

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Josh D. Peters, AICP, Director of Community Development
David Wayne Johnson, Associate Planner, Port Ludlow Lead Planner, DCD

DATE: October 7, 2024

SUBJECT: Request for Board Final Approval re: Olympic Terrace 2 Phase II Plat Alteration
SUB18-00015

STATEMENT OF ISSUE:

On February 27, 2023, the Board of County Commissioners (BoCC) approved the preliminary plat alteration for Olympic Terrace 2 Phase II. After completion of all the required conditions of final plat approval listed in the attached Type A Land Use Approval, staff is requesting the BoCC sign the Plat Alteration Mylar prior to recording and creation of new tax parcels for sale.

ANALYSIS:

Over the past year and a half, staff has worked with the Applicant, Applicant's consultants and other relevant County departments, Fire District and Olympic Water and Sewer Inc. to complete and inspect the required conditions of final plat approval listed in the March 16, 2023 decision for case number SUB18.00015, a Plat Alteration under the Port Ludlow Development Agreement Subdivision Ordinance No. 04-0526-92 Section 14, to remove Tracts B & C reserved for future development under Olympic Terrace 2 Phase I Subdivision, and re-orient Tract A and re-design Tracts E & F for thirty-seven (37) new lots for development under Olympic Terrace 2 Phase II. Each relevant County Department listed in the Plat signature block has signed the Mylar signifying compliance with the conditions of approval. The last signature for final approval shall be the BoCC, before the Auditor signs the plat at time of recording. Once the Plat Alteration is recorded, the Assessor will create new tax parcels consistent with the new Phase II lots depicted on the plat.

FISCAL IMPACT:

This request has no fiscal impact related to the request.

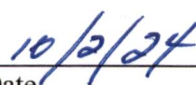
RECOMMENDATION:

That the Board of Commissioners approve the final Plat Alteration by signing the attached Mylar for Olympic Terrace 2 Phase II (page 3 of the Mylar).

REVIEWED BY:



Mark McCauley, County Administrator



Date



MINUTES

Regular Meeting – February 27, 2023, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Greg Brotherton, Commissioner Kate Dean and Commissioner Heidi Eisenhour participated in the meeting. Chair Brotherton called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and five comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dean moved to approve the items on the Consent Agenda as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$4,600; Public Health; Brinnon School District
2. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$5,000; Public Health; Olympic Angels
3. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$3,500; Public Health; WSU 4-H Rock and Jewelry Club
4. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$5,000; Public Health; OWL 360
5. **AGREEMENT, Amendment No. 1** re: Restoration at the Chimacum Confluence MOU; January 18, 2022 – June 30, 2023; Extension of completion date only; Environmental Health; North Olympic Salmon Coalition
6. **AGREEMENT, Amendment No. 2** re: EnerGov Database Support; Extension of Contract Period to June 30, 2024, and Additional Contract Amount of \$9,000; Environmental Health; Little River Enterprises
7. **AGREEMENT, Amendment No. 1** re: Interlocal Olympic Consortium Board Operations for Workforce Innovation and Development; No Dollar Amount; Jefferson County Administrator; Kitsap County and Clallam County
8. **Payment of Superior Court Jury Fees Voucher**, For the Month of January, 2023
9. **Payment of Jefferson County Vouchers/Warrants** Dated 02/21/23 Totaling \$424,379.22 and Dated 02/27/23 Totaling \$156,031.14 (Records of all claims submitted for payment along with vouchers approved by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended, and miscellaneous topics. Commissioner Eisenhower noted that Commissioner Dean has been appointed by Governor Inslee to the State Board of Health.

DISCUSSION re: American Rescue Plan Act (ARPA) Funding Requests: Chair Brotherton stated that there were 48 proposals for projects totaling over \$3 Million. The Commissioners ranked each project separately and County Administrator Mark McCauley combined their scores into one spreadsheet. The Commissioners started reviewing scoring of each project and agreed to table discussion until later in the meeting.

CONTINUED DELIBERATIONS re: Hearing re: Ordinance Relating to Courthouse Security; Repealing and Replacing Resolution No. 78-99: Chair Brotherton noted that written testimony on this issue was extended through Friday, February 24, 2023 at 4:30 p.m. County Administrator Mark McCauley reviewed the additional testimony received with the Board. Chief Civil Deputy Prosecuting Attorney Philip Hunsucker reviewed the proposed changes to the draft ordinance since the hearing. The Commissioners deliberated and made additional edits to the ordinance. After deliberations, Commissioner Dean moved to approve **ORDINANCE NO. 01-0227-23** re: Courthouse Security; Repealing and Replacing Resolution No. 78-99, as amended. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

CONTINUED DISCUSSION re: American Rescue Plan Act (ARPA) Funding Requests: The Commissioners continued reviewing the various proposals received, and started assigning funding amounts per project. They agreed to table discussion until the afternoon session.

The meeting was recessed at 12:00 p.m. and reconvened at 1:31 p.m. with all three Commissioners present.

DISCUSSION re: Olympic Terrace 2 Phase II Plat Alteration: Department of Community Development (DCD) Acting Director Josh Peters and Associate Planner David Wayne Johnson were present to review the plat alteration applied for by Port Ludlow Associations (PLA) under the Port Ludlow Development Agreement. Planner Johnson recapped the discussion held with the Commissioners during their February 13, 2023 meeting and explained the plat alteration process. Planner Johnson noted that in the staff report the reference to "Mount Walker" should read "Mount Wilder."

