

August 30, 2023

Whipple Consulting Engineers
C/O Todd Whipple
21 S Pines Rd.
Spokane Valley, WA 99206

RE: Review of File #Z22-423PSP (Crestview Estates Preliminary Short Plat)

Todd:

This letter is to inform you that the application materials for the above mentioned Preliminary Short Plat were found to be technically incomplete on August 30, 2023, based on a review required under Spokane Municipal Code (SMC) 17G.060.090, Determination of a Complete Application. The following comments were received from various departments and agencies.

Planning, Melissa Owen (509-625-6063):

Items that must be addressed prior to deeming the application technically complete and moving the proposed to the public comment period:

1. Please update the plat map to include the 10' drainage easement located at the rear lot line of each lot (including the lots on west). As per the June 8th, technically incomplete letter, the easement was added to the east lot lines but appears to be missing from the west lot lines associated with all rear lot lines in the original Crestview Estates 1st Addition.

The following comments are general in nature and are provided for reference during the preliminary and final plat processes. The below also includes conditions that will be associated with preliminary plat approval:

Item to be addressed prior to approval of the final plat:

- I. Add "replat of Crestview Estates 1st Addition" to the title block of the map and dedication pages
- II. Please update the site data table to state "proposed" density instead of "allowed" density. The proposed density based on the current Lot 1 and Lot 2 sq. ft. would be 6 units/acre.
- III. Please make sure that the final plat submittal includes a vicinity map at a scale where road names are legible at the minimum 24" X 36" map size.

General Comments and Conditions:

- i. Street trees are required – compliance with street tree requirements will be verified prior to approval of Certificate of Occupancy for future new homes on proposed new lots 1 and 2.
- ii. Final Short Plat Map Requirements (Please see SMC 17G.080.040 F thru I and SMC 17G.080.050 H and 17G.080.070 B thru F for more detail as needed). A final short plat shall be submitted in the same form and with the same content as the preliminary short plat with the following exceptions or additional requirements:
 - a. A final short plat shall contain all the information required of the preliminary plat, except the following:

- i. Show existing buildings.
 - ii. Show existing utility lines and underground structures.
 - iii. Show the topographical elevations; or
 - iv. Contain the names and addresses of adjoining landowners.
- b. The drawing shall:
 - i. be a legibly drawn, printed, or reproduced permanent map;
 - ii. if more than one sheet is required, each sheet shall show sheet numbers for the total sheets;
 - iii. have margins that comply with the standards of the Spokane county auditor;
 - iv. show in dashed lines the existing plat being replatted, if applicable;
 - v. show monuments in accordance with SMC 17G.080.020(H)(1);
 - vi. include any other information required by the conditions of approval; and
 - vii. include any special statements of approval required from governmental agencies.

The following statements will be required in the dedication of the final plat:

- A. Street trees are required – compliance will be verified prior to approval of Certificate of Occupancy for each new home.
- B. If any archaeological resources, including sites, objects, structures, artifacts, and/or implements, are discovered on the project site, all construction and/or site disturbing activities shall cease until appropriate authorities, agencies, and/or entities have been notified in accordance with Chapters 27.44 and 27.53 RCW.

The final plat shall include the signatory statements as prescribed in SMC 17G.080.040(G)(2) including the following:

- C. The final short plat shall include the following:
- D. Surveyor’s certificate, stamp, date and signature, as follows:
 The following land surveyor’s certificate to be shown on each sheet of the plat: "I, _____ registered land surveyor, hereby certify the plat of _____, as shown hereon, is based upon actual field survey of the land described and that all angles, distances, and courses are correctly shown and that all non fronting lot corners are set as shown on the plat. Monuments and fronting lot corners shall be set upon completion of the utility and street improvements.
 Signed _____ (Seal)"
- E. A certification by the city treasurer, as applicable:
 - a. "I hereby certify that the land described by this plat, as of the date of this certification, is not subject to any local improvement assessments. Examined and approved, this _____ day of _____, 20__.

 City of Spokane Treasurer"
- F. The certification by the planning director, as follows:
 "This plat has been reviewed on this _____ day of _____, 20__ and is found to be in

full compliance with all the conditions of approval stipulated in the Planning Director's approval of the preliminary plat # Z22-423PSP.

