enforce these standards including the design and construction guidance that is referenced in this section. The County will appoint project engineers, assistants, and inspectors as necessary to inspect the work and they will exercise such authority as the Director of Public Works and the County Engineer may delegate.
- D. Stop Work Orders: Should the County become aware of conditions that invalidate the original design data used to obtain the permit or determine that the applicant is not complying with the conditions of the permit, the approved plans, or applicable portions of these standards, the County may revoke the original permit and/or order work stopped on the project. Examples of reasons why the County may order all or part of the permitted work stopped include but are not limited to the following:
 - 1. The applicant failed to comply with the conditions of the permit, the approved plans, SEPA or other environmental permit conditions, or applicable portions of these standards;
 - 2. The permit was granted based on erroneous or incomplete information submitted to the county by the applicant or the applicant's engineer or agent;
 - 3. Weather conditions caused off-site or downstream drainage problems;
 - 4. The work has created, is adjacent too, or otherwise associated with, a condition that is a hazard to life, endangers property, or adversely affects the use or stability of a public way or drainage course.

- E. Cease and Desist Orders: The County may serve a cease and desist order for violations of this chapter. The order shall include the following:
1. Description of violation;
 2. Effective date, such as immediately upon receipt by the person to whom the order is directed;
 3. Compliance outcome, such as failure to comply with terms of a cease and desist order can result in enforcement action including but not limited to issuance of a civil infraction citation; and
 4. Corrective measures, the affected party may request one meeting with the County Engineer within 20 days of receipt of the cease and desist order. The affected party may request one subsequent meeting with the Public Works Director.
- F. Civil Infraction. Any person, firm, or corporation violating any provisions of these standards shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not more than \$1,000.00 or by imprisonment for not more than 90 days as set forth in [KCC Title 18](#). Each person, firm, or corporation found guilty of a violation shall be deemed guilty of a separate offense for each and every day during any portion of which any violation of any provision of these standards is committed, continued or permitted by such person, firm, or corporation and shall be punished therefor.

12.01.070 Specifications and Guidance Documents.

Except where these Standards provide otherwise, all aspects of roadway, bridge, and stormwater design and construction, including materials shall be in accordance with the most current, as amended editions of the following publications:

- A. [Kittitas County Code, all Titles](#)
- B. [Kittitas County Comprehensive Plan](#)
- C. [Kittitas County Long-Range Transportation Plan](#)
- D. [Adopted Community Plans](#)
- E. [Kittitas County Capital Improvement Program](#)
- F. [WSDOT Standard Specifications for Road, Bridge, and Municipal Construction](#)
- G. [WSDOT Standard Plans](#)
- H. [WSDOT Design Manual](#)
- I. [WSDOT Bridge Design Manual](#)
- J. [WSDOT Construction Manual](#)
- K. [DOE Stormwater Management Manual for Eastern Washington \(SWMMEW\)](#)
- L. [ITE Trip Generation Manual](#)

Design and construction of roads, bridges, and stormwater systems shall also utilize applicable industry standard design and construction guidance, including, but not limited to, the most current, as amended

edition of the list of publications and sources below. In all cases, when reference publications and design guidance is referenced in these standards, the latest edition, as amended version of that document shall be utilized.

- A. WSDOT Local Agency Guidelines (LAG) Manual
- B. WSDOT Pavement Management Guide
- C. WSDOT Highway Runoff Manual
- D. WSDOT Environmental Procedures Manual
- E. WSDOT Field Guide for Accessible Public Rights of Way
- F. FHWA Manual on Uniform Traffic Control Devices (MUTCD)
- G. FHWA Roundabouts: An Informational Guide
- H. WDFW Water Crossing Design Guidelines
- I. AASHTO Policy on Geometric Design of Highways and Streets, "Green Book"
- J. AASHTO Guide for the Development of Bicycle Facilities
- K. AASHTO Guidelines for the Geometric Design of Very Low-Volume Local Roads
- L. AASHTO Standard Specification for Highway Bridges
- M. NACTO Urban Street Design Guide
- N. NACTO Transit Street Design Guide
- O. NACTO Urban Bikeway Design Guide
- P. American Traffic Safety Services Association (ATTSA) Various Publications
- Q. Other design criteria provided by federal agencies including the [Federal Housing Administration](#), [US Department of Housing and Urban Development](#); [Federal Highway Administration](#), and [US Department of Transportation](#).

In addition, it is expected that applicants, developers, designers, and contractors will exercise sound professional judgement in the selection and use of design guidance and will seek out and utilize other design references as dictated by the demands of each individual project.

12.01.080 Relationship to Other Standards.

These standards, which stipulate certain minimum conditions for land use changes, shall apply, unless:

- A. The State or Federal Government imposes more stringent standards, criteria, or requirements. In this case, those standards may apply and be incorporated into the conditions of approval of the project.

See [KCC 12.01.120](#) for Joint Agency Review Procedures.

12.01.085 Engineering Plan Development Agreements.

Kittitas County Department of Public Works shall authorize development agreements pursuant to Revised Code of Washington 36.70B.170 – 210 and Washington Administrative Code 365-196-845(17). Prior to

approval of any Development Agreement within the Urban Growth Area of the City of Ellensburg, the County shall provide 30 days written notice to the City of Ellensburg with a copy of the proposed agreement. Agreements will be negotiated following preliminary plat approval from the Board of County Commissioners and after the development has obtained final engineering plan approval from the County Engineer. Projects within the Ellensburg UGA utilizing city utilities will also require final engineering plan approval from the City Engineer. Agreements shall remain in effect for an initial five-year period beginning upon the approval date from County Engineer. Extension requests are pursuant to Kittitas County Code section 16.12.250.

12.01.090 Performance Guarantees.

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 public or private improvements prior to final approval of a land-use development activity, the applicant shall provide a performance guarantee in an amount and with satisfactory surety and conditions providing for and securing to Kittitas County the actual professional services, construction and installation of such improvements within two years of final approval. The Director will enforce the guarantee through appropriate legal and equitable remedies. All performance guarantees shall be prepared in accordance with the Department of Public Works Performance Guarantee Form.

If a surety bond, letter of credit, or cash is provided, the amount covered shall equal 135% of the estimated design and construction cost. The estimated costs must be reviewed and approved by the County Engineer.

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 County Engineer.

The applicant is legally and financially responsible for ensuring all roads are constructed in accordance with this code.

- B. **Maintenance Performance Guarantees and Final Approval Requirements:**

1. The successful performance of public improvements shall be guaranteed for a period of not less than two years from the date of acceptance as an on-system road or final construction approval of existing facilities.
2. The amount of the maintenance guarantee shall be 110% of the improvement cost and the form of the maintenance financial guarantee shall be approved by the County Engineer. Maintenance guarantees will not be required when the required performance guarantee is \$1,000.00 or less.

3. Prior to release of collateral by Kittitas County the applicant must present a statement from a civil engineer licensed in the State of Washington that the project has been completed in substantial compliance with approved plans and specifications. Except for inspections done by County Public Works as provided in Section (7) below. The applicant's engineer must document that regular on-site inspections were conducted during the course of construction, and the field plans utilized were the same as those approved by Kittitas County. The engineer shall also state quality control testing demonstrates compliance with the plans and specifications approved by Kittitas County. A final inspection by the Department of Public Works is required and all deficiencies must be corrected prior to release of collateral.
4. Record Drawing plans for the improvements must be submitted with the road certification or at the time the letter requesting collateral release is submitted. The "as-built" plans must be clearly labeled as such and must be signed and dated by a licensed civil engineer. They may be design plan markups and must show any deviations from the approved plans. Release of collateral will not occur if the County Engineer determines deviations are present which have not received prior approval.
5. A letter or letters of acceptance and responsibility for maintenance of the improvements by the appropriate utility company, special district, city, or town for all utilities and roads.
6. A letter from the appropriate fire authority stating that any required fire hydrants are in place in accord with the approved plans. The letter shall also state that any required fire hydrants are operational and provide the results of fire flow tests.
7. Quality control test results must be submitted for all phases of the project in accordance with the schedule for minimum materials sampling, testing, and inspection as found in the WSDOT Materials Manual. The Department of Public Works shall review and approve a proposed schedule of testing before commencement of construction. And shall provide inspections at each phase of such schedule, which inspections shall control in determining compliance with the approved plans and specifications.

12.01.100 Addition of Roads to the County System

Roads may be added to the county road system by resolution passed by the Kittitas County Board of County Commissioners upon compliance with Section 12.01.090(B). Sources of roads for addition to the County system include but are not limited to: realignment of existing roads, relinquished State Highways and Forest Service roads, and new roads from land development activities. Before a new road becomes a part of the county road system, it passes through seven steps:

1. Planning
2. Design
3. Right-of-way acquisition or dedication
4. Construction
5. Inspection
6. Acceptance through resolution

7. Warranty period

The approval of a subdivision or development roadway for construction is for purposes of releasing the applicant's development collateral and does not obligate the County to accept the new roadway into the County system, provide maintenance, or accept any liability or responsibility for the new roadway until passing final inspection (and acceptance through resolution, and warranty period if necessary).

For roads serving proposed developments, the County shall determine which roads, if any, are intended to be added onto the county road system at the planning stage of a proposed development. Any roads not intended to be added onto the County road system shall be privately developed and maintained in accordance with Kittitas County standards for private roads.

For unconstructed roads or roads needing improvements to meet public road standards that are not part of a preliminary plat or project requiring a public hearing, the applicant shall petition the Board of County Commissioners by submitting an on system county road establishment application prior to construction. If approved, the road will be accepted onto the county road system by resolution by the BOCC upon an approved final inspection as defined in these standards.

Roads which are required to be constructed to public road standards and dedicated to the public as a condition final plat or project approval shall be added to the county road system and shall be maintained by the County upon an approved final inspection as defined in these standards and final plat or project approval. Such roads are not subject to the requirement of a resolution by the BOCC.

When a request is made for the County to assume maintenance of any private improvement, it shall be the responsibility of the person(s) making the request to satisfactorily demonstrate that the private improvement is in fact constructed in accordance with Kittitas County Road Standards. In addition, the County must accept dedication of the private road, and all necessary right-of-way must be transferred to the County.

At such time when a private road is made public and brought on the County Road system by BOCC resolution, the applicant shall provide a maintenance bond of 110% of improvement costs.

The County will not accept maintenance responsibilities for private road improvements associated with land development activities. In no case shall private improvements not constructed in accordance with the applicable design and construction standards and specifications be accepted for dedication or maintenance by Kittitas County.

12.01.110 Review and Approval.

The County will review all land use development applications for general compliance with Kittitas County Road Standards. An approval by the County does not relieve the applicant from final responsibility of

insuring all calculations, plans, specifications, construction, and as-built drawings are in compliance with this title as stated in the applicant's engineer's certification provided in accordance with these standards.

12.01.120 Joint Agency Review.

In situations where other agencies such as the State, cities, towns, utility districts, franchise utility owners, irrigation districts, or other agencies are involved in the review of public or private roads, the following conditions and procedures shall apply:

- A. The standards or conditions, except as they may be altered by a Engineering Plan Development Agreement entered into with the County, of any Inter-Governmental Agreements between the County and other agencies shall be in full effect.
- B. The County shall be the lead agency and responsible for the issuance of permits for all road, utility, or any other construction within the County rights-of-way.
- C. Permits and approvals will not be issued by the County until a valid permit or agreement from the other agencies is received by the Department of Public Works.
- D. The applicant shall be responsible for identifying, coordinating with, and obtaining permits and approvals from the other agencies involved. The County will coordinate with other agencies as needed and at the discretion of the County.
- E. The other agencies shall be responsible for the issuance of permits, approvals, and inspections of their facilities.

Possible examples include, but are not limited to, developments located within UGAs, developments accessed by State highways or Forest Service easements, developments affected by irrigation district easements or facilities, or developments affected by utility easements or rights-of-way. The list of typical joint review agencies below is provided for convenience. This is not a complete list of agencies and the applicant shall be responsible to identify and coordinate with all affected agencies.

- A. Cities:
 - 1. City of Ellensburg
 - 2. City of Cle Elum
 - 3. City of Kittitas
 - 4. City of Roslyn
 - 5. City of South Cle Elum
- B. Utilities:
 - 1. Kittitas Public Utility District
 - 2. Puget Sound Energy

3. City of Ellensburg (water, sewer, stormwater, power, natural gas, telecom) See 12.07(c).

12.01.130 Variances and Appeals.

These standards provide guidance for expected practice under typical conditions, however, they are not intended to limit innovation or the introduction of alternative solutions to adverse or unusual conditions. Variances from these Standards may be granted by the Road Variance Committee, comprised of the Public Works Director, Fire Marshal, or designees, and one citizen appointed by the BOCC.

If the proposed road variance is located within a fire district, notice of the proposed variance shall be provided to the applicable fire district at the same time as the Road Variance is submitted to the County Engineer. The Fire District shall have a minimum of 14 days to submit comments from the application submittal date to the variance hearing date.

Variances should be identified as early as possible in a project's development. The variance should be proposed at preliminary plat stage and be included for consideration during plan review and public hearing. Variances from the standards in this title will be considered on a case-by-case basis. Variances will be granted only upon evidence that the variance demonstrates the following:

- A. Unusual circumstances or conditions apply to the property and/or the intended use that do not apply generally to other property in the same vicinity or district;
- B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district;
- C. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which the property is located;
- D. Special conditions and circumstances do not result from the actions of the applicant; and
- E. The granting of such variance will not adversely affect the realization of the Kittitas County Comprehensive Plan, Long-Range Transportation Plan or this title.

The variance request(s) shall consist of:

- 1. Variance Fee.
- 2. Variance application.
- 3. Identification of the KCC standard that the applicant is requesting to be waived or varied.
- 4. Identification of the alternative design or construction standards to be adhered to.
- 5. A thorough and well-reasoned case that outlines the applicant's justification for requesting the variance.

To appeal the denial or imposition of conditions of a variance decision, an appeal shall be filed per [KCC 15A.07](#) or [KCC 15A.08](#), based on the underlying land use decision in accordance with [Ch. 36.70B RCW](#).

Variances will be reviewed by the Road Variance Committee.

12.01.140 Amendments and Remissions.

The Kittitas County Board of County Commissioners (BOCC), following the recommendations of the Director of Public Works and Planning Commission, may consider revisions and/or amendments to this title. The revisions will be adopted by ordinance following a public hearing.

Chapter 12.02

FEES AND PROCESS

Sections

12.02.010 Purpose.

12.02.020 Process Flow Chart.

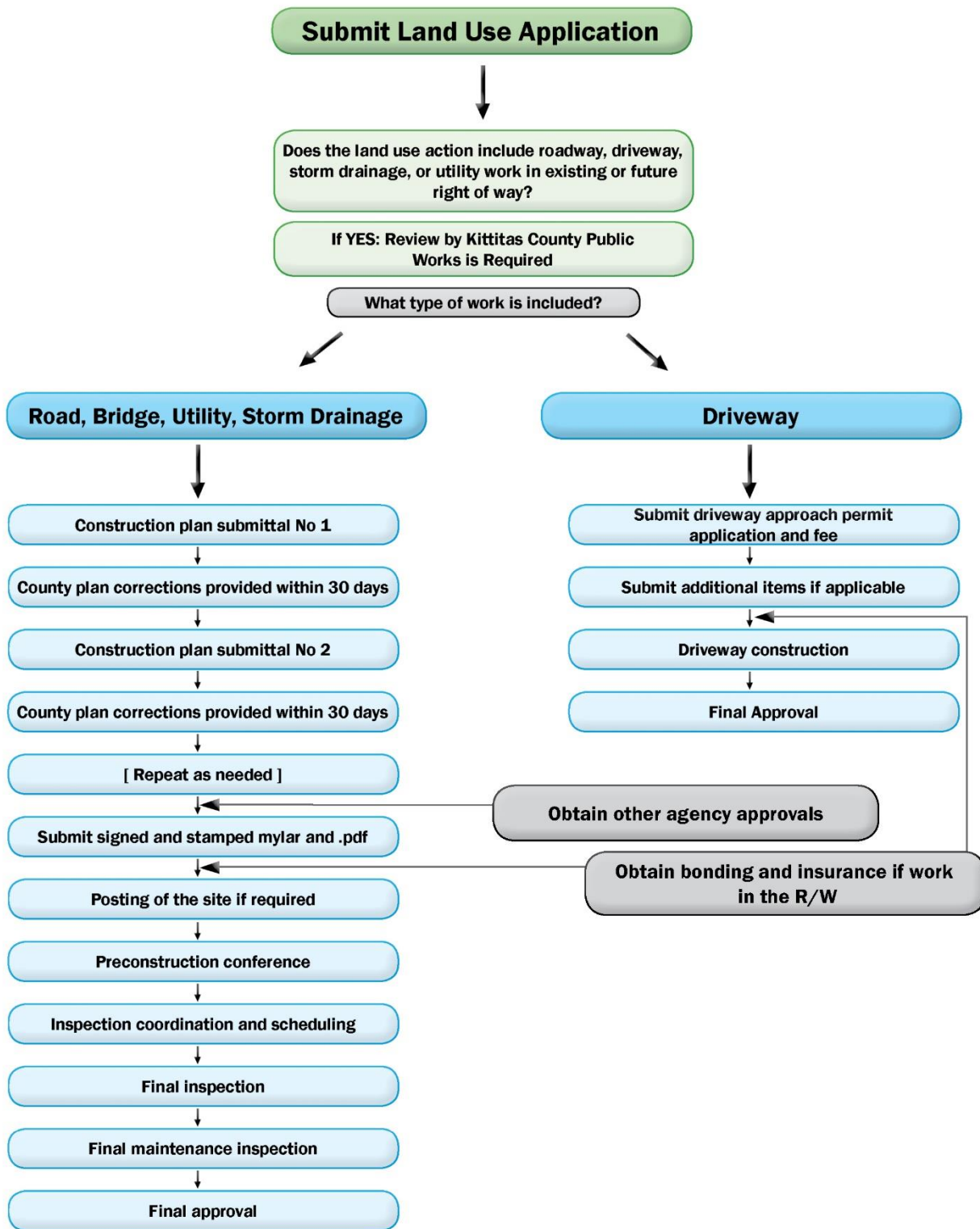
12.02.030 Public Works Department Fee Schedule.

12.02.010 Purpose.

The purpose of this chapter is to clearly outline the County process and the required fees for land use activities that require approval, review, or other involvement of the Kittitas County Department of Public Works.

12.02.020 Process Flow Chart.

The figure below is a process flow chart that provides a visual representation of the various processes described in this chapter of the Kittitas County Code. It is provided for convenience and is in no way intended to replace or substitute the intent of any section of these standards.



12.02.030 Public Works Department Fee Schedule.

The Kittitas County Public Works Department shall require various application and service fees in accordance with the most current revision of the [Kittitas County Fee Schedule](#). All fees must be paid in advance of review and approval of submittals.

Chapter 12.03

ROADWAY CLASSIFICATIONS

Sections

12.03.010 Purpose.

12.03.020 Applicability.

12.03.030 Road Classifications.

12.03.040 Terrain Classification.

12.03.010 Purpose.

These road classifications shall be used for planning and designing roadway facilities in Kittitas County. The classification of roadways provides a framework for defining the use of individual roadways and their role in the overall roadway network. In addition, the classification is used to determine the required attributes of the roadway such as: right-of-way width, road width, access spacing, intersection spacing, construction material requirements, and roadway geometry etc.

Changes or additions to the Federal Functional Classifications for Washington State can be initiated by the County, but are reviewed by WSDOT and the Federal Highway Administration, who provide approval, denial, or conditional approval of requests for changes to functional classification. Federal Functional Classifications for Washington State can be found on WSDOT's website and the [WSDOT Functional Classification Map](#)

12.03.020 Applicability.

The applicable road classification standard shall be determined by the location, ownership (public or private), use (residential, industrial, commercial, etc.), and projected traffic volumes using the maximum land use density allowed by the applicable zoning classification or the comprehensive plan.

12.03.030 Road Classifications.

The classification of a roadway is a designation relating to the major role served within the overall road network and includes arterial, collectors, and local access streets. For the County, the roadway hierarchy is based on functional classification of roads based on distinct travel movements and the service they provide. Roadways are categorized by ownership (county and private), location (rural, primitive and unimproved), and by function (arterial, collector or local access). General definitions of roadway

classifications are presented below. These definitions serve as a guide in classifying roads in Kittitas County.

A. County Roads. County roads are those that are on county owned right of way, have been adopted into the county road system, and are continuously open for public use. New roadways that are to be dedicated to the public shall become a county road according to the processes outlined in [KCC 12.01.100](#). A complete inventory of Kittitas County roads is available in the most current, as amended version of the [Kittitas County Road Log](#).

2. **County Urban Roads.** Urban roads within the county serve high density areas. Except in special circumstances, county urban roads are located in UGA's as they exist within the County adopted land use map. Roadway elements may include curb and gutter, sidewalks, bicycle facilities, landscape features, and underground storm drainage systems. Proposed urban roads within the county may be located within an adopted urban growth area.

3. **County Roads on Easements.** Public roads constructed within an easement dedicated to the County may be accepted on the County Road network as approved by BOCC resolution.

A. **County Rural Roads.** Rural roads within the county serve low density areas with larger lot sizes that are not in or near an urban area, and are not within an adopted urban growth area (UGA) or LAMIRD. They typically lack urban elements such as curb and gutter, sidewalks, and underground storm drainage systems, but may include other pedestrian and bicycle facilities. Storm drainage systems for rural roads typically utilize ditches and culverts.

a. **County Rural Arterial.** Rural arterials (principal and minor) are typically state routes and major county roads which carry the highest volumes in the nonurban areas. Rural arterials are designed for longer distance travel, provide for intercounty travel and connect the county roadway system to interstate freeways. State Routes and major county roads are typically classified as Rural Principal Arterials. See [KC Standard Plan 4](#).

b. **County Rural Collector.** Rural collectors (major and minor) are the main county roads in the nonurban areas. The predominant function of rural collectors is the movement of through traffic, but they also provide connections to traffic generators such as schools, shipping points, parks, important agricultural areas, etc. Rural collectors provide for considerable local traffic that originates or is destined to points along the corridor and provide links to nearby towns or cities or with other routes of higher classification. Collectors allow for more emphasis on land access than major and minor arterials. See [KC Standard Plan 5](#).

c. **County Rural Local Access.** Rural local access roads typically provide access to individual homes, businesses, and similar traffic destinations. Through traffic is discouraged by appropriate geometric design and/or traffic control devices and these roads typically do not include on-street parking. Direct access to abutting land is encouraged, but urban local access roads may terminate in a cul-de-sac or other dead end turn-around configuration. For dead ends and turn-arounds, see [KC 12.04.04.110](#) and [KCC Standard Plan 9-10](#). See [KC Standard Plan 6](#).

2. **County Primitive Roads.** Primitive roads are a specialized classification of road. They are defined as unpaved rural roads with an annualized average daily traffic (AADT) of less than 100. They are identified and included in the [Kittitas County Road Log](#). Primitive roads are not adequate for further development without extending new improvements to an identified county arterial or county collector in accordance with the design and construction standards identified in these standards. Primitive County Roads are further defined by [RCW 36.75.300](#)

3. **County Unimproved Rights-of-Way.** In various locations throughout the county there are portions of dedicated or deeded public road right-of-way that do not contain a roadway and have not been identified in the [Kittitas County Road Log](#). These rights-of-way are public, but are unimproved. These rights-of-way should not be construed as adequate access for any type of land use application. They are not adequate for further development under any circumstances without extending new improvements to an identified county arterial or county collector in accordance with the design and construction standards identified in these standards. The county does not provide maintenance for unimproved county rights-of-way.

B. Private Roads. A Private road is defined as any access serving five or more lots (including residential, commercial, industrial, or agricultural use), residences, or multi-family units that is privately owned and maintained.

Private roads are classified as urban and rural just as the public county road system. They must meet the Kittitas County private road minimum design standards as identified in these standards. Benefited property owners are required to perform their own maintenance and repair work. Operation and maintenance agreements to provide for this work on both the road network and the stormwater system are required. Short plats proposed on properties to which the access is over private roads that do not meet the standards in this section shall be recommended for denial unless upgraded to the current standard.

1. **Private Rural Road:** Like rural county roads, private rural roads serve rural lots. They typically lack urban elements such as curb and gutter, sidewalks, and underground storm

drainage systems, but may include other pedestrian and bicycle facilities. Storm drainage systems for rural roads typically utilize ditches and culverts. See [KC Standard Plan 8](#).

12.03.040 Terrain Classification.

For the purposes of these standards, existing and proposed roadways in Kittitas County are divided into terrain classifications based on ratios of roadway profile slopes present for a given roadway segment. Profile slopes shall not exceed 10% maximum in any classification. Terrain classifications shall be as follows:

- A. FLAT –At least 75% of the existing terrain along the roadway corridor has a profile slope that is less than or equal to 5%. The remaining 25% of the existing terrain along the roadway corridor may be steeper than 5%.

- B. ROLLING TERRAIN – Moderate changes in elevation with respect to the roadway corridor, and occasional steep slopes offer some restriction to normal horizontal and vertical roadway alignment. At least 75% of the existing terrain along the roadway corridor has profile slopes that are greater than 5% and less than or equal to 10%. The remaining 25% of the existing terrain along the roadway corridor may be classified as either flat or rolling.

- C. MOUNTAINOUS TERRAIN - Longitudinal and transverse changes in the elevation with respect to the road or street are abrupt, and frequent cut and fill is needed to obtain acceptable horizontal and vertical alignment. At least 75% of the existing terrain along the roadway corridor exceeds 8% (but is no more than 10% maximum).

Terrain classification pertains to the general character of the specific roadway corridor. For example, roads in mountainous areas that have all the characteristics of roads traversing flat or rolling terrain should be classified as flat or rolling. In cases where the terrain classification is in question, the County Engineer shall make the final decision.

Chapter 12.04

ROADWAY, BRIDGE, AND STORMWATER DESIGN CRITERIA

Sections

Article I. General Information

12.04.01.010 Purpose.

12.04.01.020 Applicability.

12.04.01.030 General Design Requirements.

12.04.01.040 Design within an Urban Growth Area.

Article II. Concurrency & Transportation Impact Analysis

- 12.04.02.010 Purpose.
- 12.04.02.020 Applicability.
- 12.04.02.030 Level of Service Standards.
- 12.04.02.040 Scope of Transportation Impact Analysis.
- 12.04.02.050 Transportation Impact Analysis General Requirements.
- 12.04.02.060 Transportation Impact Analysis Format and Required Elements.
- 12.04.02.070 Transportation Impact Analysis Review and Acceptance.
- 12.04.02.080 Concurrency Determination.
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Article III. Surveying

- 12.04.03.010 Purpose.
- 12.04.03.020 Applicability.
- 12.04.03.030 Road Survey Monuments.
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Article IV. Geometric Design

- 12.04.04.010 Purpose.
- 12.04.04.020 Applicability.
- 12.04.04.030 General Design Criteria.
- 12.04.04.040 Public Roads.
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- 12.04.04.060 Geotechnical Investigation.
- 12.04.04.070 Intersections.
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- 12.04.04.090 Dead Ends and Turnarounds.
- 12.04.04.100 Railroad Grade Crossings.
- 12.04.04.110 Emergency Access Roads.

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- 12.04.05.010 Purpose.
- 12.04.05.020 Applicability.
- 12.04.05.030 Stormwater Management Manual Adopted.
- 12.04.05.040 Specifications.
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- 12.04.05.060 General Stormwater Requirements.
- 12.04.05.070 Stormwater Site Plan Submittal Requirements for Subdivisions.
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- 12.04.05.090 Fish Passage.

- 12.04.05.100 Stormwater System Operation and Maintenance.
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Article VI. Structural Design

- 12.04.06.010 Purpose.
- 12.04.06.020 Applicability.
- 12.04.06.030 Existing Bridges and Drainage Structures.
- 12.04.06.040 Bridge and Major Drainage Structure Design Standards.
- 12.04.06.050 As-Built Plans.
- 12.04.06.060 Post Construction Requirements.
- 12.04.06.070 Retaining Walls.

Article VII. Driveway Access

- 12.04.07.010 Purpose.
- 12.04.07.020 Applicability.
- 12.04.07.030 Driveway Classifications.
- 12.04.07.040 General Requirements.
- 12.04.07.050 Access Placement.
- 12.04.07.060 Design Requirements.
- 12.04.07.070 Obtaining a Permit.
- 12.04.07.080 Permit Conditions and Requirements.

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- 12.07.08.010 Purpose.
- 12.07.08.020 Applicability.
- 12.07.08.030 Clear Zones.
- 12.07.08.040 Slopes.
- 12.07.08.050 Mailboxes.
- 12.07.08.060 Landscaping.
- 12.07.08.070 Roadway Illumination.
- 12.07.08.080 Bollards.
- 12.07.08.090 Guardrails.
- 12.07.08.100 Snow Storage.
- 12.07.08.110 Gates.
- 12.07.08.120 Gateway Monuments and Signs.
- 12.07.08.130 Road Signs and Traffic Control Devices.
- 12.07.08.140 Private Signs in the Public Right of Way.

Article IX. Urban Features

- 12.04.09.030 Americans with Disabilities Act (ADA).

- 12.04.09.040 Pedestrian Facilities.
- 12.04.09.090 Trails and Shared Use Paths.
- 12.04.09.100 Public Transportation and School Bus Facilities.