After discussion, Commissioner Dean moved to approve preliminary plat alteration as conditioned by the staff report for Olympic Terrace 2 [Phase II plat alteration]. Commissioner Eisenhower seconded the motion. Chair Brotherton called for public comments and three comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: Human Resources Department 2023 Work Plan: County Administrator Mark McCauley stated that departments will be meeting with the Commissioners in 2023 to review their work plans. Human Resources (HR) Director Sarah Melancon provided a presentation of 2022 activities, and 2023 and beyond goals for the HR department.

CONTINUED DISCUSSION re: American Rescue Plan Act (ARPA) Funding

Requests: The Commissioners reviewed the table of projects and ranking as shown below.

To note: some of the projects were tied in ranking, but numbers 1-17 were renumbered to reflect the final motion.

Rank	Project	Requested Amount	Awarded Amount
1	YMCA Early Learning Center at 7 th Haven	100,000	100,000
2	Quilcene Community Center: Commercial kitchen	100,000	50,000
3	Jefferson County Rural Library: Digital Equity Navigator	35,000	35,000
4	Port Townsend Pump Track: Plans and permitting	50,000	50,000
5	Jefferson Interfaith Action Coalition: Winter Welcoming Shelter	20,000	20,000
6	Northwest School of Wooden Boatbuilding: Student housing upgrades	100,000	80,000
7	Quilcene Community Center: Skate Park Development	100,000	20,000
8	Olympic Neighbors: Adult Family Home Program	24,000	24,000
9	Humane Society: Heavy duty truck to tow veterinary surgical trailer and associated costs	68,000	40,000
10	Jefferson Healthcare: Commercial Kitchen at Fairgrounds	100,000	50,000
11	Public Works: Shine Road embankment stabilization	200,000	100,000
12	Habitat for Humanity: Mason Street Project	100,000	80,000
13	Olympic Housing Trust: Dundee Hill Development; concrete work and carpentry	100,000	80,000
14	Port of Port Townsend: Flood Protection and Waterwalk Project Phase I	100,000	50,000
15	Peninsula Trails: ODT Trailhead and viewpoint in the area of South Discovery Bay (request is \$20,000 to \$50,000)	50,000	20,000
16	Jefferson Community Foundation: Jefferson County Scholarship Summit	45,000	20,000
17	Port Townsend Marine Trades Association: Maintain office space for 5 years	20,000	15,000
18	Chimacum School District: Development of Chimacum Creek Primary Campus into a school playground and community sports field	608,626	0
19	Jefferson County Search and Rescue: new vehicle	64,200	0
20	Community Build: Caswell-Brown indoor bathroom and laundry facility (request at least \$100,000 of the \$156,00 cost)	100,000	0
20	EJFR (Marrowstone Island Foundation is actual requestor of funds): Propane generator, propane tank, water tanks, heat pumps	81,200	0
22	EDC Team Jefferson: Economic stabilization, increase staffing, outreach, workshops, consultant, etc.	100,000	0
23	Port Townsend Marine Science Center: Installation of a gray whale skeleton at Union Wharf	20,000	0
24	Public Works: Rhody Drive/SR 19 Pedestrian and Bicycle Improvement project	140,000	0

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25	Jefferson County Farmers Market: Food assistance matching, education, permits, mobile kitchen, etc.	47,014	0
26	Toandos Emergency Preparedness Association: New heated well pump house/storage facility, emergency and medical supplies, etc.	80,000	0
27	The Nest: Youth Workforce development project	76,428	0
28	Pfeiffer House: Pfeiffer House operations	39,520	0
28	Quilcene Community Center: Computer system and internet	43,500	0
28	Jefferson County Aquatic Coalition: Swim scholarships	20,000	0
31	American Legion: heating improvement plan	17,831	0
32	Local 20/20: Transportation Lab Conference "moving in the right direction"	8,000	0
33	Bayside Housing and Services: Director of Supportive Services	81,902	0
33	Gathering Place: Supplies, equipment, event space	39,500	0
35	Jefferson County Tourism Coordinating Council	58,500	0
36	Jefferson County Environmental Health: Improve community resiliency and salmon habitat in Brinnon	33,015	0
37	Northwind Art: Education program support	79,800	0
38	Quilcene Community Center: Digital sign improvements	35,000	0
39	Port Townsend Pump Track: Large equipment operator/laborer	46,250	0
40	American Legion; exterior paint, materials, equipment rentals	18,838	0
41	Jefferson County Historical Society: Cemetery Panel discussion, collecting oral histories and writing biographies	10,000	0
42	Shine Residents: Improve the safety of Shine Road and Hicks Beach	0	0
43	Public Works; Snow Creek Road Culvert Replacement	150,000	0
44	Birchyville Garden Coop: Greenhouse, produce wash area and wheelchair access	15,000	0
45	Port Townsend Creative District	30,400	0
46	Birchyville Ranch Annex: Work with architect/designer and City of PT to create a vision and concept for adding living units to co-housing community	25,000 25,000	0
47	Salish Sound: Discounted audio and events for non-profits	20,000	0
48	Prosarus: Local food systems initiative, program development	90,000	0

After discussion, Commissioner Dean moved to approve the ranked last call ARPA funding requests as indicated as 1-17 [on the table above], and if there is additional funding available, we will continue to move down the list, contingent upon receipt of last tranche of ARPA funds. Commissioner Eisenhower seconded the motion. Commissioner Brotherton called for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

The Commissioners noted that if Jefferson County receives additional funding, they will use the ranked list to possibly award funds to other projects. This item was briefly discussed towards the end of the meeting regarding clarification on the Public Work's Shine Road award.