City of Spokane Planning Director”

- G. The certification by the city engineer, as follows:
“Approved as to compliance with the survey data, the design of public works and provisions made for constructing the improvements and permanent control monuments this _____ day of _____, 20__.

City of Spokane Engineer”

- H. The certification by the Spokane county treasurer, as follows:
“I hereby certify that the land described in this plat, as of the date of this certification, is not subject to any outstanding fees or assessments. Examined and approved _____ day of _____, 20__.

Spokane County Treasurer”

- I. The certification by the Spokane county auditor on each page of the final short plat including the time, date, book, and page number of the recording of the final mylar.
- J. Signature of every owner certifying that:
- b. the plat is made with the free consent and in accordance with the desires of the owners of the land;
 - c. the owners are the owners of the property and the only parties having interest in the land and is not encumbered by any delinquent taxes or assessments;
 - d. the owners adopt the plan of lots, blocks, and streets shown;
 - e. owner dedicates to the City and the City's permittees the easements shown for utilities and cable television purposes.

Engineering, Joelle Eliason (509-625-6385)

The following items must be addressed for the plat to be technically complete:

2. Correct the spelling of “STROMWATER” in the note regarding Tract A.
3. Paragraph two of the storm report memorandum introduction states that the site is located within the City of Spokane Valley. Please correct.
4. Per the storm report memorandum pre-development basin information, the stormwater flows to the ponds adjacent to the intersection of Ash Street and Tieton Avenue to “an existing drywell in the low spot of the street”. Our records do not indicate a drywell in the street. Please clarify.
5. The introduction paragraph of the storm report memorandum calls out equation 6-1d; V-1815A, but the post-development analysis Table 5 calls out method 1133A. Please clarify.
6. Table 5 – Post-Development Project Site Pond Summary in the drainage report shows that more area is required than is provided. Please clarify and revise accordingly.

7. The response letter indicates the existing drywells will be used although the first Operational Characteristics section in the drainage report states that excess stormwater will spill into a catch basin that is interconnected to a subsurface gallery. Please clarify.
8. Although it is not stated in the drainage report, the plat shows two lots being created on the east side of Ash which will eliminate the existing pond. The second Operational Characteristics section in the drainage report indicates that Pond B will be reconstructed presumably in an effort to handle all the runoff for this basin (although also not clear in the drainage report). Please clarify how runoff on the east side of crowned Ash Street will be conveyed to the remaining pond.
9. The Liberty Geotechnical Engineering Report states that there was standing water at the drywells during the exploration and that basalt bedrock was encountered three to four feet below the ground surface. Clarify how infiltration will be attained with the new configuration.
10. O & M Manual, Section 5.00: the second paragraph appears to be missing some text at the beginning. Please clarify.
11. Please verify that the areas used to determine the design infiltration rate are consistent (i.e., both include or exclude the sidewalks).

The following comments are general in nature and are provided for reference during the preliminary and final plat processes. The below also includes statements that will need to be included on the face of the final plat:

The following comments must be addressed prior to approval of the final plat:

- IV. All stormwater facilities necessary to serve the proposed plat shall be designed and constructed in accordance with City standards.
 - a. Prior to construction, a grading and drainage plan shall be submitted to Developer Services for review and acceptance.
 - b. An erosion / sediment control plan, detailing how dust and runoff will be handled during and after construction, shall be submitted to Developer Services for review and acceptance prior to construction.
 - c. If drywells are utilized, they will be tested to ensure design infiltration rates are met. A minimum factor of safety of 2 (two) will be required. In accordance with State Law, existing and proposed Underground Injection Control structures need to be registered with the Washington State Department of Ecology. Proof of registration must be provided prior to plan acceptance.
 - d. The developer will be responsible for all costs associated with constructing storm water improvements necessary to serve the proposed plat.
- V. Deviations from the design standards must be submitted in writing to the city engineer and approved prior to the submittal of engineering plans for review (SMC 17H.010.020).
- VI. All water and sewer service connections must front the lot they are to serve. Offset connections will not be allowed. Any unused water service connections shall be killed and capped at the main
- VII. Addresses must be shown on the final plat. Recommended addresses are as follows:
 - e. Lot 1: 8900 N Ash St
 - f. Lot 2: 8904 N Ash St

- VIII. Lot plans, stamped and signed by a Professional Engineer, shall be prepared for residential lots as per the criteria listed in Appendix 3C of the Spokane Regional Stormwater Manual and submitted to the City of Spokane for review and acceptance prior to the final plat being accepted by the City of Spokane. Please prepare these and submit to Development Services for review.
- IX. Please submit a copy of the CAD file for this plat for further boundary review.
- X. In accordance with the City's Financial Guarantee Policy, a financial guarantee will be required for all street, drainage, and erosion / sediment control improvements not constructed prior to approval of the final plat.