Article X. Construction Plan Submittals

- 12.04.10.010 Purpose.
- 12.04.10.020 Applicability.
- 12.04.10.030 General Standards for Final Construction Plans.
- 12.04.10.040 Certification.
- 12.04.10.050 When Plans or Grading Permits are Not Required.
- 12.04.10.060 Submittal Procedure.
- 12.04.10.070 Plan Elements.

Article XI. Standard Plans

Typical Roadway Sections:

- [Standard Plan 1 County Rural Arterial](#)
- [Standard Plan 2 County Rural Collector](#)
- [Standard Plan 3 County Rural Local Access](#)
- [Standard Plan 4 Private Rural Road](#)

Typical Roadway Details:

- [Standard Plan 5-6 Dead Ends and Turnarounds](#)
- [Standard Plan 7 Driveway Access](#)
- [Standard Plan 8 Survey Monuments](#)

Article I. General Information

12.04.01.010 Purpose.

The purpose of this chapter is to define the criteria for design of public and private roads and bridges in Kittitas County. Additional purpose statements are located in [KCC 12.01.010](#).

12.04.01.020 Applicability.

This chapter applies to the design of facilities for which review and approval by the Kittitas County Department of Public Works is required. This includes all roadways, streets, driveways, bridges, roadway drainage, utilities, and various roadside features. Additional applicability details are located in [KCC 12.01.020](#).

12.04.01.030 General Design Requirements.

All road construction that meets the applicability of this section shall be designed by or under the direct supervision of a civil engineer, licensed to practice in the State of Washington. All construction drawings, reports (geotechnical, drainage, pavement designs etc.), and supporting data submitted to the County must bear the seal and signature of the Engineer of Record.

Additional general requirements are as follows:

- A. The road circulation system within a proposed plat shall provide for access to adjacent properties whenever such provision is reasonable and practical.
- B. A second access is required if more than 30 (thirty) lots/units will use the private road, and the second access shall meet the following requirements:
 - 1. If the second access is restricted to emergency access only, it shall meet the following minimum requirements: 40-foot minimum easement width, 20-foot minimum roadway width, all-weather surface and a paved apron. Access restrictions such as gates or bollards must be approved by the Fire Marshal.
 - 2. If the second access is to be used for ingress and egress, it must meet the same standards of the first access.
- C. The number of lots calculation is based on the total number of lots or units served by the entire private road system, beginning at the nearest public road.
- D. Roads to be dedicated to the County shall be constructed as specified by these standards. All roads to be dedicated to the County shall be connected to an on-system county or other public road.
- E. Gated accesses shall be approved by the Fire Marshal and meet the requirements of the [International Fire Code](#) and [KCC 20.03.020](#) as adopted by the County. Gates shall comply with minimum width and emergency opening device requirements as required by the Fire Marshal.
- F. When a dead end road or driveway extends more than 150' from the centerline intersection of another county or private road, a turnaround shall be provided. The requirements for the turnaround shall be per [KCC 12.04.04.090](#).
- G. Any public road, including those acquired by deed easement or prescription, shall not be barricaded, gated, closed off, or otherwise made inaccessible in any way unless, during an emergency, or otherwise approved by the Board of County Commissioners.

- H. Roads serving five or more lots shall be named according to the Kittitas County Private Road Naming & Signing Standards. Road names shall be subject to the approval of the Department of Public Works and [KITTCOM](#). Private road signs shall be in accordance with the Manual on Uniform Traffic Control Devices ([MUTCD](#)).
- I. All private roads shall be signed with a stop sign at the intersection with a County road.
- J. All signs, signal markings, or other devices intended to regulate, warn, or guide traffic that are installed or maintained on private property shall conform to the [MUTCD](#).
- K. All public or private development impacting County roads shall comply with the traffic control and haul route requirements in [KCC 12.05.03.030](#).
- L. All land use development activities that access property across other private property, public roads or land other than Kittitas County, or road easements managed by other agencies must submit a recorded easement, permit, road maintenance agreement, or other document from the land owners, agency, or road/easement managers that specifically address access, maintenance, seasonal restrictions and other restrictions and limitations. These agreements shall be presented to the Department of Public Works prior to final approval.
- M. New irrigation facilities shall not be constructed within County rights-of-way unless a franchise agreement is in place. This shall apply to all irrigation facilities within a County right-of-way or including both crossings and longitudinal systems. [See KCC 12.13](#)
- N. All new roads crossing an irrigation ditch, canal, or other facility shall have a franchise crossing agreement with the ditch owner or irrigation entity. [See KCC 12.13](#)
- O. All new roads shall accommodate to the [Kittitas County Long-Range Transportation Plan](#).

Article II. Concurrency & Transportation Impact Analysis

12.04.02.010 Purpose.

The purpose of the analysis, if required, is to determine what impact the traffic generated by a proposed development will have on the existing roadway network, and ensure that adequate transportation facilities are available or provided concurrent with development, in accordance with the Growth Management Act ([RCW 36.70A.070](#)) and consistent with [WAC 365-195-510](#) and [WAC 365-195-835](#) No development permit shall be issued except in accordance with this chapter.

A transportation impact analysis (TIA) is a study of the impacts that a development will have on the surrounding transportation system and is part of the State Environmental Policy Act (SEPA) evaluation. In addition, the TIA is used in the development impact review process to determine the concurrency of the transportation system.

These guidelines have been prepared to establish the requirements for TIA and concurrency evaluation. The County Engineer, or designee, will be the person responsible under SEPA for determining the need for a TIA.

12.04.02.020 Applicability.

A concurrency evaluation and determination shall be required for all development applications in which the proposed development is projected to have an impact upon the transportation corridor or intersection. Developments generating 41 or fewer daily trips are exempt from the TIA and concurrency evaluation requirements.

12.04.02.030 Level of Service Standards.

There are two types of level of service (LOS) applied to this section. Intersection LOS standards are used to assess impacts for the TIA, following the latest edition of the Highway Capacity Manual. For the TIA, LOS D or better must be maintained at all study intersections. The transportation level of service standards (LOS) for purposes of concurrency review are described and contained in the [Kittitas County Comprehensive Plan, Long Range Transportation Plan](#), and any adopted modifications.

12.04.02.040 Scope of Transportation Impact Analysis.

The applicant shall coordinate with the County to establish the scope of the TIA. To initiate scope review and approval, the applicant shall submit a preliminary, scoping letter documenting the trip generation, distribution, and assignment for the proposed development application. The following items will be included in the scoping letter submitted to the County. Developments generating 41 or fewer daily trips are exempt from the TIA and concurrency evaluation requirements.

- A. Trip Generation - Development of trip generation, trip distribution, and traffic assignments shall be analyzed in accordance with generally accepted traffic engineering standards and methods. The applicant shall submit the AM peak hour, PM peak hour, weekday and weekend peak hour estimates of project trip generation using the methodology and guidelines in the most recent edition of the Institute of Transportation Engineers (ITE) [Trip Generation Manual](#). The AM and PM peak hours shall reflect the peak hours of roadway traffic. Any adjustments to trip generation made for existing land uses, "pass-by", "diverted", or "mixed-use" traffic volumes shall follow the methodology outlined in the latest edition of the ITE [Trip Generation Manual](#). Alternative sources of trip generation data for comparable land uses or other studies may be submitted for approval by the County Engineer or designee.

- B. Traffic Distribution - The directional distribution of daily traffic to and from the project shall be provided by the applicant. The applicant shall describe the basis for the traffic distribution, such as use of past traffic counts, relationship to area cities, relationship to destinations, and other criteria. The applicant shall provide a map showing the trip distribution and the assigned daily trips on the roadway network.
- C. Scoping Letter - The scoping letter shall outline the proposed scope of the TIA including a detailed description of the project, trip generation, strip distribution, analysis assumptions, and a proposed list of study intersections that are affected by forty (41) daily trips. The scoping letter should indicated the study intersections and the peak hours to be evaluated. All study intersections must be evaluated for the PM peak hour, but additional peak hour periods need to be included for land uses that generated high volumes of AM peak hour, weekends, or off-peak traffic.
- D. Scope Review - The County will review the scoping letter and, either provide an approval of the scope, or provide written list of scope adjustments needed to meet the requirements of the analysis. As part of the approval of the scope, the County will provide a background growth rate, a current list of approved development projects ("pipeline projects") that need to be included in the analysis and for use in the concurrency evaluation.

12.04.02.050 Transportation Impact Analysis General Requirements.

The following requirements shall apply to the analysis of transportation impacts:

- A. The applicant shall use the applicant's own resources to prepare the transportation impact analysis and to acquire data for existing traffic conditions. As a courtesy, the County may provide data to the applicant if it is available.
- B. A transportation impact analysis shall be prepared by and/or under the supervision of a registered engineer in the State of Washington.
- C. The transportation impact analysis shall be based on traffic counts obtained within twelve (12) months, or most recent County traffic count if applicable, of the fully complete date of the development application as determined under [KCC 15A.03.040](#). The traffic counts shall reflect typical and representative traffic conditions within transportation corridors and at intersections. PM peak hour turning movement counts shall be collected to reflect typical travel conditions for a minimum of two hours at fifteen-minute intervals to determine the peak hour. These counts shall include heavy vehicle percentages and pedestrian and bicycle crossing volumes. If identified in the TIA scope, turning movement counts for other periods (e.g. AM or weekend) shall be

collected. In addition, daily traffic counts shall be collected on all arterial roadways that are impacted by 41 or more daily trips in order to complete the concurrency analysis.

- D. The TIA shall include each of the following analysis periods for the PM (and other) peak hours:
1. Existing traffic volume conditions and levels of service.
 2. Future background volume conditions reflecting the year of opening for the development and including traffic from approved projects.
 3. Future traffic volume conditions for the year of opening and including traffic from pipeline projects, plus the proposed project. All driveways and intersections that provide access to the proposed development shall be evaluated.
 4. Future traffic volume conditions with the proposed project and including traffic from pipeline projects, with any proposed mitigation. The TIA shall include a description for any proposed mitigation measures.
 5. Approved phased developments shall be evaluated for the entire project and for the individual phase applied for in the development permit. The TIA shall specifically identify the amount, extent and timing of any required traffic mitigation and under which phase mitigation will be completed.
- E. The TIA shall include the following:
1. Evaluation of safety and circulation including collection of five (5) years of WSDOT crash data at all study intersections.
 2. Assessment of sight distance and sight lines at proposed access points/driveways.
 3. Identification of geometric deficiencies or hazards.
 4. Review of on-site roadways, intersections and driveways for adequate circulation and use of design vehicle turning templates.
- F. The County reserves the right to require an applicant to provide additional data and/or analysis as part of a particular transportation impact analysis, where the County Engineer or designee determines that additional information or analysis is necessary to implement the standards and requirements contained in this section.
- G. Changes to either the size or type of the land uses for the proposed development will require a revised TIA study or an addendum.

- H. The County may undertake an independent transportation impact analysis to confirm or revise the results of the applicant's transportation impact analysis. In the event that the independent analysis determines that the applicant's TIA analysis resulted in erroneous conclusions, omitted factual data, or did not exercise adequate care in its preparation, the County may require the applicant to provide repayment of the full cost of the independent transportation impact analysis, in addition to all fees identified under [KCC 12.02.030](#)

12.04.02.060 Transportation Impact Analysis Format and Required Elements.

The transportation impact analysis shall be submitted to the County for review. It shall include each of the following elements and follow the general format outlined below:

- A. Cover sheet (include name and location of project, applicant, engineer and date).
- B. Engineer's stamp and signature.
- C. Table of contents.
- D. Description of Proposed Development Project.
 - 1. Type and units of development using ITE Trip Generation land use categories.
 - 2. Vicinity map, including depiction of major streets and intersections in the study area.
 - 3. Site plan, including proposed driveways, streets, parking facilities, and internal circulation for vehicles, pedestrians, and bicyclists.
- E. Description of the Project Setting.
 - 1. Description and map of the existing roadway system within project site and surrounding 10-mile radius area.
 - 2. Description of nearest public transit system serving the project site.
 - 3. Description of existing and planned bicycle and pedestrian facilities serving the project site, including potential connections to nearby schools and parks, as identified in the adopted Comprehensive Plan
 - 4. Description of any geometric deficiencies or other hazards that will impact the development of the site.
- F. Inventory of Study Area Existing Conditions.
 - 1. Map of study area showing existing intersection channelization, speed limits and traffic controls devices.
 - 2. Map of study area with weekday AM and PM (and weekend) peak hour turning movements.
 - 3. Table of existing peak hour levels of service for study intersections.
 - 4. Summary table of crash data for the study intersections.

G. Summary of Future Background Conditions.

1. Summary table of approved projects included in the study.
2. Map of study area with future (year of opening), PM (and other) peak hour intersection turning movement volumes including volumes from pipeline projects.
3. Identification of committed changes (based on the County's current 6-year Transportation Improvement Program) to area roadways and intersections.

H. Summary of Project Conditions.

1. Summary table of AM peak hour, PM peak hour and daily trip generation. Include trip generation for other periods as identified in the scoping letter.
2. Map of study area showing trip distribution for each peak hour analyzed.
3. Map showing development trip assignments for PM peak hour (and other) by indicating turning movement volumes at intersections.
4. Map of study area with future (target year of roadway completion), PM (and other) peak hour intersection turning movements including volumes from pipeline projects and assigned project trips. Volumes for pipeline projects shall be obtained from copies of previous TIA reports available from the County.
5. Review of site access and circulation including analysis of sight distances and sight triangles for development access points.
6. Identification of proposed channelization and traffic controls for development access points.
7. Identification of proposed frontage improvements and relationship to planned bicycle and pedestrian facilities.
8. Identification of roadway and intersection improvements planned to be constructed by the County or other development.
9. Table of the future LOS under project conditions at the study intersections and including all development access points.

I. Summary of Concurrency Evaluation

1. List of identified approved projects included in the analysis.
2. Map showing the existing volumes on the arterial network.
3. Map showing the net new daily volumes added by the project on the arterial roadway network.

4. Map showing the total daily volume (existing + approved + project) for arterial road segments. Daily volumes for pipeline projects shall be obtained from copies of previous TIA reports available from the County.
5. Map or table showing the volume-to-capacity ratio and LOS for each arterial road segments. The County will provide a map of roadway capacity which includes any committed projects to be completed within the next six years.

List of any roadway segments or where the LOS exceeds the standard creating a concurrency deficiency.

J. Summary of Project Conditions with Mitigation.

1. Identification of proposed frontage improvements, and proposed connections to planned bicycle and pedestrian facilities.
2. Identification of proposed mitigation at site access points required to meet County intersection LOS requirements during the PM (and other) peak hours.
3. Identification of mitigation at identified concurrency intersections required to meet County roadway LOS requirements.
4. Identification of mitigation measures at study non-concurrency intersections required to meet County LOS requirements during the PM (and other) peak hours.
5. Supporting analysis to justify improvements such as warrant analysis for signals, turn lanes, or other improvements.
6. Summary table of peak hour levels of service with applied mitigation measures.
7. Planning level cost estimates for proposed mitigation.
8. Proportionate share calculation for mitigation measures at non-concurrency intersection based on the percentage ratio of development trips to total trips during the PM (and other) peak hours.

K. Appendix.

1. Explanation of analysis methods used in the transportation impact analysis.
2. Raw turn data movement counts.
3. Level of service calculation worksheets.
4. Other information provided.

12.04.02.070 Transportation Impact Analysis Review and Acceptance.

At the same time as the submission of an application for proposed development, the applicant shall submit the applicant's transportation impact analysis to the County Engineer or designee.

The County Engineer or designee shall review each transportation impact analysis for accuracy and conformity with the criteria set forth in this title. Within twenty-eight calendar days of the submission of the transportation impact analysis, the County Engineer or designee shall determine the completeness of the submittal.

If the submittal is incomplete, the County Engineer or designee shall identify in writing the specific requirements, information, or materials necessary to complete the transportation impact analysis.

12.04.02.080 Concurrency Determination.

Development permits will not be approved unless there are adequate transportation facilities to meet the level of service standards for existing and approved uses, based on the concurrency analysis in the TIA which is based on the daily traffic volumes associated with the project and the capacity of the committed transportation system. For development within the UGA, study intersections within UGA and affected City's boundary shall meet the applicable LOS standards of the affected City, or County, whichever is more stringent. Concurrency requires adequate transportation facilities to be in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies needed for adequate transportation facilities within six years.

- A. The County's review of all applications for development permits shall include a concurrency evaluation.

- B. The concurrency evaluation and determination shall be completed prior to:
 - 1. Issuance of administrative approval/denial of the project permit if SEPA review is not a requirement of the project; or
 - 2. Issuance of the DNS, MDNS or DS if SEPA review is a requirement of the project; or
 - 3. Issuance of the staff report to the hearings examiner if there is a hearing before the hearings examiner and SEPA review is not a requirement of the project.

- C. Development permits for phased developments shall have the concurrency evaluation completed for the entire project. An applicant may elect to have the concurrency evaluation undertaken for less than the entire project if and only if:
 - 1. The County Engineer or designee agrees to such limited evaluation; and
 - 2. Each phase shall include all of the infrastructure to service that phase; and
 - 3. There is a written note included in the preliminary approval for such phased development that the traffic concurrency is limited only to the specific phases for which approval has been provided.

- D. If the concurrency evaluation meets the adopted roadway level of service standard for each impacted arterial roadway (including state highways), the County Engineer or designee shall issue a finding of concurrency, according to the provisions of [KCC 12.04.02.090](#). This finding of concurrency shall be based on the specific land uses or trip generation identified in the TIA and is required for developments that are expected to generate more than forty-one (41) daily vehicle trips. If the concurrency evaluation shows that the project results in exceeding the adopted roadway level of service standard for any impacted arterial (including state highways), the concurrency test is not passed and the County Engineer or designee shall notify the applicant in writing of the denial finding. The applicant may:
1. Amend the application within 90 days in such a way to ensure that the impacted concurrency intersection shall meet the adopted level of service standard. To meet the foregoing, amendments may include one or more of the following:
 - a. Modify the project to reduce the impact on affected facilities;
 - b. Phase the project to coincide with planned improvements that will ensure concurrency;
 - c. Mitigate the impacts of the project to ensure concurrency.
 - d. Arrange with the service provider to provide the additional capacity of facilities required; and/or
 - e. Propose transportation strategies that will reduce the demand for capacity.
 2. Ask the County Engineer or designee for formal reconsideration of the concurrency evaluation in accordance with the provisions of [KCC 12.04.02.100](#).
 3. Withdraw the application and reapply for an evaluation when concurrency can be ensured; or
 4. Appeal the denial or imposition of conditions per [KCC 15A.07](#) or [KCC 15A.08](#), based on the underlying land use decision in accordance with [Ch. 36.70B RCW](#).

12.04.02.090 Determination of Concurrency Finding.

- A. A determination of concurrency finding shall be issued by the County for the development permit for which a concurrency evaluation was conducted. If applicable, payment of a fee shall be a condition prior to issuing the determination of concurrency finding. A determination is required for developments that are expected to generate more than forty (40) daily vehicle trips.
- B. Phasing. The determination of concurrency finding shall be issued for all phases of a development permit.

- C. Transferability. The determination of concurrency finding is not transferable to other land. The determination and finding, once issued, shall become part of the development permit and shall be transferred to new owners of the original land, if and only if the development permit is so transferred to the new owners.
- D. Life Span of Concurrency Determination. The concurrency determination shall expire when the accompanying development permit expires or is revoked and may be extended according to the same terms and conditions as the accompanying development permit. If the development permit is granted an extension, so shall the determination of transportation capacity up to a maximum of four years from the date of issuance. The County Engineer or designee may approve an extension of up to one year.

12.04.02.100 Administrative Reconsideration.

- A. The applicant may request reconsideration of the results of the concurrency determination within 15 days of the written notification of the evaluation results by filing a formal request for reconsideration specifying the grounds thereof, using forms authorized by the department.
- B. The County Engineer or designee shall reconsider the evaluation results and issue a determination within 30 days of the filing of such request either upholding the original determination or amending it.
- C. The results of an administrative reconsideration may be appealed as provided by [KCC 12.01.130](#).

Article III. Surveying

12.04.03.010 Purpose.

The purpose of this article is to present Kittitas County requirements for land surveying, and survey monuments.

12.04.03.020 Applicability.

This section applies to survey work and survey monuments associated with the design, maintenance, and construction of streets and roads in Kittitas County.

12.04.03.030 Public Road Survey Monuments.

The following criteria shall apply to all public road survey monuments:

- A. All existing survey control monuments, which are disturbed, lost or destroyed during surveying or construction; shall be replaced by a land surveyor registered in the State of Washington at the expense of the contractor, applicant, or other responsible party.

- B. Survey control monuments shall be placed or replaced by a licensed land surveyor as shown on the approved construction plans in accordance with recognized good practice in land surveying, in accordance with all applicable federal, state and local regulations, and in accordance with the approved details for survey monuments.
- C. Survey monuments are required at all road intersections, at horizontal points of curvature (PC's), horizontal points of tangency (PT's), centers of cul-de-sacs, as needed for inter-visibility, and other appropriate locations as determined necessary by the county. Monuments at PC's and PT's may be eliminated and replaced with a monument at the Point of Intersection (PI), if the PI falls within the paved roadway surface.
- D. All paved road monumentation shall use Kittitas County standard monuments and cases, available through private distributors. A monument as required above shall be placed in paved roads at all points of curve, points of tangent, intersections and as needed for inter-visibility and at the intersection of road centerlines and at the center of cul-de-sacs within plat boundaries. No monumentation is required for unpaved roads except at the intersection with a paved road.
- E. A signed and sealed statement from the applicant's land surveyor that all monuments and corners indicated on the plat or construction plans have been set and are in good condition will be required before final acceptance of the road by the County.
- F. All permits to remove, destroy or replace monuments shall be filed with the State Department of Natural Resources pursuant to Washington Administrative Code.
- G. For the establishment of new monuments, a record of survey shall be made in accordance with the Survey Recording Act, [Chapter 58.09 RCW](#), and filed with the county auditor showing methods used to establish the monument's position.

12.04.03.040 Range Points, Property Monuments, and Benchmarks.

The following criteria shall apply to all range points, property monuments, and benchmarks:

- A. All monuments delineating right-of-way boundaries of property or witness thereof shall be set in accordance with this section and all applicable State of Washington laws and regulations.
- B. Any "aliquot corner" (section corner, quarter corner, etc.), as described in the Public Land Survey System, shall be monumented per Washington State Statutes and stamped per the Manual of Survey Instructions. If such a corner falls within concrete or asphalt, a monument case and cover shall be installed to protect and provide access to said corner.

- C. If so desired, the applicant may install monument cases and covers in asphalt or concrete for property monuments, range points, benchmarks, etc., if the boxes comply with Kittitas County standards.

Article IV. Geometric Design

12.04.04.010 Purpose.

The purpose of this article is to present Kittitas County criteria for the design of public and private roads and streets.

12.04.04.020 Applicability.

This section applies to the design of streets and roads that meet the roadway classification criteria as defined in [KCC 12.03](#). Land use activity which requires road access shall be served by a road that is built to the applicable county standards set forth in this section. The applicable standard is determined by the density and type of land use, design speed, and traffic volume (ADT).

12.04.04.030 General Design Criteria.

General Considerations: In addition to the specific design standards found throughout other parts of these standards, the following general design principals shall be followed to the maximum extent feasible:

- A. Pedestrian ways, bike paths, and equestrian trails should be separated from roadways to the maximum extent feasible. Sidewalks shall be designed to provide residential building sites with connectivity to all neighboring facilities, including schools, bus collection points, parks, playgrounds, churches, commercial shopping districts, etc.
- B. Existing roads, including roads in subdivisions having preliminary plat approval in adjoining properties, shall be continued at equal or greater width and in similar alignments by roads proposed in the subdivision, unless variations are approved.
- C. Roads within rural subdivisions shall be designed as a system of circulation routes so that the use of local roads by through traffic will be discouraged.
- D. Roads shall intersect at right angles to the maximum extent feasible. Written approval from the Engineer shall be required if an intersection is proposed that would deviate more than 10 degrees from perpendicular.
- E. When a tract is divided into lots which are twice as large on average as the underlying zoning, such lots or parcels shall be arranged to permit the logical location and opening of future streets or roads.

12.04.04.040 Public Roads.

Public Roads shall comply with the following conditions:

- A. Road surfacing requirements shall be in accordance with the [KC Standard Plans](#) and the [WSDOT Pavement Guide, Volume 1 Pavement Policy](#), current edition.
- B. The minimum design speed for all roads shall be 25 MPH. Design speeds shall be based upon [WSDOT Design Manual](#), current edition. Entire road segments shall be designed at the same speed. Minimum design speeds for classified roads are included in the Typical Roadway Sections according to road way classification. See [KC Standard Plans 1-8](#).
- C. Intersections
 - 1. Location of new arterial and collector streets shall be in accordance with the [WSDOT Design Manual](#), current edition.
 - 2. All new intersections will have a minimum straight tangent length prior to beginning any curves in accordance with the [WSDOT Design Manual](#), current edition.
 - 3. The design of intersections on arterial streets shall be in accordance with the [WSDOT Design Manual](#), current edition.
 - 4. Separation of intersections shall be in accordance with [WSDOT Design Manual](#), current edition.
- D. Residential streets should be designed to direct traffic to collector streets and adequately provide for circulation and movement within the subdivision.
- E. Vertical Alignment - Connection with existing streets shall be smooth transitions and existing grades shall be shown for at least 150 ft on all sides of the connection. Vertical alignment designs shall be in accordance with the applicable [WSDOT or AASHTO Design Manual](#).
- F. The grade and ground lines of all streets that dead end, except cul-de-sacs, shall be continued for 500 ft beyond the proposed construction, unless that property is under different ownership. The grade and ground lines of all arterials shall be designed to continue 1000 ft beyond the end of proposed construction unless that property is under different ownership.
- G. Sight Triangle Standards shall be in accordance with the [WSDOT Design Manual](#), current edition. Site triangles shall be shown on the preliminary and final land segregation documents. Site triangles shall apply to all private and public roads. Plat notes and covenants shall reflect that site triangles shall be kept free of all trees, bushes, landscaping, fences or obstacles.
- H. Street Projections into Future Adjoining Subdivisions.
 - 1. The location of proposed streets shall allow for the proper conveyance of the storm drainage system.

2. Where a street is indicated to dead end into an adjacent unplatted area, the applicant shall provide easements or written approval from the adjacent landowner to discharge his storm drainage from the street onto the adjacent land.
 3. Stub streets shall end at the property line with a temporary cul-de-sac or other turnaround per [KC Standard Plan 9-10](#).
 4. Type III barricades shall be permanently installed at the end of all stub streets that do not end in a cul-de-sac or turnaround.
- I. The County Engineer may determine that the [AASHTO's Policy on Geometric Design of Highway and Streets](#), current edition, can be substituted for the [WSDOT Design Manual](#) on a case-by-case basis.

12.04.04.050 Private Roads.

Although community local access roads are usually best served by public roads, controlled and maintained by the county, private roads may be appropriate for some local access roads for residential, commercial, or industrial uses. At the discretion of the county engineer, proposed private roads within an adopted Urban Growth Area (UGA) may defer to the associated city's development standards in the absence of a variance process.

Roads will be approved as private roads instead of public when all of the following conditions are met

- A. The road is not deemed to be a necessary part of a present or future public neighborhood circulation plan adopted in the Kittitas County comprehensive plan, transportation plan, applicable community plans, or capital improvement plans.
- B. The road shall be permanently established by right-of-way, tract, or easement providing legal access to each affected lot, dwelling unit, or business and sufficient to accommodate required maintenance and improvements.
- C. Any private road serving as access to five lots or more shall file a maintenance agreement appurtenant to all the property owners having a vested interest in the private road prior to recording the final plat with the Kittitas County auditor's office with a copy to be provided to the Kittitas County Building Department and Kittitas County Public Works. Reference the auditor's file number on the plat. The maintenance and upgrading agreement shall provide for a funding mechanism that provides for road maintenance of private roads and associated parking areas by a capable and legally responsible owner, homeowners' association or other legal entity made up of all benefited property owners. The term "benefited property owners" shall include the owners of record of all properties with frontage, including access rights, on the private road or otherwise have legal access, whether constructed or not, to the private road.

- D. Private roadway signs may either be provided by the applicant or by the department of public works. A signing and striping plan, per [KCC 12.04.11.060](#) (Submittal Procedure) shall be submitted and approved prior to any sign installation. Names for private roads shall be approved by the County Engineer and vetted by KITTCOM.
- E. The placement of utilities shall be coordinated as much as possible with the placement of private roads and public rights-of-way.
- F. Private roads shall be continuously open and unobstructed for use by emergency, public service, and utility vehicles. Gates shall meet the requirements of [KCC 12.04.08.110](#).
- G. Private roads built to public road standards may serve more than 30 lots without a secondary access.