ADDITIONAL BUSINESS: Letter of Support re: City of Port Townsend's

Healthier Together Initiative: Commissioner Dean presented the letter of support to the Board. Commissioner Eisenhour moved to send a letter to Senator Patty Murphy in support of the City of Port Townsend for their request of \$1 Million for the aquatic facility. Commissioner Dean seconded the motion. Chair Brotherton called for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote

ADDITIONAL BUSINESS: Letter of Support re: Mason PUD No. 1's

Appropriations Request to Fund Their Grid Resiliency Project: Chair Brotherton presented the letter to the Board. He stated this project will help with electrical work in Brinnon. Commissioner Dean moved to approve the letter of support and send to our Senators for the Mason PUD No. 1 broadband project. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments, and one comment was received. He noted that the letter of support is not for broadband, but for an electrical substation in Brinnon. Commissioner Dean withdrew her motion. She moved to approve the letter of support and send to both Senators for a federal appropriation for the Mason PUD No. 1 electrical substation. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments and one comment was received. He called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL BUSINESS: Letter of Support re: Lower Big Quilcene Riverscape

Restoration Project: Chair Brotherton presented the letter to the Board. Commissioner Dean moved to approve the letter of support for the Lower Big Quilcene Riverscape Restoration Project through the RAISE program. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Letter of Support: Chair Brotherton presented a draft letter to the Board regarding the Dabob Area Inter-Trust Exchange 86-100443, which was proposed by Department of Natural Resources. The exchange would trade State Forest Lands for Common School lands. Discussion followed regarding the proposed exchange and the Commissioners reviewed the letter. The Board agreed to table conversation until next week.
- Department of Natural Resources; upcoming hearing
- Calendar Coordination
- Strategic Plan; Commissioner Dean requested clarification on the communication with the public and stakeholders on what the Strategic Plan is (how the county functions) versus what the Comp Plan is (community visioning). Commissioner Eisenhour requested that Berry Dunn meet with the Board to provide a progress update in the future.
- **CONTINUED ARPA Discussion:** Commissioner Dean sought clarification regarding the approval of Public Works ARPA funds for the Shine Road project. During the previous ARPA discussion, the Board had entertained the idea of awarding Public Works funding that could be distributed amongst their three requests. She voiced concern regarding the \$100,000, and wondered if it was not enough to get the Shine project underway? County Administrator Mark McCauley stated he will communicate with staff at Public Works to get their suggestion.

ADDITIONAL BUSINESS: Letter re: Washington State Department of Transportation (WSDOT); Hood Canal Bridge Construction Dates: The Commissioners discussed sending a letter to the WSDOT to advocate for a different set of Hood Canal Bridge closure dates. After discussion Commissioner Eisenhour moved to authorize Commissioner Dean to work with the County Administrator on drafting a letter to WSDOT with alternative proposals to their proposed schedule of closures in August to the Hood Canal Bridge, and the Commissioners will review the letter through the County Administrator. Chair Brotherton seconded the motion. He called for public comments, and one comment was received. He called for a vote on the motion. The motion carried by a unanimous vote.

Points the Commissioners stated they would like to see in the letter included:

- Switching to June construction dates
- Addressing Highway 101 closures during the Hood Canal Bridge closures
- Weight limit capacity over Little Quilcene River bridge
- Consideration of shorter and longer closures to spread out impacts
- Requesting that WSDOT participate in an Incident Management Team with Jefferson County
- Request for specific calendar of fish barrier work – avoiding construction during Hood Canal Bridge closures
- Be able to provide input on Hood Canal Bridge timed openings
- Requesting a second ferry to be returned to the Port Townsend run

All three Commissioners will sign the letter once completed.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- KPTZ – Weekly Radio Program
- Tuesday Board of County Commissioner Meetings; discussion only, no change in meeting dates
- Recycling videos and Special BOCC Meetings: Chair Brotherton would like to use County Facebook page, and post a special meeting at the Materials Recovery Facility (MRF)
- Boards and Committee Vacancies
- Legislative Update

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:06 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

ATTEST:

Carolyn Gallaway
Carolyn Gallaway, CMC
Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton
Greg Brotherton, Chair

Kate Dean
Kate Dean, Member

Heidi Eisenhour
Heidi Eisenhour, Member



**JEFFERSON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT**

621 Sheridan Street | Port Townsend, WA 98368
360-379-4450 | email: dcd@co.jefferson.wa.us
www.co.jefferson.wa.us/260/Community-Development

**JEFFERSON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT (DCD)
PORT LUDLOW DEVELOPMENT AGREEMENT
TYPE A LAND USE APPROVAL**

**OLYMPIC TERRACE 2 PHASE II PLAT ALTERATION
SUBDIVISION ORDINANCE NO. 05-0426-92**

**APPLICANT: PORT LUDLOW ASSOCIATES
70 BREAKER LANE
PORT LUDLOW WA 98356**

DATE ISSUED: March 16, 2023

MLA NUMBER: MLA05-00013

CASE NUMBER: SUB2018-00015

PROJECT PLANNER: David Wayne Johnson, Associate Planner

PROJECT DESCRIPTION: A Plat Alteration under the Port Ludlow Development Agreement Subdivision Ordinance No. 04-0526-92 Section 14, to remove Tracts B & C reserved for future development under Olympic Terrace 2 Phase I Subdivision, and re-orient Tract A and re-design Tracts E & F for thirty-seven (37) new lots for development under Olympic Terrace 2 Phase II.

