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

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

Implementing Approval:	Subdivision
Process:	Completeness Review
Date Submitted:	October 11, 2023
Response Date:	October 26, 2023
Applicant:	Wildwood Ranch LLC c/o Jeff Stubbs
Parcel(s):	063034 & 623134

City Determination: Incomplete. Request for additional information.

The following information is required prior to a determination of complete application. This list is based on information that is necessary to review the proposed project. During the consistency review, additional information may be requested for any of the items on this list in order to determine consistency with the provisions of approval and the City of Cle Elum construction standards.

1. The pond appears to encroach on the southeast corner of parcel 063034. The pond is identified on the National Wetlands Inventory Map, which will require a **Critical Areas Report/Wetland Delineation**.
   CEMC 18.01.030(A) states that, "all areas within the city meeting the definition of one or more critical areas defined above are hereby designated critical areas and are subject to the provisions of this chapter..."
   CEMC 18.01.030(C), Wetlands shall be rated according to the Ecology wetland rating system found in the Washington State Wetland Rating System documents (Eastern Washington, Ecology Publication #04-06-030.
   (2) The exact location of a wetland's boundary shall be determined through the performance of a field investigation by a qualified professional.
   CEMC 18.01.055
   A. Each development permit shall be reviewed to determine if the proposal is within a critical area or critical area buffer.
   B. Wetlands. A wetland assessment prepared by a qualified wetlands specialist is required for projects situated within 200 feet of a known or suspected wetland and shall include the following:
   1. The category and precise location of the boundary of the wetland(s); and
   2. Delineated wetlands and required buffers within 200 feet of the project area shall be depicted on the site plan. Best available information includes, but is not be limited to, aerial photos, soils maps, and/or topographic maps; and
   3. An analysis of the onsite wetland(s) including the following site- and proposal-related information:

a. Documentation of any fieldwork performed on the site, including but not limited to field delineation data sheets for delineations, the wetland rating forms, and baseline hydrologic data;
b. A description of the methodologies used to conduct the wetland delineations; and the vegetative, faunal, and hydrologic characteristics of the wetland.

2. **Title Report** needed.

3. **Withdraw color concept map.** It does not match the civil design plans and could be misleading.

4. It appears that parcel 953265, the neighboring parcel to the south is actively using a portion of the access easement to access their property. Without reviewing the title report, and the specific language of the recorded easement, it is unclear as to who has the right to use the easement, and what are acceptable uses of the easement. Assuming that parcel 953265 has the right to use this as access to their property, the proposed road improvements would encumber the use of that easement and may make it difficult for future access. Please coordinate with the neighboring property owners benefiting from the easement and **provide documentation showing a revised entrance to the easement is agreeable with** the other easement benefactors.

5. **Updated Narrative** describing the project in depth, including phasing and making sure to be consistent across all submitted permits. Phasing is listed differently in SEPA vs. TIA.
**Please keep in mind, preliminary plat approval is valid for five years with a maximum extension period of one year.*

6. **SEPA,** please review and revise accordingly.
    a. The SEPA Application references a **Geotechnical Feasibility Study** conducted by PanGEO, Inc in June of 2021. Please provide a copy.
    b. The SEPA identifies that no diversions are proposed to the pond, however, civil plans identify an overflow possibly discharging where the pond encroaches upon the southeastern corner of the parcel. Please clarify the intent.
    c. 8(h) indicates there are no critical areas onsite, however, the pond is identified on the National Wetlands Inventory Map.
    d. The application references a Stormwater Drainage plan; please provide a copy if one is available. The preliminary civil plans appear to include preliminary stormwater plan. Please confirm the intent is for the preliminary civil plans to be included in the SEPA and public hearing documentation and notifications.
    e. Attachment A is missing. Please provide a site plan; vicinity map; and topographic map. The preliminary civil plans appear to include a site plan; vicinity map; and topographic map. Please confirm the intent is for the preliminary civil plans to be included in the SEPA and public hearing documentation and notifications.

7. Per CEMC 16.12A.050, the proposal does not meet the preliminary plat approval criteria in the following ways. **Please revise to meet city standards or submit a Development Agreement:**
    C. The preliminary plat shall conform to the applicable requirements of the zoning district in which it is located including but not limited to requirements for area, dimensions, use and density;

Staff Response: *The proposal is in the Multi-Family and Single-Family Residential zoning districts. Side yard setbacks in the Multi-Family zoning district are ten feet (CEMC 17.20.050).*

8. Per CEMC 16.12A.060, the proposal does not conform to the development standards in the following ways. **Please revise to meet city standards or submit a Development Agreement:**

(A) Design:

Streets. All lots shall abut on a dedicated and improved public street for at least twenty feet;

Staff Response: *The proposal shall also address how the developer is intending to facilitate driveway access to the proposed narrow frontage and/or common wall parcels that meet City driveway code (CEMC 17.56.050(E)) and ADA requirements, or a proposed alternative within a Development Agreement.*

Blocks. Blocks shall not exceed eight hundred feet in length nor less than three hundred feet on any single side, unless terrain or property boundaries prevent compliance with this standard;

(B) Streets:

Cul-de-sacs. Dead end streets or cul-de-sacs are not permitted unless terrain and parcel conditions result in greater impacts than connected streets. Where permitted, dead end streets shall be constructed with a turnaround located within the right-of-way or in a temporary easement. In no case shall a cul-de-sac exceed four hundred feet in length. Cul-de-sacs shall be located within a minimum right-of-way radius of fifty feet and shall have a minimum paved radius of forty-five feet;

Alley. Paved alleys with a minimum width of sixteen feet within twenty feet of right-of-way shall be provided unless prohibited by physical limitations that are not caused by the proposed street layout or the design of the project;

We hope this information is helpful. If you have any questions, please do not hesitate to contact me at cmonick@cleelum.gov or (509) 966-7000.

Colleda Monick, Planning Consultant for
City of Cle Elum