Private roads shall comply with the following conditions:

- A. Shall meet the minimum access requirements of the [International Fire Code](#) as adopted by the County, [KCC 20](#), or [Kittitas County Road Standards](#), whichever is more stringent, and
- B. May be designed and constructed in conformance with [AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads](#) (ADT < 400), most recent edition, and unless otherwise required by this code, and
- C. Shall be permanently established by a right-of-way or easement recorded with the Kittitas County Auditor, providing legal access to each affected lot, dwelling unit, or business, and
- D. Stormwater generated by roads shall be managed and retained on-site with a stormwater system that conforms to the specifications of the most current version of the [Stormwater Management Manual for Eastern Washington](#) and [KCC 12.04 Article V](#). The stormwater system construction shall be certified by a licensed engineer. The certification shall be included with the road certification, and
- E. Will not result in land locking of proposed parcels within project boundary, and
- F. Will be maintained by the applicant 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
- G. Clearly described on the face of the plat, short plat, or other development authorization, signed as a private road according to Public Works Road Naming & Signing Standards, and a disclosure statement filed with the County Auditor stating that Kittitas County is not responsible for the maintenance, and

- H. For any development that contains a private road, the following note shall be placed on the face of the plat, short plat, development authorization, and subsequent documents transferring ownership of lots:
1. "Kittitas County will not accept private roads for improvement, maintenance, or service as public roads until such roads are brought into conformance with current Kittitas County Road Standards and formally adopted by the Kittitas County Board of County Commissioners according to [KCC 12.01.100](#)."
- I. Private roads shall comply with the design requirements of [KC Standard Plans](#) for Private Roads based on Roadway Classifications in [KCC 12.03](#).
- J. Private roads shall include a paved (HMA) approach when connecting to a public roadway which is paved. The paved approach shall be the width of the roadway and is to include radius flares on either side. Pavement depth to be a minimum of four inches over eight inches of compacted aggregate. Pavement will extend from the roadway pavement edge a distance of twenty feet along centerline of the private roadway.

Prior to final approval of any land use development activity, the entire private road system serving a development shall be certified by a civil engineer licensed in the State of Washington to meet Kittitas County Road Standards, unless a performance guarantee is provided in accordance with [KCC 12.01.090](#). The certification shall include all private roads used to access the development from a County or other publicly maintained road. The certification shall be prepared in accordance with the Department of Public Works private road certification guidelines. All information required by the private road certification guidelines shall be presented for the certification to be complete.

A final acceptance inspection by the Department of Public Works is required prior to acceptance of the road certification. Any noted deficiencies must be corrected prior to final acceptance.

Roads not certified and associated with plats or lots approved prior to the development of Kittitas County 2015 Road Standards shall be certified to Kittitas County 2015 Road Standards. In cases where these standards are not feasible, the County Engineer may (1) develop site specific standards or (2) deny further development on the road.

Table 12.04.04-1

Private Road Minimum Design Standards:

Design Elements	Private Rural Road Average Lot Size <= 10.0 acres			Private Road Avg. Lot Size >10 acres
	3-14	15-30	31+	2+
Number of Parcels or Units	3-14	15-30	31+	2+
Minimum Easement Width	50	50	50	50
Paved Apron	Req'd	Req'd	Req'd	Req'd
Roadway Width	20'	22'	22'	20'
Shoulder Width	1'	1'	2'	1'
Minimum Centerline Radius (ft)	60	60	60	60
Surfacing Requirements	Gravel	BST/ACP	BST/ACP	Gravel
Minimum Crushed Surfacing	4"	4"	4"	4"
Maximum Grade (%)	10	10	10	10
Cul-de-Sac Required	Req'd	Req'd	Req'd	Req'd
Approach Permit	Req'd	Req'd	Req'd	Req'd
Stopping Sight Distance	WSDOT & AASHTO	WSDOT & AASHTO	WSDOT & AASHTO	WSDOT & AASHTO
Ditch Slope (inside slope)	2:1	2:1	2:1	2:1

12.04.04.060 Geotechnical Investigation.

If required, geotechnical conditions shall be investigated and tested in accordance with the latest edition, as amended versions of the [WSDOT Geotechnical Design Manual](#) or [AASHTO Design Manual](#). The County Engineer may require additional geotechnical investigation based upon specific site conditions. All geotechnical work shall be completed by a geotechnical engineer licensed in the State of Washington.

12.04.04.070 Intersections.

Intersection location, spacing, and design are fundamental to the management of access and preservation of capacity provided for in the roadway design. The functional classification of each roadway addresses the appropriate level of access control for that roadway.

For proposed access approaches onto any road, the intersections created are classed into two types, roadways and driveways. Roadway intersection design criteria, as defined in this section, will be used for all proposed access approaches that meet the criteria for classification as a roadway under Roadway Classifications, [KCC 12.03](#). Driveway design criteria will be used for residential and commercial driveway approaches as defined under Driveway Access, [KCC 12.04 Article IV](#).

When an intersection with three or more lanes is proposed, a traffic engineering analysis along with a signing, striping, and traffic channelization plan shall be completed by a professional engineer licensed in the State of Washington.

The adequacy of each design criteria provided in this section below shall be addressed by an appropriate engineering analysis. These criteria are minimum guidelines only and may be modified according to traffic volumes and mix, topography, design speed, design vehicle requirements, and other conditions.

The design of intersections shall follow criteria of [AASHTO Policy on Geometric Design of Highways and Streets](#) and other appropriate design guidelines.

The following specific criteria shall be used to design the location and geometry of roadway intersections in Kittitas County:

- A. Location of new arterial and collector streets shall be in accordance with the [WSDOT Design Manual](#).
- B. All new intersections will have a minimum straight tangent length prior to beginning any curves in accordance with the [WSDOT Design Manual](#).
- C. The design of intersections on arterial streets shall be in accordance with [WSDOT Design Manual](#).
- D. Separation of intersections shall be in accordance with [WSDOT Design Manual](#).
- E. Street intersections shall be laid out so as to intersect as nearly as possible at right angles. Sharp angled intersections shall be avoided. The angle of an intersection on new construction shall not be less than 75 degrees or more than 105 degrees. Intersection skew angles that exceed this range must be well justified and shall be subject to approval by the County Engineer.
- F. Profile grades for all roads (public or private) intersecting onto a county road (existing or proposed) shall be designed and constructed so that adequate entering sight distance is available at the intersection. On sloping approaches at an intersection, landings shall be provided with grade not to exceed three percent slope for a distance of 30 feet approaching any arterial or 20 feet

approaching a collector or local access road. These approach slope requirements shall be met to the maximum extent feasible. If it is impossible to meet the requirement, the justification must be well documented and shall be subject to approval by the County Engineer.

G. Corner Radii. At road intersections, the following typical minimum curb line radii for curb returns shall be as follows:

- | | |
|----------------------------------------------------------|----------|
| 1. Local Access Road-Local Access Road Intersection | 25 feet |
| 2. Local Access Road – Collector Intersection | 30 feet |
| 3. Collector-Collector Intersection | 35 feet |
| 4. Arterial-Arterial or Arterial-Collector Intersections | 55 feet. |
| 5. Private Roads | 25 feet |

Corner radii greater than the above ranges shall be used if the anticipated composition of traffic warrants such a need. Curb radii shall be subject to approval by the County Engineer.

- H. The right-of-way or easement for roadways shall be rounded at intersections by an arc, the minimum radius of which shall be no less than 35 feet. Additionally, corner lots shall have no length dimension less than 90 feet.
- I. When a new or reconstructed road is designed to intersect with another public road, an intersection plan shall be submitted. The intersection plan must be clearly detailed to show flow line grades and how surface drainage will be controlled at the intersection. Curb return data shall be shown on the road construction plans.
- J. At the intersection of roads with different classifications, the centerline slope and typical cross section of the higher classified road should be carried through the intersection with the lower classified road matching in a manner which will not interfere with the smooth movement of traffic in the travel lanes of the higher classified road.
- K. Where two roads of the same classification intersect, the centerline grade shall be matched at the center of the intersection with cross slopes varying through the intersection to allow drainage. All classes of local access roads shall be treated as the same classification for purposes of this subsection.
- L. The design of access points must take into consideration the percentage of truck traffic utilizing the access point. Drainage patterns must also be taken into account in the design of access points. Larger access point radii (typically between forty and fifty feet but possibly as much as seventy feet) may be required for access points when multi-unit vehicles or single-unit vehicles exceeding thirty feet in length (SU vehicle equals thirty feet) comprise ten percent or greater of the traffic expected

to use the access point. Vehicles should be able to utilize radius return access points without encroaching on adjacent lanes of traffic.

- M. Additional right-of-way in the form of a maintenance easement may be required to ensure the necessary sight distance (obstruction free zone) can be preserved.

12.04.04.080 Roundabouts

Roundabouts may be considered for use as a preferable intersection configuration in Kittitas County. All roundabouts shall be subject to approval by the County Engineer. Roundabouts shall be designed and constructed in accordance with the [WSDOT Design Manual, applicable FHWA guidance](#), and these standards.

12.04.04.090 Dead Ends and Turnarounds.

When a dead end road or driveway extends more than 150 feet from the centerline intersection of another county or private road, a turnaround shall be provided. The requirements for the turnaround shall meet the following requirements and the details provided in [KC Standard Plan 9-10](#).

- A. The turnaround shall be a cul-de-sac type for roads serving five or more lots/units. Other turnaround configurations may be used for roads serving less than five lots/units.
- B. All turnarounds must conform to the specifications of the International Fire Code.
- C. A cul-de-sac shall have a right-of-way or easement diameter of at least 110 feet and a driving surface of at least 96 feet in diameter.
- D. At the discretion of the county engineer, turnarounds shall include additional snow storage area in locations that are prone to heavy snowfall.
- E. The following shall apply to temporary dead end roads.
 - 1. Temporary dead end roads where the potential for future connectivity exists due to the proximity of underdeveloped properties shall have turnaround provisions. A barricade meeting MUTCD standards shall also be provided unless approved by the county engineer.
 - 2. Temporary dead ends or a shared access may be required for subdivisions.
 - 3. Removal of the temporary turnaround and extension of the future road shall be the responsibility of the applicant who extends the road.
- F. The following shall apply to permanent dead-end roadways not built to public road standard, in excess of 600 feet from the centerline of another county or private road.

1. Permanent dead-end roadways in excess of 600 feet from the centerline intersection of another county or private road are discouraged and shall only be allowed with the approval of the County Engineer in cases where geographical, topographic, or environmental conditions preclude connections with other roads.
 2. Permanent dead-end roads in excess of 600 feet may be considered only if additional mid-length turnaround features are constructed with no more than 300 feet of separation.
- B. Where a public or private road transitions to a gated private road, the road shall be considered a dead end, and shall require a turnaround within 150 feet of the gate and within 600 feet of the centerline intersection of another county or private road consistent with these standards.
- C. Approved turnaround features shall be constructed at the termination or within one hundred and fifty feet of the termination of any shared residential driveway or commercial driveway approach. Where the length exceeds one thousand feet, pull out and turnaround features shall be provided as follows:
1. Pull out features shall be constructed to a minimum of eighteen feet of total width (lane plus widening) and a minimum fifty feet in length, and will have no more than six hundred feet separation,

12.04.04.090 One Way Road.

One Way Roads may be considered for public and private roads. All one-way roads are subject to approval by the County Engineer. Road network shall be sufficient to provide ingress and egress. Roadway design to meet minimum private road standards. Applicable signing shall be installed as per MUTCD.

12.04.04.100 Railroad Grade Crossings.

All proposed railroad crossings shall be coordinated, submitted, and subject to the approval process of the affected railroad right of way owner. Kittitas County approvals shall be contingent upon the submission of documented final approvals from all affected railroad agencies. At the time of publication of these standards, Burlington Northern Santa Fe (BNSF) is the only railroad operating in Kittitas County.

12.04.04.110 Emergency Access Roads.

Emergency access roads, if they are deemed necessary for a particular development, shall be constructed with an all-weather surface to adequately support the proposed loads of emergency vehicles. Requirements and design of such roads is site specific and will require coordination between the developer/applicant, public works, and area fire districts.

The following specific requirements shall apply to the design and construction of emergency access roads:

- A. The structural section of a permanent fire access road shall meet the same requirements as those for a private rural road section contained in as described in [KCC 12.03](#).

- B. The maximum grade for an emergency access road is subject to Table 12.04.07-1 for allowed mitigation .
- C. Unless otherwise approved by the County Engineer, turnarounds shall be required for any dead end emergency access road in accordance with the standards in [KCC 12.04.04.090](#)
- D. An unobstructed vertical clearance of not less than 14 feet in height shall be maintained for the required width of the emergency vehicle access road.
- E. The emergency vehicle access road shall be shown on the site plan.
- F. The emergency vehicle access road shall be maintained in accordance with these standards by the property owner.
- G. Gates may be permitted and shall meet all the requirements of [KCC 12.04.08.110](#) and [KCC 12.20.03.020](#)
- H. "No Parking - Fire Lane" signs shall be provided at the required location(s), as directed by the County Engineer. Signage shall be maintained by the applicant.

Article V. Stormwater Management

12.04.05.010 Purpose.

The purpose of this Article is to establish stormwater standards and guidelines for use by the development community and others who will create stormwater runoff through land-disturbing activities in Kittitas County. More specifically, this Article addresses the following purposes:

- A. Prevention of accelerated soil erosion and control stormwater runoff resulting from land disturbing activities both during and after construction through the use of Best Management Practices (BMPs).
- B. Reduce the need for costly maintenance and repairs to roads, embankments, ditches, streams, wetlands, and stormwater control facilities due to inadequate soil erosion and stormwater runoff control.
- C. Reduce stormwater runoff rates and volumes, soil erosion, sediment, and nonpoint source pollution from development and redevelopment through stormwater BMP.
- D. Help protect individual property rights, preserve fish habitat, and promote sound development activities which respect and preserve water quality.
- E. Provide long-term responsibility for maintenance and operation of stormwater BMPs.
- F. Protect the conditions of state (and U.S.) waters for public use and ecological function.

- G. Facilitate compliance with state and federal standards and permits by owners of construction sites, developments, and permanent stormwater BMPs within Kittitas County.
- H. To enable Kittitas County to comply with the Eastern Washington Phase II Municipal Stormwater Permit, Washington Department of Ecology's *Guidance for UIC Wells that Manage Stormwater*, and all other applicable federal and state regulations.
- I. To define the criteria for the design of stormwater drainage collection, conveyance and treatment facilities in Kittitas County.

12.04.05.020 Applicability.

The provisions of this article are intended to guide and advise those who conduct new development or redevelopment within Kittitas County. The provisions establish the minimum level of compliance which must be met to permit a property to be developed or redeveloped, as defined below, within Kittitas County.

This article shall be applicable to all land-disturbing activities including new development and creation of 5,000sq.ft. of impervious including transportation projects, that are within the boundaries of unincorporated Kittitas County and that meet one or more of the following criteria:

- A. All land-disturbing activities within the Kittitas County National Pollution Discharge Elimination System (NPDES) Phase II boundary.
- B. New development or redevelopment that results in five thousand square feet or more of new pollutant-generating impervious surfaces (PGIS).
- C. New development or redevelopment that results in ten thousand square feet or more of new impervious surfaces.
- D. Construction activities that include one acre or more of land-disturbing activity, or construction projects smaller than one acre that are part of a larger common plan of development or sale if it will ultimately disturb one acre or more.

This chapter is adopted pursuant to authority conferred by and in accordance with the provisions of the [State of Washington Water Pollution Control Law, Chapter 90.48 RCW](#), and the [Federal Water Pollution Control Act \(the Clean Water Act\) Title 33 United States Code, Section 1251](#).

12.04.05.030 Stormwater Management Manual Adopted.

Kittitas County adopts by reference the *Stormwater Management Manual for Eastern Washington (SWMMEW)*, current edition, as now or hereafter amended, along with additional provisions for stormwater management as follows in this chapter.

12.04.05.040 Specifications.

All stormwater facilities shall be designed in accordance with the current edition of Washington State Department of Ecology's SWMMEW. Public road projects may be designed using BMPs specified in the current edition of the Washington State Department of Transportation (WSDOT) Highway Runoff Manual (HRM); however the Core Elements of the SWMMEW must still be met. Elements of stormwater collection and conveyance systems that are not addressed in the SWMMEW shall be designed in accordance with the current edition of the WSDOT Hydraulics Manual.

12.04.05.050 Exemptions.

Projects exempt from this code include the exemptions and partial exemptions listed in the SWMMEW, Sections 2.1.3 and 2.1.4, current edition. Local exemptions and variances may be granted by the County Engineer in accordance with the guidelines in Section 2.1.5 of the SWMMEW. Exemptions or exceptions to the requirements in the SWMMEW within the NPDES Phase II boundary and not specifically allowed by the SWMMEW shall be subject to approval by the Washington State Department of Ecology.

12.04.05.060 General Stormwater Requirements.

All proposed development within Kittitas County shall be required to adhere to the SWMMEW, current version. If thresholds are met to require core elements 5 or 6, a Stormwater Permit from Kittitas County shall be required prior to beginning construction. The following requirements shall be met:

- A. Core Element No. 1. Stormwater Site Plan. A stormwater site plan shall be prepared in accordance with SWMMEW Chapter 3 and submitted for review and approval by the County Engineer or designee prior to issuance of a grading permit, building permit, final plat approval, or other County permit as applicable. [See KCC 12.04.05.070](#) for stormwater site plan submittal requirements for subdivision projects. The Stormwater Site Plan will be reviewed using the Department's construction plan review procedures in coordination with all other County development and/or permit review procedures. The County's review and approval of the Stormwater Site Plan shall not relieve the applicant, developer, owner and/or designer of liability for errors or omissions in the design of storm drainage facilities.
- B. Core Element No. 2: Construction Stormwater Pollution Prevention. Prepare and maintain a construction stormwater pollution prevention plan on site during the entire project and amend as necessary.
- C. Core Element No. 3: Source Control of Pollution. Apply all known, available and reasonable source control BMPs. Operational and structural source control BMPs shall be selected, designed and maintained according to the SWMMEW.
- D. Core Element No. 4: Preservation of Natural Drainage Systems. Preserve natural drainage systems to the extent possible at the site.

- E. Core Element No. 5: Runoff Treatment. Projects that result in five thousand square feet or more of new pollutant-generating impervious surfaces shall design, size, construct, operate and maintain runoff treatment at the site. Development proposing a volume-based treatment facility shall design to the SCS Type IA storm with a 6-month return frequency. Development proposing a flow-rate-based treatment BMP shall design facilities using Method 1 or Method 2 as described in Section 2.7.6 of the Storm Water Management Manual for Eastern Washington when treatment occurs before detention. When treatment will occur downstream of a detention BMP, designers shall use the 2-year release rate of the detention BMP.
- F. Core Element No. 6: Flow Control. Projects that result in ten thousand square feet or more of new impervious surfaces shall design, size, construct, operate and maintain stormwater flow control facilities at the site.
- G. Core Element No. 7: Operation and Maintenance. Projects that utilize structural BMPs shall prepare an operation and maintenance plan that is prepared in accordance with the SWMMEW.
- H. Core Element No. 8: Local Requirements. Projects that meet the requirements of Kittitas County Road Standards will meet any optional requirements that are adopted as a part of this chapter or required by Kittitas County Public Works.
- I. Conveyance Systems. All new conveyance systems, and existing conveyance systems receiving increased flow rates as a result of a project, shall be analyzed and designed to manage twenty-five-year peak flows in accordance with the WSDOT Hydraulics Manual. Conveyance design calculations shall be included in the Drainage Report required as a part of Core Element #1. Stormwater conveyance systems consisting of catch basins and storm drain pipe are required for roadways with curbs and gutters or thickened asphalt edges. Stormwater conveyance systems shall be designed and constructed in accordance with the [WSDOT Hydraulics Manual](#), all applicable [WSDOT Standard Plans](#), and the [WSDOT Standard Specifications](#). See Section [KCC 12.04.05.080](#) for additional requirements for culverts.

12.04.05.070 Stormwater Site Plan Submittal Requirements for Subdivisions.

Submittal Requirements for Stormwater Site Plans (Reference Ch.3 of the SWMMEW) shall be as follows for subdivision projects:

- 4. Preliminary Submittal Requirements
 - 1. Collect and Analyze Information on Existing Conditions
 - a. Downstream Analysis
 - b. Identify areas of high erosion and sediment depositions
 - c. Locations of sensitive and critical areas
 - 2. Determine Applicable Core Elements

3. Prepare a Conceptual Stormwater Control Plan
 - a. Identify Stormwater Conveyance System
 - b. Identify Stormwater Detention/Retention Area & Methods

5. Final Submittal Requirements
 1. Apply preliminary subdivision conditions relating to stormwater
 2. Prepare a Final Stormwater Control Plan
 3. Provide a Drainage Report with supporting calculations
 4. Prepare a Construction Stormwater Pollution Prevention Plan

6. Provide a copy of recorded Notice to Title – For maintaining private stormwater drainage system prior to final project approval. The Notice to Title is available at the Public Works Department.

12.04.05.080 Culverts.

Culverts with a minimum diameter of 18 inches and beveled ends with a 4:1 slope shall be installed at all County road intersections, at all crossings of natural drainage courses, and at all locations where the finished grade of the proposed roadway prism creates a collection point for stormwater unless otherwise approved by the County Engineer. Culvert material shall be as follows:

- A. In fire prone areas, all culvert material shall be galvanized corrugated metal.

- B. In non-fire prone areas, all culvert material shall be ADS N-12 as manufactured by Advanced Drainage Systems, Inc. or approved equal. Approval of substitute materials shall be at the sole discretion of the County Engineer or designee.

Determination of fire prone area boundaries shall be determined by the County Engineer or designee.

In locations where larger diameter culverts are needed, the culvert shall be sized for 25-year peak flow conveyance based on a hydraulic analysis conducted in accordance with the [WSDOT Hydraulics Manual](#).

For culverts greater than 24" diameter, end treatments are to be beveled or grated unless otherwise approved by the Public Works Director.

All aspects of culvert design, including but not limited to culverts, headwalls, beveled end sections, flared end sections, safety bars, pipe connections, and installation shall be designed and constructed in accordance with the latest edition, as amended versions of the following documents:

- A. [WSDOT Design Manual](#),

- B. [WSDOT Hydraulics Manual](#),
- C. [WSDOT Standard Specifications](#),
- D. All applicable [WSDOT Standard Plans](#)

Driveways shall include culverts as required by the [driveway approach](#) section of these standards.

12.04.05.090 Fish Passage.

All culverts associated with fish bearing streams in Kittitas County shall be designed for fish passage standards in accordance with the Washington State Department of Ecology, and Washington Department of [Fish and Wildlife Water Crossing Design Guidelines](#).

Fish passage facilities meeting the criteria of a bridge or major drainage structure shall be designed in accordance with [KCC 12.04.06](#).

12.04.05.100 Stormwater System Operation & Maintenance.

All stormwater drainage systems within current or future County right-of-way shall be designed and constructed in accordance with these standards, for maintenance by the County.

All stormwater drainage systems constructed for the purpose of storage, conveyance, collection or treatment of stormwater generated on privately owned properties shall be designed and constructed in accordance with these standards, and shall be maintained at the expense of and by the property owner, developer, homeowner's association, or other responsible entity. This responsibility and the provision for maintenance shall be clearly stated on subdivision and short plat plans and/or drainage improvement plans. Prior to final approval of any plan of development or other development for which a permit is required under this article, the property owner shall execute a maintenance agreement acceptable to the County Engineer that specifies maintenance required by the property owner, provides access to the County for inspection, and provides access to the County to perform maintenance activities in the event that the property owner does not perform required maintenance. The agreement shall be recorded in the office of the county auditor, a note placed on the recorded plat with the auditor's file number, and shall run with the land.

12.04.05.110 Inspection and Enforcement.

- A. Inspection Authority. Whenever implementing the provisions of this article or whenever there is cause to believe that a violation of this article has been or is being committed, the County Engineer or designee is authorized to inspect during regular working hours and at other reasonable times all stormwater drainage systems within Kittitas County to determine compliance with the provisions of this article.

B. Inspection Procedures

1. Prior to making any inspections on private property, the County Engineer or designee shall present identification credentials, state the reason for the inspection and request entry. Any private landowner engaging in new development, redevelopment, or construction activities as defined under this chapter must, as a condition of the building permit required for such development, consent to the creation of an easement for purposes of ingress and egress for inspection of the site.
2. If the property or any building or structure on the property is unoccupied, the County Engineer or designee shall first make a reasonable effort to locate the owner or other person(s) having charge or control of the property or portions of the property and request entry.
3. If after reasonable effort the inspector is unable to locate the owner or other person(s) having charge or control of the property, and has reason to believe the condition of the stormwater system creates an imminent hazard to persons or property, the County Engineer or designee may enter.
4. Unless entry is consented to by the owner or person(s) in control of the property or portion of the property or unless conditions are reasonably believed to exist which create imminent hazard, the County Engineer or designee shall obtain a search warrant, prior to entry, as authorized by the laws of the state of Washington.
5. The County Engineer or designee may inspect the stormwater system without obtaining a search warrant provided for in subsection (4) above, provided the inspection can be conducted while remaining on public property or other property on which permission to enter is obtained.
6. Kittitas County shall investigate illicit discharges in an effort to identify the source. If such discharges are tracked to a specific connection to the public stormwater system, or directly to surface water or groundwater, inspection and investigation of that site will be initiated in compliance with the inspection procedures defined in this section.

C. Enforcement Authority. The Director or designee shall administer and enforce this chapter and shall have the authority to adopt and implement procedures for such enforcement.

D. Enforcement Policy.

1. In the event that a stormwater facility has not been maintained and/or becomes a danger to public safety or public health, the County Engineer shall notify the responsible party by registered or certified mail. The notice shall specify the measures needed to comply with the maintenance agreement and the maintenance plan and shall specify that the responsible party has thirty days or other time frame mutually agreed to between the County Engineer and the responsible party, within which such measures shall be completed. If such measures are not completed, then the County Engineer shall pursue enforcement procedures pursuant to [Kittitas County Code Chapter 18.02](#).
2. If a responsible party fails or refuses to meet the requirements of an inspection report, maintenance agreement, or maintenance plan, the County Engineer, after thirty days' written notice (except that, in the event the violation constitutes an immediate danger to public health or public safety, twenty-four hours' notice shall be sufficient), may correct a violation of the design standards or maintenance requirements by performing the necessary work to place the practice in proper working condition. The County Engineer may assess the responsible party for the cost of repair work which shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes by Kittitas County.

Article VI. Structural Design

12.04.06.010 Purpose.

The purpose of this article is to present Kittitas County criteria for the design of structural roadway components for both public and private roads and streets.

12.04.06.020 Applicability.

This section applies to the design of all structural features associated with both public and private roadways. Structural features include, but are not limited to: bridges, abutments, major drainage structures, retaining walls, and foundations.

12.04.06.030 Existing Bridges and Drainage Structures.

Prior to any land division approval and as directed by the County Engineer, an inspection of existing bridges and drainage structures within the boundaries of the development shall be conducted by a professional civil engineer, licensed in the State of Washington, knowledgeable of bridge design and construction. The inspection shall include an assessment of the existing bridges and drainage structures with regard to the requirements set forth in these standards for load function, superstructure, and abutments.

Existing bridges and drainage structures within the boundaries of the development that do not meet the standards of this section shall be replaced with new bridges and drainage structures or the existing bridges and drainage structures shall be modified as necessary.

Should the development review process identify off-site locations where the existing roads must be widened or realigned as a condition of development approval, all affected bridges and drainage structures shall be evaluated in the same manner as for those within the boundaries of the development. All necessary widenings, extensions or replacements necessary to accommodate the new roadway width or alignment shall meet applicable structural and hydraulic design standards.

12.04.06.040 Bridge and Major Drainage Structure Design Standards.

The following shall apply to the design of all bridges and major drainage structures, public and private, in Kittitas County:

- A. Except where these Standards provide otherwise, design detail, construction materials, and workmanship for all bridges and major drainage structures serving public or private roads and driveways in Kittitas County shall be in accordance with the applicable, most current, and as amended editions of the following publications:
 - 1. [AASHTO Standard Specifications for Highway Bridges](#)
 - 2. [AASHTO Guide for Selecting, Locating, and Designing Traffic Barriers](#)
 - 3. [WSDOT Standard Specifications for Road, Bridge, and Municipal Construction](#)
 - 4. [WSDOT Standard Plans](#)
 - 5. [WSDOT Design Manual](#)
 - 6. [WSDOT Bridge Design Manual](#)
 - 7. [WSDOT Bridge Detailing Manual](#)
 - 8. [Washington Department of Fish and Wildlife Water Crossing Design Guidelines](#)
 - 9. [U.S. Army Corps of Engineers](#)
 - 10. [All applicable RCW and WAC requirements.](#)

- B. A hydraulic analysis shall be performed for all culverts, open channels and box culverts in accordance with the [WSDOT Hydraulics Manual](#) and [KCC 12.04 Article V](#). Such drainage structures shall be sized at a minimum and located as per the analysis; provided, however, that no cross roadway culvert shall be less than eighteen inches in diameter.

- C. All bridges shall be constructed of reinforced concrete unless otherwise approved by the Public Works Director. Spans may be pre-tensioned or post-tensioned concrete girders or beams with a

concrete deck. Steel or other metal bridges may be used only with the approval of the County Engineer. Treated timber bridges may be considered for private roads only.

