

COUNCIL AGENDA

Monday, August 16, 2021



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To attend the study session virtually register here:

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COUNCIL MEETING GUIDELINES FOR PUBLIC PARTICIPATION

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City Council accepts testimony or comments in person or via remote testimony under Citizen Comment on Non-Agenda Items (Item No. 7) as well as for all other topics under the Regular Agenda. Testimony or comments will be accepted in the following manner:

SUBMISSION OF WRITTEN COMMENTS

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. ***Advance registration is required to provide public comment or hearing testimony via remote meeting attendance.*** Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_L5pBljtNQbuccqQFQtZVGg. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
2. Join the meeting early, as you may need to download the app in advance to participate. Once you've joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. The Mayor will identify the agenda item and ask if anyone wishes to speak on the matter.
5. Any interested person may provide comments: 1) under Item 7 on non-agenda items, or 2) on any listed agenda items. If you wish to speak, you must:
 - a) Raise your "virtual hand" in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
 - b) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
6. Please state your name, address, and whether you are representing only yourself or others.

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

1. When recognized, approach the microphone provided on the right side of the room.
2. Please state your name, address, and whether you are representing only yourself or others.
3. Each speaker's comments are to be limited to 3 MINUTES.
4. Submit written comments to the City Clerk.
5. Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
6. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
3. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

Please note: City Council Rules provide that no action will be taken by the Council at the meeting at which a subject is first introduced during the citizen comment period (Item 7 on the Agenda). You may wish to concisely state your concern and request placement of your matter on a future agenda.

CONSENT AGENDA

Members of the audience may request items be removed from the consent agenda by asking for recognition and making the request during Agenda Approval. Items will not be removed from the consent agenda unless your request is confirmed by a councilmember.

AGENDA ITEMS

If you wish to have an item placed on a Council agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. Assistance will be provided in preparing a request if you wish to contact the City Clerk at 925-8614.

PUBLIC HEARINGS

City Council accepts testimony or comments in person or via remote testimony on a particular subject schedule for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

1. When recognized,
If attending in the Council Chambers, approach the microphone provided on the right side of the room.
If attending remotely, raise your "virtual hand" in the corner of Zoom application on the computer screen or press *9 on your phone.
2. Please state your name, address, and whether you are representing only yourself or others.
3. Please limit your comments to 5 MINUTES.
4. Submit written comments to the City Clerk.

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at 962-7222.

**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And Remotely via Zoom
Monday, August 16, 2021
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (no public comment will be accepted)

- 1. Updated Floodplain Regulations Briefing**
Briefing on upcoming Floodplain Development Ordinance
[FFA Ordinance 8.16.21 Council Study Session](#) 8
- 2. Part 2: Housing Action Plan Interim Update**
Housing Action Plan Strategies 11
[HAP strategies Agenda Report 8.16.21 Council Study Session](#)
- 3. Council Retreat Overview**
City Council Retreat Overview 13
[09-24-2021 Council Retreat Planning](#)

Regular Meeting

Pledge of Allegiance

- 1. Call to Order and Roll Call**
- 2. Proclamations**
- 3. Awards and Recognitions**
- 4. Approval of Agenda**
- 5. Consent Agenda**
Items listed below have been distributed to Councilmembers in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember or at the request of a member of the public with concurrence of a Councilmember. Requests to remove items should be made under Item 4 Approval of Agenda.
 - 5A. Approve Minutes of August 2, 2021 Regular Meeting 14
[8-2-21 Council Minutes](#)

5B. Acknowledge Minutes of the Affordable Housing Commission - June 2 and July 7, 2021	18
6-2-21 Affordable Housing Commission Minutes	
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5C. Acknowledge Minutes of Diversity, Equity and Inclusion Commission - July 13, 2021	23
7-13-21 DEI Commission Minutes	
5D. Acknowledge Minutes of the Lodging Tax Advisory Committee - July 7, 2021	27
LTAC Minutes 7-7-21	
5E. Acknowledge Minutes of the Planning Commission - July 15, 2021	28
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5F. Approve University Way Banner Request for Kittitas County 4-H - October 4 - 17, 2021	31
4-H Banner Request	
5G. Consideration of Approving the Service of Alcohol at the Ellensburg Downtown Association (EDA) sponsored Hoedown in the Downtown Event	32
5H. Wastewater Treatment Facility Roof and HVAC Replacement contract award.	33
WWTF Roof and HVAC Replacement Docs	
5I. Award Bid Call 2021-10 Tree Pruning to Basin Tree Services & Pest Control, Inc.	37
5J. Approve Voucher Listing for August 16, 2021	39
8-16-21 Voucher Listing	

6. Petitions, Protests, and Communications

6A. Introduction of KITTCOM Director, George Long	
6B. Resolution to provide enforcement of the Ellensburg Double Cross ordinance.	40
Double Cross Rodeo Resolution	
6C. COVID-19 Update	
6D. Board and Commission Appointments	41
B and C Agenda Report Chart 8-16-21	
Applications for Appointment - P R Commission	

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

- 8A. Public Hearing to consider adoption of the Transit Development Plan 2021 and acceptance of the 2020 Annual Report. 81
2021-2026 TRANSIT DEVELOPMENT PLAN & 2020 ANNUAL REPORT
- 8B. Closed Record Hearing (quasi-judicial) to consider Resolution to Approve Application for Preliminary Plat Approval (P21-044) submitted by Patrick Sullivan (Habitat for Humanity) Stuart Meadows Plat 110
RESOLUTION
EXHIBIT 1 - Hearing Examiner Recommendation
EXHIBIT 1.1 VICINITY LOCATION MAP
EXHIBIT 1.2 Preliminary Plat of Stuart Meadows Plat
EXHIBIT 1.3 February 21, 2021 memo from City of Ellensburg Energy Services Light Department
EXHIBIT 1.4 February 26, 2021 memo from City of Ellensburg Energy Services Gas Department
EXHIBIT 1.5 April 26, 2021 memo from City of Ellensburg Public Works Department
EXHIBIT 1.6 February 23, 2021 memo from City of Ellensburg Fire Marshall
EXHIBIT 1.7 July 1, 2021 memo from Cascade Irrigation District
EXHIBIT 1.8 June 4, 2021 SEPA DNS Determination
EXHIBIT 1.9 Legal Notice of Public Hearing
EXHIBIT 1.10 Area of Notification Map with 300-Foot Buffer Notification List
EXHIBIT 1.11 Photo of Notice Sign on Property
EXHIBIT 1.12 Application Cover Page Materials
EXHIBIT 1.13 Staff agenda report presented to Hearing Examiner
EXHIBIT 2 Legal notice of City Council closed record public hearing
EXHIBIT 3 Email verification of posting and land use action sign for closed record public hearing
- 8C. Public Hearing for a Proposed Ordinance Amending the 2021/2022 Biennial Budget Table 1 - Supplemental Budget Items by Fund 200
Tables 2 & 3 - Summary of Supplemental Budget Impact by Fund
Proposed Ordinance - Amending the 2021-2022 Biennial Budget Exhibits A & B - 2021-2022 Supplemental Budget
- 9. Introduction and Adoption of Ordinances and Resolutions**
- 9A. Proposed Ordinance First Reading for Title 14, Traffic Impact Fees (TIF) Revisions Ellensburg TIF Update Report 215
Ellensburg Impact Fees Update CC
Ord. - Traffic Impact Fee Update 8-16-21

10. Unfinished Business

11. New Business

12. Miscellaneous

12A. Manager's Report

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12B. Councilmembers' Reports

13. Executive Session

14. Adjournment

Next Ord 4875
Next Res 2021-24



City Council Study Session

August 16, 2021

To: Ellensburg City Council

From: Kirsten Sackett, Community Development Director

RE: Briefing on upcoming Floodplain Development Ordinance

The purpose of this study session item is to provide City Council with background information on a land development code ordinance that will be presented in a public hearing planned for the September 7, 2021 meeting.

BACKGROUND/SUMMARY

The proposed ordinance will update the regulations pertaining to "Frequently Flooded Areas" as found in Division VI of the Land Development Code, Title 15 of the Ellensburg City Code (ECC), in order to stay in compliance with the FEMA requirements related to the adoption of new flood maps for Kittitas County. The revised floodplain mapping process took place over several years as follows:

Prior to 2010, the State of Washington identified Kittitas County as a priority for FEMA's Risk MAP program. The State determines its priorities based on population at risk to hazards, recent events, and community interest. Following a February 24, 2010 Risk MAP Scoping Meeting attended by FEMA, State, and local stakeholders, a scope of work was developed to provide new multi-hazard risk assessment products and to update floodplain mapping based on community-identified needs.

FEMA, State, and Local stakeholders later participated in the following meetings:

- A Flood Risk Review meeting was held on February 4, 2018, where draft floodplain boundaries were presented for review and comment.
- On May 18, 2018, a Consultation Coordination Officers (CCO) meeting was held to discuss the regulatory process and outreach methods.
- Three Open House meetings offered within Kittitas County in order to share preliminary results with property owners on the following dates:
 - August 6, 2018 - Thorp
 - August 7, 2018 – Ellensburg
 - September 19, 2018 - Cle Elum

An Appeal Period was provided from December 4, 2018 to March 3, 2019, for any affected landowner to provide comments and to appeal.

Following the appeal period, comments were provided that resulted in FEMA issuing a Revised Preliminary DFIRM, which was released on October 25, 2019.

On November 25, 2019, FEMA conducted a resilience workshop, and on February 24, 2020 FEMA delivered the Final Risk Report and Risk Assessment Database.

Following the resolution of comments, FEMA was prepared to issue a Letter of Final Base Flood Elevation (BFE) Determinations (LFD) in the 2020 calendar year. An LFD is a letter that FEMA sends to the Chief Executive Officer of a community initiating a six-month compliance period, stating that a new or updated Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) will become effective in six months.

During the six-month compliance period, each affected flood-prone community participating in the National Flood Insurance Program (NFIP) must adopt a compliant floodplain management ordinance by the maps' effective date to remain participants in good standing. Not doing so will lead to suspension from the NFIP.

The issuance of the LFD was delayed as a result of the COVID pandemic. FEMA representatives worked with Kittitas County and City officials to ensure that each of the communities had the time, staffing and resources to comply with the requirements of the compliance period, including the ability to conduct public hearings during the open public meeting restrictions in effect during the pandemic. Ultimately the LFD was issued by FEMA on March 24, 2021, with the compliance period set to end on September 24, 2021.

PREVIOUS COUNCIL ACTION

City Council adopted an updated critical area ordinance on June 18, 2018, as part of a Growth Management Act (GMA) required update, following adoption of the 2017 Comprehensive Plan. At that point in time the ordinance was found to be compliance with State requirements. The full body of the critical area ordinance includes regulations for development in the frequently flooded areas and also for development in and around stream buffers, wetlands, geologically hazardous areas (steep slopes) and aquifer recharge areas.

ANALYSIS

Staff from the Washington State Department of Ecology, and from FEMA have worked with City Staff to ensure that the existing floodplain regulations will be updated to comply with both the State Model Flood Development Ordinance and the Federal Code of Regulations.

The existing floodplain regulations are currently part of the "Critical Area Ordinance" which is found in Division VI of the Land Development Code, which is Title 15 of the Ellensburg City Code. Regulations for Frequently flooded areas are outlined in ECC 15.630, with procedural requirements for all critical areas outlined in ECC 15.600 and 15.610.

The ordinance with the full text of amendments will be presented during the upcoming public hearing; however, a summary of the revisions is as follows:

- Revision to existing definitions within ECC 15.130 for compliance with FEMA regulations.
- New definitions added to ECC 15.130 for compliance with FEMA regulations.
- In “Division VI Critical Areas”, ECC 15.600.010, additional goals added to the purpose statement, in addition to new language regarding methods and provisions for regulation of development in frequently flooded areas.
- Addition of a new subsection ECC 15.610.015 to designate responsibilities of floodplain administrator.
- Revisions and additions to ECC 15.630.040 Performance Standards – General Requirements; including:
 - New guidance for construction in AE zones with Base Flood Elevation (BFE) data;
 - Additional guidance on construction methods and materials for protection of utilities;
 - Updated anchoring requirements for manufactured homes; and
 - New guidance on storage of materials and equipment.
- Revisions and additions to ECC 15.630.050 Performance Standards – Specific Uses; including:
 - Additional guidance specific to residential construction in flood zones;
 - Additional guidance specific to nonresidential construction in flood zones; and
 - New guidance specific to construction of appurtenance structures in flood zones
- Revisions and additions to ECC 15.630.070 Prohibited Uses and Activities, including:
 - Additional guidance on construction in floodways; and
 - New guidance regarding substantially damaged structures in floodway

All of the proposed revisions are either mandated, required, or recommended by FEMA and the State of Washington.

The City will be required to apply the updated regulations to the properties that lie within the boundaries of the newly adopted FIRM maps beginning the effective date of September 24, 2021.

The FIRM maps outline the boundaries of the floodplain within Kittitas County, and are designated as 100-year floodplain, 500-year floodplain, or Floodway. Base Flood Elevation data is provided where known, however, much of the floodplain within the City is considered to be in an A Zone, or “Areas of Shallow Flooding”, where BFE data may not be available. In such cases, the development regulations outline the requirements for development without a known BFE.

FEMA has provided a GIS comparison tool that depicts the previous flood map boundaries along with the newly adopted boundaries, and can be accessed at the following link:

<https://fema.maps.arcgis.com/apps/StorytellingSwipe/index.html?appid=a16b21b93bff4a90b491a15019606833>



City Council Study Session

August 16, 2021

To: Ellensburg City Council

From: Jamey Ayling, Planning Manager

RE: Strategies to include in Housing Action Plan

The purpose of this discussion item is to provide City Council with background information on development of strategies to include in the Housing Action Plan, and decide which strategies to include in the final draft. An overview of the strategies will be presented at the study session.

BACKGROUND/SUMMARY

BERK consulting was retained to assist with development of the Housing Action Plan (HAP). A Stake Holders Advisory group was established and has held meetings throughout the process of developing the HAP. A draft of the plan was submitted to WA State Department of Commerce for review as a required deliverable of the grant received to develop the plan. Feedback from Commerce was received, Commerce was accepting of the 12 strategies that were included in the initial draft of the plan.

1. Encourage the construction of townhomes.
2. Encourage the construction of cottage housing.
3. Encourage the construction of ADU/DADU's.
4. Encourage the construction of 2-3-4-plexes.
5. Encourage the construction of condominiums.
6. Build added flexibility into the zoning code.
7. Strategically rezone.
8. Preservation of income-restricted affordable housing development.
9. Update housing incentives to encourage missing middle housing production and income-restricted affordable units.
10. Support relocation assistance programs for manufactured home parks when sold.
11. Continued community outreach & education on housing needs.
12. Build a partnership with Ellensburg Diversity, Equity, and Inclusion Commission.

Commerce suggested the City should consider adding additional strategies including those addressing anti-displacement.

Staff included strategy discussions as part of the agenda for the HAP Stakeholder Advisory Group, the Planning Commission, and the Affordable Housing Commission. A list of examples provided by Commerce from other jurisdictions were used as a starting point to develop additional strategies to include in the plan. The possible additional strategies developed as a result of those meetings are listed below.

1. Conduct an impact assessment as new affordable housing units come online, that includes tracking of displacement.
2. Promote existing programs that supply down payment assistance and application support to first time homebuyers
3. Promote opportunities for first-time homeowners, such as USDA rural home loan program.
4. As neighborhoods change, work to eliminate the displacement of those who are under-served or under-represented.
5. Support existing programs that provide emergency rental assistance for families facing homelessness due to temporary economic hardship.
6. Identify surplus properties for affordable housing.
7. Continue existing Sales and Use Tax Credit program authorized through HB 1406, which establishes a revenue sharing program that allows cities to impose a sales and use tax, credited against the state sales tax for housing investments.
8. Promote and support programs that minimize displacement through a programs such as foreclosure intervention counseling, home rehabilitation assistance, and credit counseling.
9. Research feasibility of Tax Increment Financing programs.
10. Identify feasibility and determine eligibility of waiving city fees associated with workforce or affordable housing options.
11. Partner with local affordable housing providers and services who have additional knowledge and resources that are not available to the city.
12. Ensure that low income homeowners faced with rising property taxes and seniors and persons with disabilities are aware of the property tax exemptions and deferrals available through the county's Assessor's office.
13. Review areas of town that may be appropriate for expansion of the existing MFTE program.
14. Require redevelopment of larger sites with city investment (e.g., infrastructure expansion, land donation) to include deeply affordable ownership products, such as sweat equity and land trust options, and affirmatively market these products to at-risk households.
15. Explore strategies that would allow for the City to be in the business of constructing affordable housing.
16. Identify existing ADU's that were created prior to the development of the ADU regulations and offer options to come into compliance through incentives or amnesty grace periods.
17. Integrate climate change policies into housing regulations in a manner that will help to reduce costs associated with increased property owner costs and fees

Staff recommends Council review these strategies and determine which if any additional strategies should be included in the final draft of the Housing Action Plan. The final draft of the plan is anticipated to be adopted in October.



TO: Ellensburg Mayor and City Council
FROM: Heidi Behrends Cerniwey, City Manager
DATE: August 16, 2021
RE: Council Retreat Overview

A 2021 Council Retreat is planned for Friday, September 24, 2021, from 8:00 a.m. to 4:00 p.m. and will occur at CWU's Wellington Event Center (adjacent to Barto Hall; enter parking from N Alder Street or E Dean Nicholson Blvd).

Below is a draft outline of the retreat. At the study session on August 16, we will review the outline to ensure it meets the needs of the Council.

Prior to Retreat

Meet individually with facilitator Mike Mowry, SGR (remote 1:1 meetings in early September)

Staff will provide some background information on the following:

- Public Safety Update – 2020 Crime Report (Chief Wade, September 7)
- Parks Survey 2020
- CenterFuse Report (September 20, 2021)
- Comprehensive Plan
- Community Inquiry
- City Manager Memo – First 90 Days

Logistics

- Senior staff attend/participate
- Breakfast, lunch, beverages, and snacks will be catered by Central Washington University
- Room compliments of CWU President's Office
- Facilitator compliments of SGR (GovernmentResource.com)
- Retreat and facility are accessible and open to the public

Retreat

- Revisit Mission, Vision, and Core Values Statement
- Explore Reputational Drivers
- Identify Community's Pressing Needs
- Strengths, Weaknesses, Opportunities, and Threats Exercise
- Develop Strategic Priorities
- Establish Milestones
- Wrap-up



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

August 2, 2021

7:00 PM

**Council Chambers 501 North Anderson Street
Ellensburg, WA 98926
and remotely via Zoom**

Pledge of Allegiance

Councilmember Miller led the Pledge of Allegiance

1. Call to Order and Roll Call

Roll Call Present: Nancy Goodloe, Tristen Lamb, Nancy Lillquist, David Miller, Mary Morgan, Bruce Tabb

Others present in person: City Manager Behrends Cerniwey; City Attorney Weiner; City Clerk Leader; Executive Assistant Gigstead; Police Chief Wade and approximately five members of the public

Others present remotely via Zoom: Finance Director Pascoe; and two members of the public

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Mary Morgan moved to Approve the Agenda as amended by moving the Executive Session from Item 13A to item 8A. **Motion Approved 6-0.**

5. Consent Agenda

5.A. Approve Minutes of July 19, 2021 Regular Meeting

5.B. Approve Minutes of July 19, 2021 Study Session

5.C. Acknowledge Minutes of Ellensburg Business Development Authority Board – June 9, 2021

5.D. Acknowledge Minutes of Utility Advisory Committee - June 17, 2021

5.E. Approve University Way Banner Request for WA State Search & Rescue Conference
- September 27 - October 3, 2021

5.F. Contract between Washington Service Corp and the City of Ellensburg - AmeriCorp
PY 2021-22

5.G. Bonneville Power Administration Conservation Agreement

5.H. 2021 Comprehensive Multi-Utility Rate Study Update

5.I. BPA's Fourth and Final Purchase Period for Future Tier 2 Power Supply

5.J. Approve Requests from Ellensburg Rodeo and Kittitas County Fair for Operation of 2021 Fair and Rodeo

5.K. Approve Voucher Listing for August 2, 2021

Councilmember Mary Morgan moved to Approve the Consent Agenda as presented. **Motion Approved 6-0.**

6. Petitions, Protests, and Communications

6.A. COVID-19 Update

Councilmember Lamb gave an update.

6.B. Board and Commission Applications

City Manager, Heidi Behrends Cerniwey, gave an update on the status of applicants for the Parks and Recreation Commission vacancies.

6.C. National Night Out - Eat with the Heat, Community Celebration.

Ellensburg Police Chief, Ken Wade, presented information concerning the National Night Out and invited Councilmembers to attend.

6.D. City Council Position 6 Applications and Interviews

The City Manager reviewed information concerning the applicants. Applicants Jason Dennis and Joshua Hackney were not present, and Kasey Ross withdrew his application. The Mayor reviewed the interview process and asked five questions to each of the four candidates: Matt Anderson, Kristen Ashley, Rich Elliott, and Jeffrey St. John.

7. Citizen Comment on Non-agenda Issues

There were no comments from the public.

8. Executive Session

8.A. Per RCW 42.30.110(1)(h), to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

Council recessed to executive session at 7:46 pm for fifteen minutes to discuss the qualifications of the council applicants.

Council reconvened to open session at 8:01 pm. After thanking all the candidates for their interest in serving on City Council, the City Clerk distributed paper ballots for voting. The City Clerk read the voted ballots as follows:

Goodloe (Elliott)
Lamb (Elliott)

Lillquist (Elliott)
Miller (Elliott)
Morgan (Elliott)
Tabb (Elliott)

Rich Elliott was sworn in by the City Clerk and took his place on the dais.