PROPERTY LEGAL DESCRIPTION: Parcel Numbers 978802500 thru 504, Olympic Terrace Division 2, Phase 1, Open Space Tract A & Tracts B, C, D & E Future Development Phase, Sections 20-23, Township 28, Range 1E, WM, located on Mt. Wilder Way, Port Ludlow, WA 98365

STATE ENVIRONMENTAL POLICY ACT (SEPA): On January 24, 2023, Jefferson County acting as Lead Agency, issued an Addendum to the Final Mitigated Determination of Non-Significance (MDNS) issued April 13, 2005.

FINDINGS:

1. The Administrator finds that this application complies with applicable provisions of the Port Ludlow Development Agreement (AFN 435974), all other applicable ordinances and regulations, and is consistent with the Jefferson County Comprehensive Plan and Land Use map.
2. On February 27, 2023, the Board of County Commissioners (BoCC) unanimously approved the application subject to conditions of approval as required under the Port Ludlow Development

Agreement Subdivision Ordinance No. 05-0426-92 Section 14.40, and as noted in the record for the BoCC regular meeting of February 27, 2023 at 1:30pm.

3. For regulatory and site-specific findings and conclusions, see revised Staff Report dated February 2023 as presented at the February 27 BoCC regular meeting, and as reflecting minor changes to the conditions of approval as instructed and noted by the BoCC during deliberations.

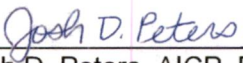
CONDITIONS:

1. The applicant and Staff shall complete and certify the Checklist and Compliance Matrix (Attached Exhibit 20) prior to submittal of a final Plat Alteration suitable for signing and recording, to ensure that all conditions of the Preliminary Plat approval are satisfied. This condition of approval incorporates by reference, as if set out in full, all conditions of approval contained in the Hearing Examiner's Decision File No. SUB 05-0003 dated June 28, 2005 ("Hearing Examiner decision").
2. The applicant shall construct the emergency egress per the standards of the International Fire Code per the submitted plans, and include an inset map on page 9 showing the entire emergency egress with the construction standards listed, and referencing the "60 foot utility easement per phase 1 plat" as the "60 foot utility easement per phase 1 plat and existing paved emergency access road," and also replacing the dotted lines for the utility easement with solid lines indicating an existing paved roadway.
3. The applicant shall process the public road dedication through the Public Works Department with the final approval by the Board of County Commissioners, and shall be reflected on the face of the plat under Dedication, Covenants, and Restrictions, and Notice to Purchasers.
4. The applicant shall comply with the recommendations and fee requirements of the Public Works Department under their review document dated October 17, 2022, with the exception of #9 regarding the roads being privately owned and maintained by the developer or lot owners under a recorded road maintenance agreement.
5. The Final Plat signature and recording may be subject to minor additional revisions due to late comments, factual, or typographical errors.
6. Prior to final plat approval, the proponent shall provide certification to the Public Works Department from the project engineer that the roads have been constructed as per the approved plans.
7. After construction is complete, the proponent shall submit a letter from the project engineer certifying that the stormwater management facilities have been constructed as per the approved plans. DCD cannot give final approval for the project until this certification has been received.
8. Water main extensions and water system improvements that may be required to service the development shall be installed prior to final plat approval. Extensions and improvements shall be in conformance with the Ludlow Water System Plan, the Jefferson County Coordinated Water System Plan and shall include acknowledgment from Olympic Water and Sewer that water main extensions have been certified in accordance with the provisions of Chapter 246-290-110(2) WAC.

9. Prior to final plat approval, documentation shall be submitted from Olympic Water and Sewer confirming that sewer systems have been constructed in accordance with applicable state and local standards.
10. Performance surety may be posted in lieu of completion of construction as provided by 6.60, Jefferson County Subdivision Ordinance 04-0526-92. The applicant may enter into a surety agreement with the Department of Public Works as an alternative to complete installation of required improvements prior to final plat approval. The surety may not exceed one (1) year, and must be in a form acceptable to the County Prosecutor. Acceptable examples of sureties are available from the Department of Public Works. All sureties must be accompanied by an estimate of the cost of all improvements, and the estimate must be approved by the Department of Public Works prior to acceptance of surety.
11. Prior to final plat approval, the applicant shall provide written evidence from Port Ludlow Fire & Rescue, and the Jefferson County Consulting Fire Code Inspector, that the final design and construction of the Phase II plat is in compliance with the applicable provisions of the International Fire Code, and the recommendations of the Fire District which are consistent with State law.
12. The applicant shall arrange for the inspection of all required improvements with the Department of Public Works, DCD, or Public Health, whichever is responsible. Inspections shall be requested by the applicant at such stages as indicated by the appropriate department.
13. The applicant shall pay for additional staff time beyond the base application fee per the established hourly rate prior to final Board of County Commissioners signing of the final Plat Alteration.

The decision of the Director is the final decision of the County unless a timely appeal is filed with the Hearing Examiner in accordance the procedures below.

APPEAL PERIOD: Any appeal of this decision must be filed in writing with the Department of Community Development¹ within fourteen (14) calendar days of the date of the decision. The appellant shall pay the required fee and submit an appeal document that identifies the decision appealed, the date of the decision, and includes a summary of the grounds for appeal. The requirements for filing an appeal are found in Section 17 of the Land Use Procedures Code, Ordinance No. 04-0828-98, a copy of which is available on request from the Department of Community Development or you can find it online [here](#) (applicable pursuant to the Port Ludlow Development Agreement).