- D. Bridge and major drainage structure clear width shall match the full width of the traveled lanes and shoulders of approach roads including bikeways, trails, and pedestrian facilities. The clear width of the structure shall accommodate the existing approach road section, or the future roadway section as defined in any applicable adopted master plans or capital improvement plan, whichever is greater. The minimum required clear width for all bridges and major drainage structures shall be the minimum access requirements for emergency vehicles. See [Section 12.04.04.110](#).
- E. Subject to approval by the County Engineer, bikeways, trails, and pedestrian facilities may be omitted from the width of the structure only if a parallel structure is provided to accommodate these uses.
- F. Overhead vertical clearances for all bridges and major drainage structures shall be no less than 16.5 feet.
- G. All new bridges and major drainage structures shall meet a minimum design load structural capacity of HL-93, or as required by [KCC 20.02.050](#). The load rating for privately owned bridges shall be posted as required by [KCC 20.02.050](#).
- H. All box culverts and bridges shall have the year of construction permanently indented on the downstream headwall face in legible numbers. The numbers shall be 3" high by 1-1/2" wide by approximately 3/8" deep in the headwall face.
- I. All bridge and major drainage structure designs must comply with WSDOT load rating requirements and be stamped, signed, and dated by a registered professional structural engineer.
- J. All box culvert, pipe arch, structural plate culverts and bridge designs shall be done by a registered professional structural engineer licensed in the state of Washington. The complete design of the structure shall be submitted to the County Engineer for approval.
- K. Any public or private structure defined as a bridge per WSDOT shall require the applicant (and engineer) to submit a load rating analysis and scour analysis. All public structures require completion and submittal of applicable WSDOT forms.
- L. Foundation designs shall be based upon the recommendations of a qualified geotechnical engineer and shall include a scour analysis for the protection of existing streambed and footing elevations. These recommendations shall be documented in the geotechnical report.
- M. A new structure shall not create a backwater elevation rise of more than one foot. The bottom of the superstructure of bridges shall be a minimum of three feet above the one-hundred-year flood elevation.

- N. Vehicular railing shall comply with AASHTO crash tested rail or approved crash tested rail.
- O. Pedestrian railing shall comply with [AASHTO Standard Specifications for Highway Bridges](#).
- P. Bridge and major drainage structure waterway opening designs shall conform to the parameters of the applicable [WSDOT design manual](#), [AASHTO design guidelines](#), and the guidelines and regulations of any agency, such as the [Washington Department of Fish and Wildlife](#) and [Army Corps of Engineers](#).
- Q. Bridges and major drainage structures that function as a driveway must meet the standards set forth in the most current version of the [International Fire Code](#) for minimum width and load as required by [KCC 20.02.050](#).
- R. Various permits may be required and are the responsibility of the applicant. Such permits may include, but are not limited to, the following:
 - 1. Bridges over navigable waters require [U.S. Coast Guard permits](#).
 - 2. Bridges involving deposition of material in waters of the United States or their adjacent wetlands require a [U.S. Army Corps of Engineers Permit](#).
 - 3. Any work involving alteration of flow or bed materials below the ordinary high water line of any water body or water course requires a hydraulic project approval from the State Department of Fish and Wildlife.
 - 4. Any project requiring a U.S. Army Corps of Engineers Permit also requires a water quality certification from the [State Department of Ecology](#).
 - 5. Bridges across streams in state flood control zones require a permit from the [State Department of Ecology](#).
 - 6. Where bridge structures lie on or over submerged lands, a lease from the Washington State Department of Natural Resources may be necessary.
 - 7. Structures located on shoreline zones as defined in the Kittitas County shoreline master program require a substantial development permit from Kittitas County, subject to concurrence of the State Department of Ecology.
- S. All private bridges or major drainage structures providing access to habitable structures shall obtain a bridge permit from Public Works.

12.04.06.050 Record Drawings Plans.

Upon completion and acceptance of any box culvert or bridge built under these standards, certification of the bridge load rating and a complete set of record drawing plans shall be furnished to the County Engineer.

12.04.06.060 Post Construction Requirements.

The owner of any newly built structure will be required to have the engineer of record verify that the structure has been built to required specifications. This verification shall be in the form of a written certification to be submitted in writing to the County Engineer prior to any required approvals from the public works department.

The bridge or structure owner will be responsible for the inspections or maintenance of any privately owned structure. The county will not be responsible for any inspection, maintenance, repair, replacement, or other aspects of privately owned structures.

A final load rating from a structural engineer licensed in the State of Washington shall be submitted to the County Engineer prior to public dedication.

12.04.06.070 Retaining Walls.

Retaining walls within a public right-of-way shall be designed and constructed to meet the minimum requirements of the [AASHTO](#) and shall be reviewed by the County Engineer for approval. Retaining walls with a height of four feet or greater and all retaining walls with a surcharge shall be designed, signed, and stamped by a registered engineer licensed in the state of Washington, and shall be submitted by the applicant for approval by the County Engineer and building official. A soils investigation and report by a geotechnical engineer may be required based on the engineering judgment of the structural engineer and at the discretion of the County Engineer.

Segmental or Modular Walls (Mortarless Concrete Block Walls) and Rockery Walls.

Mortarless concrete block walls that are no more than four feet in total height shall be designed and constructed in accordance with the manufacturer’s design and construction recommendations. For all such walls the manufacturer’s design details and recommendations shall be furnished to the County Engineer for approval.

Rockery Walls.

Rockery walls and rockeries shall be treated the same as any other wall and designed in accordance with the requirements of this section.

Mechanically Stabilized Earth (MSE) Walls.

Mechanically Stabilized Earth (MSE) walls shall be designed by a structural engineer licensed in the State of Washington and constructed in accordance with the manufacturer’s design and construction

recommendations. For all such walls the structural design, including the manufacturer’s design details and recommendations shall be furnished to the County Engineer for approval.

Article VII. Driveway Access

12.04.07.010 Purpose.

The purpose of this section is to provide the standards and criteria for the design of driveway access in order to ensure safety, maintain capacity, maintain roadway drainage, maintain the structural integrity of the roadway prism, and protect the functional level of public roads while meeting state, regional, local, and private transportation needs and interests.

12.04.07.020 Applicability.

This section applies to land use activity which requires new residential or commercial driveway access, or modification, or changes in type of use of existing driveway access.

Private access serving four or more lots shall be considered a roadway and shall be classified under the appropriate roadway classification criteria in [KCC 12.03](#) and shall have access points that meet the requirements for Intersection Design, [KCC 12.04.04.090](#).

No construction of any driveway access providing direct movement to or from any Kittitas County maintained road from or to property adjoining the road or private road, shall be allowed without obtaining a driveway access permit issued by the Kittitas County Department of Public Works. An access permit shall be required prior to construction of an access.

No relocation, alteration, or reconstruction of existing driveway access shall be permitted without prior written approval from the County Engineer. A change in use of an existing access will require a new access permit.

Access permits shall not be required for lots created upon final approval of a plat where the newly created lots access subdivision internal roads or cul-de-sacs or access to a public road is established through an access review during the subdivision process. Access reviewed and provided written approval during the subdivision process are vested to the driveway requirements at the time of approval.

12.04.07.030 Driveway Classifications.

The following criteria shall be used for the classification and design of driveways in Kittitas County:

- A. Driveway approaches are broken into four general classifications:
 - 1. Residential driveway approach,
 - 2. Commercial driveway approach,

3. Temporary construction approach,
 4. Agricultural access.
- B. A residential driveway approach is classified into two types:
1. Single family residential driveway,
 2. Shared residential driveway.
- C. Single family residential driveways serve no more than one single-family residences (primary or accessory residences).
- D. Shared residential driveways serve no more than four single-family residences (primary or accessory residences). The shared residential driveway standard shall be used on the common shared portion of a driveway.
- E. A commercial approach is used for multifamily and commercial uses with approach traffic volumes of more than forty or more vehicle trips per day. When multi-access points are desired to serve one site then each driveway approach shall conform to the applicable use criteria. See [KC Standard Plans](#). Approved turnaround features shall be constructed per [KCC 12.04.04.090](#) and [KC Standard Plan 5-6](#).
- F. A temporary construction approach is used for access to a county or private road from a construction site. Commercial approach design criteria shall be used with the addition of measures for preventing mud and construction debris from being deposited on the county road.
- G. An agricultural approach is used for access to a county or private road from unimproved agricultural land. This access shall be designed and constructed to the same standard as single family residential driveways.
- H. An access permit that is a prerequisite for a building permit will have an expiration that runs concurrent with the building permit expiration.
- I. Access approved through an access review during platting process will adhere to requirements of road standards in place from date plat was recorded.

12.04.07.040 General Requirements.

- A. Driveway access permits shall be issued only in compliance with this chapter, and the conditions for approval of the Kittitas County Access Permit.

- B. In no event shall an access be allowed or permitted if it is detrimental to public health, welfare, and safety.
- C. Lots that access easements or rights-of-way controlled by different agencies, such as WSDOT, Forest Service Roads, irrigation canals, or railroads will require separate access approvals from those agencies. A copy of outside agency access approval shall be submitted to the County prior to issuance of the County's access permit or preliminary approval for any land use development application.
- D. For commercial or industrial driveways with heavy traffic volumes or a significant number of trucks, the County Engineer may require construction of the access as a road intersection. This requirement will be based on a concurrency analysis that considers, among other factors, intersection spacing, sight distances and traffic volumes. The concurrency analysis shall be completed in conformance with [KCC 12.04.02](#)
- E. The following conditions shall apply to the use of all driveway access locations:
 - 1. It is the responsibility of the property owner to ensure that the use of the access to the property is not in violation of the section, permit terms and conditions. The terms and conditions of the permit are binding upon all assigns, successors-in-interest and heirs.
 - 2. When there are changes in property use which result in changes in the type of access operation and/or the access is not in conformance with this chapter, the reconstruction, relocation, and conformance of the access to this chapter may be required at the expense of the owner.
- F. The property owner will be sent written notice of any illegal access location, or use. The owner will be given 10 days to respond to notification of pending actions. After 10 days, the Department may install barriers across or remove any access not conforming to this chapter at the expense of the owner.
- G. All abandoned driveways that are replaced with a new permitted driveway, or driveways shall be removed at the owner's expense.
- H. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
- I. Maintenance of any driveway culvert shall be the responsibility of the owner whose property they serve. Damaged or failing culverts must be replaced by the owner whose property they serve. If the culvert is in need of replacing the county may give the property owner 30 days' notice to replace the culvert. After such time the County may replace the culvert and charge the owner the cost of

the replacement. The County will not maintain accesses. The county may clear the culvert to allow water to pass.

- J. No driveway or road shall be constructed within five feet of the side property boundary, unless the driveway or road is part of an easement shared with the neighboring property owner.
- K. The following notes regarding driveway access shall be placed on the face of the plat, short plat, or other development authorization:
 - b. "Maintenance of the driveway access and private roads that are not intended to become county right-of-way is the responsibility of the property owners who benefit from its use."
 - c. "Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Roadway, Bridge, and Development Standards."
 - d. "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 right-of-way."

12.04.07.050 Access Placement.

- A. Residential lots shall have one access point.
- B. Commercial and industrial property shall have one two-way access point. Two one-way access points per five hundred feet of total property frontage may be considered at the discretion of the County Engineer or designee.
- C. Additional access points may be considered by the engineer provided a development or circulation plan is submitted indicating that more than the maximum number of access points permitted in this subsection are required to adequately handle access point volumes and will not be detrimental to traffic flow on adjacent roads.
- D. When property frontages are narrow, such that minimum access point spacing criteria cannot be met, it may be necessary to require joint access locations for adjacent properties at property lines, termed joint usage driveway. This requirement is not intended to override the need for a secondary access for emergency vehicles if such access has been determined by the fire marshal to be necessary under the provisions of the International Fire Code.
- E. Spacing requirements for all access points are shown in [Table 12.04.07-2](#)
- F. Secondary access for emergency vehicles may be required for certain high volume or public-safety-sensitive developments.
- G. No more than one access shall be granted to an individual parcel or to continuous parcels under the same ownership unless it can be shown that:

1. The additional access would be beneficial to the public; and
 2. Allowing only one access would create a safety issue; and
 3. The additional access would not be detrimental to public; OR
 4. The additional access is for agricultural use only and the access location meets the design requirements of this section. Any change of use of the agricultural access will require the access to be reevaluated to meet the conditions of Kittitas County Road Standards.
- H. All lots created having direct access to a County road must show the proposed driveway access locations that conform to access/spacing requirements on the face of the plat, unless the County Engineer decides the location may be determined through the access permit application process.
- I. Lots adjoining more than one County Roads shall access from the lowest classified road or from a joint-use driveway, when possible.
- J. Access to corner lots should be from the lesser-classified road and at the greatest distance possible from the intersection.
- K. Intersection spacing should be maximized wherever possible.
- L. Direct access from an individual lot to the County Road shall not be permitted unless no other alternative exists. Newly created lots shall access onto an internal road system and not directly onto a County Road, unless approved by the County Engineer.
- M. Whenever a feasible access exists to any property from two or more roads, the County Engineer may refuse access to the higher classified road.
- N. Wherever a feasible access exists to any property from a public road and private easement, the County Engineer may refuse access to the public road.
- O. Lots of record in existing formal plat subdivisions, short plats and large lots that are not served by a minor or major driveway shall be permitted a minimum of one residential driveway or joint usage driveway or shared residential driveway.
- P. The outer edge of a driveway approach shall not be constructed closer than seventy feet to a bridge, or other structure that may warrant end protection using guard-railing in accordance with the most current criteria adopted by the Washington State Department of Transportation.
- Q. Rural and urban residential, joint usage and shared residential driveway approaches shall be constructed at the maximum practical distance, but in no event (unless a closer distance is

permitted in an approved UGA) less than one hundred twenty-five feet from a state highway, county collector, or local access intersection.

12.04.07.060 Design Requirements.

- A. Site distance requirements are shown in [Table 12.04.07-3](#).
- B. Residential and agricultural accesses shall be designed in accordance with [KC Standard Plans](#).
- C. All commercial and industrial accesses shall be designed in accordance with driveway design guidelines in the [WSDOT Design Manual](#) and approved by the County Engineer prior to access permit issuance.
- D. All driveway access locations shall be oriented at 90 degrees to the roadway for a distance of at least 30 feet from the edge of the traveled way. Skewed angle driveway approaches between 60 degrees and 120 degrees may be approved at the discretion of the County Engineer if topography or other site conditions limit the feasibility of a 90 degree approach.
- E. For commercial or industrial driveways with heavy traffic volumes or a significant number of trucks, the County Engineer may require construction of the driveway access as a road intersection subject to the requirements of [KCC 12.04.04.070](#).
- F. All driveway access shall be designed and constructed to include proper drainage considerations. This includes but is not limited to, installation of culverts, ditch grading, and site grading to ensure positive drainage away from the county roadway prism.
- G. For driveways crossing an open ditch, or where the driveway may at any point obstruct stormwater flows, culverts shall be installed per [KCC 12.04.05.080](#). Other specific requirements shall be constructed as noted on the Access Permit. Size and material type substitutions shall require the approval of the County Engineer.
- H. The minimum distance between the paved edge of a driveway approach and the face of an obstruction, (for example, an existing utility riser) may be no less than four feet without curbing and three feet with curbing on the driveway access approach. Obstructions located closer than these distances must be relocated.
- I. The construction of all access points involving removal of existing vertical curb or vertical curb and gutter shall meet the following requirements:
 - 1. The new driveway must include a cement concrete driveway approach that meets or exceeds the most current ADA accessibility guidelines at the time of construction.

2. The existing curb, or curb and gutter, shall be saw cut at the limits of work or removed to the nearest construction joint.
3. Existing street trees, streetlights, traffic signal facilities, utility poles, and fire hydrants must be shown on any plan for access point construction in an area of existing vertical curb.
4. Prior to commencing any necessary removal or relocation of any public utilities, structures, trees, or plantings due to construction of an access point, the applicant must secure approval from the person or persons having ownership or control of such facilities or features.
 - J. The shared residential driveway shall lie within a minimum thirty-foot easement.
 - K. The full width of the driveway and clear space shall be clear of obstructions to a height of at least fourteen feet.
 - L. The minimum width of the improved driving surface shall be at least sixteen feet for driveways greater than 150 feet as measured from centerline of the connecting road. Driveways less than 150 feet as measured from centerline of the connecting road shall be a minimum of twelve feet in width. In addition two feet of clear space on either side shall be provided for either case.
 - M. The minimum surfacing shall be six inches of compacted crushed surfacing (either CSBC or CSTC) on a suitable subgrade, or 2" of HMA over 4" of crushed surfacing (either CSBC or CSTC).
 - N. The maximum driveway profile grade shall be ten percent unless alternative requirements are met as identified in Table 12.04.07-1.
 - O. Approved turnaround features shall be constructed per [KCC 12.04.04.090](#) and [KC Standard Plans 9-10](#).
 - P. Address signs shall be installed at the intersection of any residential shared driveway and a county road. Additionally, address signs will be placed at any intersection that follows along the shared residential driveway.
 - Q. All shared residential driveways shall have a maintenance agreement recorded with the final plat approval that specifies consistent maintenance in accordance with the approved plat/plans.

J. Driveway Design Standards

Table 12.04.07-1

Minimum Driveway Standards

Length ³	Grade ²	Required Minimum Surfacing	Required Minimum Width ¹
< 150	10% or less	Gravel compacted surface	12 feet
	10% - 12%	Asphalt, BST or concrete paving	16 feet with two-foot clear zone on each side
	12% - 15%	Asphalt, BST or concrete paving	20 feet with on-foot gravel shoulder each side
> 150	10% or less	Gravel compacted surface	16 feet with two-foot clear zone on each side
	10% - 12%	Asphalt, BST or concrete paving	16 feet with two-foot clear zone on each side
	12% - 15%	Asphalt, BST or concrete paving	20 feet with on-foot gravel shoulder each side

¹The County Engineer may limit the width of the accesses based on site constraints such as site triangles, access spacing, lot density, etc.

²Driveways with grades exceeding 15% shall require a variance.

³County Engineer may alter driveway standards for driveways less than 50 feet in length

12.04.07.070 Obtaining a Permit.

- A. Driveway access permit applications shall be reviewed and approved by the County Engineer. Persons wishing to obtain a permit should submit a driveway approach permit application to the Kittitas County Department of Public Works, along with the permit fee per [KCC 12.02.030](#) unless having been approved during the plat process as described in [KCC 12.04.07.020](#)
- B. Following initial review by the County Engineer, the following additional items may be required if applicable:
 - 1. Proposed access design plans including:
 - a. Road and driveway plan and profile,
 - b. Site distance evaluation.
 - 2. Site drainage plan clearly showing the impacts to the road and right-of-way,

3. Culvert and drainage improvement plans and details for the approach location,
 4. Map detailing utility locations before and after development in and along the road,
 5. A subdivision zoning or development plan,
 6. Property map indicating other access and abutting public roads and streets, and
- C. The Department will work cooperatively with applicants when determining requirements on access requests. Prior to issuing a denial on an access permit request, the Department shall attempt to resolve the reasons for the denial with the applicant,
- D. Any appeals of a denied access permit shall be resolved through the Administrative Decisions Appeals process according to [KCC 15A.07](#).

12.04.07.080 Permit Conditions and Requirements.

- A. The specific requirements for construction of the driveway approach and driveway will be issued to the permittee along with the driveway approach permit.
- B. The permittee will have 12 months from the date of issuance, as shown on the permit, to complete construction of the driveway and request inspection by the Department, unless a building permit is open, then expiration will run concurrent with building permit expiration date.
- C. An extension to the access permit will only be considered if construction of the approach and driveway has been substantially completed and the extension request is made prior to the permit expiration date. The permittee can request an extension to the Department in writing. The Department will determine if the approach has been substantially completed and determine the length of the extension, if granted.
- D. The expected dates of construction and expected use of the driveway access shall be included on driveway access permit application. The permittee shall notify the Department at least 48 hours prior to any construction in County right-of-way.
- E. The Department shall inspect the driveway access and the driveway upon completion of construction to ensure that all terms and conditions of the permit are met. The Department may request to inspect the driveway access during construction.

- F. The construction of the driveway access and its appurtenances as required by the terms and conditions of the permit shall be completed at the expense of the permittee.
- G. It is the responsibility of the permittee to complete the construction of the driveway access and the driveway according to the terms and conditions of the permit. The Department may order a halt to any unauthorized construction or use.
- H. Adequate construction signing, in conformance with MUTCD, most recent edition, is required at all times during driveway access construction. This may include, but is not limited to, the use of signs, flashers, barricades and flaggers. The Department and its duly appointed agents and employees shall be held harmless against any action for personal injury or property damage sustained during construction of the driveway access.
- I. Hours of operation requirements shall apply in accordance with [KCC 12.05.02.060](#). At the discretion of the county engineer, the hours of work on or immediately adjacent to the county roadway may be restricted due to peak hour traffic demands and other pertinent roadway operating concerns.
- J. A copy of the permit shall be available for review at the construction site. If necessary, minor changes and additions may be ordered by the Department to meet unanticipated site conditions.

Table 12.04.07-2

Access Spacing Requirements^{1,2}

Road Classification³	Speed	Access⁴ Spacing
Rural Arterial	Above 35	475 ft.
	35 and below	250 ft.
Rural Collector	Above 35	300 ft.
	35 and below	150 ft.
Rural Local Access & All Urban Classifications	Above 35	100 ft.
	35 and below	100 ft.

¹Any access that cannot meet applicable spacing will require an approved variance

² Residential & urban zones will be evaluated on a case by case basis

³ Refer to [KCC 12.03.030](#)

⁴ Includes public and private roads and all other access points

Table 12.04.07-3

Sight Distance Requirements

Posted Speed Limit	Distance
25 Mph	150 ft.
35 Mph	250 ft.
50 Mph	475 ft.

Article VIII. Roadside Features

12.04.08.010 Purpose.

The purpose of this section is to provide the standards and criteria for the design of common roadside features in order to ensure a high level of safety, functionality, and efficient maintenance of the roadway.

12.04.08.020 Applicability.

This section applies to the design of roadside features for all streets and roads that that are subject to the requirements of this section, as defined previously. All roadside features shall be designed in accordance with these standards and applicable [WSDOT Design Manuals](#) or [AASHTO Design Guidelines](#). This section does not cover all possible roadside features. Roadside features that are not covered in this section shall be designed in accordance with the most recent edition of the commonly accepted standards and guidance that pertain to each particular feature.

12.04.08.030 Clear Zones.

In addition to the various clearances required by these standards, the areas of the roadway that are outside the traveled way shall be designed to the maximum extent possible to provide a clear zone that maximizes roadside safety for vehicles that leave the roadway. The design of roadside features shall be designed with clear zones as defined by the [WSDOT Design Manual](#).

The following specific requirements shall apply:

- A. WSDOT clear zone distances as described in the [WSDOT Design Manual](#), shall be used as a guide for evaluation and placement of roadside features within the county right-of-way.
- B. In general, existing or new roadside features which could present a hazard to the public, should be placed outside of the clear zone unless justified to the County Engineer's satisfaction by suitable engineering studies considering traffic safety, or where shielded by a barrier, placed in an area normally inaccessible to vehicles, or if the feature utilizes a break-away design.
- C. Locations of poles and other above-ground appurtenances shall be compatible with driveway locations, intersections, and other roadway features (i.e., structures shall not interfere with sight distance, roadway signing, traffic signals, culverts, etc.). To the greatest extent possible, installation of poles and other above-ground appurtenances will not be permitted on sidewalks or walkways.
- D. Costs of relocating poles or obstacles to achieve these standards are the responsibility of the applicant. The applicant shall make financial arrangements with the appropriate utility or other owner of the obstacle to accomplish removal of the pole or obstacle.

12.04.08.040 Slopes.

Side slopes shall be constructed no steeper than two to one on both fill slope and cut slopes. Steeper slopes may be approved by the County Engineer upon review of a geotechnical investigation, provided by the applicant, and prepared in accordance with the requirements of these standards. See [KCC 12.04.04.060 Geotechnical Investigation](#).

Side slopes shall be permanently stabilized by a method that is appropriate to the soil type, climate, and project location. Typical methods include, but are not limited to: grass sod, hydroseeding, planting of native species, or surfacing materials.

Side slopes shall be designed to accommodate utility placement and the placement of other roadside features.

Cut slopes may require terracing depending upon the total slope height and the nature of the material being cut. Cut slopes higher than fifteen feet will require a geotechnical investigation to determine if terracing will be required.

12.04.08.050 Mailboxes.

All mailboxes, including both individual and cluster types, shall be designed and constructed in accordance with requirements of the [United States Postal Service](#), the [WSDOT LAG Manual](#), and as follows:

- A. The applicant shall submit documented approval by the U.S. Postal Service prior to receiving approvals from Kittitas County. Specific requirements must be obtained from the local post master. All applicable details and installation requirements provided by the U.S. Postal Service shall be included in the plan set.
- B. Mailbox supports shall be of breakaway design, unless located a minimum of eighteen inches behind a curb or beyond the clear zone in accordance with the [WSDOT Design Manual](#).
- C. Mailboxes shall be designed and constructed in accordance with the most recent revision of applicable [WSDOT Standard Plans](#).
- D. USPS requires installation of cluster box units to serve four or more addresses. Specific requirements must be obtained from the local postmaster.
- E. Where USPS requires neighborhood delivery and collection box units, they shall be located as required by the USPS.
- F. Turnouts for mail delivery vehicles shall be installed to serve cluster box units and neighborhood delivery and collection box units located along arterial or collector roads, or any road with a posted speed of thirty-five miles per hour or greater.

12.04.08.060 Landscaping.

All landscaping within county right-of-way shall require approval of the County Engineer.

Landscaping shall be of the type and placement to achieve and maintain the sight distance requirements detailed in [KCC 12.04.04](#)

No landscaping shall be allowed within a drainage ditch or drainage swales.

12.04.08.070 Roadway Illumination.

Kittitas County Roadway Intersection Illumination Policy: The board of county commissioners, all members present, adopts the County Engineer’s recommendation to install highway intersection lighting on all arterial road intersections having an ADT of over one thousand count or more, with a minimum of one twenty thousand lumen fixture or more, as may be required.

In addition to the above policy, roadway illumination will be provided when required by an incorporated city or by the Washington State Department of Transportation. Widening of collectors with existing illumination will require installation of new illumination designed to current design

standards. Illumination intensity and uniformity shall conform to the incorporated city or the Washington State Department of Transportation standards. Luminaire fixtures shall be consistent with requirements of the local electrical utility entity, and shall be subject to the approvals of that entity.

The applicant or engineer shall submit a letter to the department of public works certifying that the design is in conformance with the most current edition of roadway lighting design guidance developed by the [Illuminating Engineering Society](#) and approved by the American National Standards Institute (ANSI). Written acceptance of illumination designs and locations by the department of public works shall be required prior to installation.

The county shall base determinations of illumination installation or maintenance acceptance upon engineering and traffic safety considerations as determined by the County Engineer.

12.04.08.080 Bollards.

When necessary to deny motor vehicle access to an easement, tract or trail except for maintenance or emergency vehicles, the point of access shall be closed by a line of bollards. These shall include one or more fixed bollards on each side of the traveled way and removable, locking bollards across the traveled way. Spacing shall provide one bollard on centerline of the trail and the other bollards spaced at minimum fifty inches on center of trails ten feet wide or less and spacing of sixty inches on center of trails wider than ten feet.

Bollard design shall be in accordance with the most recent edition of the applicable [WSDOT Standard Plans](#) or other design acceptable to the County Engineer. No fire apparatus access roads shall be blocked in this manner without concurrence of the fire marshal. Bollards shall be located at least ten feet laterally from the paved edge of roadway.

For proposed bollards associated with trails, multi-use pathways, or any location where the bollards may present a safety hazard to the public, the applicant shall submit a written safety assessment, performed by an engineer licensed in the State of Washington for review and approval by the County Engineer.

12.04.08.090 Guardrails.

Evaluation of embankments for guardrail installation shall be in accordance with [WSDOT Design Manual](#), or [AASHTO Roadside Design Guide](#).

Guardrail installations shall conform to the appropriate plan or plans from the latest edition of [WSDOT Standard Plans](#). All new guardrail installations shall use Type 31.

Breaks or openings on existing guardrail systems shall be evaluated and justified to the County Engineer's satisfaction based upon suitable engineering studies considering traffic safety and public safety concerns.

12.04.08.100 Snow Storage.

Roadway design shall accommodate snow removal and storage using conventional snowplowing methods and without the need for graders and other specialized equipment.

Snow storage design shall be tailored to accommodate the snowfall averages of the project location.

Roadway shoulders shall have adequate area to accommodate snow removal during winter months, especially in the vicinity of roadway cut locations.

Dead end roadways and driveway design shall include a designated area for snow storage indicated on the plans and sized to accommodate the average snowfall in the project area.

12.04.08.110 Gates.

Developments proposing gated access on private roads shall be designed so as not to impede access by emergency vehicles including under snow conditions. Design, installation and maintenance of gates are subject to approval and permit by the Kittitas County fire marshal. All gated access shall comply with but may not be limited to the following requirements:

- A. Gates are not allowed on county roadways.
- B. A building permit issued by the county is required when gates are installed over private driveways, roads, or shared access facilities. In order for the county to issue the building permit, the following requirements must be met:
 - 1. Locked gates shall have rapid entry capabilities compatible with the local fire district requirements per the [International Fire Code](#).
 - 2. All electrically activated gates shall have default capabilities to the unlocked position;
 - 3. Gate posts, keypads and other gate appurtenances shall not obstruct or restrict ingress or egress of emergency vehicles.
 - 4. The minimum clear width of a gate shall be no less than 16 feet.
 - 5. Gate posts, keypads, and other gate appurtenances shall not be located within the 20-foot wide clear width area.
 - 6. Gates that might be obstructed by the accumulation of snow shall not be installed.
 - 7. Gated access to commercial, residential, or industrial projects requires a traffic review to determine an appropriate stacking distance. The stacking distance shall be based on vehicle length, access street classification, and entering volumes in the p.m. peak hour.
- C. A gate shall be treated as a dead end road. A turnaround per [KC Standard Plans](#) and [KCC 12.04.04.090](#) may be required to allow for an adequate turnaround before the gate.