9. Business Requiring Public Hearings

10. Introduction and Adoption of Ordinances and Resolutions

9.A. Resolution to Revise Pay Plan

City Manager, Heidi Behrends Cerniwey, reviewed information in the staff report.

Councilmember Mary Morgan moved to Approve adoption of Resolution 2021-23 amending the 2021 Pay Plan. **Motion Approved 7-0.**

11. Unfinished Business

12. New Business

11.A. 2021 Second Quarter Financial Status and Investment Reports

Finance Director, Jerica Pascoe, presented information concerning the Second Quarter Financial Status Report and the Investment Report.

Councilmember Mary Morgan moved to Approve accepting the 2021 Financial Status and Investment Reports as presented. **Motion Approved 7-0.**

13. Miscellaneous

12.A. Manager's Report

The City Manager reviewed the report and requested three public hearings be set for the August 16, 2021 Council meeting.

Councilmember Mary Morgan moved to Approve setting the three public hearings as presented in the Manager's Report for the August 16, 2021 Council meeting. **Motion Approved 7-0.**

12.B. Councilmembers' Reports

- Councilmember Lillquist attended the Environmental Commission, the Rec Forum, and reported the Yakima Basin Fish and Wildlife tour has been canceled;
- Councilmember Miller attended the Finance Committee meeting;
- Councilmember Morgan attended the Consolidated Lodging Tax Committee meeting and reported on KITTCOM funding in the future;
- Mayor Tabb reported the TIP with the County will begin negotiations for an interlocal; attended the CWU President welcome event and the Chamber Governmental Relations committee meeting

14. Adjournment

Adjourned at 8:39 pm

Mayor

ATTEST: _____
City Clerk



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, June 2, 2021 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present: Bruce Tabb, Charli Sorenson, Sarah Bedsaul, Hangtao Dang, John Perrie and Hannah Tower

Absent: Delores Gonzalez.

Others Present: Planning Manager, Jamey Ayling; Heidi Behrends Cerniwey, City Manager; Kelle Dvorak Vandenberg, Habitat for Humanity SKC, Community Development Secretary Alicia Winbauer, and Members of the Public: Milenne Quinonez

1. CALL TO ORDER

Chair Tabb called the meeting to order at 4:32 pm.

City Manager Heidi Behrends Cerniwey introduced herself and commented that she looks forward to working with the commission. She also thanked the commission for their work for the City of Ellensburg.

2. APPROVAL OF THE AGENDA

Commissioner Sorenson made a motion to approve the agenda as presented. Commissioner Dang seconded. All in favor, motion passed.

3. APPROVAL OF MINUTES OF MAY 5, 2021

Commissioner Bedsaul moved to approve the May 5, 2021 minutes with one correction noted by Planning Manager Ayling. Commissioner Sorenson seconded. All in favor, motion passed.

4. NEW BUSINESS-NONE

5. OLD BUSINESS-NONE

6. STAFF UPDATE/DISCUSSION ITEMS

a. Affordable Housing Project Status

Ayling stated the Stalder Interests LLC proposal for the City-owned property on 1st and Pine

will be considered by City Council during their June 7th meeting.

Ayling said that HopeSource's Addison Place project is somewhat stalled as the RFP is still out for applications. If a project can't be started on the site, the commission may need to revisit the current grant agreement. Tabb asked what options the commission has if there is no progress. Ayling says the city has some leeway on what they do. Tabb also asked if there is way for the City to utilize the affordable housing funds in other ways, perhaps to redirect the funds to renovations instead of new build to keep momentum on the affordable housing agenda. The commission should review the RCW and the changes that have been made recently to see if there is anything we can do differently.

The Habitat for Humanity Water Bender project is currently in the SEPA review process, and the appeal period is almost over. Their subdivision Long Plat application has been submitted and is currently under review. Once the platting process is fully completed Habitat will then be able to start submitting for building permits. The contract with the HFHSC is almost completed and then will go to Council for approval. The subdivision review is happening concurrently with review of the contract to keep the project moving forward in a more streamlined manner. Kelle Dvorak Vandenburg of Habitat noted that the project is now called Stewart Meadows. The biggest concern for HFHSC is the weather when they are starting to break ground. HFHSC would like to have a groundbreaking event in the fall with all they have to celebrate.

b. Monthly Budget Report

Ayling shared the April 2021 budget on the screen, and Ayling talked through the status of the budget. There were no questions on the budget but Tabb noted that even though we were ahead of the budget revenue, we are behind.

c. Housing Action Plan

Ayling said that Berk Consulting has prepared a draft of the Housing Action Plan (HAP) along with a draft Housing Needs Assessment. These documents will be submitted by the June 30 deadline for the draft version. Ayling believes that we have enough information from Berk begin the community outreach in the very near future. We will use the Bang the Table software as a platform for online engagement. After we have more information then we will come back to the commission to use that information to formulate policies and strategies for the final plan due in October. Bedsaul and Dang shared their comments from the Stakeholder Advisory Group meeting. Vandenberg also commented on the materials that were sent out ahead of the meeting and she feels that beyond the students there is a large influx of people as Kittitas County is one of the quickest growing areas. Other comments included Perrie being concerned regarding the survey and is not sure it will be a valid survey. Perrie also asked about the Affordable Housing funding. He asked if the city has the legal right to put restrictions on the money and control the uses of it. He also asked if the City can restrict students from accessing the housing that is created by that money. Ayling said that part of the HAP would be researching other ways to go forward, which could include more restrictive ordinances or policies that restrict students but we also need to be careful how we frame the conversation regarding students and the housing needs. City Manager Behrends Cerniwey commented on the process and where does the commission want to weigh in. Discussion was held about the new online community engagement program and this topic will be one of the first items it is used for. Behrends Cerniwey noted that true valid surveys need to be random and not self-selected. Tabb thinks this is a great conversation to get all of these items out in the open and talked about in this committee. Ayling has a power point presentation about the HAP that he will send to the Commissioner's for review.

7. CITIZEN COMMENT

None.

8. COMMISSION REPRESENTATIVE UPDATE

None.

9. ADJOURNMENT

Chair Tabb adjourned the meeting at 5:36 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, July 7, 2021 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present: Bruce Tabb, Charli Sorenson, Hangtao Dang, John Perrie, Delores Gonzalez and Hannah Tower

Absent: Sarah Bedsaul, excused

Others Present: Planning Manager, Jamey Ayling; Community Development Director, Kirsten Sackett

1. CALL TO ORDER

Chair Tabb called the meeting to order at 4:32 pm.

Chair Tabb gave commissioners information about the Hybrid meetings options coming in August of 2021.

2. APPROVAL OF THE AGENDA

Commissioner Perrie made a motion to approve the agenda as presented. Commissioner Gonzalez seconded. **All in favor, motion passed.**

3. APPROVAL OF MINUTES OF JUNE 2, 2021

Commissioner Sorenson moved to approve the June 2, 2021 minutes. Commissioner Dang seconded. **All in favor, motion passed.**

4. NEW BUSINESS-NONE

5. OLD BUSINESS-NONE

6. STAFF UPDATE/DISCUSSION ITEMS

a. Affordable Housing Project Status

Ayling said that Hope Source's Addison Place project has new drawings of the proposed 5 unit building. They will be then getting new cost projections with the new drawings and then coming back to the commission to move forward with the project. The commission will not have to pull back the funds and find another applicant.

The Habitat for Humanity Water Bender project is done with the SEPA review process. Their subdivision long plat application had the Hearing Examiner meeting today. Once the platting process is fully completed Habitat will then be able to start submitting for building permits. The contract with the HFHSC is almost completed and then will go to Council for approval. Once the recommendation comes from the Hearing Examiner, they will want to get it in front of Council as soon as possible. The subdivision review is happening concurrently with review of the contract to keep the project moving forward in a more streamlined manner.

Ayling stated the Stalder Interests LLC proposal for the City-owned property on 1st and Pine went to a study session with Council and there are some recommendations going back to Stalder interests including more ADA units and asking for some changes to the number and types of units. Chair Tabb asked if the commission had questions. Commissioner Gonzalez stated that when the approval happens that there is some sign or information for the public to be made aware of the project that will be happening at that location. Chair Tabb summarized the discussion at the Council planning session regarding the Stalder Interests proposal. Several questions and more discussion about the project and how it will work.

b. Monthly Budget Report

Ayling shared the May 2021 budget on the screen, and Ayling talked through the status of the budget.

c. Housing Action Plan

Direct Sackett had a powerpoint to share with the commission to explain the HAP and the steps they have taken to move forward with the process. The next steps that will be taken are the Public Engagement- Be Heard Eburg and the SEPA process, take the plan to the Planning Commission for a hearing and then adoption in October. Director Sackett also showed the commission where the Be Heard Eburg survey can be found. She then opened it up to the commission to give feedback about the process. Commissioner Gonzalez asked about a reader board or static sign for the public to see at city hall and Chair Tabb mentioned the Hal Holmes community board. Ellensburg High School and Middle School have reader boards, maybe we could use those. Chair Tabb asked about the Farmer's market when the comp plan was adopted, did she find that useful? She thought that maybe it could be useful. Director Sackett will check with Nicole about the farmer market. Commissioner Dang asked if the survey results will be analyzed and if the survey takers want the results, they could sign up for it. If commissioners take the survey and notice things that you would like to have added or changed please send them to Planning Manager Ayling or Director Sackett. Commissioner Dang noted that there will be possible analysis for the second survey. Director Sackett will be sending links to the survey and the comp plan amendment proposal.

7. CITIZEN COMMENT

None.

8. COMMISSION REPRESENTATIVE UPDATE

None.

9. ADJOURNMENT

Chair Tabb adjourned the meeting at 5:35 pm.



DIVERSITY, EQUITY & INCLUSION COMMISSION (DEI)
July 13, 2021 Regular Meeting
(3:00 to 4:30 p.m.) Remote Meeting via Zoom

Members Present: Veronica Acevedo, Daniel Amos, Delores (Kandee) Cleary, Tylene Carnell, Landis Hanson; and Nancy Goodloe (chair)

Members Absent: Sara Omrani (excused);

Also present: Kirsten Sackett, Community Development Director; Stacey Henderson, Senior Planner; Nicole Klauss, Public Information Officer (Recording Secretary); Terry Weiner, City Attorney; Heidi Behrends Cerniwey, City Manager; and 2 members of the public.

1. CALL TO ORDER / INTRODUCTIONS

Chair Nancy Goodloe called the meeting to order at 3:01 p.m.

Commissioner Amos moved to approve an excused absence for Commissioner Sara Omrani.

Commissioner Kandee Cleary seconded. All in favor; motion passed.

2. APPROVAL OF MINUTES FROM JUNE 22, 2021 MEETING

Commissioner Tylene Carnell corrected the minutes to reflect the name Seattle Pride Fest.

Motion: Commissioner Kandee Cleary moved to approve the minutes from the June 22, 2021 DEI Commission Meeting as amended, and Commissioner Amos seconded. All in favor; motion passed.

NEW BUSINESS

3. REVIEW HATE CRIME STATUTE

City Attorney Terry Weiner reviewed the Washington State hate crime statute, RCW 9A.36.080. Weiner said the key takeaway for that statute, is that you first have to have a victim who fits in one of those categories, and then there has to be evidence that the victim was chosen by the defendant because they were in those categories.

Commissioner Amos asked if it applied to age, and Weiner said age is not a category listed in the RCW.

Commissioner Carnell asked how it would affect a group of people, and Weiner said the statute was applicable to a specific person or group of persons.

4. REVIEW BOARDS & COMMISSIONS APPOINTMENT PROCESS

City Manager Heidi Behrends Cerniwey reviewed the process taken by the Council Ad Hoc Sub-Committee on Term Limits for Boards & Commissions. It started because there was discussion on the value of term limits to give new opportunities for new voices in our community to serve in an advisory role.

During COVID the emergency order created a new rule saying all our boards and commission meetings are remote, and we learned that creates accessibility for both commission members and also it creates opportunities for the public to participate. The Council Ad Hoc Sub-Committee was asked to revisit that as well.

Behrends Cerniwey reviewed the goals:

- Equity in representation and terms



- Inclusion – opportunities for new voices and ideas can benefit the community
- Informed and engaged representatives of the community serving in these advisory roles

Behrends Cerniwey reviewed the recommendations of the Ad Hoc Sub-Committee:

- Establish term limits consistently (where possible)
 - For those commissions with terms less than or equal to three (3) years: establish reappointment maximum of two (2) terms for an overall service limit of three (3) terms
 - For those commissions with terms greater than or equal to four (4) years: establish reappointment maximum of one (1) term for an overall service limit of two (2) terms
 - Define “unexpired term” as less than 2 years in length
- Make administrative changes to improve service expectations
 - Require applicants to attend one meeting, prior to appointment (change application to reflect this requirement)
 - Applicants could be interviewed by Council liaison and the appointed commission staff, who in turn make the recommendation (prior to introduction at Council meeting)
 - Consider returning to prior process where applicants were introduced at 1st meeting of the month and appointments considered at the 2nd meeting of the month
 - Actively recruit community members for service
 - Be more proactive in announcing and recruiting for openings (i.e. in October for December expirations and in March for May expirations – advertise upcoming terms that will expire/potential vacancies – noting accepting new applications until ____.)
 - Tell our story – people need to understand the role, purpose, and opportunity available for service
- Be more proactive in announcing and recruiting for openings (i.e. in October for December expirations and in March for May expirations – advertise upcoming terms that will expire/potential vacancies – noting accepting new applications until ____.)
 - Tell our story – people need to understand the role, purpose, and opportunity available for service
- Consider eliminating any board or commission that is not active o The Building Appeals Board duties could be transferred to Hearing Examiner.

Chair Goodloe suggested using bilingual language when advertising for openings.

Commissioner Amos said he liked the idea of having Zoom or telecommunication meetings available all the time. Amos said the policy sounds like it makes a lot of sense, and the idea of having uniform standards for all commission sounds like a wise way to go.

Chair Goodloe asked about grandfathering past members who have already exceeded term limits into that. Behrends Cerniwey said it hasn’t yet been addressed in the Sub-Committee, but recommendation is this is not about kicking people off, but to honor current terms and then this would be a term limit from here on out.

Commissioner Landis Hanson said he liked the idea of making sure those on commissions and council live in Ellensburg and aren’t vacationers or those with a second home. He wanted to make sure the



recommendations don't exclude those who do live in the community and exist but go other places such as migrant workers or CWU students.

Commissioner Cleary said that term limits then allow for more diversification of those commissions and said it would be interesting to know the makeup of the current commissions.

Commissioner Acevedo said diversification would help, and also bring new fresh ideas, different mentalities and fresh perspectives.

Commissioner Carnell asked about when opportunities like this come up to potentially join commissions, what ways is it put out to the community for people to know about it and what ways can it be expanded to hit a broader audience.

Commissioner Cleary said it's important to have proactive recruitment. If you have term limits and know when those are up, you can do some planning and be able to recruit for positions coming up.

Commissioner Acevedo agreed with Commissioner Carnell about getting the information out there. She has been in the community for 30 years, and never knew there were committees and subcommittees. For this commission she heard it from word of mouth.

Chair Goodloe asked if CWU students are considered residents or not because it would be nice to have student representation. We have some on our commissions and boards. It might be worth a conversation with the Sub-Committee to think about that.

Commissioner Acevedo said students are an important part of our community and of our economy and are here two to four years, and they could provide information on how we could benefit their time here.

Commissioner Hanson said it's important to note students are also more vulnerable members of our community financially and it's super important to have their voices heard when we're talking about things like affordable housing.

Commissioner Carnell if we are targeting people who speak different languages, then we also need to talk about providing the means for that person to potentially engage in the committee itself, maybe looking at software.

Commissioner Amos said he would like to see a long-term recruitment of various people who are not yet on the committee and have someone who is Asian on the committee.

Chair Goodloe said this is a great example of how you start changing systems in our community and it would be nice if this conversation could happen with every board that we have in this community.

5. COMPREHENSIVE PLAN UPDATES

City Senior Planner Stacey Henderson said she wrote a draft for the intro part of the chapter and sent it to Commissioner Amos for review and feedback. Commissioner Amos and Henderson will meet to



discuss his feedback. The next step is to send the draft to commission members for review, and they can provide feedback directly to Henderson. It will be on the agenda at the July 27 meeting for discussion.

6. DEVELOP LISTENING TOUR PLAN

Chair Goodloe said the commission should focus the in-person listening tour sessions on the gaps that were identified from the previous Council Sub-Committee Listening Tour.

Chair Goodloe reviewed a list she created that has four or five groups that could be held in person because it would not be possible to do listening tours with every group. Since everyone can't be included on the listening tour, Goodloe talked about other participation strategies such as the online version, flyers to churches, reaching out to nonprofits, guest columns in the newspaper, and doing PSAs on Ellensburg Community Radio. Goodloe encouraged DEI Commissioners to do the listening tour in groups of two so people can hear and take notes.

There was discussion about interviewing people one on one. The direction was for DEI Commissioners to look at the list Chair Goodloe created, and work together to organize listening sessions with small groups, but they were also welcome to hold one on one interviews as applicable. There was discussion about it not actually being an interview, but a listening session, so members should listen without responding.

7. HOUSING ACTION PLAN

Community Development Director Kirsten Sackett mentioned the Housing Action Plan and said Klauss would send the link out.

8. DISCUSS HERITAGE MONTH PROCLAMATIONS

Klauss discussed the heritage month proclamations for the rest of 2021 and asked for people to join a subcommittee with Chair Goodloe to continue working on the proclamation. Commissioner Cleary volunteered to help write the heritage month proclamations. Commissioner Carnell said there is a land acknowledgement subcommittee and since the Native American Heritage Month Proclamation isn't until November, it could potentially incorporate that work.

9. STAFF REPORT

Klauss said commission meetings will remain virtual until August 2 to allow staff to implement the changeover to hybrid meetings. Klauss said the DEI Commission will be receiving City emails, and it will be discussed more on a future agenda.

10. PUBLIC COMMENT

Chair Goodloe called for public comment; there was none.
The meeting adjourned 4:33 p.m.

Respectfully Submitted by
Nicole Klauss
Recording Secretary
Drafted: 7/14/21
Approved: 7/27/21

LODGING TAX ADVISORY COMMITTEE

July 7, 2021 (2:00 p.m. to 2:17 p.m.)

Members Present: Mary Morgan, Matt Anderson, Monica Miller, Marie Smith, Lacie Dawson, and Jim Nale.

Members Absent: Steve Townsend

Others Present: Laurie Gigstead, Executive Assistant and Madison Ford, Director of Tourism – Chamber of Commerce.

1. **Call to Order.** Chair Morgan called the meeting to order at 2:00 p.m.
2. **Minutes of the June 2, 2021 meeting.** Moved and seconded (Dawson/Nale) to approve minutes as written. Motion approved.
3. **Correspondence and Public Comment Period.** None.
4. **Unfinished Business.**
 - A. **Budget/Financials Review.** Reviewed and acknowledged.
 - B. **Tourism Report.** Madison reviewed the June data.
5. **New Business.**

Mary advised the committee that the next meeting would be hybrid – meeting in person with a virtual option.

- A. **Discussion regarding term limits for board and commissions.** Mary and Laurie gave an overview of the Council Sub-Committee recommendations that will be presented to Council for consideration regarding potential term limits and other modifications regarding the appointment and reappointment process.

Other: Jim advised the committee that the Washington State Search and Rescue conference will take place in Ellensburg September 27-October 3, 2021.

Next meeting will be **August 4, 2021 at 2:00 p.m.** in the Council Conference Room at City Hall.

With no further business, the meeting was adjourned at 2:17 p.m.

Respectfully submitted,
Laurie Gigstead
Recording Secretary

Drafted: 07/07/2021
Approved: 08/04/2021



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission Meeting of July 15, 2021 at 5:45 p.m.

Place of Meeting: Virtual Zoom Meeting

Present: Beverly Heckart, Fred Padjen, Ed Harrell, George Bottcher, Sathy Rajendran, Geraldine O'Mahony, Sigrid Davison

Absent:

Others Present: Community Development Director Kirsten Sackett; Community Development Secretary Alicia Winbauer; Council Liaison Stacey Engel, City Manager Heidi Behrends Cerniwey, Members of the public: Steve Gordon and Joseph Chang- Lola Gallagher?

1. CALL TO ORDER

Chair Padjen called the meeting to order at 5:45 pm.

Council Liaison Engel notified the commission that this would be her last meeting as she has resigned from the Council. She gave a synopsis of the process that would happen to get a replacement on the Council and Planning Commission.

Introduction of City Manager and new commission member Sigrid Davison

2. APPROVAL OF AGENDA

Commissioner Heckart wanted to add to Old Business-Voting on the appointment of Fred Padjen to act as liaison to the Affordable Housing Commission Stakeholder group.

3. APPROVAL OF MINUTES

Commissioner Heckart moved to approve the minutes of the June 13, 2021 Planning Commission meeting. Commissioner Rajendran seconded. Motion passed with all in favor.

4. NEW BUSINESS

- a. Public Hearing to consider annexation request for parcels 916833, 698633, 708633 and 528633 located at 805 Anderson Road.

Chair Padjen opened the public hearing and explained the procedures of the hearing. Director Sackett gave the Staff report on the proposed annexation. There were no questions from the public. Commissioner Harrel asked if there was any indication of what the property would be used for. Director Sackett commented that Community Development has received a proposal for a large facility but we don't have a lot of details.

Chair Padjen closed the public hearing.

Commissioner Heckart moved to approve the annexation for parcels 916833, 698633, 708633 and 528633 into the Light Industrial zone (I-L) as recommended by staff. Commissioner Harrel seconded. All in favor, motion passes.