Josh D. Peters, AICP, Deputy Director
Department of Community Development

Date: 3/16/2023

¹ Ordinance No. 04-0828-98, Section 17, requires the appeal to be filed with the Clerk of the Board of County Commissioners. That administrative function is now housed within the Department of Community Development.

#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
1	Type II Plat Alteration Fees paid	12/21/2020	
2	Application forms completed and received with signatures of all property owners within Plat. Names and addresses of all property owners within Plat shall be provided by the applicant (14.301#1) for noticing purposes.	Rec'd 3/11/2021 Reviewed 4/9/2021	
3	Application deemed substantially complete	April 8, 2021	
3.1	Review Covenants. If violation, new agreement signed by all property owners	7/29/2024	New Homeowners association agreements - to be recorded at time of plat recording
4	Wetland/Biological delineations or evaluation submitted	2/22/2023	See final Staff Report
5	Any additional information requested and received – SEPA Determination/Addendum	June 14, 2021 1.5 hrs	Request SEPA Checklist 4/22/21 DWJ review checklist
6	Notice of application to property owners within Plat. Includes notice that a public hearing may be requested within 14 days by any one receiving notice (14.203#2). Notice per 17.05.070 Public notice roster.	June 23, 2021 3.5 hrs	Comment period ends July 7, 2021
7	Final action within 90 days of filing unless extension requested by applicant (14.203)	4/15/2021	PLA will grant extensions per Cliff
8	Public Works and other agency notice and review	4/15/21 1 hr	Cliff will contact Eric Kuzma And contact ESM
9	Public hearing if requested. Requires 10-day prior notice, additional notice per RCW 58.17.	N/A	
10	Notice of Application and pending SEPA	6/23/2021 2 hrs	Code requirement
11	Request for additional information – TIA	8/9/2021 .25 hrs	Response to comments on access
12	Received TIA & Review	10/20/2021	Complies with Add Info Request
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET

		.75 hrs	
13	Received Roadway and Stormwater Plans	11/22/2021 .5 hrs	Code & HE Decision requirement
13a	Revised Roadway & Stormwater Plans for emergency access	12/20/2021	SEPA comments and HE Decision page 15 #7
13 b	Public Works and EH review fee invoice	1/13/2022 1.0 hrs	Section 14.302
14	SEPA Determination Addendum of MDNS		
	Public Works Stormwater and Roadway Review	10/17/2022	
	Phase I Stormwater Clearing & Grading Permit	7/7/2022	
	Draft Plat Alteration submitted	1/3/2023	
	Public Works draft plat review	2/16/2023	
	Assessor draft plat review	2/9/2023	
	Public Health Review	N/A	Determined N/A since serviced by OWSI and approved under Preliminary Phase 1
17	Preliminary Plat Conditions (each condition listed below)		
#1	The applicant shall comply with all mitigation measures of the Final Modified Mitigated Determination of Non- Significance issued by the Jefferson County SEPA Responsible Official on May 6, 2005 for the proposed plat of Olympic Terrace 2	2/22/2023	SEPA Checklist revised on December 16th 2022. Submitted to DCD January 9th 2023. See final staff report
#2	The conditions recommended by the Jefferson County Department of Public Works on pages 7, 8, and 9 of their memo dated February 17, 2005 (Log item 43) are incorporated into the recommended conditions of approval (see attached Log item 43)	3/30/2023	All recommended conditions have been addressed per email from John Flemming on 3/30/23
#3	Based on the requirements of Chapter 17.30.180, all		N/A This is no JCC 17.30.180
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET

	easements of record shall be graphically portrayed on the final plat with the Auditor's File Number (AFN) of the easements also referenced on the face of the plat. Required easements for utility installation and maintenance shall conform to the standards of Subsection 6. 303 of the Subdivision Ordinance. All utility easements shall be made by a separate recorded easement, declaration of easements, or dedication of easements, and by graphic portrayal on the final long plat Mylar.	TBD	To be recorded at time of Final Plat/Mylar recording and noted on Mylar
#4	Based on the requirements of Chapter 17.30.180 (Subdivision Ordinance 6.303.2), a seven (7) foot wide utility easement adjacent to any private road easement may be required.	N/A	Not applicable. All roads are public
#5	Based on the requirements of Chapter 17.30.190 (Subdivision Ordinance 6.309. 2 & 3), design and construction of any vehicle turnarounds shall accommodate school buses. Prior to final plat approval, the applicant shall obtain written certification from the Chimacum School District regarding adequacy of provisions for any school bus turnaround.	11/16/2023	See letter from Chimacum School District. All roads are designed per county standards. Reviewed, approved and inspected by Public Works
#6	Based on the requirements of Subdivision Ordinance 6.309.4, 60-foot wide public road rights-of-way shall be dedicated in fee simple for any public roads. The dedication shall specify that Jefferson County is not liable for impacts of stormwater runoff from the roads.	8/24/2024	Produced on Final Plat/Mylar page 2 under dedications. Stormwater maintenance agreement with Public Works shall be recorded at time of Mylar recording.
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET

#7	In order to provide adequate emergency vehicle access a secondary emergency access road shall be constructed to meet International Fire Code standards in the general configuration shown on Sheet three of three of the preliminary plat application plans revised as of April 27, 2005.	4/5/2024	See email from Fire Marshal Phil Cecere regarding inspection of new emergence access road
#8	Based on the requirements of Chapter 17.30 (Subdivision Ordinance 6.3 and 6.4) no reduction, modification, waiver or exception to standard road widths and design shall be allowed unless approved by the Director of Public Works.	8/20/2024	Produced on Final Plat/Mylar. Roads are installed per county standards 8/5/2024
#9	The subdivision roads shall be constructed in substantial conformance with the design shown on the revised site plans submitted April 27, 2005. The construction plans for any stream crossing culvert shall include hydraulic analysis and shall specify the size, centerline station and depth, length, grade, skew angle and material for any proposed culvert. An HPA from the Washington Department of Fish and Wildlife may be required.	N/A	Roads are installed per county standards and no culverts or stream crossings exist
#10	Prior to commencing construction of roads on the site, the applicant shall submit road and drainage plans to the Public Works Department for review and approval. The roads shall be designed and constructed in conformance with Public	6/24/2022	Plans submitted for review on or about 6/24/22
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
	Works Department standards including the guidelines of the American Association of State Highway and Transportation Officials (AASHTO) and the standards of the Washington State Department of Transportation (WSDOT) Highway Design and Hydraulics Manuals.		

#11	Prior to final plat approval the applicant shall reconstruct Teal Lake Road from Mile Post 0.00 to MP 0.14 to a total paved width of 38 feet and from MP 0.14 to MP 0.31 to a total paved width of 34 feet. The construction shall be subject to an agreement between the applicant and Jefferson County. The work shall be performed in conformance with Jefferson County's adopted standards for design, construction methods, and materials. The applicant shall be responsible for funding the total cost of construction, including the development of roadway and drainage plans, environmental review, permitting, project management, and construction engineering and inspections. The applicant shall reimburse Jefferson County for its reasonable costs related to project oversight, plan review, and approval, inspections, and administration.	Unknown	Road was installed prior to plat alteration submittal and was subsequently accepted by Public Works
#12	Roadway monuments shall be placed in monument cases that comply with WSDOT standard plan H-7 and meet the requirements of WSDOT Standards Specifications Section 8-13 and 9-22. The monuments shall be placed on the roadway centerline at all intersections and points of curvature and tangency and at the radius point of all cul-de-sacs.	9/29/2023	ESM to install after paving. Inspected by Public Works
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
#13	An agreement for the continued maintenance of Road D shall be established either by recording a separate instrument and referencing said instrument on the plat or by declaring the agreement on the plat.	N/A	Not applicable. Road D removed by Plat Alteration
#14	Based on the requirements of the Subdivision Ordinance (Section 6.404) and RCW 58.17.280, addresses shall be assigned to all lots. Addresses may be shown on the final plat or may be applied for at the time of building permit application.	N/A	Address will be applied for at the time of building permit application, and assigned before final inspection.

#15	Based on the requirements of Chapter 17.30.250, Road Approach Permits shall be obtained from the Jefferson County Department of Public Works for access to individual lots. The permit numbers shall be referenced on the final plat or there shall be a notice on the plat that road approach permits shall be obtained when applying for building permits.	N/A	Road approach permits shall be obtained when applying for building permits with the addresses.
#16	Based on the requirements of Chapter 17.30.280, the roads serving the subdivision shall be named, and the name of the road shall be shown on the final plat. It is required that the applicant consult the Department of Public Works in reference to signing and when selecting a name to avoid duplication of an existing road name.	6/24/2022	Assigned, approved and placed on Plat.
#17	Address plates for the lots shall be located in accordance with Jefferson County 911 Emergency Locator System Ordinance provisions.	N/A	Address plates will be placed prior to final Certificate of Occupancy inspections for each lot.
#18	Based on the requirements of Chapter 17.30.240 all street	TBD	Public Works to complete.
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
	signs, traffic signs, and traffic striping shall be installed prior to final plat approval.		
#19	A Storm Water Site Plan that includes a Large Parcel Erosion Control Plan and a Permanent Stormwater Quality Control Plan shall be submitted to the Jefferson County Department of Public Works for review and approval prior to commencing land disturbing activity. The Stormwater Site Plan shall apply Minimum Requirements # 1 through 11 from the Washington Department of Ecology Stormwater Management Manual for the Puget Sound Basin.	6/24/2022	Completed at permit application

#20	The applicant shall provide documentation from the designing engineer that erosion control practices including storm water quality control were fully implemented during the construction phase, in accordance with the Department of Public Works approved plans. The documentation shall be submitted prior to final plat approval and will include copies of reports from all monitoring during construction.	6/24/2022	Completed at permit application
#21	The proponent shall enter into a Stormwater Management Facility Maintenance Agreement with the County. After construction has been completed, the Department will send the proponent a copy of the Agreement that has been signed by the Public Works Director. The Department cannot give final approval for the project until the Agreement has been signed and filed with the Jefferson County Auditor.	5/28/2024 Public Works Inspection	See letter from ESM Engineering regarding installation of infrustucuture. Inpsected and approved by Public Works. Any portion of the stormwater facility not located within county right of way will be maintained by the HOA. This will be specified on the face of the Final Plat/Mylar and recorded at time of Mylar recording.
#22	After construction is complete, the proponent shall submit a letter from the project engineer certifying that the stormwater management facilities have been constructed as	1/10/2024	See letter from ESM Engineering regarding installation of infrustucuture.
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
	per the approved plans. The Department cannot give final approval for the project until this certification has been received.		