12.04.08.120 Gateway Monuments and Signs

Where monuments and gateway signs are provided for residential, commercial, industrial, or any other type of development, the signs should be designed to provide information for the benefit and convenience of the traveling public and should not detract from the quality of the surrounding environment. Signs should complement and characterize the environment in which they serve to give their respective areas a unique and pleasing quality. All elements of the monument or sign shall be located outside of the public right-of-way and shall not limit required turning radii, limit sight distance, and shall meet the clear distance requirements set forth in the [WSDOT Design Manual](#) and these standards. All monument signs and associated materials shall be designed to ensure positive roadway drainage, avoid ponding and puddles, keep the roadway clean and free of debris, and accommodate effective and efficient snow removal. All gateway monuments and signs shall be subject to approval by the County Engineer.

12.04.08.130 Road Signs and Traffic Control Devices.

Road signs, traffic control devices, and pavement markings shall be designed and constructed according to the following standards and criteria:

- A. Unless otherwise approved by the County Engineer, the applicant shall be responsible for fabrication and installation of all required warning signs and regulatory signs within public or private right-of-way in unincorporated Kittitas County.
- B. The county will assume maintenance responsibility for all county road name signs, warning signs and regulatory signs within the county right-of-way after the County Engineer's approval of the sign(s) and sign installation.
- C. The applicant and the applicant's successors shall be responsible for installation and maintenance of all signs along the applicant's private roads, including private road name signs and all warning and regulatory signs.
- D. All required signs must be installed prior to final county approval and opening of roads for use.
- E. All warning and regulatory signs installed in public or private right-of-way shall be designed, located, and installed in accordance with the MUTCD and the county code.
- F. Any sign constructed in county right-of-way in nonconformance with these standards shall be removed by the county.

Maintenance and replacement of warning and regulatory signs outside public right-of-way shall be the responsibility of the applicant, a homeowners' association, or if there is no homeowners' association, the property owners whose property abuts or has legal access to the public road system via the private road.

Where required by the approved signing and striping plan, roadway striping, raised pavement markers or other traffic delineators shall be installed by the applicant in accordance with the approved plans and the MUTCD and be in place prior to opening the roads for use.

12.04.08.140 Private Signs in the Public Right of Way.

It shall be the policy of the county that commercial signs shall not be permitted within the right-of-way of county roads. The county will remove any private or commercial signs which are found within the county right-of-way.

Article IX. Urban Features

12.04.09.030 Americans with Disabilities Act (ADA).

All pedestrian surfaces shall be constructed in accordance with the most current guidance for maintaining compliance with the American's with Disabilities Act (ADA). At the time this was written, useful guidance includes, but is not limited to publications by the [Public Rights-of-Way Access Advisory Committee](#), [WSDOT Design Manual](#), [WSDOT Field Guide for Accessible Public Rights of Way](#), and [WSDOT Standard Plans](#).

It shall be the responsibility of the applicant and the applicant's engineer to ensure that all pedestrian facilities are in full compliance with the most current requirements for accessibility.

12.04.09.040 Pedestrian Facilities.

In Rural Areas.

Pedestrian facilities shall be required in LAMIRDs where they are consistent with the built environment.

If existing facilities are present, adjacent and nearby, projects shall construct pedestrian facilities to match in accordance with these standards.

In LAMIRDs where new land subdivisions are proposed, facilities shall be constructed where they provide a logical function such as conveyance of students to locations of potential bus stops or to areas consistent with pedestrian destinations or to provide logical connectivity for consistent pedestrian access.

In LAMIRDs that are in-fill in nature and pedestrian facilities do not exist adjacent to the project and are not likely to be constructed, pedestrian facilities will not be required.

Pedestrian facilities in rural areas shall be constructed to one of the following configurations:

- Option 1 Unpaved gravel surfaces
- Option 2 Conventional concrete sidewalk (Note: Curb and gutter not required with adequate designed ditches that provide drainage)
- Option 3 Multi-use paths and other non-motorized facility options.
- Option 4 Any urban pedestrian facility option as approved by the County Engineer

12.04.09.090 Trails and Shared Use Paths.

Walkways, bikeways, trails, and shared use paths shall be required as identified in the [Kittitas County Comprehensive Plan](#), Regional Transportation Plans, or other approved plans.

Non-motorized transportation includes travel by bicyclists, pedestrians, and equestrians. WSDOT and AASHTO design guidance I will be followed for design of bicycle paths, trails and other non-motorized transportation.

12.04.09.100 Public Transportation and School Bus Facilities.

The affected public transportation agency and the local school district will be notified and invited to review project applications that include a known bus route. Based on coordination with these agencies, the County Engineer may require the following:

- A. Generally, bus pullouts will be specified if:
 - 1. Passenger safety for boarding and debarking conditions warrant a pullout; or
 - 2. Traffic flow would be greatly hindered due to in-lane stopping.
- B. Placement of bus pullouts on the far side of signalized and non-signalized intersections immediately following the intersection is preferred. Sight distance shall be determined in accordance with these road standards.

- C. Distance between pullouts should not be less than one thousand feet. If far side pullouts are not possible, near side pullouts will be evaluated by the County Engineer. Mid-block pullouts are greatly discouraged. Bus pullouts should be constructed on both sides of a two-way street in a complementary-pair manner if possible.
- D. Maintaining adequate separation between access points/intersection and bus pullouts can increase the safety and efficiency of both the roadway and transit service.
- E. When locating a bus pullout in reference to existing access points or an access point in reference to an existing bus pullout, the following guidelines shall apply:
 - 1. A minimum distance of one hundred twenty-five feet shall be maintained between the bus pullout and intersections or driveway access points on arterial roadways. All other roads shall have a minimum distance of seventy-five feet. This distance is measured from the edge of the access point to the front or back of the transit vehicle, whichever end is closer;
 - 2. Driveways within the limits of a bus pullout are not permitted;
 - 3. Bus pullouts should be designed in accordance with the WSDOT standards. All pullout designs must also meet ADA guidelines.

Article X. Construction Plan Submittals

12.04.10.010 Purpose.

The purpose of this Article is to establish the specific requirements and procedures and set clear requirements for the preparation and submittal of construction plans for any public or private roadway or storm drainage improvements for which approval by the Kittitas County Department of Public Works is required.

12.04.10.020 Applicability.

When road or driveway construction, storm drainage, or utility work inside the existing public right of way or private roadway easement is required by conditions of land development, building permit, special use permit, and other approvals in the Kittitas County Code, construction plans for these improvements shall be prepared that meet the requirements in these standards. Failure to meet the requirements set out in this chapter shall constitute an incomplete application and shall not be accepted for review.

12.04.10.030 General Standards for Final Construction Plans.

The following general standards shall be met for final construction plans:

- A. All road and stormwater construction must conform to Kittitas County Road Standards current at the time of application. Any construction occurring four years or more after final approval shall require reexamination of the plans by the Engineer who may require that they be made to conform to standards and specifications current at that time. When a valid engineering plan development agreement is in place, those standards apply.
- B. Application for a grading plans and permit shall be required unless the applicant is submitting construction drawings that are signed and sealed by an engineer licensed in the State of Washington. Grading is covered in [KCC 14.05](#).
- C. Construction plans for roads accessing state highways shall be submitted by the applicant's engineer directly to WSDOT in accordance with WSDOT standards and submittal procedures. The applicant shall obtain all approvals from WSDOT before final plan approval will be granted by Kittitas County. A copy of the approved plan from WSDOT shall be submitted before final plan approval.
- D. Prior to release of collateral by Kittitas County, the applicant must present a statement from a civil engineer licensed in the State of Washington that the project has been completed in substantial compliance with approved plans and specifications. The applicant's engineer must document that regular on-site inspections were conducted during the course of construction, and the field plans utilized were the same as those approved by Kittitas County. The engineer shall also state their professional opinion regarding testing and compliance with plans and specifications.. A final inspection by the Department of Public Works is required and all deficiencies must be corrected prior to release of collateral.

The applicant must also submit the following items prior to release of collateral or final approval:

- A. One set of "record drawings" plans for the improvements must be submitted with the road certification or at the time the letter requesting collateral release is submitted. The "as-built" plans must be clearly labeled as such, and must be signed and dated by a licensed civil engineer. They may be design plan markups and must show any deviations from the approved plans. Release of collateral will not occur if the County Engineer determines deviations are present which have not received prior approval.
- B. A letter of acceptance and responsibility for maintenance of the improvements by the appropriate utility company, special district, city, or town for all utilities and roads.
- C. A letter from the appropriate fire authority stating that fire hydrants, if required, are in place in accord with the approved plans. The letter shall also state that the fire hydrants are operational and provide the results of fire flow tests.

D. Public Works reserves the right to perform additional testing and investigation. Phased Construction

1. Engineer drawn plans must be submitted and approved by the County for the entire development.
2. The construction may be phased. Final approval of a phase will be granted once the road is constructed and inspected or the construction is bonded.
3. Phased construction must result in a safe and usable facility at the end of the current phase. Temporary road construction or safety features may be required until the next phase is completed.

12.04.10.040 Certification.

Construction plans and other engineering documents submitted for review and comment must include the following statement on the cover sheet:

These construction plans for [insert name of subdivision, development, or project] were prepared by me (or under my direct supervision) in accordance with the requirements of Title 12 of the Kittitas County Code.

Name of Engineer

Name of Firm

Date

The cover sheet shall also bear the following statement, and shall be stamped, signed, and dated by the registered engineer who prepared or directed the preparation of the submitted document:

The engineer who has prepared this document, by execution and/or seal hereof does hereby affirm responsibility to the County, as a beneficiary of said engineer's work, for any errors and omissions contained in this document, and acceptance and approval of this document by the Department of Public Works shall not relieve the engineer who has prepared these plans of any such responsibility.

Unless special conditions apply which are identified or noted in the submittal, all construction plan submittals and other engineering documents are assumed to comply with the provisions of these standards. Failure to follow prescribed procedures may result in return of submittals, additional review fees, or both.

Kittitas County, through the acceptance of the construction plan, drainage report, or other engineering document as a submittal assumes no responsibility for the completeness, accuracy, and/or adequacy of the submitted material.

12.04.10.050 Submittal Procedure.

Plans for proposed road and drainage construction shall be submitted to the Department of Public Works as follows:

- A. The first submittal shall consist of two complete sets of preliminary civil engineering plans, along with drainage calculations, and other reports and supporting information. The plans shall be submitted at plat application. The submittal shall consist of conceptual design level plans, profiles, roadway cross section, stormwater plan as required by [KCC 12.04 Article V](#), utilities plan, and signage and striping plan.
- B. If corrections are required, the County will return a redlined print showing necessary corrections within 30 days. The applicant's engineer shall return the redlined print, a response letter identifying and documenting how the comments were addressed, and the corrected plans with the changes highlighted.
- C. The second submittal shall consist of two complete sets of final civil engineering plans, and revisions completed per previous County comments. This submittal shall also include: final grading plans and profile plans, final stormwater plan, construction details, temporary erosion and sediment control plan, and any supporting documents such as stormwater calculations, geotechnical reports, environmental studies and transportation impact analysis. The plans shall be signed and stamped by the developer's engineer. The developer's engineer must be a civil engineer licensed in the State of Washington. Review fees, when adopted and applicable, shall be paid by the developer before review of the plans by the County commences.
- D. If corrections are required, the County will return a redlined print showing necessary corrections within 30 days. The applicant's engineer shall return the redlined print, a response letter identifying and documenting how the comments were addressed, and the corrected plans with the changes highlighted.
- E. This procedure shall be followed for each additional submittal if necessary. Subsequent submittals shall also contain two complete sets of plans and other supporting documents and information, if corrected.

- F. When all corrections have been made to the County Engineer's satisfaction, the final plans shall be stamped and signed by the applicant's engineer and submitted. Only one copy is required. Once approved a copy of the approved set will be returned to the applicant.
- G. The final submittal shall include the following:
1. a good quality reproducible medium with the engineer's registration stamp and signature,
 2. one complete set of other supporting documentation,
 3. a quantity take-off and certified engineer's cost estimate when the project is to be secured by a performance guarantee. See [KCC 12.01.090](#).
 4. and electronic files in pdf format of the entire submittal package.
- H. Revisions or modifications to approved plans shall be submitted for approval prior to construction. The applicant shall make specific arrangements with the County Engineer to review such changes. Revisions shall be stamped and signed by the developer's engineer. Proposed revisions shall be indicated on a copy of the original approved construction plans that includes the County Engineer's signature. The proposed revision shall be clearly shown by strikeout of text, cross-out of items, and/or clouding as appropriate, and by posting the drawing revision block. If the proposed revisions are to the satisfaction of the County Engineer, the revised mylar set of plans will be signed and returned to the developer's engineer.
- I. Plans will be reviewed by the County according to the date they were submitted. Previously reviewed or approved plans submitted to the County for a revision will be considered a new submittal. Approved plans under construction will be considered a resubmittal and will be reviewed prior to new submittals.
- J. In place of submitting paper copies of plans and documents as outlined in paragraphs A-F above, electronic submittals are acceptable. Engineering, land surveying documents must meet the applicable requirements of RCW 18.43 and WAC 196-23.
- a. Electronic submittals shall be in Portable Document Format (PDF)
 - b. Layers shall be flattened prior to submittal
 - c. Orient all sheets so the top of the page is always at the top of the display screen
 - d. Scanned documents must be legible and a minimum of 150 dpi.
 - e. All sheets must be numbered and labeled
 - f. Each submittal document shall be a separate file

Boundary Line Adjustments are to be reviewed by Public Works in accordance with Kittitas County Code Chapter 16.04.

12.04.10.070 Plan Elements.

In addition to the requirements set forth elsewhere in these Standards, the following information shall be shown on all roadway plans submitted for review and approval.

Cover Sheet: Road construction plans submitted to the County for review and approval shall have a plan cover sheet containing the following information:

Vicinity Map: The minimum scale for the vicinity map is 1"=1000', and the minimum size shall be 10" by 10". The vicinity map is required on the cover sheet, or first sheet of all submittals if no cover sheet has been used.

The vicinity map shall show the following:

- A. The location and name of all arterial roadways within one mile of the proposed construction, and all other roadways in the vicinity of the proposed construction.
- B. Shading and "Project Area" callout to indicate the project area.
- C. Section, Township, and Range of the project area.
- D. The location and name of all drainages within one mile of the proposed construction.

Notes: General notes. See list of required notes in this section.

Key Map: The minimum scale is 1"=500' showing the location and name of all roadways within and adjacent to the proposed construction and all future roadways. Scale shall be indicated. The key map shall be oriented consistent with detail in the sheet, i.e. same north.

The key map is to appear on every sheet showing proposed roadway, storm drainage or grading improvements. The roadway or area that the design pertains to shall be shaded.

Title Block: A title block is required on every sheet and cover sheet submitted for review and acceptance. The title block shall show the following:

- A. The subdivision name and filing number;
- B. Planned development name (if applicable);
- C. The type of improvement;
- D. Applicant's name, mailing address, telephone number, and email address; Information from this item may only appear on the cover sheet.
- E. Engineer name, business name, mailing address, telephone number, and email address;

- F. Name of the developer or agent; Information from this item may only appear on the cover sheet.
- G. Sheet number (consecutive, beginning with the cover sheet);
- H. Designed by;
- I. Drawn by;
- J. Checked by;
- K. Date of drawing;
- L. Revision block with sufficient space for the description, date, and approval of all revisions.

The title block shall be located in the extreme lower right hand corner, the right side margin, or along the bottom edge of the sheet.

Acceptance Block: All roadway construction plans, stormwater or other drainage improvement construction plans, and privately or publicly maintained stormwater detention or retention facility construction plans must show the acceptance signature and/or initial of the designated representative of the Kittitas County Department of Public Works.

The acceptance block shall be located in the lower right hand quadrant of the cover sheet and each subsequent sheet. The acceptance block shall include the following language:

"These plans have been reviewed by Kittitas County Department of Public Works and have been accepted for complying with the requirements of Kittitas County Road Standards."

The cover sheet only shall have space for signature and date as follows:

Signature-County Engineer Date

Each subsequent sheet shall have space for the County Engineer to initial and date the sheet as follows:

Initials-County Engineer Date

Drawing Scale: Standardized engineering scales shall be used. The scales listed below are the minimum. More detailed scales shall be required by the county where additional drawing detail is needed.

1. Plan and profile plans: Horizontal 1"=50', Vertical 1"=5'.
2. Overall site plans may range from 1"=50' to 1"=100'.

3. Detail views may be shown at a convenient scale, normally 1=10' or 1"=20'.

Seal and Signature: The seal and signature of the developer's engineer, under whose supervision the plans were prepared, shall be located next to the acceptance block on each sheet.

Utilities: The type, size, location and number of all above ground and underground utilities shall be shown. Field verified elevations and locations may be required on the construction plans for all underground utilities that are critical to the design or that may substantially affect the design or construction. It will be the responsibility of the contractor to verify the existence and location of all underground utilities along their route of work prior to commencing any new construction. Field located utilities not shown on accepted construction plans shall be added to the record (as-built) drawings.

Private Improvements: Private improvements such as roadways, driveways, utilities, etc. shall be clearly shown, labeled, and delineated from public roads and roads intended for acceptance into the County system, on each sheet of the construction plans. The note below shall appear on the cover sheet of the construction plans for private improvements:

Kittitas County shall not be responsible for the maintenance of roadway and appurtenant improvements, including storm drainage structures and pipes, for the following private roads: (list).

Typical Sections: Typical roadway cross section for all roadways, existing or proposed, within and adjacent to the proposed development. The typical sections shall appear on the detail sheet, or if no detail sheet has been used, on the first sheet of the submittal showing roadway design. They shall indicate the following:

- A. Type of roadway(s), per [KCC 12.03](#) Roadway Classification.
- B. Profile grade design point (centerline, flow-line, top of curb, lip of gutter, etc.)
- C. Pivot point for super elevations,
- D. Dimensions for: roadway width, lane width, shoulder width, right-of-way location and width, sidewalk width, planter strip width, cut and fill slopes, cross slope of finished grade surfaces, cross slope of finished grade pedestrian surfaces that are compliant with the most current version of ADA guidance.
- E. Size, type, dimension, depth, and material specifications for each roadway component, including: curbs, sidewalk, hot mix asphalt pavement, bituminous surface treatments, concrete pavement, top course, base course, subbase, together with specifications for treatment of subgrade, construction geotextiles, and over excavation if needed.

Typical sections shall reference all applicable standard details (Kittitas County, City, WSDOT or other as needed) and custom details related to the roadway elements shown.

Plans and Profiles:

A. Plan View. The plan view shall include, but is not limited to, the following:

1. Existing site features:
 - a. All topographic features within the right-of-way limits. Topographic survey limits shall extend a minimum of one hundred feet shall be shown on either side of centerline and minimum of two hundred feet shall be shown beyond the end of the road. Additional topographic features shall be shown beyond the minimum limits to resolve questions of setback, slope, drainage, access onto abutting property, and road continuations. Additional topographic survey may be required as directed by the County Engineer.
 - b. All existing surface features within the topographic survey limits described above, including but not limited to: curbs, gutters, sidewalks, driveways, pedestrian curb ramps, walkways, ditches, fences, gates, walls, mail boxes, signs, light poles, power and communication poles, guardrails, handrails, steps, crosswalks, stop bars, roadway striping, landscape features, buildings, bridges, pavement limits, gravel roadway limits, foundations, trees, shrubs, etc.
 - c. Existing utilities, structures and their appurtenances, as identified visually by surface features, by utility locates, and by utility potholing, including, but not limited to: catch basins, culverts, conveyance pipes, including storm pipe sizes, material, and invert elevation, water lines, water valves, water service meters, fire hydrants, open irrigation canals and ditches, irrigations structures, irrigations pipes, irrigations valves, underground power lines, overhead power lines, junction boxes, transformers, underground communication lines, overhead communication lines, communications risers, communication hand holes, sewer manholes, sewer pipes, including pipe sizes, material, and invert elevations, sewer services, cleanouts, roof drains, yard drains, pavement limits, gas lines, gas valves, gas services etc.
 - d. Known existing septic drain fields within the project limits. If there are no drain fields, such statement shall be included on the plan.
 - e. Known existing wells within 200 feet of the project limits. If there are no wells, such statement shall be included on the plan.
2. Existing and proposed property and right-of-way lines, easements, tracts, and all other legal boundaries. Type and dimension of easements or tracts are to be clearly labeled. Property lines and right-of-way lines are to be dimensioned. Parcel numbers shall be labeled.
3. Survey tie lines to section corners or quarter corners, consistent with that shown on the plat.

4. Roadway centerline alignment and stationing based on centerline of roadway. Other alignments shall reference the centerline stationing.
5. All roadways and roadway names.
6. North arrow and view port scale.
7. Match lines and consecutive sheet numbers, beginning with cover sheets.
8. Legend using APWA standard symbols.
9. Section, township, and range on each sheet.
10. Temporary erosion control.
11. Roadway alignments with 100 foot stationing and 25 foot tic marks, reading from west to east/south to north including station labeling and dimensions of all roadway width transitions that deviate from the typical roadway section(s).
12. Station, offset, and critical elevation (flowline, rim, invert of pipe, etc.) of all existing and proposed drainage, sewer, or other utility structures.
13. Station and elevation of all horizontal curves including PI, PC's, PT's, etc.; high or low point, existing and proposed, centerline bearings, distances, and complete curve data.
14. Centerline alignment and stationing of all non-single family residential driveways and all intersecting roadways.
15. Storm drainage surface flow direction arrows, particularly at intersections and all high and low points.
16. Storm drainage pipe flow direction arrows.
17. Curb return radii, existing and proposed; stations and elevations of all curb returns; mid-point elevations, intersection elevations and grades.
18. Pedestrian curb ramp locations, dimensions, grades, and construction detail references that are designed to a sufficient level of detail to ensure the constructability of ADA compliant ramps and pedestrian surfaces.
19. Construction plans for intersection improvements shall include the following elements as applicable:
 - a. Channelization and lane details,
 - b. Construction phasing plans and temporary traffic control plans,
 - c. Pedestrian crosswalks, ADA compliant pedestrian curb ramps, and ADA compliant pedestrian access routes,

- d. Illumination plans and signalization plans,
- e. Intersection grading including spot elevations every 25 feet on the roadway centerline and radius returns, proposed drainage systems. The intersection plan must clearly demonstrate how surface drainage will be controlled at the intersection,
- f. Proposed utility improvements,
- g. Existing and proposed roadway elements shall be shown for a minimum of 150 ft beyond the limits of construction along each leg of the intersection,
- h. Demonstration of appropriate sight distance.

B. Profile View. The profile shall include, but is not limited to, the following:

1. Existing ground (dashed) and finished grade (heavy line-weight, solid). Both grades are to be plainly labeled on each sheet.
2. Stationing continuous for the entire portion of the roadway shown in the plan view, with the centerline station of all non-single-family driveways and all intersecting roadways clearly labeled.
3. Station and elevation of all vertical grade breaks, existing (as-built) and proposed.
4. Distance and grade between VPIs
5. Vertical curves, when necessary, with VPI, VPC, and VPT, high or low point (if applicable) stations and elevations. All vertical curves shall be labeled with length of curve (L) and $K=L/A$ where A is the algebraic difference in slopes, in percent.
6. Super-elevation data including pivot point locations shall be required and included for all roadways with a design speed of 40 mph or higher.
7. For vertical curb and curb and gutter, all design elevations shall consistently be labeled at the lip of gutter, top face of curb, top back of curb, or flowline (preferred). The basis of record drawing information for design elevations shall be the same as the design.
8. Utility depth shall be dimensioned from finished roadway grade.
9. Ditch profile where ditches are proposed for drainage.
10. All existing curbs, gutters, sidewalks and pavement adjacent to the proposed design. Basis for existing grades shall be as-built elevations at intervals not to exceed 25 feet. Previously approved designs are not an acceptable means of establishing existing grades.
11. Elevation and location of all existing and new utilities in the immediate vicinity of the construction shall be shown on the plans.
12. Profiles for all curb returns (except medians).

- C. Details.** All details necessary for a complete set of plans that are not covered by reference to the WSDOT Standard Plans such as walls, special drainage elements, major culverts, etc. shall be included in the plans.
- D. Standard Plans.** The submitted plans shall include copies of all WSDOT standard plans (or standard plans from other sources) that are referenced within the plans.
- E. Temporary Erosion Control Plan.** A temporary erosion/sedimentation control plan, showing the location and control measures intended to minimize the effects of erosion and siltation due to construction operations, shall be submitted with the construction plans and shall conform to the requirements of the WSDOT Standard Specifications.
- F. Signing and Striping Plan.** All road development plans must incorporate a separate signage and striping plan that consist of an overall area map noting all specific use areas, such as schools, parks, recreation centers, library, commercial, industrial, etc. The pages following the area map are to be broken down into road segments, for notation of signage and striping details.

G. Notes:

In addition to other notes required in these Standards, the following notes shall appear on the cover sheet of all submittals containing roadway plans. If a cover sheet has not been used, they shall be placed on the sheet of the plans containing roadway design criteria.

1. Inspection: Construction shall not begin until permits have been issued. If a Department of Public Works site inspector is not available after proper notice of construction activity has been provided, the permittee may commence work in the inspector's absence. However, Kittitas County reserves the right to not accept the improvement if subsequent testing reveals an improper installation.
2. Paving on public roads shall not start until the mix design is accepted by the County Engineer.
3. All stationing is based on centerline of roadways unless otherwise noted.
4. All elevations are on USGS DATUM with date. Point monument shall be shown on construction location plans.
5. Unless otherwise provided for in these plans and specifications, all materials and workmanship shall be in accordance with the requirements of the most current edition of the State of Washington, Department of Transportation Standard Specifications for Road and Bridge Construction and Title 12 of the Kittitas County Code.
6. A pre-construction meeting is required with the County Engineer or designee prior to commencing any work on site. Please contact the KCPW office at 509-962-7523 to

schedule a pre-construction meeting. Failure to comply may result in a delayed construction start.

7. All plans and reports must be approved prior to the pre-construction meeting and must be present at the pre-construction meeting. The Traffic Control Plan, per MUTCD and WSDOT Work Zone Traffic Control Guidelines, must also be present at the pre-construction meeting. Failure to comply may result in a delayed pre-construction meeting.
8. Approved construction plans shall be on the job site at all times when project is under construction.
9. If adequate inspection is not completed and documented before completion of the roadway construction, it may be necessary for core drilling and testing to be performed to assure an acceptable quality roadway. When core drilling is found to be necessary, the applicant will be held responsible for all costs incurred.
10. It will be the applicant's responsibility to contact all utility companies in order to assure that all lines, conduits, poles, vaults, and other appurtenances are properly located and their installation is coordinated with the road construction. All utility relocation work shall be at the expense of the applicant and must be in accordance with Title 12 of the Kittitas County Code, prior to road acceptance.
11. Culvert pipe within the County Road right-of-way with exposed ends shall be 18-inch diameter minimum galvanized corrugated metal or ADS N-12 with beveled ends per KCC 12.04.05.080 unless otherwise noted.
12. Buried utilities are shown in their approximate location. The applicant shall have utilities verified on the ground prior to any construction.
13. Onsite erosion control measures shall be the responsibility of the applicant and be in place prior to construction. Any problems occurring before final acceptance by Kittitas County and within 18 months thereafter shall be corrected by the applicant. At the end of 18 month period, or as otherwise directed by the County Engineer, the applicant shall remove all temporary, non-degradable erosion control measures. The applicant is responsible to obtain any necessary permits, including but not limited to NPDES.
14. The applicant shall be responsible for controlling dust that is generated by the construction project.
15. Any revisions to plans must be made by the applicant's engineer and approved by the County Engineer prior to any implementation in the field.
16. All pavement markings shall conform to the requirements of the MUTCD.
17. Prior to striping and sign installation, the applicant shall contact the Kittitas County Public Works Department for coordinate approval of the striping and sign installation.

15. Slopes shall be stabilized to prevent erosion. In case erosion occurs in ditches, ditch lining is to be provided as directed and specified by the County Engineer.
16. All backfill and embankment shall be compacted in accordance with WSDOT Standard Specifications Section 2-03.3(14)C, Compacting Earth Embankment, Method B.
17. Where newly constructed paving meets existing paving, the applicant shall saw cut and remove the existing pavement to provide a butt-joint and a smooth transition from existing to proposed paving. Application of a thin tack coat of emulsified asphalt shall be applied to the existing vertical edge to ensure proper bonding.
18. The completed surface of all courses shall be of uniform texture, smooth, with a consistent crown and grade, and free from all defects. The completed surface of the wearing course shall not vary more than 1/8 inch from the lower edge of a 10 foot straightedge placed on the surface parallel to the centerline. The transverse slope of the completed surface of the wearing course shall vary not more than 1/4 inch in 10 feet from the rate of transverse slope shown on the plans.
19. Subgrade, embankment, base course, top course, pavement, pipe bedding and trench backfill shall be tested for compaction before subsequent courses are constructed.
20. Materials sampling and testing shall be at a frequency and magnitude as specified in the Standard Specifications or determined by the County Engineer. Private third party and independent testing laboratory may perform testing and sampling. Certified test reports shall be furnished to the County Engineer for all tests performed.