5. OLD BUSINESS

- a. Commission needs to approve the appointment of Fred Padjen to act as liaison to the Affordable Housing Commission Stakeholder group. Commissioner Heckart moved

to approve the appointment, Commissioner Harrel seconded. All in favor, motion passed.

6. CITIZEN COMMENT

No comment from the public in attendance.

7. STAFF UPDATE

a. Housing Action Plan Update

Director Sackett provided an introduction and update on the work of the Housing Action Plan (HAP). She shared her screen and started a powerpoint on the HAP. This powerpoint included a lot of information including the process that the City has been working on with BERK Consulting who have helped many communities craft their Housing Action Plans, but we are working hard to make sure our plan is specific to our community. We have compiled a great deal of data to BERK for inclusion in an update to the Housing Needs Assessment, including all of our building permit data from the last ten years. We will also be analyzing some of our code standards, including townhouses and cottage housing.

There was discussion on the information and projections for student population growth at CWU. Commissioner O'Mahony asked if the data provided insight on who owns the rentals- local ownership or out of county owners? That information is not in the study but would be something that the city might want to know in the future.

Commissioner O'Mahony asked why the city itself didn't build and provide low income housing instead of relying on the local builders? Director Sackett mentioned that the city has committed to the low income housing by the sales tax that is set aside for it that the Affordable Housing Commission can award to builders that incorporate low income housing in their plans.

Discussion about zoning and how it could be better utilized to allow more density in the residential areas for more infill.

Discussion of Cottage housing- how nobody has taken advantage of the change in code. The code really doesn't work with our zoning. BERK had some suggestions on how to try to adapt and get it used in the city.

Commissioner Davison asked if there was any other access for low income housing people to utilize when they don't have transportation. She had experience of the transit system and doesn't feel it was adequate to service the needs of people. Commissioner Heckart noted that she has always felt that the transit should have a more frequent schedule. She also feels that our zoning especially in the north end of Ellensburg should have more commercial opportunities and that access to the commercial areas should be thought out (more connectivity) so that people feel they don't have to drive. Director Sackett noted that we could work with the Transit commission to address the concerns of the Planning Commission.

Commissioner Heckart felt the online survey was not very easily navigated.

Discussion regarding adding more mixed use to our residential zoning. Commissioner O'Mahony commented that the idea is great but we need to take into consideration Climate factors when raising densities. Director Sackett noted that we would probably be required to address that in the next Comprehensive Plan Update.

Director Sackett continued with the powerpoint and explained the outreach to the community, we are putting together a visual preference survey. It will be pushed out on our website and social media. We will ask questions about what type of housing they currently live in, then ask about what types of housing would be appropriate in different areas of the City, etc. We will also be reviewing our existing policies in the Comp Plan, and determine if we need to make any updates. Another piece will be to draft strategies and policies to pursue. After we finish the HAP we will then proceed with making actual code changes.

Discussion of ADU's- how can they be encouraged for more infill. Director Sackett noted that the BeHeard Ellensburg website can have additional surveys and questions put on the website whenever we want to get feedback from the community and this topic could be one of those. Joseph Chang commented that the code is very limiting on the sizes that can be built and how there are a lot of lots especially on North Water Street that might be able to have them but with the code the way it is not very doable. He wants to meet with Director Sackett and will email her.

Director Sackett showed the commission where to access the BeHeard Ellensburg website for the survey. Chair Padjen commented that he felt the process of developing the HAP was a little backwards. The public should have weighed in first and then BERK and Community Development could have drafted a plan. Commissioner Heckart asked if the draft could be changed before adoption. Director Sackett yes, because it is a draft it is changeable. We will be meeting hopefully twice next month to talk about the plan and make changes with the commissions input and the publics.

Discussion about dates for the next meeting. The meeting will be a hybrid meeting in the Council Chamber. A poll was taken on who could be available for each date. August 5, 2021- everyone is available. August 19th, 2021-everybody except Commissioner Davison is available.

8. ADJOURNMENT

Chair Padjen adjourned the meeting at 7:20 pm.

Central Washington University

University Way Banner Request Form

Please fill out form and return to Schedule@cwu.edu. The Scheduling Center will submit your form to the City.

Name of Event/Program: Kittitas County 4-H

Contact Person: Brittany Pearson

Phone Number: 962-7507

Banner Hang Dates (Monday-Sunday): 10/4/21-10/17/21

- CWU Scheduling Center has reserved the banner dates.

Phone: 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu

- This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it. No grommets.**

- We recommend that wind flaps be cut into the banner to prevent wind damage



* Example of a correctly made banner.

Provide an Example of Your Banner in the Box Below (Please fill in writing and logos)



Important Notes:

Banners affiliated with University business have priority. Therefore, banners from non-University groups requesting dates that conflict with a University banner may be rescheduled

If your banner does not meet manufacturing specifications, we will be unable to process your request and the banner will not be hung

The CWU Scheduling Center will not be held responsible for any weather-related damage that occurs to your banner

For more information please contact CWU Student Union Operations & Scheduling Center at 509-963-1321 or 509-963-1641.

City of Ellensburg approved by: _____ Date: _____

Disapproval/Reasons: _____



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	August 16, 2021
Item Title/Agenda Subject:	Consideration of Approving the Service of Alcohol at the Ellensburg Downtown Association (EDA) sponsored Hoedown in the Downtown Event
Submitted by:	Brad Case Parks and Recreation
Recommended Action or Motion:	Approve the service of alcohol at Unity Park for the EDA's Hoedown in the Downtown scheduled for September 1, 2021, from 7:00pm-10:00pm.
Background/Summary:	Council is being requested to approve the service of alcohol at Unity Park for the Hoedown in the Downtown scheduled for September 1, 2021, from 7:00pm-10:00pm. The activities associated with the event include the service of beer, live music, and food vendors.
Previous Council Action:	N/A.
Analysis:	Section 6.64.260 of the Ellensburg City Code requires Council approval for any special event at which alcoholic beverages are served on City owned property, subject to compliance with all the requirements set forth in the Special Event chapter. The event organizers have submitted a special events permit application, and will be required to provide proof of appropriate insurance coverage as part of the process.
Financial Impact:	There is no financial impact associated with this request.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	August 16, 2021
Item Title/Agenda Subject:	Wastewater Treatment Facility Roof and HVAC Replacement contract award.
Submitted by:	Mike Helgeson Public Works & Utilities
Recommended Action or Motion:	Staff recommends that Council approve the award of contract to MBI Construction Services Inc. for the Wastewater Treatment Facility Roof and HVAC Replacement project. (Project # 21-066 & 21-067)
Background/Summary:	Staff realized an imminent need for the replacement of the roof of the administration building at the Wastewater Treatment Facility (WWTF). Shortly thereafter, staff discovered that the HVAC unit that provides temperature control for the laboratory, which is inside the admin. building, is failing and is also in need of replacement. Staff decided to go out to bid for both projects in one bid call (#2021-09) because the HVAC unit is a rooftop unit. The City of Ellensburg solicited bids, (Bid Call #2021-09), with bids being due July 1st, 2021. The City received one bid that was deemed Non-Responsive due to errors made in the unit pricing. Because no bids were received, staff was able to negotiate a contract with MBI to complete the work as outlined in Bid Call #2021-09.
Previous Council Action:	At the July 19, 2021 City Council meeting, pursuant to RCW 35.23.352(1), Council adopted Resolution 2021-22, rejecting the single bid for Bid Call #2021-09.
Analysis:	The total contract amount is over the engineers estimate of \$140,000, but due to the amount of time that has passed since the original estimate, the ever rising cost of materials, and the imminent need for replacement, staff is comfortable with the amount specified in the revised bid tab page of \$160,981.45. Staff has drafted a Memorandum of Understanding between the City of Ellensburg and MBI to signify that the work would

be completed as outlined in Bid Call #2021-09. Due to the delay with the bid award and unexpected lead times, the MOU also includes a change in the begin work date requirements from September 30, 2021 to November 30, 2021.

Financial Impact:

There is \$60,000 budgeted in 2022 for the WWTF admin building roofing project. Staff is requesting that amount be moved from 2022 to 2021, and a supplemental appropriation of \$34,000 be approved. Staff is also requesting a supplemental appropriation of \$68,000 be approved for the replacement of the HVAC system. There is sufficient fund balance to cover these supplemental appropriations.

The total financial impact to the 2021 Sewer budget would be an increase of \$162,000. The total financial impact to the 2022 Sewer budget would be a decrease of \$60,000.

Attachments:

[WWTF Roof and HVAC Replacement Docs](#)

PROPOSAL TO: The City of Ellensburg City Clerk 501 N. Anderson St., Ellensburg, Washington 98926.

The bidder hereby certifies that he/she has personally examined the location and construction details of work as outlined on the plans and specifications for **Bid Call No. 2021-09; Project Nos. 21-066 & 21-067, WWTF Roof and HVAC Replacement**, and has read and thoroughly understands the plans and specifications and contract governing the work embraced in this improvement and the method by which payment will be made for such work, and hereby proposes to undertake and complete the work embraced in this improvement in accordance with said plans, specifications and contract and at the following schedule of rates and prices. This form shall not be altered, shall be without inter lineation, alteration or erasures, unless in ink or typewritten.

WWTF Roof and HVAC Replacement

Project #: 21-066 & 21-067

Bid Call #: 2021-09

WWTF Roof and HVAC Replacement

No.	Item	Unit	Qty.	Unit Price	Total
1	Roof Removal and Replacement	SF	6,400	13.4190625	\$85,882.00
2	HVAC Removal and Replacement	LS	1	\$62,762.00	\$62,762.00

TOTAL: \$148,644.00

SALES TAX (8.3%): \$12,337.45

TOTAL BID IN FIGURES:

\$160,981.45

TOTAL BID IN WRITING:

One hundred sixty thousand nine hundred eighty one dollars and forty five cents.

The City reserves the right to reject any or all bids.



CITY OF ELLENSBURG
DEPARTMENT OF PUBLIC WORKS AND UTILITIES

WWTF Roof and HVAC Replacement
Memorandum of Understanding (MOU)

The City of Ellensburg solicited bids for the above project, with bids being due July 1st, 2021 (Bid Call Number 2021-09). The City received one bid, that was deemed Non-Responsive due to errors made in the unit pricing. At the July 19th, 2021 City Council meeting, pursuant to RCW 35.23.352(1), Council adopted Resolution 2021-22, rejecting the bid.

With no bids being received for the above project, staff has negotiated with MBI Construction Services to complete the work as outlined in Bid Call #2021-09, and the revised bid tab page provided by MBI Construction Services in an email dated Aug. 2, 2021 at 7:18am, for a total contact amount of \$160,981.45 (including tax).

Staff will proceed with taking this MOU and Bid Call #2021-09 to Council on Aug. 16th with the recommendation to award this contract to MBI Construction Services. Due to the delay with the bid award and unexpected lead times, the begin work date requirement of Sept. 31st, 2021 is further extended to November 31st, 2021.

Date

8/3/2021

Signature

(City Public Works and Utilities Director)

I have examined the MOU and approve this document in conjunction with the award of Bid Call 2021-09 for the WWTF Roof and HVAC Replacement project for the City of Ellensburg.

Signature

(Joe Menard, MBI Construction Services)

Date

8/3/2021



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 16, 2021

Item Title/Agenda Subject: Award Bid Call 2021-10 – Tree Pruning to Basin Tree Services & Pest Control, Inc.

Submitted by: Josh Mathews Public Works & Utilities

Recommended Action or Motion: Award Bid Call 2021-10 for Tree Pruning to Basin Tree Services & Pest Control, Inc., the lowest responsive and responsible bidder.

Background/Summary: Public Works and Utilities annually requests quotes from contractors on the Small Works Roster for our annual tree pruning contract. This service provides clearance for the City's overhead electrical distribution system and is necessary to reduce power outages, for safety and reliability. The City sent bids to three contractors on the City's Small Works Roster for this type of work, but only received one bid in response, from Basin Tree Service & Pest Control, Inc.

Previous Council Action: N/A

Analysis: The quoted prices are for hourly rates and include a 3-person crew, lift truck, chipper and dump truck. The evaluated bid amounts shown are based on the contracted scope of work, which is estimated at 360 hours of tree pruning. Last year's unit price was \$253.48 per hour.

Contractor	Rate (per hour)	Evaluated Bid
Basin Tree Service & Pest Control, Inc.	\$363.18	\$130,744.80

Staff recommends that City Council award the contract for Bid Call 2021-10 for tree pruning to the only responsive bidder, Basin Tree Services & Pest Control, Inc. for 360 hours at a unit cost of \$363.18 per crew hour or a not to exceed total of \$130,744.80. Due to timing of Utility Advisory Committee meeting, staff needed to take bid straight to council. Staff will advise the UAC at their August 19 meeting.

Financial Impact:

The 2021 Light Budget includes \$103,000.00 for tree pruning. A supplemental budget adjustment of \$27,744.80 is needed in the Light Fund to cover the remaining unbudgeted amount. It is important that this work is completed this fall, to minimize the risk of costly and dangerous tree damage to light dept. infrastructure.

VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.


AUDITING OFFICER

8-9-2021
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **16TH DAY OF AUGUST 2021**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				Total Amounts
Check #'s	154083	TO	154284	\$ 504,889.64
EFT #'s	4977	TO	5004	\$ 582,067.44

Payroll Fund				Total Amounts
Check #'s	95369	TO	95371	\$ 6,070.78
Direct Deposits	62986	TO	63217	\$ 429,626.69

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK

RESOLUTION NO. 2021-____

A RESOLUTION providing for the enforcement of the historic Ellensburg XX (Double Cross) ordinance.

WHEREAS, in years long past, Ellensburg did have an ordinance which at one time made it a misdemeanor for any resident of Ellensburg or Kittitas County to appear on city streets or in any public place in Ellensburg not properly garbed during the period prior to and the Labor Day Weekend of the Ellensburg Rodeo; and

WHEREAS, said ordinance specified at least three pieces of Western clothing be worn at all times in the business district or public places during the aforementioned period; and

WHEREAS, community interest and enthusiasm toward the Ellensburg Rodeo and Kittitas County Fair is rekindled every year to a high level; the Chamber Cowboys and other public-spirited groups and private citizens wish to see that spirit maintained;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ellensburg, Washington, as follows:

Section 1. That the spirit of the ordinance, if not the letter of the law, be enforced by Special Deputies appointed by the Ellensburg Chamber Cowboys.

Section 2. That the effective date of the enforcement of the Ellensburg XX (Double Cross) ordinance shall be August through and including the Labor Day Weekend.

Adopted by the City Council of the City of Ellensburg this 16th day of August, 2021.

MAYOR

Attest:

CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 16, 2021

Item Title/Agenda Subject: Board and Commission Appointments

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Consider the appointments to the Parks and Recreation Commission based on the subcommittee recommendation.

Background/Summary: Nineteen people applied to serve on the Parks and Recreation Commission. Due to the overwhelming response to the call for applications, Mayor Tabb and Laci Harrison, Chair of the Parks and Recreation Commission, conducted interviews. Fifteen interviews were scheduled and the subcommittee conducted fourteen interviews. Three applicants withdrew from consideration and one declined to schedule an interview. The attached chart shows the list of applicants. The Applications for Appointment are also included with the agenda report.

Previous Council Action: N/A

Analysis: Interviews were held on August 3 and 4, 2021. There are currently three vacancies on the Parks and Recreation Commission. The subcommittee recommends the following for appointment:

- Nikki Pollock
- Kathleen Kelleher
- Ali Burton

Financial Impact: N/A

Attachments:

[B and C Agenda Report Chart 8-16-21](#)
[Applications for Appointment - P R Commission](#)

Boards and Commissions	Affordable Housing Commission	Arts Commission	Building Appeals Board	Civil Service Commission	Diversity, Equity & Inclusion Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	5	3	7	9	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	N	Y	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	2	0	3	6	3	6	6	5	4	4	7	7	3	7
Current Members Outside City Limits	1	5	3	0	1	5	1	1	2	3	0	0	0	3	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	0	2	0	0	1	0	0	0	0	3	0	0	1	0
APPLICANTS															
Emily Ayers											1 st				
Joseph Blazek											1 st				
Ali Burton											1 st				
MacKenzie Carter						3 rd					1 st		2 nd		
Candice Comfort											1 st				
Robert Hickey							3 rd		2 nd		1 st				
Kathleen Kelleher									3 rd		1 st				2 nd
Brittany Kivi							2 nd				1 st	3 rd			
Denise McMillen				3 rd			2 nd				1 st				
Albert Miller							2 nd				1 st				
Katie Olson											1 st				
Jessica Orndorff									2 nd		1 st	3 rd			
Lilly Park	2 nd										1 st			3 rd	
Joseph Pearson						2 nd					1 st	3 rd			
Nikki Pollock								3 rd			1 st	2 nd			
Jeanette Rendina								2 nd			1 st				
Kyle Taylor											1 st				
Bonnie Vidonne											1 st				
Cambron Walker											1 st				

Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, July 22, 2021 6:29 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Emily Ayers

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 5 years + college

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? *Field not completed.*

Occupation Status and
Background: Preschool teacher

Organization Affiliations: Hungry Cookies (business owner)

Why are you seeking appointment?	I see so much potential in our parks and see room to make amazing parks and get involvement in the community to sustain and support them. As a mom with an education background I see a large need to creat parks and spaces for a wider range of needs and ages.
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
---	-----

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Friday, July 23, 2021 11:10 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Joseph Blazek

Address

Mailing Address (If Different) *Field not completed.*

City ELLENSBURG

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 26 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: Retired

Organization Affiliations:	Evergreen State Volkssport Association (ESVA) and American Volkssport Association (AVA)
Why are you seeking appointment?	I have always had an interest in parks and outdoor recreation. I served previously for 10 years on the parks commission from 1999 to 2009.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, July 20, 2021 4:24 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Ali Burton

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 10 years

Do you live within the city limits? No

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: Teacher at Ellensburg High School, resident of Kittitas county since 2003

Organization Affiliations:	Ellensburg School District
Why are you seeking appointment?	I want to have a voice in making changes to our current options for families. We are lacking so many options that other communities of our size enjoy.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, July 29, 2021 10:18 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: MacKenzie Carter

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 9 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? No

Occupation Status and Background: Health Promotion Project Specialist with the Kittitas County Public Health Department. Previously worked at Central Washington University as a Program Coordinator. Current

Master of Public Health candidate through CWU, alumni of CWU 2008-2012.

Organization Affiliations:	Kittitas County Public Health Department, Kittitas County Breastfeeding Coalition, CWU Public Health department
Why are you seeking appointment?	One of the components of my work with the LSPAN grant (Local Strategies for Physical Activity and Nutrition) is to collaborate with local partners to increase activity-friendly environments, such as in parks and recreation spaces throughout the city of Ellensburg. Additionally, through my work with the Kittitas County Breastfeeding Coalition, I am working on developing a space for nursing parents and families to rest and feed, and want that perspective included in current and future projects.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	Public Transit Advisory Committee
Boards & Commissions	Ellensburg Business Development Authority

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, July 20, 2021 10:10 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Candice Comfort

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 2.5 years

Do you live within the city limits? No

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: 2017-Present: Stay at Home Mom
2008-2017: 911 Call Receiver

Organization Affiliations:	Mercer Creek Church
Why are you seeking appointment?	My entire adult life I have wanted to live in Ellensburg. Two and a half years ago, that dream came true. Ellensburg is such a special place, and I am so thankful we get to raise our family here. As a stay at home mom of a four and a half year old and three year old, I understand the importance of having fun, safe places to get outside. We visit Ellensburg parks weekly, with my boys asking almost every day if we can go. I am so appreciative of the great recreational areas we have, as well as the number of them. They are engaging for our kids, and well used which is evident by the number of people there. I'm also impressed that folks of all ages utilize our parks, which tells me they have been well designed for everyone. Ellensburg is a desirable place to live for many reasons. It has grown, and will continue to grow. What I would like to do is help it grow WELL. This includes making sure our current parks and recreational areas are taken care of, as well as planning for new ones. It would be a privilege to be able to help continue the great work that has been done in our town, and to bring any insight or advice I have to the table. I know the future of our parks and recreational areas is a bright one, and one that I would be honored to be a part of.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Sunday, July 25, 2021 3:28 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Robert Hickey

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 21 years

Do you live within the city
limits? No

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? *Field not completed.*

Occupation Status and
Background: Professor of Geography at CWU

Organization Affiliations:	In addition to CWU, I tend to work with science-related organizations. These include the American Association for the Advancement of Science and Sigma Xi. I'm also a member of the Kittitas Audubon Society and the Smithsonian.
----------------------------	---

Why are you seeking appointment?	In my opinion, it's important for citizens to be involved in the management and upkeep of their hometowns. I spent many years on the county Planning Commission. Then COVID hit. Now I'm considering my next role. I'm a regular user of local parks and recreation opportunities, so the Parks and Rec Commission makes sense.
----------------------------------	---

More info about me at <http://www.onlinegeographer.com>

Will you be able to attend meetings regularly if appointed?	Yes
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If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Library Board
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Boards & Commissions	Environmental Commission
----------------------	--------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, July 20, 2021 7:58 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Kathleen Kelleher

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 20 years on and off (lived out of state for 10 years working throughout the West)

Do you live within the city limits? No

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: Currently I am an Account Executive at Ameresco, a leader in renewable energy development and cleantech integrator. I was fortunate to grow up in Ellensburg, went to school at UW for

Engineering, have my MBA through University of Utah and have pursued a career in water management and conservation. My work has allowed me to live in numerous states, work in every type of industry (mining to municipal) and now I have been able to relocate home to raise my family and give back to the community that gave me so much.