General comments to be included in the staff report:

- i. Lots in this plat will not be required to be connected to City of Spokane sewer until building permits are obtained for the lots.
- ii. Lots in this plat will not be required to be connected to City of Spokane water until building permits are obtained for the lots.
- iii. The nearest available public water service mains which could provide service to this proposed plat is eight-inch ductile iron mains located in Tieton Avenue and Ash Street. Existing water pressure is approximately 81 psi at the hydrant located at the northeast corner of proposed lot 2.
 - a. The developer will be responsible for all costs associated with design and construction of water improvements necessary to serve the proposed plat.
 - b. The water system shall be designed and constructed in accordance with City standards. A pressure of 45 psi minimum at the property line is required for service connections supplying domestic flows. Pressures shall not drop below 20 psi any point in the system during a fire situation. Pressures over 80 psi will require that pressure reducing valves be installed at developer expense.
 - c. An electronic copy of hydraulic analysis must be submitted to Development Services for review and acceptance. The hydraulic analysis must include supporting calculations for domestic and fire flows.
- iv. The nearest existing public sanitary sewers which could provide service to this proposed plat is eight-inch PVC lines located in Tieton Avenue and Ash Street.
 - a. The developer will be responsible for all costs associated with design and construction of sanitary sewer improvements necessary to serve the proposed plat.
 - b. The sanitary sewer system shall be designed and constructed in accordance with City standards.
- v. All stormwater and surface drainage generated on-site shall be disposed of on-site in accordance with SMC 17D.060 "Stormwater Facilities", the Regional Stormwater Manual, Special Drainage Districts, City Design Standards, and, per the Project Engineer's recommendations, based on the drainage plan accepted for the final plat. Pre-development flow of any off-site runoff passing through the plat shall not be increased (rate or volume) or concentrated due to development of the plat, based on a 50-year design storm. An escape route for a 100-year design storm must be provided.
 - a. No building permit shall be issued for any lot in the plat until evidence satisfactory to the City Engineer has been provided showing that the recommendations of

SMC 17D.060 "Stormwater Facilities", the Regional Stormwater Manual, Special Drainage Districts, City Design Standards, and the Project Engineer's recommendations, based on the drainage plan accepted for the final plat, have been complied with. A surface drainage plan shall be prepared for each lot and shall be submitted to Engineering Services – Developer Services for review and acceptance prior to issuance of a building permit.

- b. Since the proposed plat is in the Five Mile Prairie Special Drainage District, basements are **not** recommended. The development of any below grade structures (including basements) in the plat is subject to review of a geotechnical evaluation for foundation design to determine suitability and affects from stormwater and/or subsurface runoff. The geotechnical evaluation is required to be performed for each lot with below grade level structures and submitted for review and concurrence to the City of Spokane Building Department and Developer Services prior to issuance of a building permit. An overall geotechnical analysis may be performed in lieu of individual lot analyses to determine appropriate construction designs.
- vi. All stormwater facilities necessary to serve the proposed plat shall be designed and constructed in accordance with City standards.
 - a. Prior to construction, a grading and drainage plan shall be submitted to Developer Services for review and acceptance.
 - b. An erosion / sediment control plan, detailing how dust and runoff will be handled during and after construction, shall be submitted to Developer Services for review and acceptance prior to construction.
 - c. If drywells are utilized, they will be tested to ensure design infiltration rates are met. A minimum factor of safety of 2 (two) will be required. In accordance with State Law, existing and proposed Underground Injection Control structures need to be registered with the Washington State Department of Ecology. Proof of registration must be provided prior to plan acceptance.
 - d. The developer will be responsible for all costs associated with constructing storm water improvements necessary to serve the proposed plat.
- vii. Deviations from the design standards must be submitted in writing to the city engineer and approved prior to the submittal of engineering plans for review (SMC 17H.010.020).
- viii. Garages shall be a minimum of 20 feet from the back of sidewalk to fully accommodate a parked vehicle without obstructing the sidewalk.
- ix. Civil engineered plans and profiles shall use NAVD88 datum (City of Spokane datum minus 13.13 feet).
- x. In accordance with the City's Financial Guarantee Policy, a financial guarantee will be required for all street, drainage, and erosion / sediment control improvements **not** constructed prior to approval of the final plat.