Article XI. Standard Plans

Except where otherwise noted, the following standard plans and details for Kittitas County shall be used for all roadway, bridge, and storm drainage work in Kittitas County.

A. Typical Roadway Sections:

- [Standard Plan 1 County Rural Arterial](#)
- [Standard Plan 2 County Rural Collector](#)
- [Standard Plan 3 County Rural Local Access](#)
- [Standard Plan 4 Private Rural Road](#)

B. Typical Roadway Details:

Standard Plan 5-6 Dead Ends and Turnarounds.
Standard Plan 7 Driveway Access
Standard Plan 8 Survey Monuments

Chapter 12.05

ROADWAY, BRIDGE, AND STORMWATER CONSTRUCTION

Sections

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- 12.05.01.020 Applicability.
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- 12.05.01.040 County Forces and County Contract Road Inspection.
- 12.05.01.050 Call Before You Dig.
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Article II. Construction Requirements and Inspection

- 12.05.02.010 Purpose.
- 12.05.02.020 Applicability.
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- 12.05.02.040 Posting of Site.
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- 12.05.02.060 Hours of Operation.
- 12.05.02.070 Inspection and Notification Requirements.
- 12.05.02.080 Structure Inspections.
- 12.05.02.090 Inspections Performed by Applicant's Engineer.
- 12.05.02.100 Certification of Inspections and Testing by Applicant's Engineer.
- 12.05.02.110 Utility Accommodation Policy.

Article III. Construction Traffic Control

- 12.05.03.010 Purpose.
- 12.05.03.020 Applicability.
- 12.05.03.030 Requirements.

Article I. General Information

12.05.01.010 Purpose.

The purpose of this article is to establish the requirements for construction and inspection of roadways, bridges, drainage facilities, utilities, and any other construction within current or proposed public right of way in Kittitas County.

12.05.01.020 Applicability.

This article applies to all private developers, county forces, county contractors, or private contractors who are involved in the performance of any work, including subdivision, commercial, industrial, and right-of-way development which requires approvals from the Kittitas County Public Works. This work includes but is not limited to: all road, bridge, and drainage facility construction (private, public, or proposed for adoption on the county road system) or any other construction and work performed within the current or proposed county right-of-way.

12.05.01.030 Documentation and Final Acceptance.

Upon completion of all work, the applicant shall request final acceptance by the Kittitas County Engineer. The County Engineer shall review all documents including test reports, inspection certifications, daily diaries, and any notes made by the County Engineer or designee, and county inspectors during site visits and project inspections. The County Engineer, the applicant and the applicant's engineer shall conduct an on-site review of the project to ascertain the level of completeness of the project including cleanup. If the County Engineer is satisfied that the project has been completed in conformance with the approved plans, these standards, and all other requirements that may have been imposed by means of approved change order, he/she shall provide the applicant with a written acceptance. If additional work or documentation is required, the County Engineer shall prepare a letter to the applicant outlining a list of actions that shall be taken before final approval and acceptance.

12.05.01.040 County Forces and County Contract Road Inspection.

Road construction performed by County forces or by contract for the County will be inspected under supervision of the County Engineer.

12.05.01.050 Call Before You Dig.

Developers and contractors are responsible for notification of utilities a minimum of two working days in advance of any excavation, or as required by [RCW 19.122](#). The utility One-Call Center phone number 1-800-424-5555 or 811 should be prominently displayed at the work site. Notifications may also be entered online at www.callbeforeyoudig.org.

12.05.01.060 Penalties for Failure to Notify for Development Inspection.

Timely notification by the developer as noted is essential for the County to verify through inspection that the work has been performed in accordance with approved plans and these standards. Failure to request inspection within the notification times listed in [KCC 12.05.02.070](#) may result in special arrangements by

the County for appropriate sampling and testing after-the-fact, with certification, either by a qualified private engineer or by County personnel. Costs of such testing and certification shall be the responsibility of the developer. If the County Engineer requires further sampling, testing or certification, further work on the development may be prohibited or limited per [KCC 12.01.060](#) until all directed tests have been completed and corrections made to the satisfaction of the County Engineer.

Article II. Construction Requirements and Inspection

12.05.02.010 Purpose.

See [KCC 12.05.01.010](#) and [KCC 12.01.010](#)

12.05.02.020 Applicability.

See [KCC 12.05.01.020](#) and [KCC 12.01.020](#)

12.05.02.030 Basis for Control of Work

The basis for control of work shall be as follows:

- A. Work performed for the construction or improvement of public or private roads in association with land development shall be completed in accordance with the approved plans, and these standards. No work shall be started until such plans are approved by the County Engineer. Any revision to plans shall be approved by the County Engineer before being implemented. Failure to receive the county's approval can result in removal or modification of construction at the contractor's or applicant's expense to bring it into conformance with approved plans and these standards.
- B. It is the responsibility of the applicant, contractor, and their agents to have an approved set of plans and any necessary permits on the job site wherever work is being accomplished.
- C. The county shall have the authority to enforce these standards, as well as all other referenced or pertinent specifications. The County Engineer will appoint designees, project engineers, assistants, and inspectors as necessary to inspect the work, and they will exercise such authority as the County Engineer may delegate.
- D. It is the responsibility of the applicant, contractor, or their agents to notify the county in advance of beginning work on any project. A pre-construction meeting and/or field review shall be required before the commencement of work.
- E. Failure to comply with the provisions of these standards may result in stop work orders, removal of work accomplished, or other penalties as established by law.
- F. Provisions of Section 1-05 (Control of Work) of the WSDOT Standard Specifications, most recent edition, shall apply, with the term "Engineer" therein construed to be the County Engineer.

- G. Unless otherwise approved or directed, all construction work shall be done in accordance with the WSDOT Standard Specifications.

12.05.02.040 Posting of Site.

For all new major subdivision work and planned developments, the applicant shall post one (or more) signs showing the name of the subdivision or development, and the name of the applicant, the applicant's engineer and the prime contractor along with a contact telephone number for each. The signs shall show the names and telephone numbers in suitably contrasting text not less than two inches in height. The signs shall be placed at the access point(s) from the county road to the new development and not more than twenty-five feet from the near edge of the county road. Not applicable to grading permits issued by Kittitas County Public Works.

12.05.02.050 Site Maintenance Requirements.

Construction sites shall be maintained for access, accessibility, and safety at all times. Site maintenance activities shall include, but are not limited to the following:

- A. The applicant shall schedule and control the work to comply with all applicable provisions of county development regulations and applicable state and federal laws and regulations to prevent any hazards to public safety, health and welfare.
- B. On existing roads, two-way traffic and all existing lanes of traffic shall be maintained at all times unless detour and/or traffic control plans have been approved in advance by the County Engineer. See [KCC 12.05.03](#) for construction traffic control requirements.
- C. Roads shall be kept free of dirt and debris.
- D. Pedestrian and bicycle facilities shall be kept free of obstructions, and in compliance with ADA guidelines.
- E. Pedestrian and vehicular access to occupied buildings shall be maintained except where written approval from the building owner has been obtained.
- F. Drainage facilities shall be maintained to ensure proper function, and stormwater, erosion, and sedimentation control devices shall be maintained and fully functional at all times. See [KCC 12.04.05](#) for stormwater requirements.
- G. On-site grading shall be sequenced to minimize off-site erosion and siltation in conformance with all statutory requirements, permits, and approved plans.

12.05.02.060 Hours of Operation.

Unless otherwise approved by the County Engineer prior to beginning construction, the normal hours of operation for construction shall be as follows:

Monday through Friday	6:00 a.m. to 7:00 p.m.
Saturday*	7:00 a.m. to 7:00 p.m.
Sunday*	8:00 a.m. to 7:00 p.m.

*The applicant shall coordinate with the County Engineer to determine the fees and cost recovery method associated with weekend inspections or other work performed by Kittitas County during weekend hours.

More restrictive hour of operation limitations related to SEPA or other permitting requirements associated with agencies other than Kittitas County shall apply, and shall supersede these hours of operation restrictions. Under some circumstances, hours of operation may be revised at the discretion of the County Engineer or designee.

12.05.02.070 Inspection and Notification Requirements.

Control and inspection of construction on public infrastructure will be done by the Department of Public Works. Work will be inspected to verify that it conforms to the approved plans, these standards, and other referenced standards, specifications, and guidance. Unless otherwise instructed by the County Engineer, construction events which require monitoring or inspection, and the specific requirements for inspection and inspection request notice are identified below. The Kittitas County Department of Public Works may be notified by phone at [509-962-7523](tel:509-962-7523), or by email at the following address: publicworks@co.kittitas.wa.us.

A. Preconstruction Conference:

1. Required Notice: Three working days.
2. Specific Requirements:
 - i. Conference must precede the beginning of construction and include attendance by the applicant or applicant's designee, contractor, design engineer, utilities and other parties affected.
 - ii. All plan approvals and permits must be final and in place prior to the conference.

B. Clearing and Temporary Erosion/Sedimentation Control:

1. Required Notice: Two working day notice prior to initial site work involving drainage and installation of temporary water retention, detention and siltation control.
 2. Inspection Details: To verify that temporary sedimentation and erosion control has been installed in accordance with approved plans and these standards. Subsequent inspections may be required at the discretion of the County Engineer as necessary to ensure continued proper operation and maintenance of temporary sedimentation and erosion control for the duration of construction.
- C. Utility and Storm Drainage Installation:
1. Required Notice: Two working day notice prior to trenching and placing of storm drainage systems.
 2. Inspection Details: To verify that underground storm drainage facilities, including but not limited to pipes, catch basins, and manholes have been constructed in accordance with the approved plans and these standards. Inspection shall take place prior to backfill. If cover is installed in stages, multiple inspections shall be scheduled as necessary to ensure that all facilities receive inspection.
- D. Utility and Storm-Drainage Backfill and Compaction:
1. Required Notice: Two working day notice before backfill and compaction of storm drainage systems.
 2. Inspection Details: Verify that backfill for all trenching within the roadway, existing right of way, and future right of way is in compliance with the approved plans and these standards.
- E. Subgrade Completion:
1. Required Notice: Two working day notice at stage that underground utilities and roadway grading are complete.
 2. Inspection Details: To verify that the subgrade has been constructed and graded in compliance with the approved plans and these standards. If the subgrade and surfacing is installed in stages, multiple inspections shall be scheduled as necessary to ensure that all subgrade has been inspected.
- F. Crushed Surfacing Placement:
1. Required Notice: Two working day notice.
 2. Inspection Details: To verify that crushed surfacing has been placed and compacted in accordance with the approved plans, and these standards. If the scope of the project is

such that the crushed surfacing is completed in stages, each such stage shall be inspected separately.

G. Curb and Sidewalk Forming:

1. Required Notice: Two working day notice. Inspection must be complete prior to pouring concrete.
2. Inspection Details: To verify proper forming and preparation for concrete in accordance with the approved plans, and these standards. If the scope of the project is such that forming of curb and sidewalk is completed in stages, each such stage shall be inspected separately.

H. Curb and Sidewalk Placement:

1. Required Notice: Two working day notice.
2. Inspection Details: To check placement of concrete in accordance with the approved plans, and these standards.

I. Pre-Paving:

1. Required Notice: Two working day notice.
2. Inspection Details: Prior to paving, to verify that all work to date has been constructed in accordance with the approved plans, and these standards.

J. Paving:

1. Required Notice: Three working day notice in advance of paving with hot mix asphalt or Portland cement concrete.
2. Inspection Details: To verify paving and compaction, or placement of concrete roadway is in accordance with the approved plans, and these standards.

K. Structural:

1. Required Notice: Three working day notice prior to each of critical stages such as placing foundation piling or footings, placement and assembly of major components, and completion of structure and approaches.
2. Inspection Details: Tests and certification requirements will be as directed by the County Engineer.

L. Final Inspection:

1. Required Notice: Five working day notice.
2. Inspection Details: Overall check of project site, to verify completion of paving and associated appurtenances and improvements, traffic control devices, electrical systems,

utility installation, cleaning of drainage system, edge restoration, seeding, planting, and all necessary clean-up in accordance with the approved plans and these standards.

3. Additional Requirements: Prior to final approval of construction work, acceptance for maintenance and release of construction performance bonds, the developer/contractor shall pay any required fees, submit any required maintenance and defect financial guarantees, provide certification of monumentation and submit one mylar set of corrected plans (as-built) reflecting all minor and design plan changes of the roadway and drainage systems. The Department of Public Works shall specify the number of mylar sets as warranted by the type of improvement. Mylars shall not have any shading or adhesive addition in any areas. If original plans were completed on a CADD system, the developer/contractor shall submit, in addition to mylars, a copy of the CADD drawing files in .DWG format.

M. Final Maintenance Inspection:

1. Required Notice: 30 days prior to the end of the maintenance period.
2. Inspection Details: Overall check of work associated with a maintenance guarantee.
3. Additional Requirements: Prior to release of the maintenance guarantee, there shall be successful completion of the maintenance period as described [KCC 12.01.090](#), repair of any failed facilities and the payment of any outstanding fees.

12.05.02.080 Structure Inspections.

The following shall apply to the construction inspection of all bridges and major drainage structures:

- A. All materials and construction activity, and testing thereof, shall conform to the current edition of the WSDOT Standard Specifications, as amended.
- B. Prior to construction, the County Engineer shall hold a pre-construction meeting with the applicant's structural engineer to review the required inspections and documentation.
- C. The applicant's structural engineer shall be responsible for inspection, material testing, quality control, and sufficiency of the completed structure.
- D. All inspection activities and methods shall be subject to approval by the County Engineer.
- E. Inspection and testing shall be conducted at the direction of the applicant's structural engineer as frequently as necessary to ensure the construction conforms to the approved plans and specifications.

- F. A complete written report of all inspections and testing shall be furnished to the County Engineer for approval at completion of the structure. The report shall include all complete log of all inspection and testing activities including all data, calculations, and documentation.
- G. The county, or the county's consultant, may perform independent inspections and testing at any time during construction.
- H. When proposed land use development activities increase the use of existing bridges, the applicant shall be responsible for re-inspection of existing bridges. All inspection and testing results shall be provided to the County Engineer for approval. The following shall also apply:
 - 1. Re-inspection of privately owned bridges shall be included in the road certification.
 - 2. The structural engineer shall submit a report indicating the existing bridge meets the requirements set forth in these standards in regards to load rating, function, superstructure and abutments. Bridges inspected within two years do not need to be re-inspected unless there is obvious damage or deterioration to the sub-structure, superstructure or the approach.
 - 3. On any private road utilizing an existing bridge in conjunction with any permit or approval of Kittitas County, a bridge engineer shall certify that local Kittitas County district fire apparatus and aid vehicles can safely utilize the bridge HL-93 Minimum Loading.

12.05.02.090 Inspections Performed by Applicant's Engineer.

Inspections of public infrastructure are almost always performed by Kittitas County in accordance with these standards. However, under some circumstances and at the discretion of the County Engineer, the applicant's engineer may be required to perform certain inspections. The conditions when this might occur include, but are not limited to the following:

- A. For construction of private roads
- B. County inspection staffing limitations
- C. When specialized testing and inspection is required

In these instances, the applicant performing the work shall be required to furnish licensed engineers and/or qualified special inspector(s). All inspection work performed shall be approved by the County Engineer. Inspection reports and testing results shall be submitted to the Department of Public Works before close of the next working day. Additional time may be granted at the discretion of the County Engineer or designee.

Materials sampling and testing shall be at the frequency and magnitude as set forth in the WSDOT Construction Manual. Testing and sampling shall be performed by a private testing laboratory for all

county dedicated roads. Certified test reports shall be furnished to the County Engineer for all tests performed by private testing laboratories according to [KCC 12.05.02.100](#).

12.05.02.100 Certification of Inspections and Testing by Applicant’s Engineer.

In instances where inspections are being performed by the applicant’s engineer as described in [KCC 12.05.02.090](#) or other sections of these standards, the applicant shall engage the services of a professional engineer, licensed in the State of Washington to document and certify all inspections and testing during the construction process.

It is also the responsibility of the applicant and their engineer to provide all inspections required by these standards, the standard specifications, as well as daily inspection of such work to ensure that work is completed in accordance with the approved plans, standard specifications, and these standards. It shall also be the responsibility of the applicant and their engineer to perform such inspections and testing of materials and their placement as may be required, and to certify all such inspections and testing including compliance with the approved plans and these standards.

A daily activity diary shall be kept by the applicant’s engineer or his/her designee for all days that there is road or drainage work performed on the project site. Copies of all test records, inspection records and the daily diary shall be furnished to the County Engineer on a weekly basis. At the time of each inspection as set or as deemed necessary by the County Engineer, the County Engineer or designee will visit the project site to review the work related to the required inspection. Such site visits do not relieve the applicant, the contractor or the applicant’s engineer of any responsibilities for performing all work in accordance with the approved plans and this chapter. The County Engineer or designee may also visit the project site from time to time to monitor the overall progress of the project.

12.05.02.110 Utility Accommodation Policy.

In accordance with [RCW 36.55](#), the "Policy on Accommodation of Utilities," written and approved by the Washington Association of Counties in the fiscal year of 1971, is adopted by the county. Where the word "State" appears in the policy, the County of Kittitas shall be used. Where the word "Highway" appears in the policy, the word roadway will be used. Where the word "Commission" appears in the policy, the word County Engineer will be used. Where the words "Washington State Highway Commission" appears, the words Kittitas County Commissioners will be used.

Article III. Construction Traffic Control

12.05.03.010 Purpose.

The purpose of this article is to establish the requirements for construction traffic control in Kittitas County.

12.05.03.020 Applicability.

See [KCC 12.05.01.020](#) and [KCC 12.01.020](#)

12.05.03.030 Requirements.

The following requirements shall apply to all traffic control in Kittitas County:

A. Interim Traffic Control:

The applicant and the applicant's contractor shall be responsible for interim traffic control during construction on or along traveled County roadways. When work is to be performed on County roadways that are open to traffic, the contractor will be required to submit a traffic control plan for approval by the County Engineer prior to beginning the work. Traffic control shall follow the guidelines of Section 1-07.23 (Public Convenience and Safety) of the most current, as amended edition of the WSDOT Standard Specifications, and all applicable WSDOT Standard Plans. All barricades, signs and flagging shall conform to the requirements of the MUTCD. Signs must be legible and visible and should be removed at the end of each workday if not applicable after construction hours.

B. In addition to the requirements contained in the WSDOT Standard Specifications and MUTCD, the following shall also be required:

1. Maintain One-Way Traffic:

The applicant shall maintain at least one-way traffic through time limits of construction at all times and shall open the roadway to two-way traffic during periods when actual work is not in progress.

2. Maintain Access:

Access to side roads and private driveways shall be maintained at all times unless otherwise authorized by the County Engineer.

3. Postal Service Coordination:

The applicant or his/her contractor shall coordinate with the U.S. Postal Service when construction requires mailboxes to be relocated or rearranged.

4. Driveway Closures:

When it becomes necessary to restrict access to private driveways for construction purposes, as approved by the County Engineer, the applicant shall inform affected residents at least forty-eight hours in advance and minimize inconvenience to residents in the area.

5. Temporary Road Closures and Detours:

When temporary road closures cannot be avoided the contractor shall post "To Be Closed (state dates)" signs and place a legal notice in the newspaper a minimum of seven working days prior to the closing. The types and locations of the signs shall be shown on a detour plan. A detour plan must be prepared and submitted to the Department of Public Works at

least 15 working days in advance of the proposed closure, and approved prior to closing any County roadway. In addition, the contractor must notify, in writing, local fire, school, law enforcement authorities, postal service and any other affected persons as directed by the County Engineer at least five working days prior to the closing. The letter must identify the project, dates, and the name of the company, contact name and phone number of the applicant and contractor. Thereafter, a letter shall be submitted to the County Engineer providing a copy of the notice letter and outlining the names of businesses, residents, institutions, government agencies, and all other entities contacted regarding road closure project.

6. Haul Routes:

If the construction of a proposed development is determined by the County Engineer to require special routing of large trucks or heavy construction equipment to prevent impacts to surrounding roads, residences or businesses, the contractor shall be required to develop and use an approved haul route and may be required to enter into a haul road agreement establishing restoration procedures and work to be performed by the contractor upon completion of the haul operation.

When required, the haul route plan must be prepared and submitted to the County Engineer and approved prior to beginning or continuing construction. The haul route plan shall address routing, hours of operation, signing, flagging and daily maintenance.

If the contractor's equipment or suppliers fail to use the designated haul route, the County Engineer may prohibit or limit further work on the development until such time as the requirements of the haul route are complied with.

The County Engineer may require the contractor to submit a pavement analysis of the proposed haul route, prior to and immediately after construction ends. The pavement analysis shall be performed by an engineer licensed in the State of Washington. If the final pavement analysis determines that the roadway has been damaged, the contractor shall be responsible for restoration of the roadway.

7. Haul Route Agreement:

When identified as a need by the SEPA review process or by the County Engineer, a haul route agreement shall be obtained by the franchised utility, developer or property owner establishing restoration procedures to be performed upon completion of the haul operation.

8. The applicant or their contractor shall provide and maintain all Washington State certified flaggers, flagger protective apparel, barricades, lights, standard signs, cones and other

devices, equipment and personnel required to meet Washington Department of Labor and Industries requirements and as necessary for the protection of the public and maintenance of traffic through the limits of the project at the applicant's expense. If the county determines that traffic control is in an unsafe condition, the applicant, contractor, and applicant's engineer, if warranted, shall be notified and shall be required to correct the situation immediately. In circumstances involving an immediate hazard to public safety, the county may make the appropriate corrections at the discretion of the County Engineer or designee. The applicant shall be responsible for all costs incurred by the county.

12.06 Land Use Developments Requiring Engineering Review in the Urban Growth Area of City of Ellensburg Not Utilizing City Utilities.

A. Rural Road Standards

1. Land use developments requiring engineering review in the Urban Growth Area of the city of Ellensburg not utilizing City utilities shall meet Kittitas County rural road standards providing the following:
 1. The owner/developer dedicates sufficient right-of-way pursuant to the City's road and street plan
 2. The owner developer signs a waiver of protest for the County and City to the formulation of a future Local Improvement District (LID) for the development.

12.07 Land Use Developments Requiring Engineering Review in the Urban Growth Area of City of Ellensburg Utilizing City Utilities.

A. Developer reimbursement agreements

1. Developer reimbursement agreements in the Urban Growth Area of the City of Ellensburg are pursuant to Ellensburg City Code Chapter 2.50.

B. Public Works Standards in the Urban Growth Area of the City of Ellensburg

1. Public Works standards in the Urban Growth Area of the City of Ellensburg are pursuant to Ellensburg City Code Title 4.

C. City of Ellensburg Utilities

1. All land use development in the Urban Growth Area of the City of Ellensburg utilizing City utilities shall adhere to Ellensburg City Code Title 9.

12.08 Transportation Impact Fees.

- A. Kittitas County accepts the City of Ellensburg Transportation Impact Fee study for use in the Urban Growth Area of the City, as provided in Ellensburg City Code (ECC) 14.14.020(B) as currently enacted or hereafter adopted. Fees are determined pursuant to Chapter ECC 14.04.

12.09 Water on Road

Article I. General Information

- 12.09.01.010 Conduct of Water Upon or Across County Roads
- 12.09.01.020 Violation-Penalties
- 12.09.01.030 Damages
- 12.09.01.040 Provisions Supplemental
- 12.09.01.050 Severability

Article I. General Information

12.09.01.010 Conduct of Water Upon or Across County Roads

No person, firm or corporation shall operate any irrigation system which, in still air, directs water upon or across any county road so as to endanger or impede the road or travel thereon.

12.09.01.020 Violation-Penalties

Any person, firm, or corporation violating or failing to comply with any of the provisions of this chapter is subject to penalties and enforcement under Title 18 KCC.

12.09.01.030 Damages

In addition to any penalties under 12.01.060, any person, firm or corporation violating the provisions of this chapter shall be responsible in damages to Kittitas County for any reasonable amount necessary to repair, replace, resurface or to otherwise restore such county road as may be affected, to the condition in which said road was prior to violating acts.

12.09.01.040 Provisions Supplemental

The provisions of this chapter shall be cumulative and nonexclusive and shall not affect any other remedy of law.

12.09.01.050 Severability

If any provision of this Chapter or its application to any person or circumstances is held invalid, the remainder of the Chapter or the application of the Chapter to other persons or circumstances shall not be affected.

12.10 Vacation of County Road

Article I. General Information

- 12.10.01.010 Vacation.
- 12.10.01.020 Resolution.
- 12.10.01.030 Freeholder's petition.
- 12.10.01.040 Director's report.

- 12.10.01.050 Notice of hearing.
- 12.10.01.060 Hearing.
- 12.10.01.070 Expense of proceeding.
- 12.10.01.080 Compensation to county as condition to vacation.
- 12.10.01.090 Vacation of roads abutting bodies of water prohibited, exception.
- 12.10.01.100 Retention of easement for public utilities and services.
- 12.10.01.110 Sale to adjacent land owners.

Article I. General Information

12.10.01.010 Vacation.

Vacation of right-of-way is controlled by Chapter 36.87 [RCW](#) and the provisions of this chapter. Road vacation procedures may be initiated either by board resolution or freeholder petition. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.010).

12.10.01.020 Resolution.

When a county road or any part thereof is considered useless, the board by resolution entered upon its minutes, may declare its intention to vacate and abandon the same or any portion thereof and shall direct the director of public works to report upon such vacation and abandonment. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.020).

12.10.01.030 Freeholder's petition.

Ten freeholders residing in the vicinity of any county road or portion thereof may petition the board to vacate and abandon the same or any portion thereof.

1. The petition must show the land owned by each petitioner and set forth that such county road is useless as part of the county road system and that the public will be benefited by its vacation and abandonment.
2. The petition shall be accompanied by an application fee in the amount specified in Kittitas County Code Chapter 4.16. When necessary to cover the cost and expenses incurred in the examination, report, appraisal and all proceedings pertaining to such petition to vacate and/or abandon, the petitioners will be required to pay such additional costs.
3. On the filing of the petition and application fee and on being satisfied that the petition has been signed by petitioners residing in the vicinity of the county road or portion thereof, the board shall direct the director to report upon such vacation and abandonment. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.030).

12.10.01.040 Director's report.

Director's report. In response to the board's direction, the director of public works shall examine any county road or portion thereof proposed to be vacated and abandoned and report to the county on the following:

1. Whether the county road should be vacated and abandoned;
2. Whether the same is in use or has been in use;
3. The condition of the road;

4. Whether it will be advisable to preserve it for the county road system in the future;
5. Whether the public will be benefited by its vacation and abandonment;
6. A determination by appraisal of the fair market value of the area sought to be vacated;
7. The classification of the road area according to the type and amount of expenditures made and the nature of the county's interest therein according to the following classification:
 - a. Class A - public expenditures made
 - b. Class B - no public expenditures made.
8. Whether the proposed area to be vacated contains utilities.
9. All other matters which will be of interest to the board including an itemized list of costs and expenses incurred in the examination, report, appraisal and all proceedings pertaining to such petition to vacate and abandon. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.040).

12.10.01.050 Notice of hearing.

Notice of hearing upon the report for vacation and abandonment of a county road shall be published by the board at least once a week for two consecutive weeks preceding the date fixed for the hearing in the county official newspaper and a copy of the notice shall be posted for at least twenty days preceding the day fixed for hearing at each termini of the county road or portion thereof proposed to be vacated or abandoned. Notice of hearing shall also be addressed through the United States mail to all property owners of record within a radius of three hundred feet of the exterior boundaries of the subject property and mailed not less than twelve days prior to the hearing. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.050).

12.10.01.060 Hearing.

On the day fixed for the hearing, the board shall proceed to consider the report of the director, together with any evidence for any objection against such vacation and abandonment. If the county road is found useful as a part of the county road system it shall not be vacated, but if it is not useful and the public will be benefited by the vacation, the board, by ordinance, may vacate the road or portion thereof. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.060).

12.10.01.070 Expense of proceeding.

If the board determines to vacate the road, one of the conditions for vacation shall be that petitioners pay to the county road fund the itemized costs and expenses detailed in Kittitas County Code Chapter 4.16. Upon payment of these costs and the meeting of any other terms and conditions included in the ordinance granting vacation and entered into its minutes, the road or portion thereof shall be considered vacated. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.070).

12.10.01.080 Compensation to county as condition to vacation.

The board in its ordinance of vacation may require persons benefiting from the vacation of county roads to pay Kittitas County for the appraised fair market value of the property vacated. Such compensation shall be one of the conditions precedent to the actual vacation of the county road right-of-way. Pursuant to [RCW 36.87.110](#) the board may separately classify county roads for which no public expenditures have been made in the acquisition, improvement or maintenance of the same, according to the nature of the county's property interest in the road, and determine compensation to the county, if any. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.080).

12.10.01.090 Vacation of roads abutting bodies of water prohibited, exception.

No county road or part thereof shall be vacated which abuts on a body of fresh water unless the purpose of the vacation is to enable any public authority to acquire the vacated property for port purposes, boat moorage or launching sites, or for park viewpoint, recreational, educational or other public purposes, or unless the property is zoned for industrial uses. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.090).