Organization Affiliations:	PEO (Philanthropic Education Organization) - member
----------------------------	---

Why are you seeking appointment?	I would like to serve my community and assist in developing the recreation infrastructure. Recreation for our community, especially our youth, is so vital to the health and well-being of our culture. I think I bring a unique perspective because I bring both my own experiences of Ellensburg as a kid and with my two children now, as well as having lived in so many different locations (from LA to Elko, NV) and participated in many adult league activities through public recreation (grass/court volleyball, tennis, running, dog parks, etc). It would be an honor to give back to my Ellensburg community. Thank you for your time.
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
---	-----

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Utility Advisory Commission
----------------------	-----------------------------

Boards & Commissions	Library Board
----------------------	---------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, July 20, 2021 4:32 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Brittany Kivi

Address

Mailing Address (If Different) Field not completed.

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 14 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? No

Occupation Status and Background: Professional Bookkeeper & Office Administrator

Organization Affiliations: None

Why are you seeking appointment?

I think I can bring my organizational, bookkeeping and administrative skills to the parks and recreation board. I also have skills in advertising and am a big outdoors enthusiast. I think it's extremely important that our community have the opportunities to get outdoors and be active with friends, family and pets!

Will you be able to attend meetings regularly if appointed?

Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions

Environmental Commission

Boards & Commissions

Planning Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, July 21, 2021 9:59 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Denise mcmillen

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 20 years

Do you live within the city limits? No

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? No

Occupation Status and Background: VIN officer, Employed by the Washington state patrol. Graduate college in environmental/forest practices.

Organization Affiliations:	I am a member of several hiking, camping, and backpacking groups.
Why are you seeking appointment?	To become more involved with my community, and provide my skills and knowledge where I can, to give back.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	Environmental Commission
Boards & Commissions	Civil Service Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Friday, July 23, 2021 10:42 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Albert Miller

Address

Mailing Address (If Different) Field not completed.

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 20 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? Field not completed.

Occupation Status and Background: Senior Lecturer at Central Washington University teaching history and the history of science. This last year I took a year to earn a masters in science in environmental management with a

focus on urban park management at the University of Aberdeen in the U.K. I'll be finishing the degree in August of this year. I've lived in Ellensburg since 2001 where I finished my B.A. and M.A. in history at CWU, followed by doctoral work at the University of Washington. I've been teaching at CWU since 2010. I've also been one of the directors at Central Washington School of Karate in town since 2015.

Organization Affiliations: Central Washington University. Central Washington School of Karate.

Why are you seeking appointment? I've lived in Ellensburg for a long time and have recently decided to shift my career from education to helping inform community decisions, especially regarding urban planning and environmental management. This last year has provided an excellent education in park management in a small city in Scotland, a city that emphasizes green spaces and the numerous benefits they provide. I hope to have the opportunity to share my passion and experience with the community I love. I feel that I would bring a great deal to the appointment, and I appreciate your consideration.

Will you be able to attend meetings regularly if appointed? Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions Environmental Commission

Boards & Commissions *Field not completed.*

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, July 20, 2021 8:46 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Katie Olson

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 8 years

Do you live within the city limits? No

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: I am a graduate of UCLA with a Bachelor's Degree in Art History. I moved to Ellensburg in 2013 after meeting my husband and pursuing a position at the Clymer Museum. I have

been an employee of CWU since 2014. I am currently the Communications Coordinator for CWU's University Advancement Communications Team where I manage the marketing efforts for alumni programming and fundraising campaigns. Prior to this position, I was the Program Manager for CWU Continuing Education, developing community personal enrichment and professional development courses as well managing the Craft Brewing Program until 2019. My husband and I also own and operate two businesses in town, LGA Construction and the First and Last Chance Tavern.

Organization Affiliations:	Former Commissioner for the Landmarks and Design Commission, serving from 2014-2015. Former Secretary, Western Art Association, serving from 2013-2015. Member of the Central Washington Home Builders Association
----------------------------	--

Why are you seeking appointment?	I have two small children, ages 3 and 1, and feel I would bring a unique perspective to the commission as a young mother, business owner, employee of CWU, and someone with experience in program development and project management. I have noticed the past few years outdated and broken playground equipment at some of our parks, as well as a lack of entertainment options for the community (i.e. bowling alley, skate rink etc). I would love to be apart of the solution and help the Parks and Recreation Commission upgrade and/or create new parks and recreational facilities and opportunities for our community's youth. I believe we can achieve this through making connections with the community, campaigning and getting other parents involved - there are so many people interested this already that I've connected with via Facebook. I look forward to the opportunity to serve and I thank you for your consideration.
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
---	-----

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

Boards & Commissions	<i>Field not completed.</i>
----------------------	-----------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Friday, July 23, 2021 8:08 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Jessica Orndorff

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 1.5 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? No

Occupation Status and Background: I am currently staying at home with my young son, but I taught high school English and Social Studies before he was born. I earned my teaching degree at CWU.

Organization Affiliations:	CWU Alumni Association, MOPs member
Why are you seeking appointment?	As a member of this community and a mother of a young child (3 years old), I want to be a part of creating fun, safe spaces and programs for our youth population to play and exercise. I also want to work on expanding opportunities for the community to gather. While attending college at CWU and since I've moved back to raise my family, I have loved exploring the different outdoor spaces the area has to offer (Irene Rinehart Riverfront Park, Paul Rogers Park, Umtanum Creek Falls, etc). However, I also have many ideas on ways we can further develop our area to provide better experiences for the community and would like to explore ways to increase funding for these types of improvements.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	Library Board
Boards & Commissions	Planning Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, July 20, 2021 9:31 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Lilly Park

Address

Mailing Address (If
Different)

City Kittitas

State WA

Zip 98934

Email Address

Phone Number

Length of Residence in
Ellensburg Kittitas County: 25 + years

Do you live within the city
limits? No

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? *Field not completed.*

Occupation Status and
Background: SW for State of Washington

Organization Affiliations: Ellensburg City Pool For 25 Years. :-)

Why are you seeking appointment?	During the Pandemic I began thinking of ways to improve the Ellensburg City Pool/ Facility. Losing access to the Pool Facility reminded me how important this recreation is to/for the City of Ellensburg!
----------------------------------	--

Will you be able to attend meetings regularly if appointed?	Yes
---	-----

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Affordable Housing Commission
----------------------	-------------------------------

Boards & Commissions	Senior Citizens Advisory Commission
----------------------	-------------------------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, July 22, 2021 12:03 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Joseph Pearson

Address

Mailing Address (If
Different)

City Ellensburg

State Washington

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 4.5 years

Do you live within the city
limits? No

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? *Field not completed.*

Occupation Status and
Background: I work full time as an administrator at Central Washington
University. I am the Executive Director of Auxiliary Enterprises
which includes campus Dining and Catering, The Wildcat Shop

and other business entities. I have worked in higher education for over 20 years. I have a BA in Political Science from Boise State and a MPA from Idaho State. I have worked in Idaho, Louisiana, Illinois and now Washington. When i worked in Louisiana I was responsible for Campus Recreation along with other duties.

Organization Affiliations:	I am a member of national organizations affiliated with my profession and am a current national officer as the Chair of the Membership Committee for NACAS (National Association for Campus Auxiliary Services). I have served in other leadership positions in NACAS and other organizations. I served briefly on the board for the Meeting of the Rivers Foundation in Illinois.
----------------------------	--

Why are you seeking appointment?	Our family has decided to make Ellensburg our home. We love it here and we want to do what we can to improve living/playing conditions in our community. We love to use the parks and I am an active user of the Racquet Center as a Racquetball Player. I want to use my leadership, experience, and big picture ideas to help the Parks and Rec Commission in making decisions to benefit our community well into the future. I have 4 children who also love this community and would benefit from any efforts at improvement.
----------------------------------	---

Will you be able to attend meetings regularly if appointed?	Yes
---	-----

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Ellensburg Business Development Authority
----------------------	---

Boards & Commissions	Planning Commission
----------------------	---------------------

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, July 21, 2021 5:14 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Nikki Pollock

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 17 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? No

Occupation Status and Background: Administrative Assistant to the Superintendent, Thorp School District
May 2018-Present

Customer Service Representative, Consolidated
Communications
May 2017-May 2018

Administrative Assistant, Anderson Hay December 2010-March
2016

Organization Affiliations: Girl Scouts, Service Unit Manager & Troop Leader, 11 years

Previously -
Mentor for Nerdy Girls robotics team

Mentor for Kittitas County Haywire Robotics Team

Judge for FIRST Robotics

MOPS Coordinator

Why are you seeking
appointment? Parks are an essential part of community life. I have utilized
city parks as a parent, a troop leader, a volunteer, and an
individual. Assessable and maintained park facilities allow
community members of all ages, abilities, and walks of life to
enjoy the outdoors, assemble with other community members,
and recreate safely. Thoughtful, responsible management of
our physical and financial resources should build upon our
existing facilities while enhancing the opportunities available for
all members of the community.

Will you be able to attend
meetings regularly if
appointed? Yes

If your first choice, as listed above, is not available, which other boards or
commissions would you be interested in serving on?

Boards & Commissions Planning Commission

Boards & Commissions Landmarks and Design Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, July 21, 2021 12:16 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Jeanette Rendina

Address

Mailing Address (If
Different) *Field not completed.*

City Ellensburg

State Wa

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 4 years

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? No

Occupation Status and
Background: I am a licensed clinical psychologist working for Student
Medical and Counseling Center.
I am a mother of one and one on the way.

Organization Affiliations:	American Psychological Association
Why are you seeking appointment?	I want to support our community is seek out all that it has to offer. It is important to me that everyone has access to our parks and rec regardless of disabilities and age.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	Parks and Recreation Commission
Boards & Commissions	Landmarks and Design Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Saturday, July 24, 2021 3:48 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Kyle Taylor

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 2 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: Former high school science teacher, currently the primary care provider for my two year old son.

Organization Affiliations:	N/A
Why are you seeking appointment?	I'm interested in being involved in planning and facilitation of recreation opportunities for a wide range of ages and demographics. I am a parent and I would like to see more opportunities that support families.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, July 20, 2021 6:19 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Bonnie Vidonne

Address

Mailing Address (If
Different)

City Ellensburg

State Wa

Zip 98926

Email Address

Phone Number

Length of Residence in
Ellensburg 31 years

Do you live within the city
limits? Yes

If applying for the Sr.
Citizens' Advisory Board, are
you at least 55 years of
age? Field not completed.

Occupation Status and
Background: Buyer @ kittitas valley healthcare

Organization Affiliations: Search & rescue

Why are you seeking appointment?

I would like to help make positive changes in the community for our youth. I believe you have to be involved to see change. I think it's important that some of the members make up parents who are long time residents. I would like to help bring fresh ideas on how we can make our parks & programs the best they can be for the future of our children.

Will you be able to attend meetings regularly if appointed?

Yes

If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions

Parks and Recreation Commission

Boards & Commissions

Parks and Recreation Commission

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Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, July 29, 2021 10:11 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

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Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions Parks and Recreation Commission

Name of Applicant: Cambron Walker

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 24 years

Do you live within the city limits? Yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? *Field not completed.*

Occupation Status and Background: Current occupation: Health Promotion Project Specialist with the Kittitas County Public Health Department
Education: Master of Science in Information Technology &

Administrative Management, Bachelor of Arts in Organizational
Leadership & Development

Organization Affiliations:	PEO Kittitas County Breastfeed Coalition
Why are you seeking appointment?	In my current position, I am working on the LSPAN grant to promote physical activity in Kittitas County. Being a part of the Parks and Recreation Committee will help inform that work. As someone who has lived in Ellensburg for over 24 years, I am passionate about encouraging recreation in our community.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

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CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 16, 2021

Item Title/Agenda Subject: Public Hearing to consider adoption of the Transit Development Plan 2021 and acceptance of the 2020 Annual Report.

Submitted by: Betsy Dunbar Public Works & Utilities

Recommended Action or Motion: Adopt the Transit Development Plan 2021 and accept the 2020 Annual Report.

Background/Summary: Transit agencies must prepare a transit development plan annually (RCW 35.58.2795). A transit development plan is a six-year plan outlining strategic plans to meet state and local long-range priorities, operating and capital improvements and a financial plan along with several other required elements.

The 2021 Transit Development Plan and the 2020 Annual Report were accepted by the Public Transit Advisory Committee (PTAC) on July 20, 2021 which recommended it be submitted to the City Council for approval.

A Notice of Public Hearing dated August 16, 2021 was published in the local newspaper and on the City and Central Transit websites pursuant to 35.58.2795.

Previous Council Action: The City Council has approved all previous six year development plans and annual reports.

Analysis: The Transit Development Plan covers 2021 - 2026 and the Annual Report is based on the 2020 calendar year.

Financial Impact: There are no direct costs associated with this item.

Some projects included in the development plan have not been included in the the 2021-2022 Biennial Budget and will be brought to council for budget authority prior to expenditure approval.

Attachments:

Transit Development Plan 2021

with 2020 Annual Report

**Central Transit
2021 - 2026**

Date of Public Hearing: _____
Adopted by the Ellensburg City Council: _____
Attested to: _____

Public Comment Period: July 21, 2021– August 21, 2021. Submit comments to:

City of Ellensburg
ATTN: Transit Department
501 N Anderson Street
Ellensburg, WA 98926

In addition, Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Person who are deaf and hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Notice to Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at 360-705-7090.

This document is submitted per the requirements of RCW 35.58.2795.

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Section 1: Plan Adoption, Public Hearing, and Distribution

Plan Adoption

The City of Ellensburg City Council adopted the 2021 Transit Development on August __, 2021 at __: PM at the City of Ellensburg City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926.

Public Participation Process

The 2021 – 2026 Transit Development Plan was reviewed by the Public Transit Advisory Committee on July 20, 2021 and recommends it be submitted to the Ellensburg City Council for approval and be available for a Public comment period: July 20, 2021 - August 16, 2021 2021

Comments submitted to: ellensburg.transit@gmail.com or mail to Central Transit 501 N Anderson Street, Ellensburg, WA 98826

Public hearing: The City of Ellensburg held a public hearing on the Transit Development Plan on August 16, 2021 at 7:00 p.m.

Notice posted to website: The City of Ellensburg posted a notice of the hearing on the Transit Development Plan to its website at centraltransit.org on July 26, 2021.

Notice published in local paper: The Daily Record published a notice of the hearing on the Transit Development Plan on July 26, 2021.

Requests for paper or digital copies: The City of Ellensburg allowed the public to request a paper or digital copy of the Transit Development Plan on and after July 20, 2021 by emailing ellensburg.transit@gmail.com or calling 509-925-8680.

Available to the public for review: The City of Ellensburg allowed the public to view a copy of the draft Transit Development Plan at the City Hall Offices, 501 N Anderson St, Ellensburg, WA 98926.

Plan Distribution

On August __, 2021, Central Transit distributed the adopted Transportation Development Plan to WSDOT's Public Transportation Division online grants management system compliance module and to the Transportation Improvement Board via:

Vaughn Nelson, Finance Manager at vaughnn@tib.wa.gov.

Chris Workman, Engineering Manager at chrisw@tib.wa.gov.

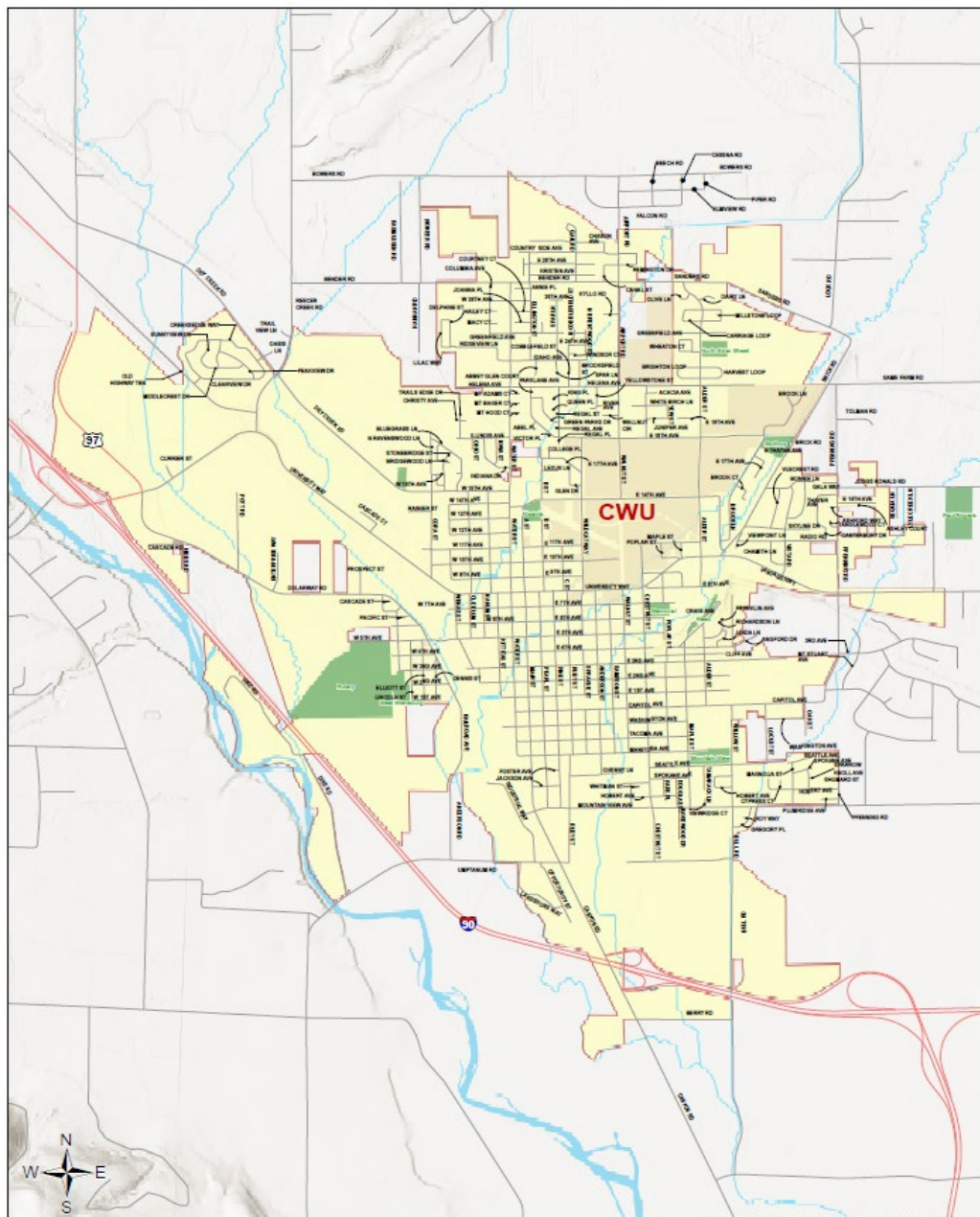
All cities, counties and regional transportation planning organizations within which Central Transit operates.

Section 2: Description of service area, operations and facilities

Service Area

Central Transit is a rural public transit system serving a population of 19,510 people within a total area of 7.65 square miles. Located just east of the Cascade Range at the junction of Interstate 90 and 82, Ellensburg is known as the most centrally located city in the state.

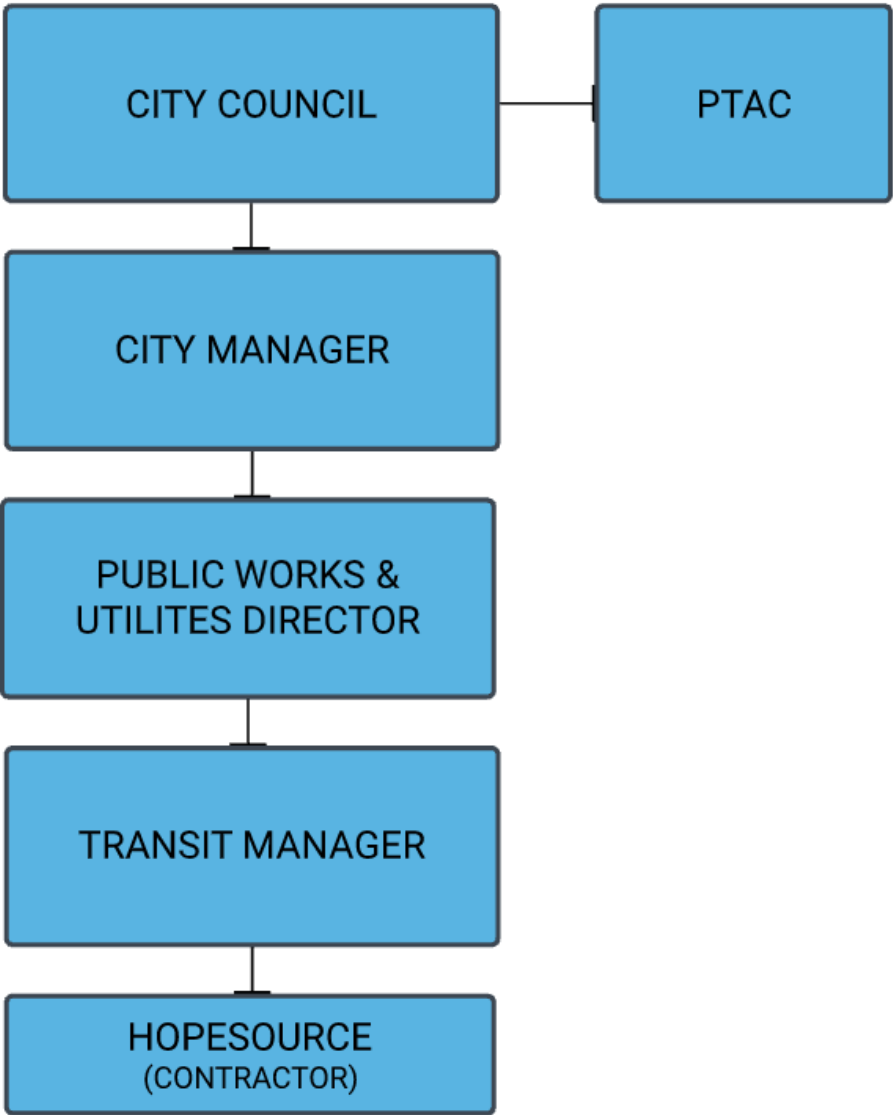
Exhibit A: Transit Service Area Map



Organization

The Ellensburg City Council is responsible for Central Transit’s operations. The Public Transit Advisory Committee (PTAC) provides oversight of the public transit services in the city, including the quality of services, direction for public information and education, as well as developing and making recommendations on system improvements and funding. The committee reports to the City Council on those and other elements as directed. The City Manager and Public Works Director also report to the City Council on Transit activities, policies and finances. The Transit Manager oversees the daily operational activities of the Transit System, which is overseen by the Public Works Director and City Manager.