#23	Based on the requirements of Chapter 17.30.290, if no development of the lots is proposed at this time, the applicant shall state on the face of the plat under " Notice to Potential Purchasers": Prior to the commencement of any land disturbing activities and prior to issuance of a building permit, a Small Parcel Erosion and Sediment Control Plan shall be developed to the standards of the Jefferson County Stormwater Management Ordinance and be submitted to the Department of Community Development for review and approval. Temporary erosion control Best Management Practices shall be approved by the Department of Community Development and implemented at all times during land disturbing activities."	N/A	Notice to Purchasers #4 on Plat
#24	Based on the requirements of Chapter 17.30.350, construction of roads and storm water facilities and/ or site disturbing activities requires that the applicant submit plans in accordance with the Department of Public Work's plan review schedule, and, the applicant shall notify the Department of Public Works during various phases of construction in accordance with the department's inspection schedule. Typically, the following inspections are required: Installation of temporary erosion and sediment control measures; Clearing and road subgrade preparation; Application of gravel base; Application of compacted crushed	N/A	These duties handled by DCD Building Inspectors as part of the individual building permit process
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
	surfacing top course; Construction of storm water management facilities; Final plat review. Additional inspections may be necessary based on site-specific conditions or the nature of the project.		

#25	Temporary erosion control methods for construction purposes roads, facilities shall be approved by the Department of Public Works and employed during construction. A set of approved plans shall be on site at all times during construction.	6/24/2022	Completed at permit application, and as part of the individual building permit process
#26	Based on the requirements of Chapter 17.30.300, water main extensions and water system improvements that may be required to service the development shall be installed prior to final plat approval. Extensions and improvements shall be in conformance with the Ludlow Water System Plan, The Jefferson County Coordinated Water System Plan and shall include acknowledgment from Olympic Water and Sewer that water main extension have been certified in accordance with the provisions of Chapter 246-290-110 (2) WAC.	4/26/2024	See letter from OWSI regarding water and sewer service.
#27	Based on the requirements of Chapter 17.30.300, prior to final plat approval, documentation shall be submitted from Olympic Water and Sewer confirming and sewer systems have been constructed in accordance with applicable state and local standards.	4/26/2024	See letter from OWSI regarding water and sewer service.
#28	Based on the requirements of Chapter 17.30.350, performance surety may be posted in lieu of completion of construction as provided by 6. 60, Jefferson County Subdivision Ordinance. The applicant may enter into a surety	N/A	No bond required per Public Works
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
	agreement with the Department of Public Works as an alternative to complete installation of required improvements prior to final plat approval. The surety may not exceed one (1) year, and must be in a form acceptable to the County Prosecutor. Acceptable examples of sureties are available from the Department of Public Works. All sureties must be accompanied by an estimate of the cost of all improvements, and the estimate must be approved by the Department of Public Works prior to acceptance of surety.		

#29	Based on the requirements of Chapter 17.30.320 and prior to final plat approval, the applicant shall provide written evidence from Fire Protection District # 3 that the final design and construction of the long plat will comply with the applicable provisions of the International Fire Code, and the recommendations of the Fire District which are consistent with State law.	4/5/2024	See email from Fire Marshal Phil Cecere regarding inspection of new emergence access road
#30	Based on the requirements of Chapter 17.30.350, the applicant shall arrange for the inspection of all required improvements with the Department of Public Works, the Planning Department, or Health Department, whichever is responsible. Inspections shall be requested by the applicant at such stages as indicated by the appropriate department.	5/7/2024	Inspections complete.
#31	In accordance with the applicable fee ordinance, the applicant shall pay all costs of work incidental to approval of the 10 subdivision before final approval is granted.	N/A	Fees for final approval paid with submittal of Plat Alteration application. Public Works bills seperately.
#32	Prior to final approval by the Department of Public Works, the applicant shall submit lot closures of the survey at least one	9/29/2023	Reviewed and approved by Public Works. ESM submittal July 10th.
#	ACTION ITEM/CONDITION	COMPLETION - DATE	EXPLAIN HOW ACTION ITEM OR CONDITION WAS MET
	week in advance of approval. If lot closures are incomplete or inaccurate, the Applicant shall make any corrections or additions prior to final approval. After lot closures are approved by the Department final fees will be calculated and submitted to the applicant for payment.		
#33	Upon certification that all conditions have been met, the applicant shall submit a final Mylar of the plat to the Department of Public Works at least three days in advance of approval by the Director of Public Works.	Aug-24	Final Mylar

[illegible]



Transportation Department
91 West Valley Rd, PO Box 278
Chimacum, WA 98325

P: 360.302.5812
F: 360.732.4079

WWW.CSD49.ORG

November 16, 2023

Westharbor Homes, Port Ludlow
Cliff O'Brian
71 Breaker Lane
Port Ludlow, WA 98365

RE: School bus stops

To Whom It May Concern:

Chimacum School District provides school bus service for Port Ludlow but does not have any stops in individual communities. The nearest bus stop for Olympic Terrace 2 Phase 2 would be on Teal Lake Road.

If you have any further questions, please contact me directly.