12.10.01.100 Retention of easement for public utilities and services.

Whenever a county road or any portion thereof is vacated, the board may include in the ordinance authorizing the vacation, a provision that the county retain an easement in respect to the vacated land for the construction, repair, maintenance of public utilities and services which at the time the ordinance is adopted are authorized or are physically located in a portion of the land being vacated; provided, that the board shall not convey such easement to any public utility or other entity or person but may convey a permit or franchise to a public utility to effectuate the intent of this section. The term "public utility" as used in this section shall include utilities owned, operated, or maintained by every gas company, electrical company, communications company, telephone company, telegraph company, water company and sewer company whether or not such company is privately owned or owned by a governmental entity. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.100).

12.10.01.110 Sale to adjacent land owners.

The benefiting property owners will each be offered one half of the vacated road and/or road right-of-way adjacent to their property. If one of the benefiting property owners does not wish to purchase the one-half portion of the road or road right-of-way adjacent to his/her property then the other benefiting property owner(s) shall be entitled to purchase that portion of the road and/or road right-of-way. If the property is not purchased by adjacent property owner(s), then said vacation shall be automatically voided. (Ord. 94-32 (part), 1994; Ord. 93-17 (part), 1993. Formerly 12.60.110).

12.11 Right-of-Way Acquisition and Maintenance

Article I. General Information

- 12.11.01.010 Acquisition generally.
- 12.11.01.020 Preliminary activities.
- 12.11.01.030 Appraisal methods and procedures - Review.
- 12.11.01.040 Just compensation for property - Establishment procedure.
- 12.11.01.050 Purchase - Additional requirements - Unsuccessful negotiation.
- 12.11.01.060 Donation - Additional requirements.
- 12.11.01.070 Eminent domain proceedings - Board of county commissioners authority.
- 12.11.01.080 Disposition of salvageable items - County engineer responsibility.
- 12.11.01.090 Relocation assistance.
- 12.11.01.100 Funds available from government agencies - Compliance with agency guidelines required.

Article I. General Information

12.11.01.010 Acquisition generally.

1. Rights-of-way for Kittitas County roads are acquired generally as follows:
 - a. Dedications in accordance with applicable Kittitas County ordinances;
 - b. Donation by the landowner and acceptance by the county engineer acting for the board of county commissioners;
 - c. Purchase by the county engineer acting for the board of county commissioners;
 - d. Condemnation through eminent domain proceedings instituted by the board of county commissioners;
 - e. Transfer from another governmental agency.
2. The determination of the manner of acquisition of rights-of-way is made on a project-by-project basis by the board of county commissioners.
3. Rights-of-way for projects funded in whole or in part by federal funds, or which are anticipated to be funded in whole or in part by federal funds at future stages of development, as determined by the board of county commissioners, will be acquired in accordance with Public Law 91-646, "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" and [RCW 8.26](#), "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1971". (Ord. RD-40-76 (part), 1976).

12.11.01.020 Preliminary activities.

1. When a determination has been made that rights-of-way for any project will be acquired in accordance with the foregoing acts, the procedures set forth in this section and Sections KCC 12.12 shall be utilized.
2. Preliminary Activities. The county engineer shall prepare and/or obtain the following:
 - a. Right-of-way maps delineating:
 - i. Individual ownerships,
 - ii. Individual parcels of right-of-way,
 - iii. Right-of-way parcel identification numbers,
 - iv. Existing ground or road profile and designed road profile, when applicable,
 - v. Private approaches marked with Permit No. or None,
 - vi. Required approach revisions together with construction easement areas required,
 - vii. Drainages, and revisions together with easements required,
 - viii. Irrigation facilities (private and public) and revisions together with easements required,
 - ix. Any other facilities, structures or uses that are affected by the right-of-way acquisition and road improvement;

NOTE:
Individual ownership and parcel maps may be necessary to provide proper delineation. Items (E) through (I) must be considered preliminary until after appraisal or other contact has been made with the land owner.
 - b. Limited liability title report for each parcel;
 - c. Legal descriptions for each parcel of right-of-way;

- d. Proposed agreements, as required, for drainage, irrigation, approach or other revisions for each parcel;
- e. Preliminary estimate of right-of-way costs for:
 - i. Land and/or easements if to be purchased. If acquisition is to be by donation, no estimate of land is necessary,
 - ii. Facility revisions (other than approaches which will be included in construction),
 - iii. Appraisal and appraisal review (except where donation is expected),
 - iv. Negotiations.
- 3. The county engineer shall present the right-of-way maps, preliminary estimate, and proposed method of acquisition to the board of county commissioners, for approval.
- 4. If rights-of-way are to be acquired with federal funds, the county engineer shall submit the approved right-of-way plan to the District Engineer, Washington State Department of Highways, for authorization to proceed. (Res. RD-40-76 (part), 1976).

12.11.01.030 Appraisal methods and procedures – Review.

In the case of acquisition by other than donation, the following procedures shall apply:

- 1. Appraisals will be undertaken, for those parcels to be acquired by purchase, by one of the following methods:
 - a. By county engineer department personnel, on those parcels involving other than complicated and higher valued lands;
 - b. By other government agency appraisers upon mutual agreement therefore, or by qualified fee appraisers.
- 2. All appraisers shall include the following in their appraisal procedures:
 - a. Owners must be given an opportunity to accompany each appraiser during his inspection of the property.
 - b. No increase or decrease in fair market value due to the project, except physical deterioration, is to be considered in the valuation of the property.
 - c. Appraisals are not to give consideration nor include any allowance for relocation assistance benefits.
- 3. Appraisal reviews will be undertaken by the county engineer and a recommendation made as to just compensation. The owner is not to be left with an uneconomic remnant which Kittitas County does not make an offer to acquire. (Res. RD-40-76 (part), 1976).

12.11.01.040 Just compensation for property - Establishment procedure.

- 1. The appraisal review and just compensation recommendation shall be transmitted to the board of county commissioners, and the chairman, upon review of the recommendation and concurrence therein by the board, shall approve same and execute a letter to the owner setting forth the amount of just compensation, a summary of the basis for the amount of just compensation, and where appropriate, the just compensation for real property to be acquired, and damages are to be stated separately.
- 2. If the board, upon its review, finds it cannot concur in the recommended just compensation, the appraisal review shall be returned, with reasons therefore, to the person making the appraisal review, who shall again review the appraisal together with the reasons for non-concurrence, take

appropriate action as to the recommended just compensation and forward same to the board for its disposition. (Res. RD-40-76 (part), 1976).

12.11.01.050 Purchase - Additional requirements - Unsuccessful negotiation.

Upon establishment of just compensation for all parcels that are to be purchased on any one project or complete segment thereof, the county engineer shall:

1. Mail, by certified return receipt, all of the letters of just compensation to all parties having a known interest in each parcel;
2. Arrange to acquire the parcels by negotiation in an expeditious manner provided a reasonable settlement can be negotiated. There must be no action taken to advance condemnation, defer negotiations or condemnation or take any other action coercive in nature in order to compel an agreement on the price to be paid for the parcel;
3. Provide for relocation assistance when same is required due to displacement of persons, businesses or farms;
4. Complete the acquisition making certain that:
 - a. An equal interest is acquired in all buildings etc. located upon the real property acquired.
 - b. All recording fees, transfer taxes, etc., penalty costs for prepayment of a pre-existing mortgage and the pro rata share of real property taxes paid subsequent to vesting title in Kittitas County, are paid by Kittitas County.
5. If negotiations are unsuccessful, as evidenced by documented offers and attempts to arrive at a reasonable settlement, the county engineer shall summarize the same in a written report to the board of county commissioners for a determination as to further steps to be taken. (Res. RD-40-76 (part), 1976).

12.11.01.060 Donation - Additional requirements.

Upon completion of the right-of-way maps and other items of work together with the board of county commissioners' approval all as set forth in subsections (b) and (c) of Section 12.44.020 the county engineer shall:

1. Prepare and mail letters to all parties having a known interest in parcel expected to be donated. Said letters shall set forth the rights of the parties to receive just compensation for the title being acquired, that donation of said title is requested, and that the parties in making the donation will be required to execute a waiver of the just compensation. The letter shall also include proposed agreements for the relocation or replacement of any facilities affected by the acquisition and improvements together with arrangements for funding the same.
2. Arrange to acquire the parcels by donation in an expeditious manner.
3. Complete the acquisition making certain that all recording fees, transfer taxes, etc., and the pro rata share of real property taxes paid subsequent to vesting title in Kittitas County, are paid by Kittitas County. (Res. RD-40-76 (part), 1976).

12.11.01.070 Eminent domain proceedings - Board of county commissioners authority.

Should the board of county commissioners determine that acquisition through eminent domain proceedings is necessary to acquire one or more parcels, the board shall adopt a resolution initiating such proceedings in accordance with statute. (Res. RD-40-76 (part), 1976).

12.11.01.080 Disposition of salvageable items - County engineer responsibility.

The disposition of all salvageable items acquired with property shall be accounted for by the county engineer. (Res. RD-40-76 (part), 1976).

12.11.01.090 Relocation assistance.

The county engineer shall review the right-of-way maps and the parcels to be acquired to determine whether or not any individual, family, business, nonprofit organization or farm operation would be displaced and:

1. If there are no displacements the county engineer shall make a negative finding and report.
2. If displacements will occur, the county engineer shall prepare and carry out a relocation assistance plan in compliance with the foregoing acts, or arrange for another government agency, competent in relocation assistance, to do the same, upon mutual agreement therefore. (Res. RD-40-76 (part), 1976).

12.11.01.100 Funds available from government agencies - Compliance with agency guidelines required.

Should funds be available to Kittitas County for use from government agencies other than the Federal Highways Administration, Kittitas County will follow those particular requirements to comply with the guidelines of that particular government agency providing those funds. (Res. RD-40-76 (part), 1976).

12.12 Right-of-Way Acquisition for Projects Involving Federal Funds

Sections

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Article I POLICY STATEMENT

12.12.01.010 Policy statement.

Article II PERSONNEL AND DUTIES

12.12.02.010 County director of public works.

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Article III FEDERAL AID REQUIREMENT CHECKLIST

12.12.03.010 Utilization.

12.12.03.020 Real property must be appraised before initiation of negotiations with owner.

- 12.12.03.030 Owners must be given opportunity to accompany each appraiser during inspection of property.
- 12.12.03.040 Acquiring agency must establish just compensation before initiation of negotiations with owners.
- 12.12.03.050 No increase or decrease in fair market value due to project except physical deterioration to be considered in valuation of property.
- 12.12.03.060 Appraisals not to give consideration nor include allowance for relocation assistance benefits.
- 12.12.03.070 Owner not to be left with uneconomic remnant that acquiring agency did not offer to acquire.
- 12.12.03.080 Owner to be given written statement of amount established as just compensation, summary of basis for amount of just compensation and, where appropriate, just compensation for real property acquired, and damages to be separately stated in written statement.
- 12.12.03.090 No owner shall be required to surrender possession before agreed purchase price has been paid or approved amount of compensation has been paid into court.
- 12.12.03.100 All displaced persons must be given ninety-day notice in advance of date required to move.
- 12.48.03.110 Rental amount charged to owners and/or tenants permitted to occupy property subsequent to acquisition must not exceed fair market rental value to short-term occupant.
- 12.12.03.120 No action must be taken to advance condemnation, defer negotiations or condemnation or take any other action coercive in nature in order to compel agreement on price to be paid for property.
- 12.12.03.130 Acquiring county must acquire equal interest in all buildings, etc., located upon real property acquired.
- 12.12.03.140 Acquiring county must pay recording fees, transfer taxes, etc., penalty costs for prepayment of a preexisting mortgage and pro rata share of real property taxes paid subsequent to vesting title in acquiring county.
- 12.12.03.150 No property owner can voluntarily donate property prior to being informed of right to receive just compensation.
- 12.12.03.160 Provisions made for rodent control.
- 12.12.03.170 No owner intentionally required to institute legal proceedings to prove fact of taking real property.
- 12.12.03.180 Use of federal aid project number.

12.12.01.010 Policy statement.

1. The county of Kittitas, hereinafter referred to as the county, desiring to acquire real property in accordance with the state Uniform Relocation Assistance and Real Property Acquisition Act ([RCW 8.26](#)) and state regulations ([WAC 365-24](#)) for projects involving federal funds, adopts the following procedures to implement the above statute and Washington Administration Code.
2. The department of public works of the county is responsible for the real property acquisition and relocation activities on projects administered by the county. To fulfill the property acquisition-relocation assistance role in development and implementation, the department of public works has

the following expertise and personnel capabilities and accomplishes these functions under the following procedures. (Res. DPW-3-80 (part), 1980).

Article II PERSONNEL AND DUTIES

12.12.02.010 County director of public works.

The county director of public works:

1. Administers all activities of applicable departments including support to the county prosecuting attorney, environmental law compliances and the property acquisition programs for the county. Assures compliances with appropriate county ordinances and resolutions, and with state statutes, rules and regulations which pertain to real property acquisition and relocation assistance;
2. Administers all appraisal activities, including estimates of right-of-way costs and appraisals of fair market value to assure that the county appraisal process complies with appropriate county and state statutes, laws, rules and regulations. Coordinates and assigns all appraisal work, hires contract (fee) appraisers, maintains permanent files on all appraisals. Reviews all appraisals to determine the adequacy and reliability of supporting data and to approve an adequately supported appraisal report which represents fair market value;
3. Advises owners of need for project, of impact upon their property and of their rights under Public Law [RCW 8.26](#). Reviews project plans, appraisals, reviews appraisals and instruments for adequacy as to real property considerations;
4. Requests condemnation procedure where necessary. Sets up escrows and instructions;
5. In compliance with county and state statutes, laws, rules and regulations, gives notice of relocation assistance of the time of or subsequent to initiation of negotiations according to time limits determined by the funding agency. Prepares letter to property owner explaining entitlements. If the project does not require relocation, prepares letter disclaiming necessity to prepare relocation plan (negative relocation statement);
6. If the project requires relocation assistance, prepares a relocation assistance program plan and carries out the same; or arranges for another government agency, competent in relocation assistance, to do the same, upon mutual agreement therefore. (Res. DPW-3-80 (part), 1980).

12.12.02.020 Appraiser.

The county utilizes the services of the county assessor and their staff, or retains private appraisers to prepare appraisals and for review of said appraisals; research market data to assure up to date information on the real estate market and provide court testimony on appraisals for condemnation, if required. (Res. DPW-3-80 (part), 1980).

12.12.02.030 Real property agent.

The real property agent:

1. Actively negotiates with owners to acquire real property in conformance with all laws, rules and regulations;
2. This function would either be performed by a department staff person, at the direction of the director of public works; the county prosecuting attorney; or a private individual retained by the county for this purpose. (Res. DPW-3-80 (part), 1980).

Article III FEDERAL AID REQUIREMENT CHECKLIST

12.12.03.010 Utilization.

Utilization. The following federal aid requirement checklist shall be utilized in acquiring property for the county. (Res. DPW-3-80 (part), 1980).

12.12.03.020 Real property must be appraised before initiation of negotiations with owner.

Property acquired by the county for public works projects will be appraised by a qualified staff or fee appraiser with appropriate appraisal review before initiation of negotiations with the owner. (Res. DPW-3-80 (part), 1980).

12.12.03.030 Owners must be given opportunity to accompany each appraiser during inspection of property.

The county appraiser will contact the owner and extend an invitation for the owner to accompany the appraiser during their inspection of the property. Appointment should be made at the owner's convenience. (Res. DPW-3-80 (part), 1980).

12.12.03.040 Acquiring agency must establish just compensation before initiation of negotiations with owners.

The county will establish just compensation from the review appraiser's estimate of value before negotiating with any owner. Any amounts paid over just compensation for the property will be an administrative settlement and will be so documented in the acquisition file as to the justification used in arriving at the amount of the settlement. However, in an administrative or stipulated settlement, payment will not be made by the person who determined the settlement. (Res. DPW3-80 (part), 1980).

12.12.03.050 No increase or decrease in fair market value due to project except physical deterioration to be considered in valuation of property.

No increase or decrease in fair market value due to project, except physical deterioration is to be considered in valuation of property. During the appraisal process, the county will not consider any factors of the project that will influence the valuation of the property except physical deterioration wherever appropriate. (Res. DPW-3-80 (part), 1980).

12.12.03.060 Appraisals not to give consideration nor include allowance for relocation assistance benefits.

The county will not consider relocation assistance benefits in their appraisal process in establishing fair market value for the property to be acquired. (Res. DPW-3-80 (part), 1980).

12.12.03.070 Owner not to be left with uneconomic remnant that acquiring agency did not offer to acquire.

Pursuant to [RCW 8.26.180](#), paragraph 9, the county during acquisition of a portion of the owner's property will not leave an uneconomic remnant without offering to acquire the entire property from owner. (Res. DPW-3-80 (part), 1980).

12.12.03.080 Owner to be given written statement of amount established as just compensation, summary of basis for amount of just compensation and, where appropriate, just compensation for real property acquired, and damages to be separately stated in written statement.

The county will give to the owner at the initiation of negotiation a written statement known as the "fair offer letter." That statement will be the amount of just compensation based on a review and analysis of appraisal(s) made by a qualified appraiser with a summary thereof, showing the basis for just compensation. Included in the fair offer letter will be identification of the real property to be acquired, including the estate or interest being acquired. There will be, when appropriate, the identification of the improvements and fixtures considered to be part of the real property to be acquired. The fair offer letter will show that portion of just compensation considered the amount of damages to the remaining property. At the initiation of negotiation with the owner the county will give to the owner an acquisition brochure furnished by the Washington State Department of Transportation. (Res. DPW-3-80 (part), 1980).

12.12.03.090 No owner shall be required to surrender possession before agreed purchase price has been paid or approved amount of compensation has been paid into court.

The county will not require the owner or tenant to surrender possession of the property before ninety days after the agreed purchase price has been paid or the approved amount of compensation has been paid into court. The ninety-day notice may be reduced only in the event the property being acquired is unimproved, contains no personal property and is not being utilized by the owner or tenant. (Res. DPW-3-80 (part), 1980).

12.12.03.100 All displaced persons must be given ninety-day notice in advance of date required to move.

The county will provide relocation assistance to an owner or tenant or contract with a qualified organization to perform this service. (Res. DPW-3-80 (part), 1980)

12.48.03.110 Rental amount charged to owners and/or tenants permitted to occupy property subsequent to acquisition must not exceed fair market rental value to short-term occupant.

Rental amounts charged to owners and tenants occupying the property subsequent to acquisition will not be in excess of the fair rental amount of a short-term occupant. (Res. DPW-3-80 (part), 1980).

12.12.03.120 No action must be taken to advance condemnation, defer negotiations or condemnation or take any other action coercive in nature in order to compel agreement on price to be paid for property.

Every reasonable effort will be made to acquire expeditiously real property by negotiations without exercising the right of Eminent Domain. No action will be taken to advance condemnation, defer negotiations or condemnation or take any other action coercive in nature in order to compel an agreement on the price to be paid for the property. (Res. DPW-3-80 (part), 1980).

12.12.03.130 Acquiring county must acquire equal interest in all buildings, etc., located upon real property acquired.

When any interest in real property is acquired, at least an equal interest will be acquired in all buildings, structures, or other improvements located upon the real property so acquired and which is required to be removed from such real property or which will be adversely affected by the future use of such real property. (Res. DPW-3-80 (part), 1980).

12.12.03.140 Acquiring county must pay recording fees, transfer taxes, etc., penalty costs for

prepayment of a preexisting mortgage and pro rata share of real property taxes paid subsequent to vesting title in acquiring county.

The county will comply with [RCW 8.26.200](#) and will pay direct or reimburse the owner for expenses necessarily incurred in the acquisition for:

1. Recording fees, transfer taxes, and similar expenses incidental to conveying such real property to the acquiring county;
2. Penalty costs for full or partial prepayment of any preexisting recorded mortgage entered into in good faith encumbering such real property;
3. The pro rata share of real property taxes paid which are allocable to a period subsequent to the date of vesting title in acquiring county, whichever is the earlier. (Res. DPW-3-80 (part), 1980).

12.12.03.150 No property owner can voluntarily donate property prior to being informed of right to receive just compensation.

A donation or gift of real property will be accepted only after the owner has been fully informed of his right to receive just compensation. (Res. DPW-3-80 (part), 1980).

12.12.03.160 Provisions made for rodent control.

If rodent control should become necessary in the project, the county will make provisions to maintain control or eradicate the rodents. (Res. DPW-3-80 (part), 1980).

12.12.03.170 No owner intentionally required to institute legal proceedings to prove fact of taking real property.

No owner will be intentionally required to institute legal proceedings to prove the fact of the taking of his real property. (Res. DPW-3-80 (part), 1980).

12.12.03.180 Use of federal aid project number.

The county, to promote more convenient administration of federal aid projects, will require that right-of-way plans, contracts, deeds, appraisals, options, vouchers, correspondence and all other documents and papers to which the Federal Highway Administration needs to refer will carry the federal aid project number for ready identification. (Res. DPW-380 (part), 1980).

12.13 Franchising

Article I. General Information

- 12.13.01.010 Applicability.
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- 12.13.01.180 Successors in interest.
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- 12.13.01.200 Revocation of franchise.
- 12.13.01.210 Amendments to chapter.
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Article I. General Information

12.13.01.010 Applicability.

The terms and conditions set out in this chapter are terms and conditions of any franchise to use the roads, streets, avenues, highways, alleys, rights-of-way or other county properties hereafter granted by the county to any individual or municipal or private corporation engaged in the public service or utility business, unless and except to the extent that such ordinance or resolution granting such franchise expressly provides terms or conditions contrary to those contained in this chapter. (Ord. 82-7 § 1, 1982).

12.13.01.020 Rights of grantee.

The grantee shall have the right and authority, to the extent expressed in the resolution of the board of county commissioners granting such franchise, or in any supplemental document, to enter upon the streets, avenues, alleys, roads, highways, rights-of-way and public places designated by such franchise for the purpose of construction work, extension of existing systems, connection of such systems with consumers' pipelines, cables, lines or equipment, repairing of equipment and in all fashions maintaining and operating the improvements installed within such county property. ([Ord. 2021-015](#), 2021;Ord. 82-7 § 5,1982).

12.13.01.030 Bond of grantee.

Before undertaking any of the work or improvements authorized by the franchise, the grantee, if other than a municipal corporation, shall furnish to the county a bond, executed by grantee and a corporate surety authorized to do a surety business in the state, in a sum to be recommended by the director of public works and set and approved by the board of county commissioners as sufficient to insure performance of the grantee's obligations under such franchise, and conditioned that the grantee shall well and truly keep and observe all of the covenants, terms and conditions and faithfully perform all of the grantee's obligations under said franchise, and to reset or replace any defective work performed or materials installed by or under the direction of the grantee, its/his employees or contractors, discovered in the replacement of the county's roads, rights-of-way or other county properties within a period of two years from the date of the replacement and acceptance of such repaired roads, rights-of-way or other county properties by the county. The bond requirement may be met by surety bonds of a

continuing nature in effect as of August 1, 1982 or that may thereafter come into effect. (Ord. 82-7 § 20, 1982).

12.13.01.040 Approval of plans and specifications - Supervision.

The grantee shall install the pipes, poles, lines, cables or other authorized improvements in the designated streets, avenues, alleys, roads, highways, rights-of-way or other public places pursuant to plans and specifications approved by the county director of public works and under supervision provided by the county at the expense of such grantee, whenever the grantee's inspection services are determined by the county to be inadequate. (Ord. 827 § 6, 1982).

12.13.01.050 Application for permit - Inspection and supervision expenses.

1. Before any work is done by the grantee under such franchise, it/he shall first file with the director of public works an application for permit to do such work accompanied by such supporting documents and/or field information as the director of public works may require. The grantee shall specify the class and type of material to be used and provide sufficiently detailed plans so as to adequately show the type and extent of work to be performed upon the rights-of-way. All material and equipment shall conform to or exceed the standards of the industry. When requested by the director of public works, the manner of excavation, construction installation, backfill and the type and size of temporary structures, including traffic turnouts, road obstructions, etc., shall be submitted for approval.
2. The grantee shall pay to the county the actual cost and expenses incurred in the examination, necessary inspection and supervision of such work granted by the permit and done by the grantee or by an independent contractor under the franchise of the grantee. (Ord. 82-7 § 7, 1982).

12.13.01.060 Commencement of work.

The grantee, its/his successors or assigns, shall commence construction under such permit granted by the director of public works within the time period stated in such permit and shall have completed and have in operation such portion of the system of improvements as may be specified in such permit or the rights therein conferred upon the grantee shall cease and terminate insofar as unoccupied streets, roads, etc., are concerned. (Ord. 82-7 § 8, 1982)

12.13.01.070 Quality of work – Safety precautions.

All work done under the franchise shall be done in a thorough and workmanlike manner. In the laying of underground pipelines and cables and the construction of other facilities and the opening of trenches, the tunneling under county roads, rights-of-way or other county properties, the grantee shall leave such trenches, ditches and tunnels in such a way as to interfere as little as possible with public travel and shall take all due and necessary precautions to guard the same so that damage or injury shall not occur or arise by reason of such work; and where any of such trenches, ditches or tunnels are left open at night, the grantee shall place warning lights and barricades at such a position as to give adequate warning of such work. (Ord. 82-7 § 2, 1982).

12.13.01.080 Restoration.

1. The grantee shall leave all streets, avenues, alleys, roads, highways, rights-of-way and other county properties, after laying and installing mains and doing construction work, making repairs to equipment, etc., in as good and safe condition in all respects as they were before the commencement of such work by the grantee, its/his agents or contractors, and all recorded

monuments which have been disturbed or displaced by the work shall be reset to the specifications and approval of the director of public works.

2. In case of any damage to the streets, avenues, alleys, roads, highways, rights-of-way or other county properties, or to paved or surfaced roadways, turnouts, gutters, ditches, wood or concrete walls, drain pipes, hand or embankment rails, bridges, trestles, wharves, landings or monuments by the grantee, the grantee agrees to immediately repair the damage at its/his own sole cost and expense.
3. When the director of public works determines that an emergency situation does exist, he may order and have done any and all work considered necessary to restore to a safe condition any such street, avenue, alley, road, highway, right-of-way or other county property left by the grantee or agents in a condition dangerous to life or property. He may cause to be replaced or reset recorded monuments if a grantee fails to replace or reset same within a reasonable time after completion of construction. The grantee, upon demand, shall pay to the county all costs of such construction or repair and of doing such work. (Ord. 82-7 § 9, 1982).

12.13.01.090 County held harmless.

The grantee, its/his successors or assigns, shall protect, indemnify and save harmless the county, its agents and employees, from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of any construction, the presence of any material or equipment, the operation of or the occupation of the rights-of-way or other county properties by the grantee or for any claims on account of the existence of any excavation, temporary turnouts or the operation by the grantee of its/his lines over or under the streets, avenues, alleys, roads, highways, rights-of-way or other county properties as hereinafter designated, or for any other acts or omissions on the part of grantee, and in case that suit or action is brought against the county, its agents or employees, for damage arising out of or by reason of any of the above-mentioned causes, the grantee, its/his successors or assigns, will, upon notice to it or him of the commencement of said action, defend the same at its or his sole cost and expense and in case judgment shall be rendered against Kittitas County, its agents or employees, in such suit or action, will fully satisfy the judgment within ninety days after the suit or action has been finally determined, if determined adversely to the county, its agents or employees. Acceptance by the county of any work performed by the grantee at the time of completion shall not be a ground for avoidance of this hold harmless agreement. (Ord. 82-7 § 10, 1982).

12.13.01.100 Damage to grantee's installation.

In consideration of the granting of such franchise by the grantor to the grantee, the grantee, for itself/himself and its/his assigns, shall contract and agree to save the county harmless from any liability of whatsoever nature arising out of any damage and/or destruction done or suffered to be done to grantee's mains, valves, pipes, poles, cables, lines or other fittings or appurtenances of whatsoever nature placed upon, along, across, over and/or under the county road right-of-way or other county property. This paragraph shall be construed to mean that the grantee accepts such franchise and any rights conferred thereunder for the use and occupation of any portion of the right-of-way at its/his own risk, and agrees to assume responsibility or any damage occasioned to grantee or third parties by grantor in the maintenance and/or construction work performed by grantor upon the roadways described herein and which would not have occurred but for the presence on the roadways of the

grantee's pipes, poles, lines, cables, fittings or other appurtenances mentioned above, except to the extent any such damage or loss is caused by the sole negligence of the grantor. (Ord. 82-7 § 11, 1982).

12.13.01.110 Underground facilities.

The grantee, as far as practicable, shall construct all new utility facilities underground. Extension of overhead facilities following streets, avenues, roadways, boulevards or thoroughfares shall be undertaken only with the approval of the director of public works; provided, however, that approval shall not be unreasonably withheld. Grantee recognizes the desirability of underground facilities rather than overhead facilities and shall convert existing overhead facilities to underground facilities as and when equipment replacement is undertaken, or when other existing overhead utilities are placed underground, unless such replacement is unsafe, impractical, or economically unreasonable. Line extension policies and procedures established by the grantee, and uniformly applied through its service area, shall be the standard in determining what is "practical, impractical or economically unreasonable" under this chapter; provided, that no new overhead utility facilities shall be constructed or established in any area set aside for public park, school, playground or athletic purposes. (Ord. 82-7 § 19, 1982).