Exhibit B: Organization Chart



Operations

The City of Ellensburg contracts operations to HopeSource, a private nonprofit organization.

Central Transit provides accessible fixed route and complimentary ADA paratransit services.

Central Transit operates 5 fixed routes daily from 7:00 AM to 8:00 PM. Central Transit's system map (Exhibit C, p. 5) shows where its fixed routes operate.

- Routes 12 A /12 B operate from 7:00 AM to 8:00 PM and serve the north end of the City, CWU, downtown, and the business and shopping areas on the south end of town.
- Routes 12 A /12 B operate from 7:00 AM to 8:00 PM and serve the north end of the City, CWU, downtown, and the business and shopping areas on the south end of town.
- Route 13 operates from 7:00 AM to 7:00 PM and extends north to Elmview and south to senior housing and the hospital.
- Route 14 operates from 7:00 AM to 7:00 PM and serves additional north end housing and Ellensburg High School on the south end.
- Routes 15 & 16 operate from 7:00 AM to 7:00 PM and serve downtown and east Ellensburg.

ADA paratransit services are available within $\frac{3}{4}$ miles of the fixed route during the same time as the Central Transit fixed route services.

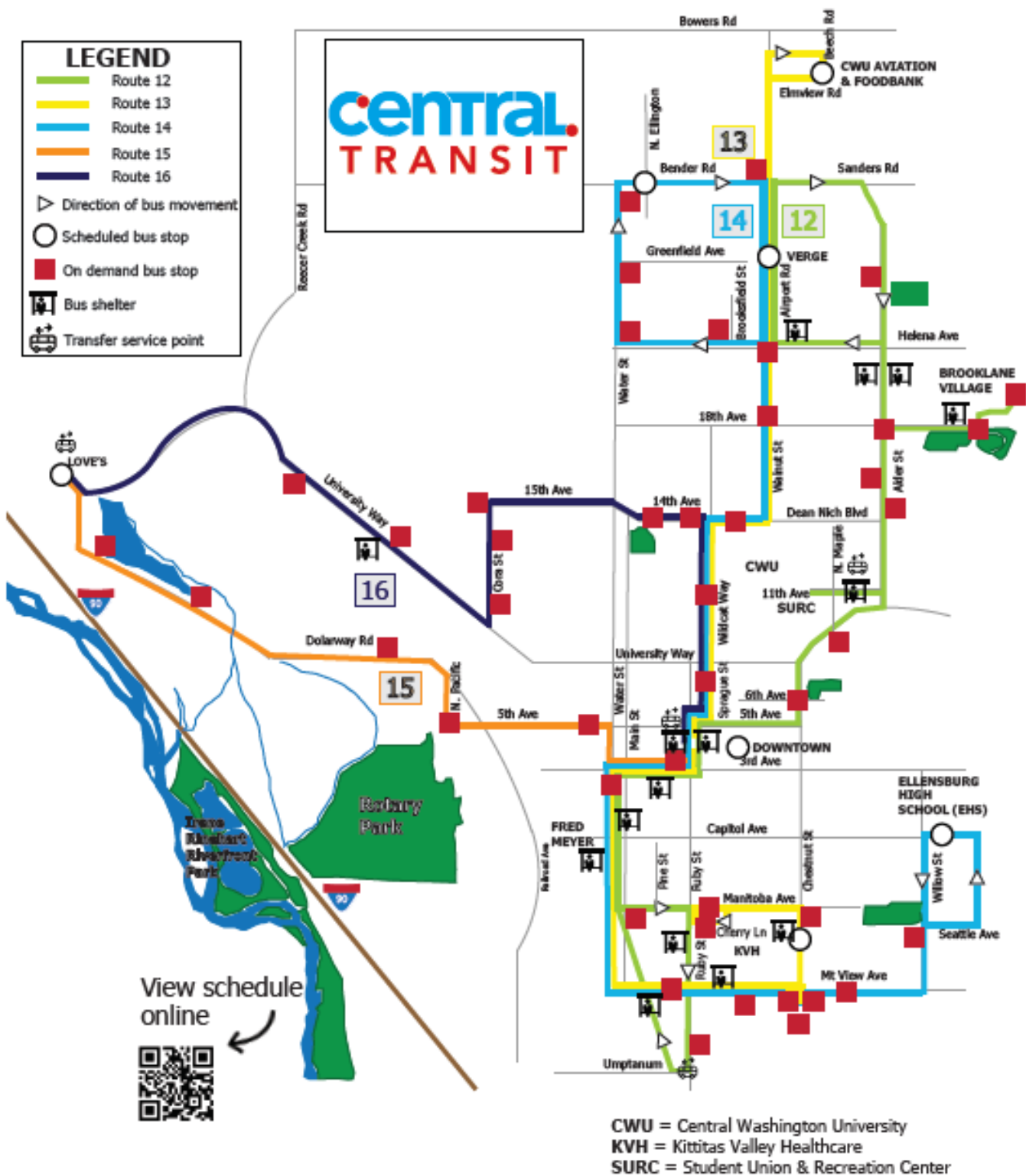
Central Transit's Cabulance service operates independently 24-7 to provide accessible non-emergency medical transportation for individuals within the City of Ellensburg to and from specific medical facilities as initiated by Kittitas Valley Fire and Rescue and other contracted facilities.

Transit services operate year-round with the exception of the following holidays: New Year's Day, President's Day, Memorial Day, 4th of July, Thanksgiving Day and Christmas Day

All Central Transit services are fare free.

The City of Ellensburg provides support for HopeSource's county wide Dial A Ride and Kittitas County Connector services. The City also provides support for Yakima Transit's Yakima-Ellensburg Commuter service.

Exhibit C: Service Map



Facilities

Central Transit does not have bus maintenance or operations facilities. The service provider, HopeSource, has operations and bus storage located at 700 E Mountain View, Suite 501, Ellensburg, WA 98926.

Central Transit's Administrative offices are located at 501 N Anderson Street, Ellensburg, WA 98926.

All operational equipment is owned and maintained by HopeSource.

EXHIBIT D: HopeSource Vehicles

Fixed Route

Vehicle	Type	Year	Make	Model	Trim	Plate	Vin
CT 5	BUS	2017	Ford	E-450	Econoline	C67400D	1FDFE4FS2HDC49329
CT 6	BUS	2017	Ford	E-450	Econoline	RS12608	1FDFE4FS6HDC49348
CT 7	BUS	2017	Ford	E-450	Econoline	RS12609	1FDFE4FSXHDC49336
CT 8	BUS	2019	Ford	E-350	Starcraft Allstar	RS14204	1FDEE3FS2KDC21561
CT 9	BUS	2018	Ford	E-350	Starcraft Allstar	RS13456	1FDEE3F64JDC41666
CT 10	BUS	2021	Ford	E-350	Diamond Coach	BXN6594	1FDFE4FN0MDC20478
CT 11	BUS	2021	Ford	E-350	Diamond Coach	BXN6595	1FDFE4FN3MDC20488
CT 12	BUS	2021	Ford	E-350	Diamond Coach	BYL4405	1FDFE4FN2MDC20479

Cabulance

Vehicle	Type	Year	Make	Model	Trim	Plate	Vin
100	VAN	2016	Dodge	Caravan	Braun Ability	RS13219	2C7WDGBG1GR372421
300	CAR	2020	Ford	Escape	SEL	C72601V	1FMCU9H66LUB08713

Paratransit and Dial A Ride

Vehicle	Type	Year	Make	Model	Trim	Plate	Vin
89	BUS	2014	Ford	E450	Super Duty	RS11064	1FDEE4FL8EDB10211
91	BUS	2012	Ford	E450	Econoline	RS98243	1FDFE4FS4CDA21812
95	BUS	2018	Ford	E450	Econoline	RS12669	1FDFE4FS8HDC77992

96	BUS	2018	Ford	E450	Senator II	RS12671	1FDFE4FS5HDC77951
97	BUS	2017	Ford	E450	Econoline	RS12670	1FDFE4FS2HDC77941
99	BUS	2018	Ford	E350	Senator II	RS12672	1FDFE4FS2HDC77955

Kittitas County Connector

Vehicle	Type	Year	Make	Model	Trim	Plate	Vin
200	BUS	2019	Ford	E350	Starcraft Allstar	RS14199	1FDES8PMXKKB87628
201	BUS	2019	Ford	E350	Starcraft Allstar	RS14204	1FDES8PMXKKB87631

Intermodal Connections

Central Transit provides services to the following public transportation connections which connect passengers to rural and urban communities, state routes, rail, air and other modes of transportation:

Yakima-Ellensburg Commuter, Kittitas County Connector, Greyhound, Apple Line, FlixBus and Bellair Airporter Shuttle which connects with SeaTac International Airport and Amtrak.

Figure 1: Images of Central Transit's Public Transit Connections



Multimodal Connections

Central Transit is committed to multimodal improvements within the city to provide accessible active transportation options to individuals within the community. Benefits include:

- Low-cost and flexible access to services and opportunities.
- Enhanced quality of life.
- Accessible streets and roads.
- Improved personal and community health.
- Less traffic congestion.
- Pollution reduction.
- Increased independence.

Central Transit buses connect passengers with many shared-use biking and walking trails including the Palouse to Cascades State Park Trail.

Figure 2: Image of one of Central Transit's many Trail Head Connections

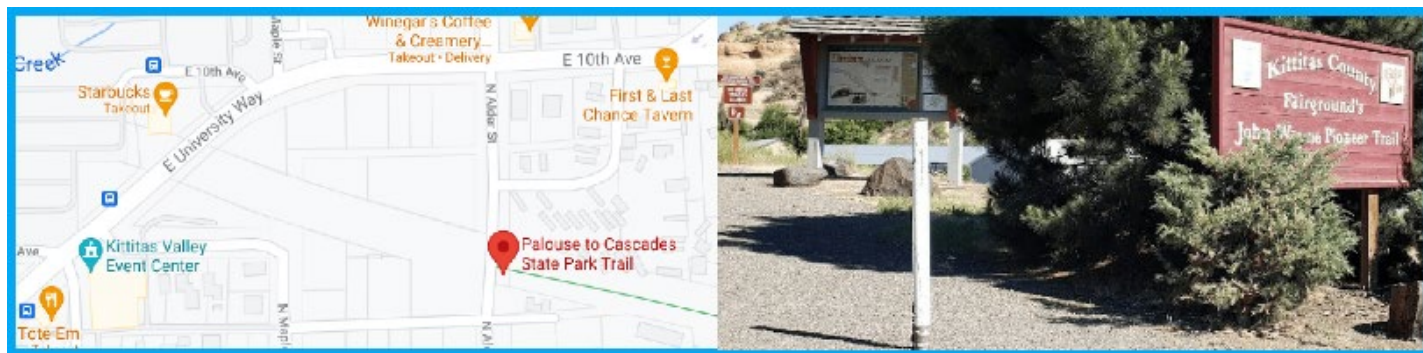


Figure 3: Images of some of Central Transit's Bike and Pedestrian Paths



Agency Goals, Objectives and Strategies

From 2021-2026, Central Transit will focus on the Five key priorities in Table 1 below. The table shows how Central Transit's local priorities align with state goals established in the Washington State Transportation Plan.

Table 1: 2021–2026 Goals, Objectives and Strategies, and Alignment with State Goals

GOALS, OBJECTIVES AND STRATEGIES	Economic vitality	Preservation	Safety	Mobility	Environment	Stewardship
Goal 1: Improve convenience, reliability & customer service of transit service						
Objective 1.1: Improve transit service reliability						
Strategy 1.1.1 Evaluate current transit reliability & on-time performance.	x		x	x		x
Strategy 1.1.2 Review & adjust schedules to enhance on-time performance. Use website and software to create easy access & transparency.	x		x	x		x
Objective 1.2: Provide amenities to make waiting for and riding transit more comfortable and convenient to passengers						
Strategy 1.2.1 Add more bus shelters, bench seating and turnouts.	x		x	x		x
Objective 1.3: Improve service accessibility for non-motorized modes (e.g., bicycle, pedestrian connections)						
Strategy 1.3.1 Identify and create a prioritized list of non-motorized access deficiencies at existing bus shelters and bus stops.	x		x	x	x	x
Goal 2: Improve operational safety and security						
Objective 2.1: Reduce accidents incidents on transit vehicles						
Strategy 2.1.1 Ensure safety plan meets the requirements of 49 C.F.R. Part 673 (Part 673).		x	x			x
Strategy 2.1.2 Improve and provide safety and security for passengers and transportation system.		x	x			x
Strategy 2.1.3 Improve and provide driver safety measures.		x	x			x
Objective 2.2: Improve safety measures to ensure passengers and drivers are safe and secure						
Strategy: 2.2.1 Maintain and install additional cameras and other security measures in transit vehicles.		x	x			x

Goal 3: Enhance the integration of transit services to support the economy and preserve the environment	
Objective 3.1: Promote energy conservation	
Strategy 3.1.1 Support low or zero emissions for transit vehicles.	x x
Goal 4: Maximize and expand transit services	
Objective 4.1: Maximize and expand transit services	
Strategy 4.1.1 Evaluate service coverages and re-route design standards to improve access for low-income, youth, aging adults and persons with limited mobility. Improve and predict the movement of people throughout the city and state with multimodal connections and accessible modes of transportation.	x x x x x x
Strategy 4.1.3 Increase coverage in areas with high concentrations of key priority populations.	x x x x x x
Goal 5: Meet the requirements of the Americans with Disabilities Act (ADA)	
Objective 5.1: Enhance quality of life and promote economic vitality	
Strategy 5.1.1 Enhance the quality of life through investments and programs to ensure passengers have equal access to essential services.	x x x x x x
Objective 5.2: Meet the requirement of the Americans with Disabilities Act	
Strategy 5.2.1 Continue meeting the ADA requirements.	x x x x x x
Strategy 5.2.2 Implement direct and indirect outreach to those residents who need on demand paratransit services.	x x x x x x

Central Transit uses the following performance measures to evaluate progress toward the strategic goals and objectives noted above.

Table 2: 2021-2026 Performance Projects, Measurements and Targets

Performance Measure	Target
On-Time performance of transit vehicles	- Fixed route 95% – 100% on time performance. - Paratransit 100% on time performance. - Cabulance 100% on time performance.
Amenities	Install shelters at the all top 25% most active stops and benches at 40% of the most active stops by 2026. Give financial support to a local Intermodal Transit Hub.
Connectivity	20% of non-motorized access deficiencies at existing bus shelters and bus stops.
Collisions	Zero collisions.

Alternative fuels	Support replacing fleet with hybrid service vehicles and zero emission vehicles.
Span of Service	Expand services for more inclusion and accessibility to essential services as needed.
Coverage	Increase coverage for low-income households, youth, aging adults and persons with disabilities.

Section 3: Plan Consistency

Central Transit is a voting member on the 4-County Community Transportation Planning Team which works toward improving transportation services in Adams, Grant, Kittitas, and Lincoln counties.

Central Transit's programs, services, and the four key objectives outlined in Table 3 above are consistent with the following transportation goals and policies in the Quad County Coordinated Public Transit – Human Services Transportation Plan.

Table 3: Key Objectives

4 County Community Transportation Planning Team Objectives	
Objective 1	Sustain and increase transportation services to the special need's populations.
Objective 2	Promote safe and accessible transportation services for the special needs populations by educating and advocating specific benefits to the consumers.
Objective 3	Coordinate and link transportation with human services to accommodate the consumer's needs and efficiently utilize transportation resources.
Objective 4	Provide capital equipment and technology to improve transportation efficiencies.

Section 4: Planned Capital Expenses

Table 4: Planned Projects

Year	Projects & Amenities	Preservation - Replacement	Expansion - Improvement
2021	Additional safety measures including cameras, enclosed driver barriers, and PPE. Bus shelter artwork. New logo, website, brochures, mobile app providing real-time Central Transit data, live operations dashboard and GPS playback, new bus wraps and bus stop signs. Add SMS/IVR applications. Maintain and improve ADA amenities within the transit system.	x	x
2022	Maintain and improve ADA amenities within the transit system. Implement direct and indirect outreach to educate the public about transportation services. Additional signage, benches and turnouts. Improve service accessibility with curb cuts, sidewalks and connections to non-motorized pathways and trails. Financial support for an intermodal transit station. Financial support for zero low emission vehicles.	x	x
2023	Maintain and improve ADA amenities within the transit system. Implement direct and indirect outreach to educate the public about transportation services. Additional benches, shelters and turnouts. Improve service accessibility with curb cuts, sidewalks and connections to non-motorized pathways and trails. Financial support for an intermodal transit station. Financial support for zero low emission vehicles.	x	x

2024	Maintain and improve ADA amenities within the transit system. Implement direct and indirect outreach to educate the public of transportation services. Additional benches, shelters and turnouts. Improve service accessibility with curb cuts, sidewalks and connections to non-motorized pathways and trails. Financial support for an intermodal transit station. Financial support for zero low emission vehicles.	x	x
2025	Maintain and improve ADA amenities within the transit system. Implement direct and indirect outreach to educate the public of transportation services. Additional benches, shelters and turnouts. Improve service accessibility with curb cuts, sidewalks and connections to non-motorized pathways and trails. Financial support for an intermodal transit station. Financial support for zero low emission vehicles.	x	x
2026	Maintain and improve ADA amenities within the transit system. Implement direct and indirect outreach to educate the public of transportation services. Additional benches, shelters and turnouts. Improve service accessibility with curb cuts, sidewalks and connections to non-motorized pathways and trails. Financial support for an intermodal transit station. Financial support for zero low emission vehicles.	x	x

Section 5: Planned Operating Expenses

Table 5: 2021-2026 Summary of Planned Operating Projects

Years 2021 - 2026	Projects	Reduction	Expansion & Improvement
Amenities			
	Increased safety measures to ensure the safety of drivers and passengers.		x
	Monitor, analyze and improve routes and services		x
	Participate and contribute to multimodal transit projects such as bike lanes, pedestrian and bike trails.		x
	Community outreach		x
	Participate and expand interlocal services to support connections throughout the state.		x
	Use technology to improvement the rider experience.		x
	Provide community shuttle services.		x
	Provide services to assist elderly and those with disabilities access essential and social services.		x
	Improve the quality and efficiency of our transportation system with technology.		x

Section 6: Multiyear Financial Plan

2021-2026 Capital Improvement Program

Central Transit's capital improvement program includes the capital expenses identified in Table 4 above.

Central Transit funds its capital projects with local funds which will be allocated to these projects when needed.

*These system changes and improvements noted are subject to change pending inputs from the City of Ellensburg's Finance Department, PTAC and the City Council.

Table 6: 2021-2026 Capital Improvement Financial Plan

Capital expenditure	2021	2022	2023	2024	2025	2026
Projection	100,000	300,000	100,000	300,000	100,000	300,000

In 2011, the City of Ellensburg, the Associated Students of Central Washington University, HopeSource, and the Washington State Department of Transportation collaborated to plan, fund, and operate public transit services within Ellensburg.

In 2016, the City Council authorized a special election to be held on April 26, 2016 for a sales and use tax. The tax was to be levied in an amount of up to two-tenths of one percent for a period of not more than ten years to pay for or financing public transportation improvements. Ellensburg voters approved the levy with a 63% majority and the City assumed operation of Central Transit on July 1, 2017.

Operation revenue assumptions include:

No change in the retail sales tax rate is proposed within the planning period.

Growth in sales tax revenue throughout the planning period. The forecast is 2-3 percent in all years, based on recent trend data.

Minimal growth in formula federal and state operating grants 2-3 percent annual growth, respectively.

Table 7: Operating and Maintenance Financial Plan

Ellensburg Central Transit 2021 – 2026 Projected Revenues and Expenses						
Operating Revenues	2021	2022	2023	2024	2025	2026
Local Sales Tax	1,280,000	1,300,000	1,325,000	1,350,000	1,375,000	1,400,000
WSDOT Consolidated Grant 2019-2021	0					
WSDOT Consolidated Grant 2021-2023	240,000			240,000		
WSDOT Consolidated Grant 2023-2025		480,000			480,000	
WSDOT Consolidated Grant 2025-2027			481,340			481,340
WSDOT Capital Rural Mobility	10,366					
WSDOT CARES Act (2 nd)	208,194					
CRRSAA	314,822	314,822				
Special Needs Transportation Paratransit Formula Fund	11,174	12,000	12,000	12,000	12,000	12,000
Transportation Services (ASCWU)	75,000	75,000	75,000	75,000	75,000	75,000
Interest Income	20,000	20,000	20,000	20,000	20,000	20,000
Total Revenues	2,159,556	2,201,822	1,913,340	1,697,000	1,962,000	1,988,340
Operating & Maintenance Expenses	2021	2022	2023	2024	2025	2026
Administrative	279,000	284,500	290,200	296,000	302,900	303,500
Fixed Route Preservation and Maintenance	1,300,000	1,330,000	1,360,000	1,390,000	1,420,000	1,450,000
Demand Response Preservation and Maintenance	15,924	16,240	16,560	16,890	17,230	17,575
Cabulance	40,550	41,350	42,200	43,000	43,800	44,700
Dial A Ride	81,313	82,313	82,313	82,313	82,313	82,313
Kittitas County Connector	43,000	44,000	44,000	44,000	44,000	44,000

Yakima-Ellensburg Commuter	20,000	20,000	20,000	20,000	20,000	20,000
Total Expenses	1,779,787	1,816,403	1,853,203	1,890,203	1,928,243	1,960,088

Section 7: Projects of regional significance

Central Transit will continue to coordinate with the 4-County Regional Transportation Planning Organization to incorporate these into the Transportation Improvement Program.