Monica Mulligan

Director of Transportation
Chimacum School District
360-302-5812

DEEP ROOTS BROAD HORIZONS



January 10, 2024

Job No. 965-018-021

Mr. John Fleming
Jefferson County Department of Public Works
623 Sheridan Street
Port Townsend, WA 98368

RE: Olympic Terrace 2 - Phase 2

Dear Mr. Fleming:

The purpose of this letter is to confirm the installation of the road, sewer, water and stormwater management facilities associated with Phase 2 of the Olympic Terrace 2 plat in Port Ludlow. This project consists of a 37-lot residential development that includes internal private roads and utilities to serve the lots.

Roads

A paved, 26' wide extension of Mt Wilder Way has been constructed to provide access to lots 42-63. McCartney Peak Lane, a paved 24' wide access road, has been constructed to provide access to lots 64-78.

Stormwater

The stormwater management facilities have been constructed per the approved plans. The conveyance system, outfalls, and bioretention/infiltration facility have been constructed and appear to be functioning properly.

Water and Sewer

The water and sewer facilities have been constructed per the approved plans with the exception of the sewer pump station that is currently under construction.

Conclusion

In our opinion, the installed road and utilities were installed in conformance with the approved construction drawings and specifications. Any changes have been noted within the record drawing set that will be submitted to the County for review.

If we can be of any further assistance, please do not hesitate to contact us.

Sincerely,

ESM CONSULTING ENGINEERS, LLC

TREVOR STIFF, P.E.
President

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Cliff O'Brien

From: Phil Cecere <PCecere@co.jefferson.wa.us>
Sent: Friday, April 5, 2024 10:49 AM
To: Cliff O'Brien
Cc: David W. Johnson; Josh Peters
Subject: Re: OT2 Phase II Emergency Road Access

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Morning Cliff,

I tried to call you this morning from your new access road, but missed you. This looks awesome, all of my access concerns are satisfied.

Feel free to reach out with any further questions or concerns,

Phil Cecere, CBO, CFM
Building Official, Fire Marshal

Jefferson County Community Development
621 Sheridan St. Port Townsend Wa 98368
360-379-4461



Washington

From: Cliff O'Brien <COBrien@westharborhomes.com>
Sent: Thursday, April 4, 2024 7:23:32 PM
To: Phil Cecere <PCecere@co.jefferson.wa.us>
Cc: David W. Johnson <DJohnson@co.jefferson.wa.us>; Josh Peters <JPeters@co.jefferson.wa.us>
Subject: RE: OT2 Phase II Emergency Road Access

ALERT: BE CAUTIOUS This email originated outside the organization. Do not open attachments or click on links if you are not expecting them.

We have constructed a road that meets the requested standards. Please inspect at your earliest convenience.

Best Regards,

Cliff O'Brien CAPS, CGP, GMB
Director of Construction

Westharbor Homes
Port Ludlow Associates, LLC

70 Breaker Lane
Port Ludlow WA 98365
direct: 360.437.8242



From: Phil Cecere <PCecere@co.jefferson.wa.us>
Sent: Monday, March 11, 2024 1:35 PM
To: Cliff O'Brien <COBrien@westharborhomes.com>
Cc: David W. Johnson <DJohnson@co.jefferson.wa.us>; Josh Peters <JPeters@co.jefferson.wa.us>
Subject: RE: OT2 Phase II Emergency Road Access

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Afternoon Cliff,

What I have determined is that the emergency access must comply with IFC I cannot find what document is referenced on sheet 3 of 3 of the hearing examiner's decision. What I am proposing is the road standard that we require for fire apparatus roads. On the attached chart the road standard used for fire apparatus access is the #3 option of a 9ft lane, 22' Width and is NOT required to be topped with hot mix asphalt unless grade requires it for a drivable surface or if it is to be a county-maintained road. The answer to this in both cases is that paving is not required outside of what is already paved. Additional gravel top course and vegetation management are required for this access to be considered usable. The turn at the bottom of the access, while not ideal, is acceptable as apparatus may be reversed into the cul de sac. The largest apparatus in the county fleet is a water tender and weighs in at #75,000 and the road bed must be able to withstand at least this load, which is why the attached road standard #3 is used.



Cliff O'Brien CAPS, CGP, GMB
Director of Construction
Westharbor Homes
Port Ludlow Associates, LLC

4/26/2024

Subject: Confirmation of Completion and Readiness for New Development Infrastructure

Dear Mr. O'Brien,

I am writing on behalf of OWSI regarding the recently completed development project known as Olympic Terrace II Phase 2 located off of Mt. Wilder. As the utility provider responsible for the infrastructure development within this area, we would like to formally notify you and the Jefferson County Department of Community Development of the completion and readiness of the infrastructure, including water mains, sewer mains, and a sewer lift station.

The infrastructure construction has been carried out in accordance with all relevant codes and regulations, as well as current industry specifications. We have conducted thorough inspections and testing procedures to ensure that the infrastructure meets the necessary standards for functionality, safety, and environmental compliance.

Based on our assessments, we are pleased to confirm that the water main, sewer mains, and sewer lift station are fully operational and ready for use. The completion of this infrastructure is a critical milestone that should enable the county's approval of the plat for the development, as well as the construction of residential homes to begin.

Should you require any additional information or documentation regarding the infrastructure completion, please do not hesitate to contact me. We are committed to ensuring a smooth transition and cooperation throughout the approval process.

Thank you for your attention to this matter, and we look forward to your favorable response.

Sincerely,

Jason White
VP/Manager

Olympic Water & Sewer
70 Breaker Ln
Port Ludlow WA 98365
office: 360.437.8349
cell: 360.301.3217



OLYMPIC
WATER AND SEWER INC.