12.13.01.120 Work by county.

The laying, construction, maintenance and operation of the system of improvements granted under the franchise shall not preclude the county, its agents or its contractors from blasting, grading or doing other necessary road work in a reasonably careful and prudent manner contiguous to the grantee's improvement; provided, that the grantee shall be given a minimum two business days' prior notice, in writing, signed by the director of public works of the blasting or excavating in order that the grantee may protect it/his lines and property. (Ord. 82-7 § 12, 1982).

12.13.01.130 Improvement of county roads.

If at any time the county deems it advisable to improve any of its streets, avenues, alleys, roads, highways, rights-of-way or other county properties as hereinbefore designated, by grading, re-grading, surfacing or paving same, or altering, changing, repairing or improving same, the grantee upon written notice by the county shall, at its/his own expense, as soon as reasonably practicable, so raise, lower or move its/his lines or improvements to conform to such new grades as may be established, or place the property in such locations or positions as shall cause the least interference with any such improvements or work thereon as contemplated by the county and the county shall in no wise be held liable for any damage to the grantee that may occur by reason of the county improvements, repairs or maintenance performed in a reasonably careful and prudent manner, or by the exercise of any rights so reserved in this section or grant. If the county shall improve such streets, avenues, alleys, roads, highways, rights-of-way or other county properties, the grantee shall on written notice by county officials, at its/his own expense, replace such pipes, lines or system as may be in or through the improved sub-grade of such improvement, with such materials as shall conform to or exceed the applicable standards of the industry for use in such streets, avenues, roads, highways, rights-of-way or other county properties. (Ord. 82-7 § 13, 1982).

12.13.01.140 Installation of county utilities.

If at any time the county installs a line of pipes for sewage and/or drainage upon any of the streets, avenues, alleys, roads, highways, rights-of-way or other county properties herein described, wherein a grantee's facilities unreasonably interfere with the construction project, the grantee, upon written notice

by the director of public works, shall temporarily remove or relocate its/his line of pipes or improvements at its/his own expense during the installation and replace same at its/his own sole cost and expense under the supervision of the county. (Ord. 82-7 § 14, 1982).

12.13.01.150 Vacation of streets – City incorporation.

1. Whenever any of the streets, avenues, alleys, roads, highways, rights-of-way or public places designated in such franchise shall be eliminated from the county jurisdiction by reason of the incorporation or annexation to a city, then all the rights, privileges and franchises so granted shall terminate in respect to the streets, avenues, alleys, roads, highways, rights-of-way and public places so eliminated.
2. If at any time the county vacates any county street, avenue, alley, road, highway, right-of-way or other county property which is subject to rights granted by the franchise and the vacation is for the purpose of acquiring the fee or other property interest in the road, right-of-way or other county property for the use of the county, in either its proprietary or governmental capacity, then the board of county commissioners may, at its option, by giving ninety days' written notice to the grantee and after granting an alternate route, terminate this franchise with reference to such county road, right-of-way or other county property so vacated, and the county shall not be liable for any damages or losses to the grantee by reason of such termination and the grantee shall move its franchise at its own cost. (Ord. 82-7 § 3, 1982).

12.13.01.160 Condemnation.

The granting of any franchise shall not preclude the county from acquiring by purchase or condemnation any or all of the improvements installed by the grantee within the franchises. (Ord. 82-7 § 4, 1982).

12.13.01.170 Non-exclusivity - Work not to interfere - Prior utilities' preference.

1. The grants and privileges herein enumerated shall not be deemed or held to be an exclusive franchise. It shall in no manner prohibit the county from granting other franchises of a like nature or franchises for other public or private utilities over, along, across, under and upon any of the streets, avenues, alleys, roads, highways, rights-of-way or other county properties as herein enumerated, and shall in no wise prevent or prohibit the county from using any of the streets, avenues, alleys, roads, highways, rights-of-way or other county properties or affect its jurisdiction over them or any part of them.
2. All construction or installation of mains, valves, pipes, poles, cables, lines, fittings and facilities, service, repair, or relocation of the same, performing along, over and/or under the county roads, rights-of-way or other county properties subject to the franchise shall be done in such a manner as not to interfere with the construction and maintenance of other utilities, public or private, drains, drainage ditches and structures located therein, nor with the grading or improvement of such county roads, rights-of-way or other county properties.
3. The owners of all other utilities, public or private, installed in such county roads, rights-of-way or other county properties prior in time to the lines and facilities of the grantee, shall have preference as to the positioning and location of such utilities so installed with respect to the grantee. Such preference shall continue in the event of the necessity of relocating or changing the grade of any such county road or right-of-way. (Ord. 82-7 § 15, 1982).

12.13.01.180 Successors in interest.

1. All the provisions, conditions, regulations and requirements herein contained shall be binding upon the successors, assigns and independent contractors of the grantee, and all rights and privileges of the grantee shall inure to its/their successors, assigns and such contractors equally as if they were specifically mentioned herein whenever the grantee is mentioned.
2. The grantee, its/his successors and assigns shall have the right to sell, transfer or assign the franchise upon giving written notice of its/his intention to do so not less than sixty days in advance of the date of any proposed transfer to the clerk of the board of county commissioners of the county. (Ord. 82-7 § 16, 1982).

12.13.01.190 Independent contractors.

The obligations imposed upon the grantee by the express terms of the resolution granting such franchise, or implied by the terms of the ordinance codified in this chapter or any other ordinance affecting the same, include every employee, nominee or independent contractor of the grantee performing work in the county streets, avenues, alleys, roads, highways, rights-of-way or other county properties under contract, direction, request or authority of the grantee under this franchise, and the grantee, its/his agent, employee or independent contractor, severally, shall be responsible to the county for any injury or damage to county property or the expense incurred or suffered by the county in correcting defects in work replacing county roads or other improvements damaged by the acts or neglect of such servants, agents or independent contractors of grantee. (Ord. 82-7 § 21, 1982).

12.13.01.200 Revocation of franchise.

If the grantee, its/his successors or assigns, through willful or unreasonable neglect, fail to heed or comply with any notice given the grantee under the provisions of such grant, then the said grantee, its/his successors or assigns, shall forfeit all rights conferred thereunder and such franchise may be revoked or annulled by the board of county commissioners of the county upon thirty days' written notice thereof to the grantee. (Ord. 82-7 § 17, 1982).

12.13.01.210 Amendments to chapter.

1. The county reserves for itself the right at any time to change, amend, modify or amplify any of the provisions or conditions herein enumerated to conform to any state statute or county regulation or to protect the public welfare, health or safety as the county may deem appropriate, and such franchise may thereafter be terminated as provided in Section 12.56.200 if such change, amendment, modification or amplification of this chapter are not complied with.
2. The grantee, notwithstanding any other terms of such franchise appearing to the contrary, shall be subject to the police power of the county to adopt and enforce general ordinances necessary to protect the safety and welfare of the general public in relation to the rights granted in such franchise. (Ord. 82-7 § 18, 1982).

12.13.01.220 Acceptance by grantee

If within thirty days of the granting of such franchise, the grantee shall have failed to sign its/his written acceptance of same, then the granted rights and privileges therein shall be deemed forfeited and declared null and void. (Ord. 82-7 § 23, 1982).

12.14 Issuance of Permits to Perform Work on County ROW

Sections

Article I Provisions Generally

12.14.01.010 Ownership responsibility.

12.14.01.020 Acquiring permits.

12.14.01.030 Cost of restoration and repair.

12.14.01.040 Adoption.

12.14.01.010 Ownership responsibility.

The entity benefited by the construction, whether it be a private party, a public utility, a municipal entity or a service district, is solely responsible for the construction, maintenance, restoration, repair, installation and ownership of any of their facilities located within the county road rights-of-way. Agreements between any vendor of services and their vendees should reflect this understanding. (Ord. 94-18 (part), 1994; Ord. 92-30 (part), 1992. Formerly 12.20.010).

12.14.01.020 Acquiring permits.

The public utility, municipal entity or service district providing requested service is solely responsible for acquiring all the necessary permits and approvals prior to locating facilities within the county rights-of-way and compliance with all the terms and conditions stipulated in the permit. No permits to install facilities in county right-of-way will be issued to private individuals or legal persons or entities for services that are provided by public utilities, municipal entities or service districts. (Ord. 94-18 (part), 1994; Ord. 92-30 (part), 1992. Formerly 12.20.020).

12.14.01.030 Cost of restoration and repair.

The cost of restoration and repair will be the sole responsibility of the entity benefited by the construction whether it be a public utility, a municipal entity or a service district providing the service. (Ord. 94-18 (part), 1994; Ord. 92-30 (part), 1992. Formerly 12.20.030).

12.14.01.040 Adoption.

[Chapter 136-40 WAC](#) and any subsequent amendments thereto is hereby adopted and the provisions contained therein shall be applicable to all franchises and permits issued pursuant to Chapters [36.55](#), [80.32](#) and [80.36](#) RCW, to all public and private utilities including but not limited to electric power, telephone, telegraph, water, gas, oil, petroleum products, steam, chemicals, sewage, drainage, irrigation and similar lines that are to be located, adjusted or relocated with the rights-of-way of county roads.

Nothing in this chapter shall be construed as limiting the rights of Kittitas County to impose restrictions or requirements in addition to and/or deviations from those stated in Chapter 136-40 WAC in a franchise or permit where Kittitas County deems it advisable to do so. (Ord. 94-18 (part), 1994; Ord. 92-30 (part), 1992. Formerly 12.20.040).

Article II Accommodation of Utilities on County Road Right-of-Way

- 12.14.02.010 Purpose.
- 12.14.02.020 Application.
- 12.14.02.030 Definition of terms.
- 12.14.02.040 General conditions and requirements – Location.
- 12.14.02.050 General conditions and requirements - Design - General.
- 12.14.02.060 General conditions and requirements - Standards and codes.
- 12.14.02.070 General conditions and requirements - Adjustment and relocation of existing facilities.
- 12.14.02.080 Permits - General requirements.
- 12.14.02.090 Permits - Specific requirements.
- 12.14.02.100 Underground utilities - Location and alignment.
- 12.14.02.110 Underground utilities - Cover.
- 12.14.02.120 Underground utilities - Encasement.
- 12.14.02.130 Underground utilities - Uncased carriers.
- 12.14.02.140 Underground utilities - Appurtenances.
- 12.14.02.150 Underground utilities - Installation.
- 12.14.02.160 Underground utilities - One call system.
- 12.14.02.170 Overhead utilities - Power and communication lines.
- 12.14.02.180 Aesthetic/scenic considerations.
- 12.14.02.190 Installations on roadway bridges and structures.
- 12.14.02.200 Preservation, restoration and cleanup.
- 12.14.02.210 Traffic control and public safety.
- 12.14.02.220 Emergency repairs.

12.14.02.010 Purpose.

The purpose of this chapter is to establish a county policy to provide administrative and procedural guidance needed to accommodate the installation and relocation of all above and below ground utilities which are located within the county road right-of-way. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 1, 1992. Formerly 12.20.100).

12.14.02.020 Application.

This policy shall apply to all new franchises and permits issued pursuant to [RCW 80.32.010](#), [RCW 80.36.040](#) and [Chapter 36.55 RCW](#), to all public and private utilities, and to all installation and relocation of utilities within the county road right-of-way, including but not limited to electric power, telephone, television, telegraph, communication, water, gas, all petroleum products, steam, chemicals, sewage, drainage, irrigation, and similar pipes, lines or cables.

This policy cannot address all situations and conditions that may be encountered. Specific provisions contained herein may not be appropriate for all locations and existing conditions. The policy is intended to assist, but not substitute for, competent work by both road and utility design and installation professionals. This policy is not intended to limit any innovative or creative effort which could result in better quality, better cost savings or improved safety characteristics.

It shall be the responsibility of any utility installing or relocating any of its facilities to ascertain and abide by the requirements and conditions of this policy. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 2, 1992. Formerly 12.20.110).

12.14.02.030 Definition of terms.

Unless otherwise stated, words and phrases used herein shall have the following meanings:

Appurtenance

Equipment and/or accessories which are a necessary part of an operating utility system or subsystem.

Backfill

Replacement of excavated material with suitable material compacted as specified.

Boring

Grade and alignment controlled mechanical or other method of installing a pipe or casing under a road without disturbing the surrounding medium.

Carrier

Pipe directly enclosing a transmitted fluid or gas.

Casing

A larger pipe enclosing a carrier for the purpose of providing structural or other protection to the carrier and/or to allow for carrier replacement without re-excavation, jacking or boring.

Coating

Protective material applied to the exterior of a pipe or conduit to prevent or reduce abrasion and/or corrosion damage.

Conduit

An enclosed tubular runway for protecting wires or cables.

Cover

Depth to top of pipe, conduit, casing or gallery below the grade of a road or ditch.

Drain

Appurtenances to discharge accumulated liquids from casings or other enclosures.

Encasement

Structural element surrounding a pipe or conduit for the purpose of preventing future physical damage to the pipe or conduit.

Franchise

Occupancy and use document granted by the county required for occupancy of road rights of way in accordance with Chapters 36.55 and 80.32.

Gallery

Underpass for two or more utility lines.

Manhole

An opening in an underground utility system into which workers or others may enter for the purpose of making installations, inspections, repairs, connections, cleaning, and testing.

Pavement

The combination of subbase, base course, and surfacing placed on a subgrade to support the traffic load and distribute it to the subgrade.

Permit

A document issued under the authority of (1) the County Engineer (or Public Works Director) and/or (2) a franchise granted by the County's legislative authority. The permit provides specific requirements and conditions for specific utility work at specific locations within the right-of-way.

Pipe

A structural tubular product designed, tested, and produced for the transmittance of specific liquids and gases under specific conditions.

Plowing

Direct burial of utility lines by means of a 'plow' type mechanism which breaks the ground, places the utility line at a predetermined depth, and closes the break in the ground.

Pressure

Internal gauge pressure in a pipe in pounds per square inch, gage (psig).

Private lines

Privately owned, operated and maintained utility facilities devoted exclusively to the use of the owner.

Relocation

Planned change of location of an existing facility to a more advantageous place without changing the character or general physical nature of the facility.

Replacement

Installation of a like element of a utility system or subsystem in the same or near-same physical location normally due to damage, wear or obsolescence of the element.

Restoration

All work necessary to replace, repair or otherwise restore the right-of-way and all features contained within to the same or equal condition as before any change or construction thereto.

Right-of-way

A general term denoting public land, property, or interest therein, usually in a strip, acquired for or devoted to transportation or secondary purposes.

Road (or roadway)

A general term denoting a street, road or other public way, including shoulders, designated for the purpose of vehicular traffic.

Sleeve

Short casing through a pier, wall or abutment of a highway structure.

Traffic control

Those activities necessary to safeguard the general public, as well as all workers, during the construction and maintenance of utility facilities within the right-of-way.

Trenched

Installation of a utility in an open excavation.

Untrenched

Installation of a utility without breaking the ground or pavement surface such as by jacking or boring.

Vent

Appurtenance to discharge gaseous contaminants from casings or other enclosures.

(Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 3, 1992. Formerly 12.20.120).

12.14.02.040 General conditions and requirements - Location.

1. Utility installations shall be located to minimize need for later adjustment to accommodate future roadway improvements and to permit access to servicing such installations with minimum interference to roadway traffic. Counties shall make available to utilities a copy of their six-year

transportation improvement program (or capital facilities and transportation plan where required) in order to minimize both utility customer and road user inconvenience should future road improvements (on existing or new alignment) require adjustment or relocating of the utility facilities. Said utilities shall, within the limits of standard business practice, make available appropriate short and long range development plans to the county.

2. Unless otherwise approved by the county, all above-ground utilities and their appurtenances as well as all above-ground appurtenances of below-ground utilities that may constitute a roadside obstacle for traffic using the road shall be located as close as practicable to the edge of the right-of-way line. If an appurtenance within the right-of-way would constitute an unacceptable roadside obstacle, said obstacle may be:
 - a. relocated to another place within the right-of-way,
 - b. converted to a break-away design,
 - c. crash-protected, or
 - d. relocated to another location off the road right-of-way.
3. Installations that are required for a road purpose, such as street lighting or traffic signals, are to be located and designed in accordance with this policy.
4. Where existing facilities are in place, new facilities shall be compatible with the existing installations and conform to this policy as nearly as practicable. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 4A, 1992. Formerly 12.20.130).

12.14.02.050 General conditions and requirements – Design – General.

1. The utility shall be responsible for the design of the utility facility being proposed. This responsibility shall include, in addition to the integrity of the proposed utility facility, provisions for public safety during the course of construction, as well as consideration of traffic safety and accident potential for the life of the installation.
2. For work requiring application to the county, the county may review and approve the utility's plans with respect to:
 - a. location,
 - b. the manner in which the utility facility is to be installed,
 - c. measures to be taken to preserve safe and free flow of traffic,
 - d. structural integrity of the roadway, bridge, or other structure,
 - e. ease of future road maintenance, and appearance of the roadway.
3. Provision shall be made for known or planned expansion of the utility facilities, particularly those located underground or attached to bridges or other structures within the right-of-way.
4. Granting of a franchise or permit shall not imply or be construed to mean the county shall be responsible for the design, construction, or operation of the facility or for public safety during the facility's installation, operation, or maintenance. (Ord. 94-18 (part), 1994; Ord. 9230 Exh. A § 4B, 1992. Formerly 12.20.140).

12.14.02.060 General conditions and requirements - Standards and codes.

All utility installations shall be designed in accordance with the standards, codes and regulations applicable to the type of utility. The methods of installation and materials used shall conform to the codes and standards promulgated by government and by the industry. This shall also include any road design standards which the county shall deem necessary to provide adequate protection to the road, its safe operation, appearance and maintenance. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 4C, 1992. Formerly 12.20.150).

12.14.02.070 General conditions and requirements – Adjustment and relocation of existing facilities.

1. Existing underground utilities on county road right-of-way may be removed or relocated when road work funded by the county would disturb the existing underground utility. All such removal or relocation shall be at the sole expense of the owning utility and all work must be accomplished by the same permitting process as for new installations.
2. Notwithstanding reinforcement or protection otherwise provided, a permittee shall be responsible for the security of each existing pipeline and utility within a road construction zone. Where there are unusual utility hazards or where heavy construction equipment will be used, the permittee shall provide adequate temporary protection. In replacing the roadway, the design should give due consideration to the protection of previously existing utilities in the roadway section without sacrificing the geometrics of roadway design. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 5A, 1992. Formerly 12.20.160).

12.14.02.080 Permits - General requirements.

For work not authorized by franchise, comprehensive plan, or other agreement, a written permit may be required for occupancy of road right-of-way by all utility facilities, including private lines. No facility shall be used for other than the purpose stated, unless written approval is granted by the county. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 5A, 1992. Formerly 12.20.170).

12.14.02.090 Permits - Specific requirements.

When required, permit applications shall be submitted in a standard format as prescribed by the county. The permit application shall include the following information:

1. Agreement to all pertinent provisions of this policy and to such special conditions as the county may deem appropriate.
2. Description of the facilities to be installed.
3. Adequate exhibits depicting existing or proposed location of the facility in relation to the road, including right-of-way or easement lines; relationship to currently planned road revisions, if applicable; and all locations and situations for which deviations in depth of cover (including the proposed method of protection) or other locational standards are anticipated. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 5B, 1992. Formerly 12.20.180).

12.14.02.100 Underground utilities - Location and alignment.

1. For all crossings, the angle of crossing should be as near a right angle to the road centerline as practicable. However, lesser angles may be permitted based upon economic considerations of practical alternatives.
2. Where practicable, crossings should avoid deep cuts, footings of bridges and retaining walls, or locations where highway drainage would be affected.
3. Longitudinal installations should run parallel to the roadway and lie as near as practicable to the right-of-way line. Installations which cannot be so installed will be allowed within the right-of-way, provided that:
 - a. The installation will not adversely affect the design, construction, stability, structural integrity, traffic safety, or operation of the road facility; or
 - b. Failure to allow such installation will create an undue hardship or financial burden upon the utility.

4. Where irregularly shaped portions of the right-of-way extend beyond the normal right-of-way limits, a uniform alignment of facilities shall be allowed. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 6A, 1992. Formerly 12.20.190).

12.14.02.110 Underground utilities - Cover.

The grade of and resulting cover for an underground utility shall be in compliance with applicable federal, state and county requirements unless otherwise specified. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 6B, 1992. Formerly 12.20.200).

12.14.02.120 Underground utilities - Encasement.

1. Casings shall be installed for roadway crossings where required by appropriate industry code.
2. Casings may be required for the following conditions:
 - a. As an expediency in the insertion, removal, replacement, or maintenance of a carrier line crossing or other locations where it is necessary in order to avoid open trench construction.
 - b. As protection for carrier lines from external loads or shock either during or after construction of a road.
 - c. For jacked or bored installations of coated carrier lines unless assurance is provided to the county that there will be no damage to the protective coating.
3. Within the road right-of-way, where practicable, casing pipes shall extend beyond the toe of fill slopes, back of roadway ditch, or outside of curb.
4. Other than for necessary vents and/or drains, casing pipes shall be sealed at both ends.
5. Casing pipes shall be designed to support the load of the road and superimposed loads thereon and, as a minimum, shall equal the structural requirements for road drainage facilities. Casings shall be composed of materials of sufficient durability to withstand conditions to which they may normally be exposed. (Ord. 9418 (part), 1994; Ord. 92-30 Exh. A § 6C, 1992. Formerly 12.20.210).

12.14.02.130 Underground utilities - Uncased carriers.

1. The carrier pipe shall conform to the material and design requirements of the appropriate utility industry and governmental codes and specifications.
2. The carrier pipe shall be designed to support the load of the road, plus superimposed loads thereon, when the pipe is operated under all ranges of pressure from maximum internal to zero pressure. (Ord. 94-18 (part), 1994; Ord. 9230 Exh. A § 6D, 1992. Formerly 12.20.220).

12.14.02.140 Underground utilities - Appurtenances.

1. Vents shall be required for casings, tunnels and galleries enclosing carriers of fuel where required by federal safety standards. Vent standpipes should be located and constructed so as neither to interfere with maintenance of the road nor to be concealed by vegetation. Preferably standpipes should stand by a fence or on the right-of-way line.
2. Drains shall be required for casings, tunnels or galleries enclosing carriers of liquid, liquefied gas, or heavy gas. Drains for carriers of hazardous materials shall be directed to natural or artificial holding areas to prevent the potential for surface or ground water contamination. Drains for which only water or other non-hazardous liquids may discharge may be directed into the roadway ditch or natural water course at locations approved by the county. The drain outfall shall not be used as a wasteway for routine purging of the carrier unless specifically authorized by the county.
3. Location markers and emergency information should be used when required by applicable state and federal standards.

4. Manholes should be designed and located in a manner that will cause the least interference to other utilities or future road expansion. Where practicable, installations in the pavement or shoulders should be avoided. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 6E, 1992. Formerly 12.20.230).

12.14.02.150 Underground utilities - Installation.

Installations shall ensure safety of traffic and preservation of the roadway structure, and required construction shall, unless otherwise provided in the approved permit, be in accordance with the following controls:

1. Trenched Construction and Backfill.
 - a. Where the pavement must be removed, it first shall be cut in vertical (or undercut) continuous straight lines.
 - b. Trenches shall be cut to have vertical faces, where soil and depth conditions permit, with a maximum width of outside diameter of pipe plus two feet. Shoring shall comply with the Washington State Department of Labor and Industries Safety Code.
 - c. The pipe or carrier shall be installed and the trench backfilled in a manner assuring no deformation of the pipe likely to cause leakage and restoration of the structural integrity of the roadway structure. Specific trench backfill requirements regarding materials and methods shall be provided by the county.
 - d. When trenching is approved on paved roads, the pavement shall be restored as required by the county.
2. Untrenched construction may be required for pipelines crossing roads paved with asphalt concrete or cement concrete and for roads paved with bituminous surface treatment when directed by the county.
 - a. If sufficient right-of-way exists, the length of untrenched construction shall extend a minimum of four feet from edge of pavement, except that a lesser standard may be permitted by the county engineer where conditions warrant.
 - b. Overbreaks, unused holes, or abandoned casings shall be backfilled as directed by the county engineer.
 - c. Water boring under roadways shall not be permitted.
 - d. Existing carriers and conduit installed under a roadway may be physically located prior to pipeline installation.
3. Plowing of communication and electrical lines on or adjacent to existing roads by means of a vibratory plow may be allowed by the county, provided that the structural integrity of the roadway is not impaired. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 6F, 1992. Formerly 12.20.240).

12.14.02.160 Underground utilities - One call system.

All owners of underground facilities shall comply with [Title 19 RCW, Chapter 19.122 RCW, RCW 19.122.010](#) through [19.122.900](#) (Washington State One Call System or Dig Law). (Ord. 94-18 (part), 1994; Ord. 9230 Exh. A § 6G, 1992. Formerly 12.20.250).

12.14.02.170 Overhead utilities - Power and communication lines.

1. Single-pole construction and joint use of the pole is desirable and should be used whenever feasible.
2. The minimum vertical clearance for overhead power and communication lines above the road and the minimum lateral and vertical clearance from bridges shall be in compliance with the National

Electrical Safety Code and Washington State Department of Labor and Industries "Electrical Construction Code".

3. Where irregularly shaped portions of the right-of-way extend beyond the normal right-of-way limits, a uniform alignment of facilities shall be allowed. (Ord. 94-18 (part), 1994; Ord. 92-30 Ex. A § 7, 1992. Formerly 12.20.260).

12.14.02.180 Aesthetic/scenic considerations.

1. Utility installations shall be designed and constructed to minimize the adverse effect on existing roadside manmade or natural amenities. Special efforts shall be taken to minimize any potential negative impact on areas of scenic beauty (i.e., scenic strips, viewpoints, rest areas, recreation areas, public parks or historic sites, etc.).
2. Overhead utility installations shall be permitted in areas of scenic beauty when other utility locations are not available, are not technically feasible, are unreasonably costly, or are less desirable from the standpoint of visual quality.
3. If the utility intends to use chemical sprays to control or kill weeds and brush in scenic areas, prior approval must be granted by the county at least annually. The county may limit or restrict the types, amounts, and timing of applications if a significant negative impact on the aesthetics of the area is anticipated, provided such limitations or restrictions are not in conflict with state law governing utility right-of-way maintenance.
4. Refuse and debris resulting from the installation or maintenance of the utility facilities shall be promptly removed once work is completed. (Ord. 94-18 (part), 1994; Ord. 92-30 Ex. A § 8, 1992. Formerly 12.20.270).

12.14.02.190 Installations on roadway bridges and structures.

Attachment of utility lines to a roadway structure (including bridges) may be allowed where such attachment conforms to sound engineering considerations for preserving the roadway structure and its safe operation, maintenance and appearance. The attachment shall be in accordance with the following:

1. Attachment of a utility shall not be considered unless the structure in question is of a design that is adequate to support the additional load and can accommodate the utility facility without compromise of highway features, including reasonable ease of maintenance.
2. Manholes and other utility access panels should be avoided within the roadway portion of the structure.
3. Attachment on a structure of a pipeline carrying a hazardous transmittant shall be avoided where practicable.
4. The utility attachment shall not reduce the clearance of a structure where such clearance is critical. Attachment to the outside of a structure should be avoided where there are reasonable alternatives.
5. Utility mountings shall be of a type which shall not create noise resulting from vibration.
6. The hole created in a structure abutment shall be sleeved, shall be of the minimum size necessary to accommodate the utility line, and shall be sealed to prevent any leakage of water or backfill material.
7. The utility line back of the abutment shall curve or angle out to align outside the roadbed area in as short a distance as is operationally practicable.
8. Communication and electrical power line attachments shall be suitably insulated, grounded, and preferably carried in protective conduit or pipe from point of exit from the ground to re-entry.

Carrier pipe and casing pipe shall be properly isolated from electric power line attachments. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 9, 1992. Formerly 12.20.280).

12.14.02.200 Preservation, restoration and cleanup.

1. The size of disturbed area necessary to install a utility shall be kept to a minimum.
2. Restoration methods shall be in accordance with the specifications of the county and/or special provisions of the franchise, permit, or agreement.
3. Unsatisfactory restoration work shall be promptly corrected by the utility. If necessary, unsatisfactory restoration work may be corrected by the county and billed to the utility. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 10A, 1992. Formerly 12.20.290).

12.14.02.210 Traffic control and public safety.

1. Traffic controls, including detours for all utility work, shall conform with the currently applicable "Manual on Uniform Traffic Control Devices for Streets and Highways".
2. All construction and maintenance operations shall be planned to keep interference with traffic to a minimum. On heavily traveled roads, construction operations interfering with traffic should not be scheduled during periods of peak traffic flow. Work shall be planned so that closure of intersecting streets, road approaches, or other access points is held to a minimum.
3. Adequate provision shall be made to safeguard any open excavation, and shall include barricades, lights, flaggers, or other protective devices as may be necessary.
4. The storage of materials on through roadways shall not be allowed, and parking of vehicles on through roadways shall be kept to a minimum. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 10B, 1992. Formerly 12.20.300).

12.14.02.220 Emergency repairs.

1. All utility facilities shall be kept in a good state of repair. Emergency repairs shall be undertaken in a timely manner.
2. If emergency repairs disturb the right-of-way, such repairs may be immediately undertaken and the right-of-way restored. Approval as to the manner of final restoration of the right-of-way shall be secured from the county in a timely fashion. (Ord. 94-18 (part), 1994; Ord. 92-30 Exh. A § 10C, 1992. Formerly 12.20.310).

END OF TITLE 12 KITTITAS COUNTY CODE