Section 8: 2020 Annual Report

2020 Revenues and Expenses

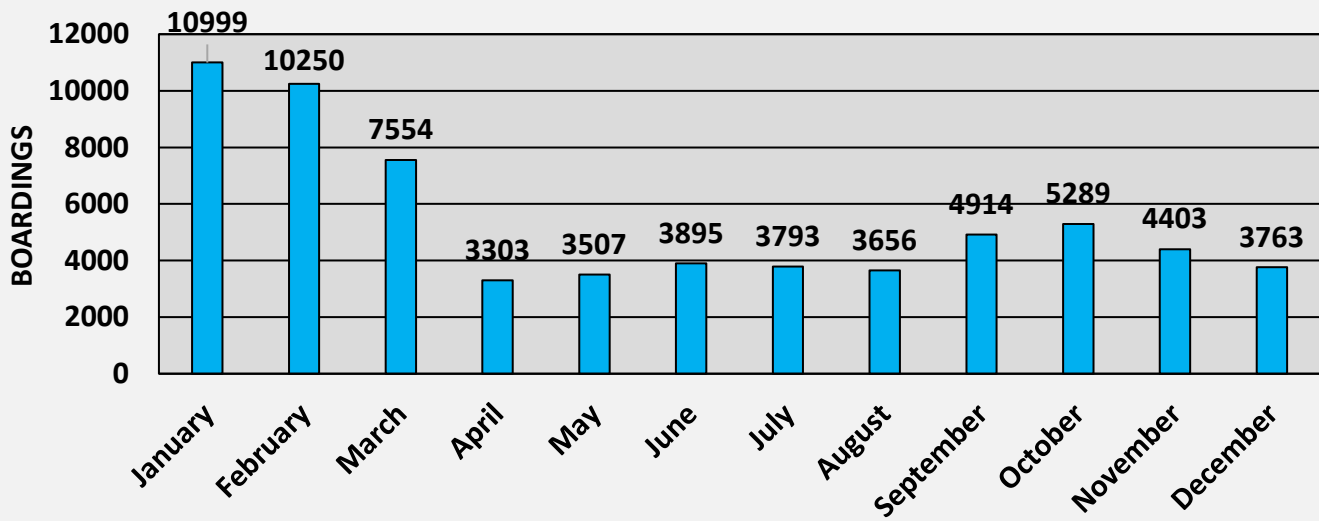
Fund 127 – Ellensburg Public Transit Revenues thru 12-31-20	2020 Total
Retail Sales Tax .02% for Public Transit	1,192,710
WSDOT Grant (Fed Pass Thru) Budget only	267,393
Fed Transit Funding via WSDOT – CARES Act (1 st dist.)	263,186
Fed Transit Funding via WSDOT – CARES Act (2nd dist.)	0
WSDOT Consolidated Grant – No Federal Money	0
Special Transportation Needs Grant	0
WSDOT Consolidated Grant	214,329
WSDOT Consolidated Grant – 2	11,174
WSDOT- Capital Rural Mobility	154,634
WSTIP - COVID Grant 2020	2,500
WSTIP - Risk Management Grants	3,000
Transportation Services	75,000
Interest Income	20,576
Transit – Misc. Revenue	115
Total Revenues	2,204,617

Fund 127 – Ellensburg Public Transit Expenditures thru 12-31-20	2020 Total
Total Administrative	274,427
Fixed Route	1,251,807
Paratransit	15,766
Cabulance	40,547
Yakima Transit	20,000
Dial A Ride	81,312
Upper County – Kittitas County Connector	43,000
Total Transit	1,726,859

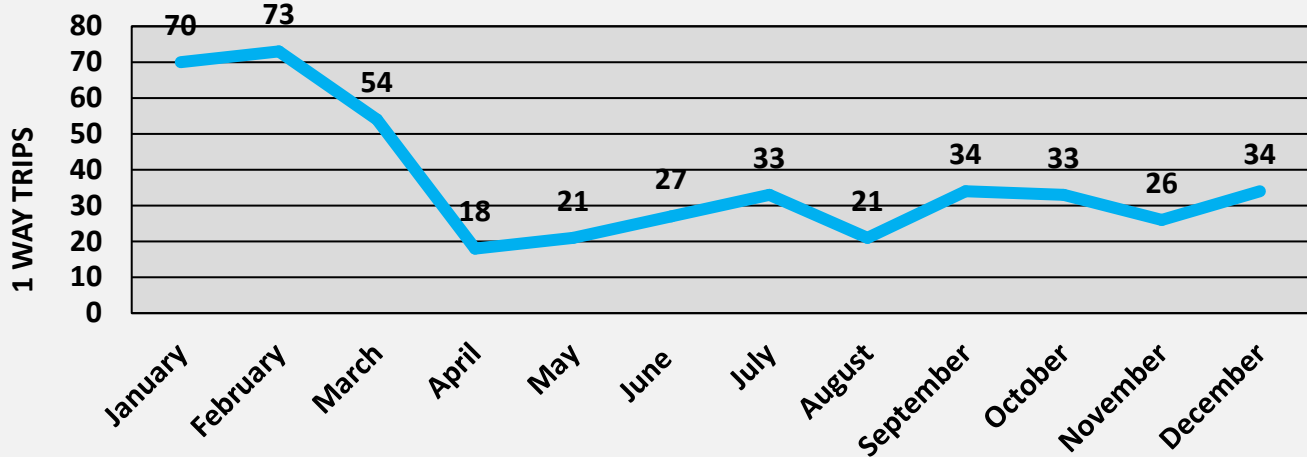
2020 Central Transit Ridership Stats

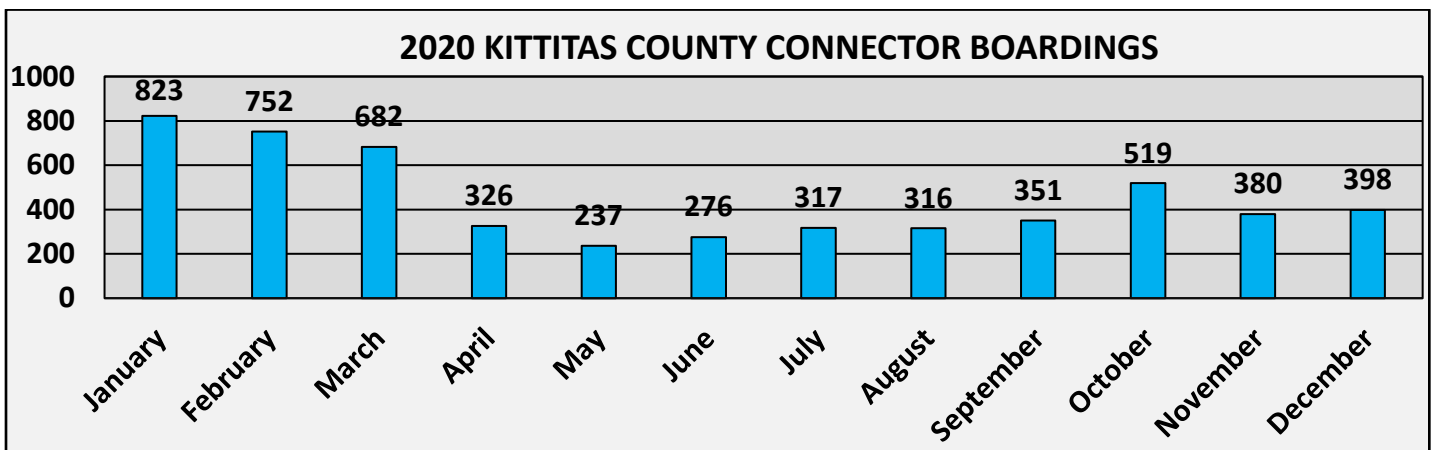
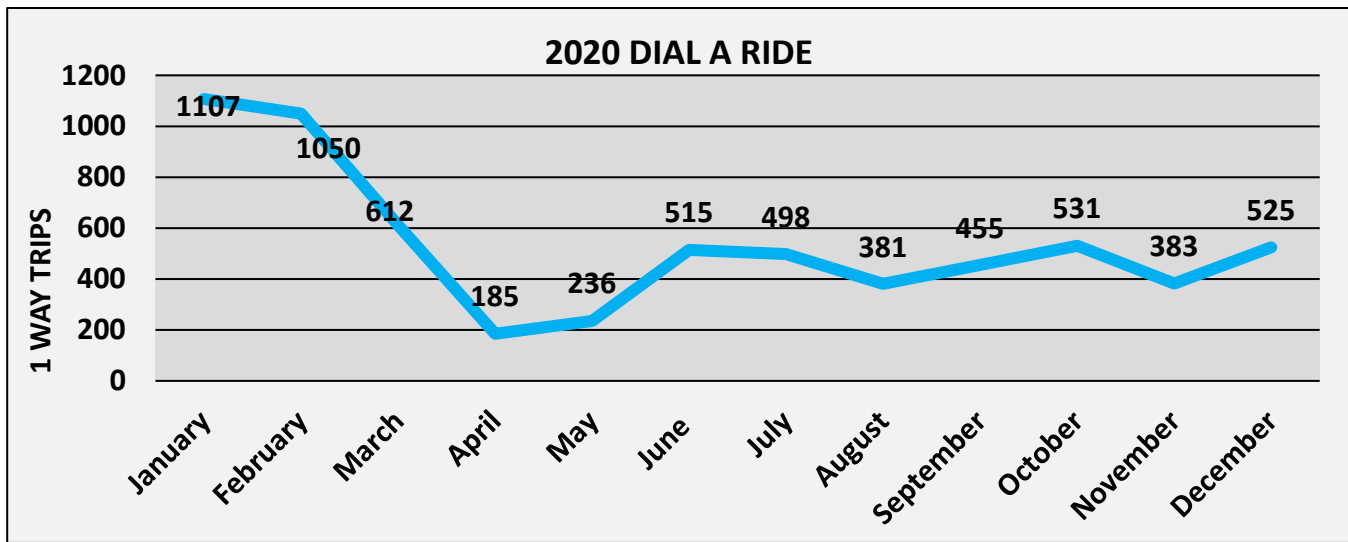
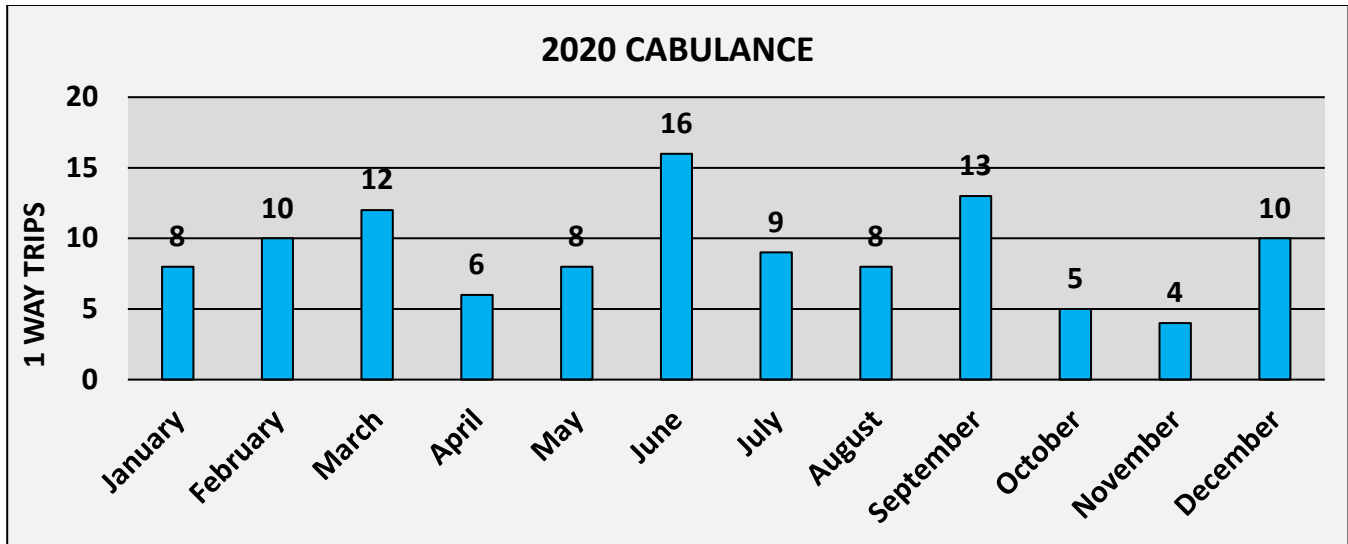
SERVICE	1-WAY BOARDINGS	REVENUE MILES	REVENUE HOURS	GALLONS OF FUEL	COLLISIONS	INJURIES
FIXED ROUTE	65,326	238,791	21,305	35,128	0	0
PARATRANSIT	444	1425	305	275	0	0
CABULANCE	109	201	171	272	0	0
DIAL A RIDE	6,478	34,859	2391	10,769	0	0
KCC	5,377	94457	4369	8,055	0	0

2020 FIXED ROUTE



2020 PARATRANSIT





SERVICE	OPERATING EXPENSES
FIXED ROUTE	1,251,807
PARATRANSIT	15,766
CABULANCE	40,547
DIAL A RIDE	81,312
KCC	43,000
YAKIMA TRANSIT	20,000

Central Transit	2020
Transit Data - Fixed Route	
City Employees – FTE's	1.5
Farebox Revenues	0
Gasoline Fuel Consumed (gallons)	35,128
Operating Expenses	1,251,807
Passenger Trips	65356
Revenue Vehicle Hours	21,305
Revenue Vehicle Miles	238,791
Total Vehicle Hours	22,254
Total Vehicle Miles	245,659
Transit Data - Demand Response (Paratransit)	
City Employees – FTE's	1.5
Gasoline Fuel Consumed (gallons)	275
Operating Expenses	15,766
Passenger Trips	444
Revenue Vehicle Hours	309
Revenue Vehicle Miles	1,425
Total Vehicle Hours	339
Total Vehicle Miles	1,610
Revenue - Local Operating	
Sales Tax	1,192,711
Revenue - State Operating	
Other State Operating Grants	0
Sales Tax Equalization	0
State Operating Distribution	0
State Regional Mobility Operating Grants	214,329
State Rural Mobility Operating Grants	0
State Special Needs Operating Grants	11,174
Revenue - State Capital	
Other State Capital Funds	0
Sales Tax Equalization-Capital	0

State Regional Mobility Grants	0
State Rural Mobility Grants	154,634
State Special Needs Grants	0
Revenue - Federal Operating	
Capital Assistance Spent on Operations (§5317)	0
CARES Act Rural Area Program Funds (§5311)	263,186
Federal Section §5307 Operating	0
Federal Section §5307 Preventative	0
Federal Section §5311 Operating	267,393
FTA §5310 Capital Assistance Spent on Operations	0
FTA §5310 Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program Funds	0
Revenue - Other Operating	
Other-Advertising	0
Other-Gain (Loss) on Sale of Assets	0
Other-Interest	20,576
Other-MISC	82,940
Revenue - Other Capital	
Land Bank Agreement & Credits	0
Expenses - Expenses	
Debt service - interest	0
Debt service - principal	0
Depreciation (Not included in Total Expenditures)	0
Local Capital Funds	0
Other-Expenditures	0
Fund balances - Ending fund balances	
Capital Reserve Funds	0
Contingency Reserve	0
Debt Service Funds	0
General Fund	560,596
Insurance Funds	0
Operating Reserve	1,314,905
Other Balance	0
Unrestricted Cash and Investments	517,078
Working Capital	0

Section 9: 2020 Accomplishments

Transportation Improvements

ADA curb cuts and ramp upgrades.
Sidewalk repairs and improvements.
Walking and bicycle pathways and trails.
10 transit bus shelters with garbage cans, solar lights, benches, and bike racks.
4 bus turnouts.
Additional interior bus cameras.
Driver protection barriers in each bus.
PPE supplies on board all vehicles.
Increased sanitation processes and policies.
Social distancing on the buses.
Clear signage and expectation for passengers.





CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 16, 2021

Item Title/Agenda Subject: Closed Record Hearing (quasi-judicial) to consider Resolution to Approve Application for Preliminary Plat Approval (P21-044) submitted by Patrick Sullivan (Habitat for Humanity) – Stuart Meadows Plat

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Adopt the attached Resolution approving the Preliminary Plat application of Stuart Meadows Subdivision, submitted by Patrick Sullivan, and incorporating the Hearing Examiner's July 8, 2021 Recommended Findings of Fact, Conclusion of Law, Decision and Conditions of Approval.

Background/Summary:

The purpose of this closed record quasi-judicial hearing is for City Council to consider the application for a proposed preliminary plat subdivision, known as "Stuart Meadows," submitted by Patrick Sullivan, agent for property owner. This hearing is being held pursuant to the requirements of Chapter 15.260, Subdivision Procedures, of the Ellensburg City Code. A SEPA Determination of Non-Significance (DNS) was issued for this project on June 4, 2021.

The Hearing Examiner's July 8, 2021 Findings of Fact, Conclusions of Law, Decision and Conditions of Approval is attached to this report as Exhibit 1, and includes 13 exhibits which are attached to this report as Exhibits 1.1 thru 1.12, and the July 7, 2021 Staff Agenda Report submitted to the Hearing Examiner record as Exhibit 1.13.

The applicant appeared at the hearing and testified in favor of the project, and agreed with the staff proposed conditions of approval as outlined in Exhibit 1.13. No member of the public testified at the hearing.

This proposed preliminary plat is located on Kittitas County Assessor's Parcel ID# 541133, located at 113 W. Bender

Road, and generally north of and adjacent to Bender Road and west of Susie Court, in the City of Ellensburg, WA.

A vicinity map and reduced scale preliminary drawing showing the location of the lots and other plat features are included as Exhibits 1.1 and 1.2.

The subject property is 2.86 acres in size and currently zoned Residential Suburban Density (R-S) and lies within the Airport Overlay (A-O) zone. This zoning allows for detached single-family dwellings as the predominate land use with a base maximum density of 6 dwelling units/acre. Part of the proposal includes development of Water Street to the North. As per Ellensburg City Code (ECC) section 15.320.050, the property being transferred to the City for the construction of Water Street shall be counted as part of the site area for density purposes. The applicant's proposal would create 18 separate residential lots, which is within the allowable maximum density. Lots will range in size from 5,145 to 5,990 square feet, intended for single-family homes. The proposed homes are being designed and built with efficient and modern design principles, aimed for low-to-moderate income housing.

The plat will have lots that front onto public roadway which will need to be improved as part of this project. The southern street frontage known as Bender Road is an existing major collector street and is further defined as a landscaped street. Water Street is an existing minor collector street and is also further defined as a landscaped street. Water Street will need to be extended as a part of the subdivision to serve as the main access road. This extension provides future connectivity to a portion of the preliminarily approved Ellensburg Flats subdivision located to the north. Additional interior lot access is accomplished with private courtyard access drives which meet the land development code provisions of Ellensburg City Code (ECC) section 15.420.050.

The Public Works & Utilities Department works with the Ellensburg School District at the time of civil construction review of the plat to ensure that the goals of their "Guide for Planning and improving School Walk and Bike Routes" are implemented. In speaking with the Ellensburg School District Director of Transportation, this particular plat is located outside

of the required ½ mile radius for the nearest elementary school, which is Mount Stuart Elementary. This means that the school district does not expect children in this area to walk to school; therefore, continued and expanded bus services will be planned for this area. The extension and construction of the street frontage improvements as discussed above provide beginning connectivity to achieve goals and policies within the land use, housing, and transportation chapters of the Ellensburg Comprehensive Plan. Parks and open space requirements will be met through the payment of park impact fees.

Site Characteristics:

North: Residential - Vacant land preliminarily approved for Ellensburg Flats Plat P19-147

South: Residential

East: Residential

West: Residential

Previous Council Action: N/A.

Analysis: The Review Procedures and Criteria for the Preliminary Plat process are outlined in Chapter 15.260 of the Land Development Code. Pursuant to ECC 15.260.060(D), a public hearing was held before Hearing Examiner Andrew Kottkamp on July 7, 2021. Kottkamp's July 8, 2021 Recommended Findings of Fact, Conclusion of Law, and Decision and Conditions of Approval have been included within this report as Exhibit 1. The Hearing Examiner recommended that the Stuart Meadows Preliminary Plat be approved with the eight conditions as depicted in Exhibit 1.

Pursuant to ECC 15.260.060(E)(1), the City Council shall, at the conclusion of the hearing, make its own decision supported by written findings of fact and conclusions of law and approve, approve with conditions, or disapprove the preliminary subdivision application.

Council is being requested to approve the preliminary plat

subdivision application by adopting the proposed Resolution, which incorporates the Hearing Examiner's Recommendations. Alternatively, prior to making a decision and pursuant to ECC 15.260.060(E)(2), Council may: 1) refer the preliminary subdivision application back to the hearing examiner for further consideration; 2) require the applicant to modify the preliminary subdivision application; or 3) require more information to be submitted by the applicant.