The following statements will be required in the dedication of the final plat:

- K. Only City water and sanitary sewer systems shall serve the plat; the use of individual on-site sanitary waste disposal systems and private wells is prohibited.
- L. Fifteen-foot utility easements as shown here on the described plat are hereby dedicated to the City and its permittees for the construction, reconstruction, maintenance, protection, inspections, and operation of their respective facilities together with the right

to prohibit structures that may interfere with the construction, reconstruction, reliability, and safe operation of the same.

- M. Development of the subject property, including grading and filling, are required to follow an erosion/sediment control plan that has been submitted to and accepted by Development Services prior to the issuance of any building and/or grading permits.
- N. Prior to the issuance of any building permits, the lots shall be connected to a functioning public or private sanitary sewer system and connected to a public or private water system, complying with the requirements of the Development Services and having adequate pressure for domestic and fire uses, as determined by the Water and Hydroelectric Services Department and the Fire Department.
- O. All parking areas and driveways shall be hard surfaced. All new or modified driveway locations will need to be reviewed and approved prior to construction.
- P. All Stormwater and surface drainage generated on-site must be disposed of on-site in accordance with chapter 17D.060 SMC, Stormwater Facilities, the Spokane Regional Stormwater Manual, and City Design Standards. A surface drainage plan shall be prepared for each lot and shall be submitted to the City of Spokane Planning & Development Department for review and acceptance prior to the issuance of a building permit on said lot.
- Q. No building permit shall be issued for any lot in this subdivision until evidence satisfactory to the Director of Engineering Services has been provided showing that the recommendations of Chapter 17D.060 SMC, Stormwater Facilities, and the Project Engineer's recommendations, based on the drainage plan accepted for the final subdivision, have been complied with.
- R. Slope easements for cut and fill, as deemed necessary by Planning & Development in accordance with City Design Standards, are granted along all public right of ways.
- S. The development of any structures in this plat is subject to review of a geotechnical evaluation for foundation design and to determine suitability and affects from stormwater and/or subsurface runoff and for slope stability. The geotechnical evaluation is required to be performed for each lot with structures and submitted for review and concurrence to the City of Spokane Building Department and Developer Services prior to issuance of a building permit.
- T. The Crestview HOA (*insert ARN# here*) is responsible for maintaining, removing, disposing, and replacing the soil and grass sod, per the Operations and Maintenance Manual prepared by Whipple Consulting Engineers dated **August 2023**, located in drainage facilities situated within private lots.
- U. The Crestview HOA shall be responsible for payment of all claims and other liabilities which may become due for said maintenance responsibilities. The City of Spokane does not accept responsibility to inspect, and/or maintain the private drainage easements, nor does the City of Spokane accept any liability for and failure by the lot owner(s) to properly maintain such areas. The City of Spokane is responsible for maintaining storm water facilities located within the public right-of-way as shown in the final plat documents. Maintenance shall include cleaning the structures and pipes.

City Treasury, Christopher Johnson

No LIDS (as per original email on 02/13/2023).

Considering the need for additional information, the timeline for this application is on hold until the additional information is provided. In accordance with SMC 17G.060.090, the required information must be provided within sixty days from the notification by the department. The applicant may submit a written request for additional time to the director, any time extensions shall be in writing. If the information is not received within 60 days the application and a portion of the fees shall be returned to the applicant in accordance with SMC 08.02.0692.

If you have any questions regarding these requirements, feel free to contact me by email or phone. Please make an appointment with me to submit the revised and additional materials.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa Owen', written over a light blue horizontal line.

Melissa Owen
Assistant Planner
Development Services Center