The decision criteria that City Council must consider are set forth in ECC 15.260.060(F) as follows:

1. The preliminary subdivision conforms to all applicable zoning standards of the city as set forth in the LDC, including the form and intensity standards in Chapter 15.320 ECC, the streetscape design standards in Chapter 15.410 ECC, the subdivision design standards in Chapter 15.420 ECC, the project design standards in Division V, and the public works development standards;
2. All lots within the preliminary subdivision are provided with satisfactory access established consistent with the requirements of the public works development standards, ECC Title 4, public works construction, the streetscape design standards and subdivision design and block standards in Division IV, and the project design standards in Division V;
3. All lots within the preliminary subdivision are provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC Title 9, Utilities;
4. All lots within the preliminary subdivision are provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC Title 9, Utilities;
5. The preliminary subdivision conforms to all applicable critical areas standards set forth in Division VI; and

6. The preliminary subdivision makes appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.

Staff agrees with the Hearing Examiner's conclusion that the proposed preliminary plat application meets the above requirements.

Financial Impact: None at this time

Attachments:

RESOLUTION

EXHIBIT 1 - Hearing Examiner Recommendation

EXHIBIT 1.1 VICINITY LOCATION MAP

EXHIBIT 1.2 Preliminary Plat of Stuart Meadows Plat

EXHIBIT 1.3 February 21, 2021 memo from City of Ellensburg Energy Services Light Department

EXHIBIT 1.4 February 26, 2021 memo from City of Ellensburg Energy Services Gas Department

EXHIBIT 1.5 April 26, 2021 memo from City of Ellensburg Public Works Department

EXHIBIT 1.6 February 23, 2021 memo from City of Ellensburg Fire Marshall

EXHIBIT 1.7 July 1, 2021 memo from Cascade Irrigation District

EXHIBIT 1.8 June 4, 2021 SEPA DNS Determination

EXHIBIT 1.9 Legal Notice of Public Hearing

EXHIBIT 1.10 Area of Notification Map with 300-Foot Buffer Notification List

EXHIBIT 1.11 Photo of Notice Sign on Property

EXHIBIT 1.12 Application Cover Page Materials

EXHIBIT 1.13 Staff agenda report presented to Hearing Examiner

EXHIBIT 2 Legal notice of City Council closed record public hearing

EXHIBIT 3 Email verification of posting and land use action sign for closed record public hearing

RESOLUTION NO. 2021-____

A RESOLUTION OF THE CITY COUNCIL OF ELLENSBURG, WASHINGTON
relating to the preliminary plat approval of the Stuart Meadows Subdivision No. P21-044 of property located in Ellensburg, Washington.

WHEREAS, on April 5, 2021 Patrick Sullivan, agent for property owner filed a preliminary plat application (P21-044) for eighteen (18) lots to be developed on approximately 2.86 acres of property located at 113 W. Bender Road, commonly referred to as the “Stuart Meadows Subdivision”; and

WHEREAS, the applicant also submitted an associated Washington State Environmental Policy Act (SEPA) checklist as part of the application; and

WHEREAS, on June 4, 2021 the City’s SEPA Responsible Official issued a Determination of Non-Significance (DNS) for the preliminary plat; and

WHEREAS, following a duly noticed open record public hearing held before the Hearing Examiner on July 7, 2021 to consider the preliminary plat application for the Stuart Meadows Subdivision, as provided by Chapter 15.260 ECC, the Hearing Examiner received exhibits and testimony into evidence, and issued his July 8, 2021 Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval; and

WHEREAS, following a duly noticed closed record public hearing held during a regularly scheduled Ellensburg City Council Meeting on August 16, 2021, regarding the preliminary plat application for the Stuart Meadows Subdivision application, the City Council approved the preliminary plat subject to certain conditions;

NOW, THEREFORE, the Ellensburg City Council do resolve as follows:

Section 1. The Ellensburg City Council makes the following findings of fact:

A. The proposed preliminary plat is in conformance with the goals and policies of the City of Ellensburg Comprehensive Plan, as amended, if developed in accordance with the conditions stated herein;

B. The proposed use and corresponding preliminary plat has been designated in accordance with the permitted uses and future land use designations within the Comprehensive Plan classification and standards for development set forth in the City’s Land Development Code if developed in accordance with the conditions stated herein;

C. Appropriate provisions have been made for public health, safety, and general welfare and for such other factors enumerated in RCW 58.17.110(2)(a) if the preliminary plat is developed subject to the conditions stated herein. Public facilities, such as roads, sewer and water and other public facilities are adequate to support the use and layout of the proposed preliminary plat if developed in accordance with the conditions stated herein;

D. The public use and interest will be served if the preliminary plat is developed in accordance with the conditions stated herein;

E. The proposal for the preliminary plat development conforms to the policies, standards and design principles specified in Chapter 15.260 of the Ellensburg City Code if developed in accordance with the conditions stated herein; and

F. The findings of fact and recommendations of the Hearing Examiner dated July 8, 2021 are hereby adopted and incorporated herein as the findings of the Ellensburg City Council with respect to the preliminary plat.

G. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

Section 2. The preliminary plat involving property located at 113 W. Bender Road, commonly referred to as the Stuart Meadows Subdivision, and legally described as follows:

That portion of the West Half of the Southwest Quarter of the Northeast Quarter of Section 26, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, which is described as follows:

Beginning at a point on the West boundary line of said subdivision, which is on the centerline of the right of way of Bender Road, running along the South boundary line of said subdivision, and running thence North along said West boundary line of said subdivision, 626.13 feet; thence East, at right angles thereto, 208.71 feet; thence South, parallel with the West boundary line of said subdivision, 626.13 feet; and thence West, along the center line of Bender road, 208.71 feet, more or less, to the point of beginning

EXCEPTING THEREFROM, the right of way of said Bender Road.

Section 3. The preliminary plat of the Stuart Meadows Subdivision (P21-044) shall be developed in accordance with the following conditions of approval, which shall apply to the applicant, and the applicant's heirs, successors in interest and assigns:

1. Fulfillment of all City code required final plat design and construction requirements for on-site and off-site improvements prior to final plat approval.
2. The applicant will meet the requirements of the Energy Services – Light Department discussed in its memorandum dated February 21, 2021.
3. The applicant will meet the requirements of the Energy Services – Gas Department discussed in its memorandum dated February 26, 2021.
4. The applicant will meet the requirements of the Public Works & Utilities Department discussed in its memoranda dated April 26, 2021.

5. The applicant will meet the requirements of the Pre-Application Report Page Comments from the City of Ellensburg Fire Marshall dated February 23, 2021.
6. The applicant will meet the requirements of the Cascade Irrigation District (CID) as per CID's Pre-Application Comments dated July 1, 2021.
7. The applicant will meet the requirements of the SEPA Official's issuance of Determination of Non-Significance (DNS) dated June 4, 2021.
8. If applicable, the applicant may be required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.
9. All requirements of utility providers, City departments, and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.
10. No certificates of occupancy shall be issued prior to completion of required public improvements in a manner acceptable to the City in its sole discretion. Issuance of any certificate of occupancy prior to full completion of any of the required improvements shall not be deemed to be a waiver of this section, and such issuance shall not stop the City or impair its ability to demand full completion of required improvements prior to issuance of any further certificates of occupancy.

Section 4. The Ellensburg City Council makes the following conclusions of law:

A. As conditioned, the proposed use is consistent with the intent, purposes and regulations of the Ellensburg City Code and Comprehensive Plan.

B. As conditioned, the proposal does conform to the standards specified in Ellensburg City Code.

C. As conditioned, the use will comply with all required performance standards as specified in the Ellensburg City Code.

D. As conditioned, the proposed use will not be contrary to the intent or purposes and regulations of the Ellensburg City Code or the Comprehensive Plan.

E. As conditioned, this proposal does comply with Comprehensive Plan, the zoning code and other land use regulations, and SEPA.

F. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

Section 5. This resolution is the final decision of the City of Ellensburg upon this matter.

Section 6. Notice is hereby given that appeal of the land use decision shall be barred unless a petition requesting review is filed in the Superior Court of the State of Washington and properly served within twenty-one (21) days after passage of this resolution in accordance with Chapter 36.70C of the Revised Code of Washington.

Passed this 16th day of August, 2021.

MAYOR

Attest: _____
City Clerk

**CITY OF ELLENSBURG
LAND USE HEARING EXAMINER**

IN THE MATTER OF

P 21-44

Stuart Meadows Subdivision

)
)
)
)
)
)

**RECOMMENDED FINDINGS OF
FACT, CONCLUSIONS OF LAW,
DECISION AND CONDITIONS
OF APPROVAL**

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on July 7, 2021, the Hearing Examiner having taken evidence hereby submits the following Recommended Findings of Fact, Conclusions of Law, and Decision and Conditions of Approval as follows:

I. RECOMMENDED FINDINGS OF FACT

1. This proposed preliminary plat is located generally north of and adjacent to Bender Road, and west of Susie Court at 113 W Bender Road, on Kittitas County Assessor's Parcel ID# 541133, in the City of Ellensburg, WA.
2. The agent for the owner is Patrick Sullivan, Director of Real Estate Development, Habitat for Humanity, Seattle-King County, 560 Naches Ave SW, Ste. 110, Renton, Washington 98057.
3. The subject property is 2.86 acres in size and is currently zoned Residential Suburban Density (R-S) and lies within the Airport Overlay (A-O) Zone.
4. Property zoned as Residential Suburban (R-S) allows for detached single-family dwellings as the predominate land use, with a base maximum density of 6 dwelling units/acre. Additionally, the property is subject to density limitations of 6 dwelling units/acre as regulated by the Airport Overlay (A-O) zone. Part of the proposal includes development of Water Street to the North. As per Ellensburg City Code (ECC) section 15.320.050, the property being transferred to the City for the construction of Water Street shall be counted as part of the site area for density purposes. The applicant's proposal would create 18 separate residential lots ranging in size from 5,145 to 5,990 square feet. This 18 lot project intended for single family homes is within the allowable maximum density. The proposed homes are being designed and built with efficient and modern design principles, aimed for low-to-moderate income housing.
5. The plat will have lots that front onto public roadway which will need to be improved as part of this project. The southern street frontage known as Bender Road is an existing major collector street and is further defined as a landscaped street. Water Street is an existing minor collector street and further defined as a landscaped street. Water Street will need to be extended as a part of the subdivision to serve as the main access interior road. This extension provides future connectivity and dedication for a portion of the preliminarily approved Ellensburg Flats subdivision located to the east. Additional interior lot access is accomplished with private courtyard access drives which meet the land development code requirements as per Ellensburg City Code (ECC) section 15.420.050.
6. The Public Works Department works with the Ellensburg School District at the time of civil construction review of the plat to ensure that the goals of their "Guide for Planning and

P21-044

Stuart Meadows Preliminary Plat Subdivision

Page 1 of 5

improving School Walk and Bike Routes” are implemented on projects within one mile of schools. In speaking with the Ellensburg School District Director of Transportation, this particular plat is located outside of the required ½ mile radius for the nearest elementary school, which is Mount Stuart Elementary. This means that the school district does not expect children in this area to walk to school, therefore, continued and expanded bus services will be planned for this area. The extension and construction of the street frontage improvements as discussed above, provide beginning connectivity to achieve goals and policies within the land use, housing, and transportation chapters of the Ellensburg Comprehensive Plan.

7. Specific to meeting open space and parks needs that will result from the new development, the applicant will be required to pay a park impact fee of \$1,925 for each single family lot or structure, which will in turn be used to enhance the City of Ellensburg Parks system.
8. Site Characteristics:
North: Residential - Vacant land preliminarily approved for Ellensburg Flats Plat P19-147
South: Residential
East: Residential
West: Residential
9. A SEPA checklist was submitted as a requirement of the preliminary plat process, and a SEPA Mitigated Determination of Non-Significance (MDNS) was issued on June 4, 2021.
10. Subsequent to the SEPA environmental review, public notice and distribution of the full preliminary plat application was undertaken. As a result of that effort, departmental comments for the application have been received from the following: The Ellensburg Fire Department, the Cascade Irrigation District, Ellensburg Public Works Department; and the Ellensburg Utility Services Gas and Light Departments. Those comments received mirrored their previous SEPA environmental points regarding final design and construction of required facilities, and referred to the previous comments submitted for SEPA and/or the Pre-Application Reviews. To date, no additional public comments on the proposed subdivision have been received.
11. The requirements pertaining to preliminary plat approval are found within ECC Sections 15.260.060 through 15.260.090. Specifically, the decision criteria are found in ECC 15.260.060(F), which states the following:
 - 11.1 Decision Criteria. The city may approve, approve with conditions, or deny a preliminary subdivision application based on conformance with the following decision criteria:
 - 11.1.1. The preliminary subdivision conforms to all applicable zoning standards of the city as set forth in the LDC, including the form and intensity standards in Chapter 15.320 ECC, the streetscape design standards in Chapter 15.410 ECC, the subdivision design standards in Chapter 15.420 ECC, the project design standards in Division V, and the public works development standards;
 - 11.1.2. All lots within the preliminary subdivision are provided with satisfactory access established consistent with the requirements of the public works development standards, ECC Title 4, public works construction, the streetscape design standards and subdivision design and block standards in Division IV, and the project design standards in Division V;

- 11.1.3. All lots within the preliminary subdivision are provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC Title 9, Utilities;
 - 11.1.4. All lots within the preliminary subdivision are provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC Title 9, Utilities;
 - 11.1.5. The preliminary subdivision conforms to all applicable critical areas standards set forth in Division VI; and
 - 11.1.6. The preliminary subdivision makes appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.
- 12. The public agency comments relate to normal plat design and construction requirements that are routinely part of the final plat design and approval process. It is the full intention of the City to enforce and follow those final plat requirements.
 - 13. Prior to final plat approval, the applicant will need to update the signature blocks on the face of the final plat to read as follows: City Engineer, Community Development Director, Public Works & Utilities Director, Cascade Irrigation District, County Treasurer, County Auditor and the Mayor of Ellensburg with individual statements of approval.
 - 14. Construction of the subdivision and single-family units will be required to comply with all applicable standards outlined in the Ellensburg City Code design standards and guidelines.
 - 15. Construction of the subdivision and single-family units will be required to comply with all applicable standards outlined in the Ellensburg City Code design standards and guidelines.
 - 16. An open record public hearing after due legal notice was held July 7, 2021 via Zoom videoconference.
 - 17. The following exhibits were admitted into the record:
 - 17.1 Ex. 1: Vicinity Location Map;
 - 17.2 Ex. 2: Preliminary Plat of Stuart Meadows Plat;
 - 17.3 Ex. 3: February 21, 2021 memo from City of Ellensburg Energy Services Light Department;
 - 17.4 Ex. 4: February 26, 2021 memo from City of Ellensburg Energy Services Gas;
 - 17.5 Ex. 5: April 26, 2021 memo from City of Ellensburg Public Works Department;
 - 17.6 Ex. 6: February 23, 2021 memo from City of Ellensburg Fire Marshall;
 - 17.7 Ex. 7: July 1, 2021 memo from Cascade Irrigation District;

- 17.8 Ex. 8: June 4, 2021 SEPA DNS Determination;
 - 17.9 Ex. 9: Legal Notice of Public Hearing;
 - 17.10 Ex. 10: Area of Notification Map with 300-Foot Buffer Notification List;
 - 17.11 Ex. 11: Photo of Notice Sign on Property;
 - 17.12 Ex. 12: Application Cover Page & Materials; and
 - 17.13 Ex. 13 Staff Report.
- 18. Appearing and testifying on behalf of the applicant was Patrick Sullivan. Mr. Sullivan testified that he was an agent authorized to speak on behalf of the property owner and applicant. Mr. Sullivan indicated that the applicant had no objection to any of the proposed Conditions of Approval.
 - 19. In responding to questions from the Hearing Examiner, staff indicated that the right-of-way for the Water Street extension would be 58 feet, and 40 feet would be dedicated by the Applicant, and the Applicant would be required to construct curb, gutter, and sidewalk on the Applicant's side of the newly constructed Water Street. Staff indicated that development of this subdivision could proceed even though the full right-of-way, and full construction of Water Street, would not be completed until sometime later.
 - 20. No member of the public appeared at the hearing.
 - 21. The proposal is appropriate in design, character and appearance with the goals and policies for the land use designation in which the proposed use is located.
 - 22. The proposal will be served by adequate facilities including access, fire protection, water, storm water control, and sewage disposal facilities.
 - 23. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

II. RECOMMENDED CONCLUSIONS OF LAW

- 1. The Hearing Examiner has been granted authority to render this Recommendation.
- 2. As conditioned, the proposed use is consistent with the intent, purposes and regulations of the City of Ellensburg Municipal Code and Comprehensive Plan.
- 3. As conditioned, the proposal will conform to the standards specified in City of Ellensburg.
- 4. As conditioned, the use will comply with all required performance standards as specified in City of Ellensburg Municipal Code.
- 5. As conditioned, the proposed use will not be contrary to the intent or purposes and regulations of either the City of Ellensburg Municipal Code or the Comprehensive Plan.

6. As conditioned, this proposal does comply with Comprehensive Plan, the Shoreline Master Program, the zoning code and other land use regulations, and SEPA.
7. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

III. RECOMMENDED DECISION

Based on the above Recommended Findings of Fact and Conclusions of Law, the Hearing Examiner is recommending to the Ellensburg City Council that they approve Application P21-044 Stuart Meadows Preliminary Plat Subdivision, subject to the following Recommended Conditions of Approval.

IV. RECOMMENDED CONDITIONS OF APPROVAL

1. The applicant will meet the requirements of the Public Works Department discussed in its memorandum dated April 26, 2021.
2. The applicant will meet the requirements of the Energy Services - Light Department discussed in its memorandum dated February 21, 2021.
3. The applicant will meet the requirements of the Energy Services – Gas Department discussed in its memorandum dated February 26, 2021.
4. The applicant will meet the requirements of the Fire Department for hydrants and access as per Fire Marshal's memorandum dated February 23, 2021.
5. The applicant will meet the requirements of the Cascade Irrigation District (CID) as per CID's memorandum dated July 1, 2021.
6. The applicant will meet the requirements of the SEPA Official's issuance of Determination of Non-Significance (DNS) (File # P21-041) dated June 4, 2021.
7. The applicant may be required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.
8. All requirements of utility providers, City departments, and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents

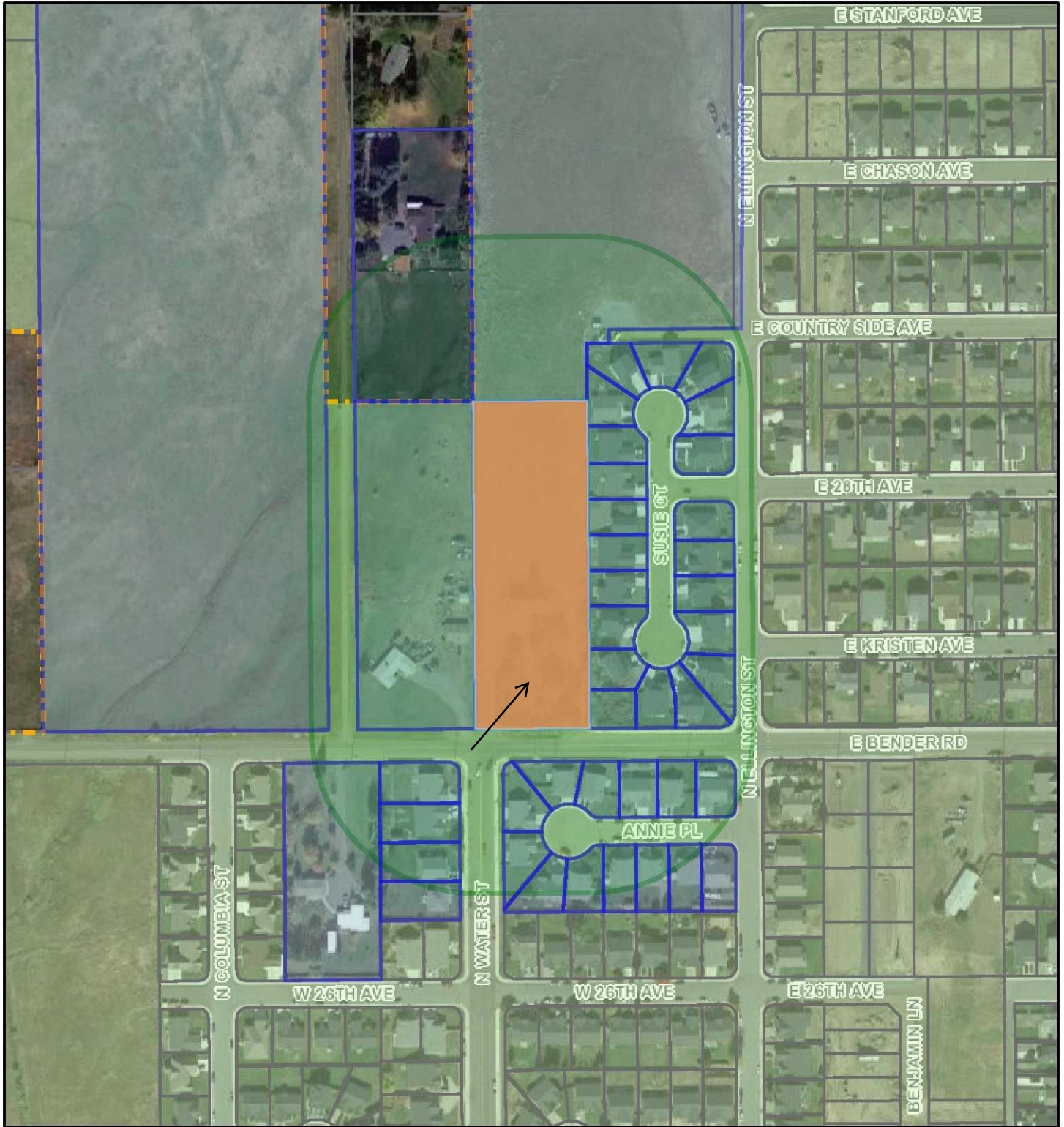
Dated this 8 day of July, 2021.

CITY OF ELLENSBURG HEARING EXAMINER



Andrew L. Kottkamp

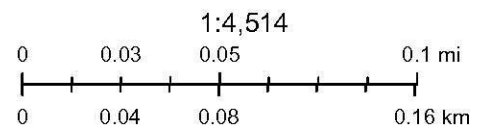
eburg map



6/7/2021, 11:38:01 AM

- Urban Growth Area
- City Limits

Zoning



LEGAL DESCRIPTION

THAT PORTION OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M., IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON, WHICH IS DESCRIBED AS FOLLOWS:

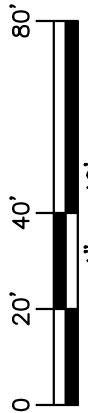
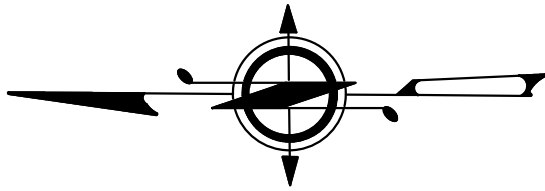
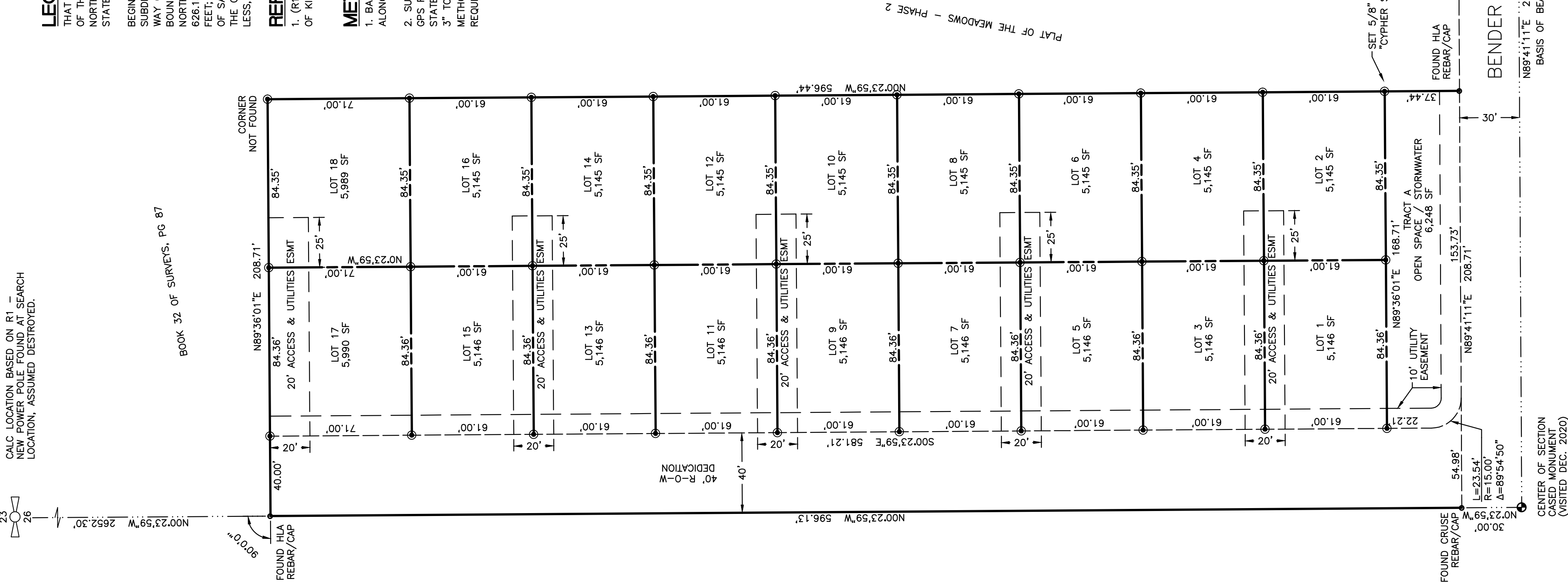
BEGINNING AT A POINT ON THE WEST BOUNDARY LINE OF SUBDIVISION, WHICH IS ON THE CENTERLINE OF THE RIGHT OF WAY OF THE COUNTY ROAD, RUNNING ALONG THE SOUTH BOUNDARY LINE OF SAID SUBDIVISION, AND RUNNING THENCE NORTH ALONG SAID WEST BOUNDARY LINE OF SAID SUBDIVISION 626.13 FEET; THENCE EAST, AT RIGHT ANGLES THERETO, 208.71 FEET; THENCE SOUTH PARALLEL WITH THE WEST BOUNDARY LINE OF SAID SUBDIVISION, 626.13 FEET; AND THENCE WEST, ALONG THE CENTER LINE OF THE COUNTY ROAD, 208.71 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

REFERENCE SURVEY

1. (R1) SURVEY RECORDED UNDER AFN 201111080030, RECORDS OF KITTITAS COUNTY, WA.

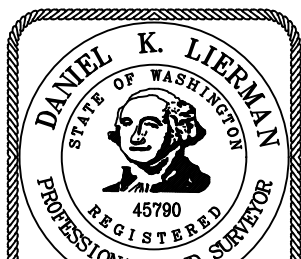
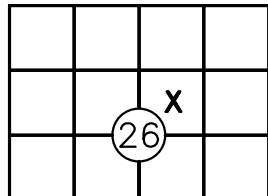
METHODOLOGY

1. BASIS OF BEARING GRID NORTH, NAD 83/2011 AS MEASURED ALONG THE CENTERLINE OF BENDER ROAD BETWEEN MONUMENTS.
2. SURVEY PERFORMED USING A COMBINATION OF A TRIMBLE R8S GPS RECEIVING REAL-TIME KINEMATIC CORRECTIONS VIA THE WA STATE REFERENCE NETWORK IN CONJUNCTION WITH A TRIMBLE S5 3" TOTAL STATION USING TRAVERSE AND RADIAL SURVEY METHODS. THIS SURVEY MEETS AND/OR EXCEEDS ACCURACY REQUIREMENTS CONTAINED IN WAC 332.130.090.



CYPHER LAND SURVEYING, LLC
502 N. 40TH AVENUE, SUITE #3
YAKIMA WA, 98908
(509) 571-1150
WWW.CYPHERSURVEYING.COM

SW 1/4 OF NE 1/4,
SEC.26, T18N, R18E, W.M.



SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF HABITAT FOR HUMANITY, IN DEC. 2020.

PLAT OF (BENDER RD)
FOR
HABITAT FOR HUMANITY

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS ____ DAY OF ____, 20____
AT ____ M. IN BOOK ____ OF PLATS AT PAGE ____
AT THE REQUEST OF CYPHER LAND SURVEYING.

DEPUTY _____ COUNTY AUDITOR _____

APPROVALS AND DEDICATIONS

CITY ENGINEER APPROVAL

CITY OF ELLENSBURG ENGINEER EXAMINED AND APPROVED THIS

_____ DAY OF _____, A.D., 202__

CITY OF ELLENSBURG ENGINEER

PUBLIC WORKS APPROVAL

CITY OF ELLENSBURG DEPARTMENT OF PUBLIC WORKS EXAMINED AND APPROVED THIS

_____ DAY OF _____, A.D., 202__

PUBLIC WORKS AND UTILITIES DIRECTOR

COMMUNITY DEVELOPMENT DIRECTOR

I HEREBY CERTIFY THAT THE PLAT HAS BEEN EXAMINED AND CONFORMS WITH CURRENT CITY OF ELLENSBURG CODE CHAPTER 15.

DATED THIS _____ DAY OF _____, A.D., 202__

COMMUNITY DEVELOPMENT DIRECTOR

MAYORS APPROVAL

CITY OF ELLENSBURG MAYOR EXAMINED AND APPROVED THIS

_____ DAY OF _____, A.D., 202__

CITY OF ELLENSBURG, MAYOR

REQUIRED NOTES

1.

OWNERS DEDICATION AND WAIVER OF CLAIMS

KNOW ALL PERSONS BY THESE PRESENTS THAT _____ ARE THE OWNERS AND ALL OTHER PARTIES HAVING ANY INTEREST IN THE LAND HEREON DESCRIBED; HAVE WITH THEIR FREE CONSENT AND IN ACCORDANCE WITH THEIR DESIRES CAUSED THE SAME TO BE SURVEYED AND SHORT PLATTED AS SHOWN HEREON; DO HERBY WAIVE ON BEHALF OF THEMSELVES AND THEIR SUCCESSORS IN INTEREST ALL CLAIMS FOR DAMAGES AGAINST THE CITY OF ELLENSBURG AND ANY OTHER GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID DEDICATED ROADS AND/OR RIGHTS-OF-WAY; AND DO HEREBY DEDICATE THE EASEMENTS AS SHOWN HEREON FOR THE USES INDICATED HEREON.

NAME, _____ DATE
REPRESENTATIVE

NAME, _____ DATE
REPRESENTATIVE

ACKNOWLEDGEMENT

STATE OF WASHINGTON
COUNTY OF _____)ss

BEFORE ME ON THE ABOVE DATES REFERENCED PERSONALLY APPEARED _____ AND _____, TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY SIGNED THE SAME AS THEIR FREE AND VOLUNTARY ACT AND DEED FOR THE PURPOSES AND USES THEREIN MENTIONED IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL.

NOTARY PUBLIC IN AND FOR THE STATE OF WASINGTON

RESIDING AT _____.

TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL CHARGEABLE REGULAR AND SPECIAL ASSESSMENTS COLLECTIBLE BY THIS OFFICE THAT ARE DUE AND OWING ON THE PROPERTY DESCRIBED HEREON ON DATE OF THIS CERTIFICATION HAVE BEEN PAID

DATED THIS _____ DAY OF _____, 20____.

BY _____, OFFICE OF KITTITAS COUNTY TREASURER

IRRIGATION DISTRICT CERTIFICATE

THE PROPERTY DESCRIBED HEREON IS WHOLLY OR IN PART WITHIN THE BOUNDARIES OF THE _____ IRRIGATION DISTRICT. I HEREBY CERTIFY THAT THE IRRIGATION EASEMENTS ARE ADEQUATE TO SERVE ALL LOTS LOCATED WITHIN THIS PLAT WHICH ARE OTHERWISE ENTITLED TO IRRIGATION WATER UNDER THE OPERATING RULES AND REGULATIONS OF THE DISTRICT. I ALSO CERTIFY THAT THE IRRIGATION EASEMENTS ARE ADEQUATE TO TRANSMIT IRRIGATION WATER THROUGH THIS PLAT TO OTHER ADJACENT LAND ENTITLED TO IRRIGATION WATER UNDER THE OPERATING RULES AND REGULATIONS OF THE DISTRICT. I FURTHER CERTIFY THAT:

_____ THIS PLAT CONTAINS COMPLETED IRRIGATION DISTRIBUTION FACILITIES IN ACCORDANCE WITH THIS DISTRICT'S STANDARDS, OR
_____ PROVISIONS ACCEPTABLE TO THE DISTRICT HAVE BEEN MADE BY COVENANT & AGREEMENT FOR FOR COMPLETED IRRIGATION DISTRIBUTION FACILITIES TO ALL LOTS: SAID AGREEMENT IF FILED SUPPLEMENTAL TO THIS PLAT, OR
_____ THE EXISTING IRRIGATION DISTRIBUTION FACILITY IS ADEQUATE TO MEET THIS REQUIREMENT, OR
_____ LOTS _____, IS/ARE IN WHOLE OR IN PART, NOT CLASSIFIED AS "IRRIGABLE LAND" BY THIS DISTRICT AND/OR ARE NOT CURRENTLY ENTITLED TO IRRIGATION WATER UNDER THE OPERATING RULES AND REGULATIONS OF THIS DISTRICT.

MANAGER,

I ALSO CERTIFY THAT ALL CHARGABLE REGULAR AND SPECIAL ASSESSMENTS COLLECTIBLE BY THIS OFFICE THAT ARE DUE AND OWING ON THE PROPERTY DESCRIBED HEREON HAVE BEEN PAID THROUGH _____

TREASURER

SURVEYORS CERTIFICATION



I DANIEL LIERMAN, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT AS SHOWN IS BASED UPON AN ACTUAL SURVEY IN ACCORDANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN CORRECTLY, AND THAT THE MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS SHOWN HEREON.

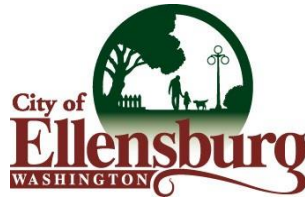
DANIEL LIERMAN, PLS 45790



CYPHER LAND SURVEYING, LLC

502 N. 40TH AVENUE, SUITE #3
YAKIMA WA, 98908
(509) 571-1150
WWW.CYPHERSURVEYING.COM

DWN BY: DJ SCALE: N/A SHT 2 OF 2



CITY OF ELLENSBURG

Energy Services Department

501 North Anderson Street; Ellensburg, WA 98926

Ph: (509) 962-7124 Fax: (509) 925-8662

www.ci.ellensburg.wa.us

Memorandum

Date: February 25th, 2021

To: Jamey Ayling, Office of Community Development

From: Tyler Goeden, Project Engineer

Re: P21-009 Habitat For Humanity Bender Road Plat Pre-Application

The following are the City of Ellensburg Electric Utility comments for the P21-009 Habitat For Humanity Bender Road Plat Pre-Application, located on the north side of Bender Road and the east side of what will become Water Street.

Electric:

The City of Ellensburg Electric Utility has an existing underground 4" empty conduit that stops in the southwest corner of the lot. This 4" conduit will serve as the source of power for the plat. A new conduit and vault system will need to be installed behind the proposed sidewalk, to the extents of the property to the north and the east. The developer will have the option to install the new conduit and vault system themselves, with a City Light inspector to oversee the installation, or the developer can hire the City to install the conduit and vault system.

The City of Ellensburg Electric Utility also has an existing overhead high voltage pole line that runs north-south, along the western edge of the property. If any of these poles are in conflict with the Water Street extension, they will either need to be relocated, or converted to underground. This work would occur at developers expense.

Puget Sound Energy currently has a high-voltage power pole line running east-west along the south side of property, with Telephone & TV on the PSE pole line, which could possibly serve as the source of Cable TV & Telephone for this plat. The applicant is recommended to contact Cable TV & Telephone for more information. If any PSE facilities require modification as part of this plat, the applicant will need to contact PSE and work out the solution with them.

The City Electric Utility must adhere to the different regulations of the National Electric Code (NEC), National Electric Safety Code (NESC), Washington Administrative Code (WAC), among others. These regulations include minimum clearances from our transformers to any combustible structure (10 feet), and clearances from our transformers to any non-combustible structure (3 feet). The City Electric Utility must have 24/7 full access to our electrical system for proper maintenance & operations from a street or alley. There are also minimum clearances we

must maintain between our electrical facilities to other utilities, such as water, sewer, gas, & communications.

Locations for transformers and junction boxes will need to be determined where they are protected from vehicle traffic and where they will be in a utility easement, typically a 10 foot utility easement along the frontage of each lot throughout the plat. Communications generally install with the electric utility and may have similar considerations for space.

Meters must be accessible 24/7, and cannot be placed behind fences, in backyards, or other situations where City Light cannot safely and easily access the meters.

Street lights are not shown on the drawing and since these are public streets, they will need to be part of the civil plans submitted to Public Works and we will come up with a design to serve them as part of this plat. Any street lighting along Bender Road will need to meet minimum clearances to the existing PSE system that runs east-west along the south part of the property.

Applicant will need to complete a Residential Plat Development Application, which is also available on the City Website,

<https://ci.ellensburg.wa.us/DocumentCenter/View/11298/Residential-Plat-Application> .



Public Works & Utilities Department

Natural Gas Division

501 North Anderson Street; Ellensburg, WA 98926

Ph: (509) 962-7124 Fax: (509) 925-8662

www.ci.ellensburg.wa.us

Memorandum

Date: February 16, 2021

To: Jamey Ayling, Community Development

From: Darin Yusi, Gas Engineer 

Re: Bender Road and Water Street Long Plat – P21-009

The following are the Gas Division's comments on the proposed Bender Road and Water Street Long Plat located at 113 W Bender Road.

Natural Gas:

There is a 4-inch main that runs north within future Water Street to the extents of the proposed property. The proposed development would be required serve all lots within the development. The main will need to be exposed, tied into, and extended through each shared driveway access and service stubs will need to be installed to each lot. A natural gas utility map is included with these comments to show the existing main.

The 2-inch main line that will extend to serve the lots at each shared driveway will require a minimum 10' wide access and utility easement. These easements will need to be shown on the final Plat.

City gas crews will install the gas main and service stubs in developer provided trenches. All gas pipe and pipe components will be provided by the City Gas Division. The applicant is to provide the trench, smooth sand bedding, and backfill at the specified depth and required utility separation as indicated on the details G-12 and G-13.

The applicant is not required to serve the homes with natural gas, but if the applicant is interested in serving the proposed lots with gas, please call the City Gas Division at 962-7124 for an application for service. The City Gas Division does offer rebates for New Construction that can be found on the City's website.

Remember to always call 811 (the One-Call Underground Utility Notification Center) prior to any excavation on private property or in the right-of-way.

For any further questions or clarifications regarding these comments or the proposed project, please call the City Gas Division at 509-962-7124.

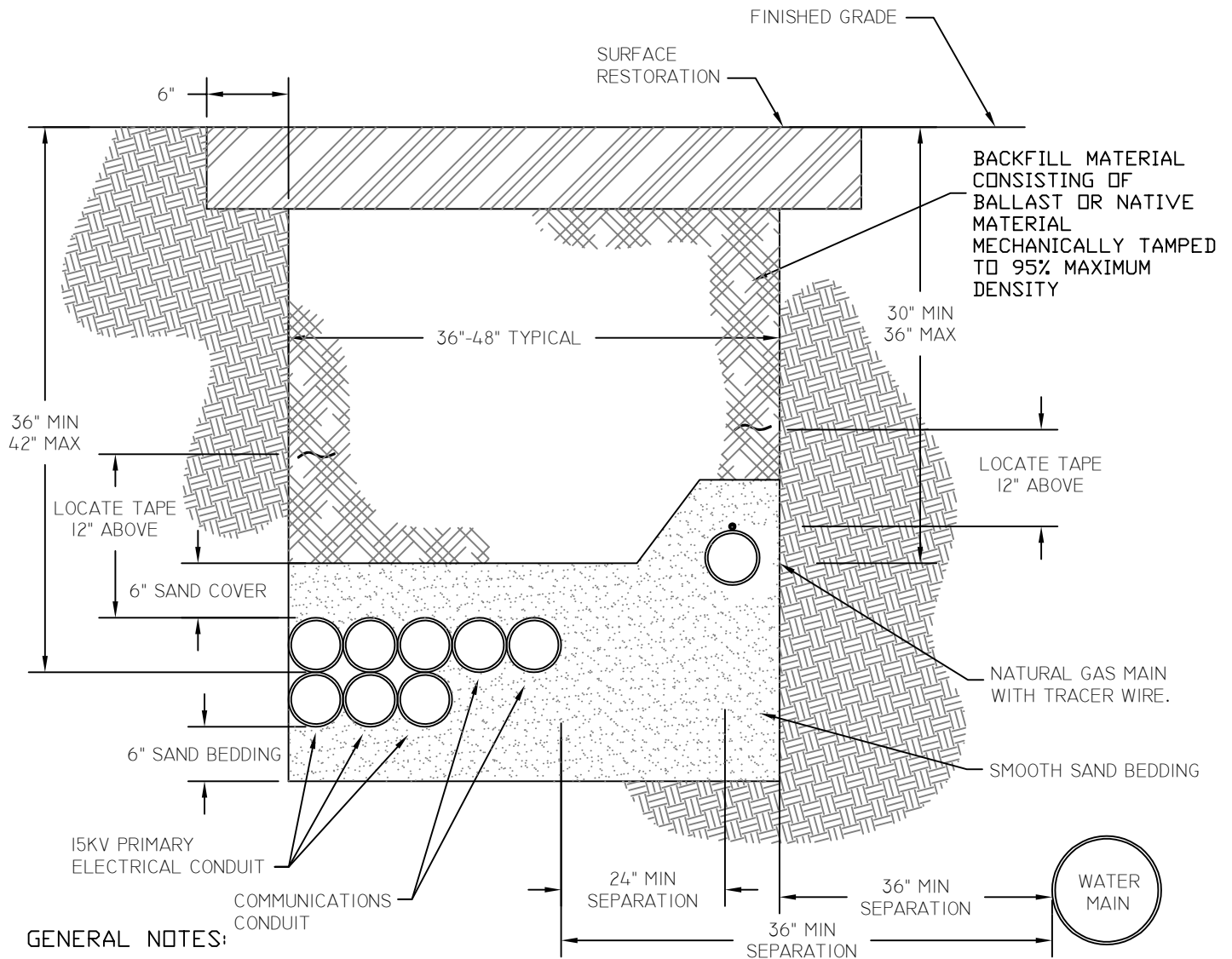


02/16/2021

206-855-5004



811



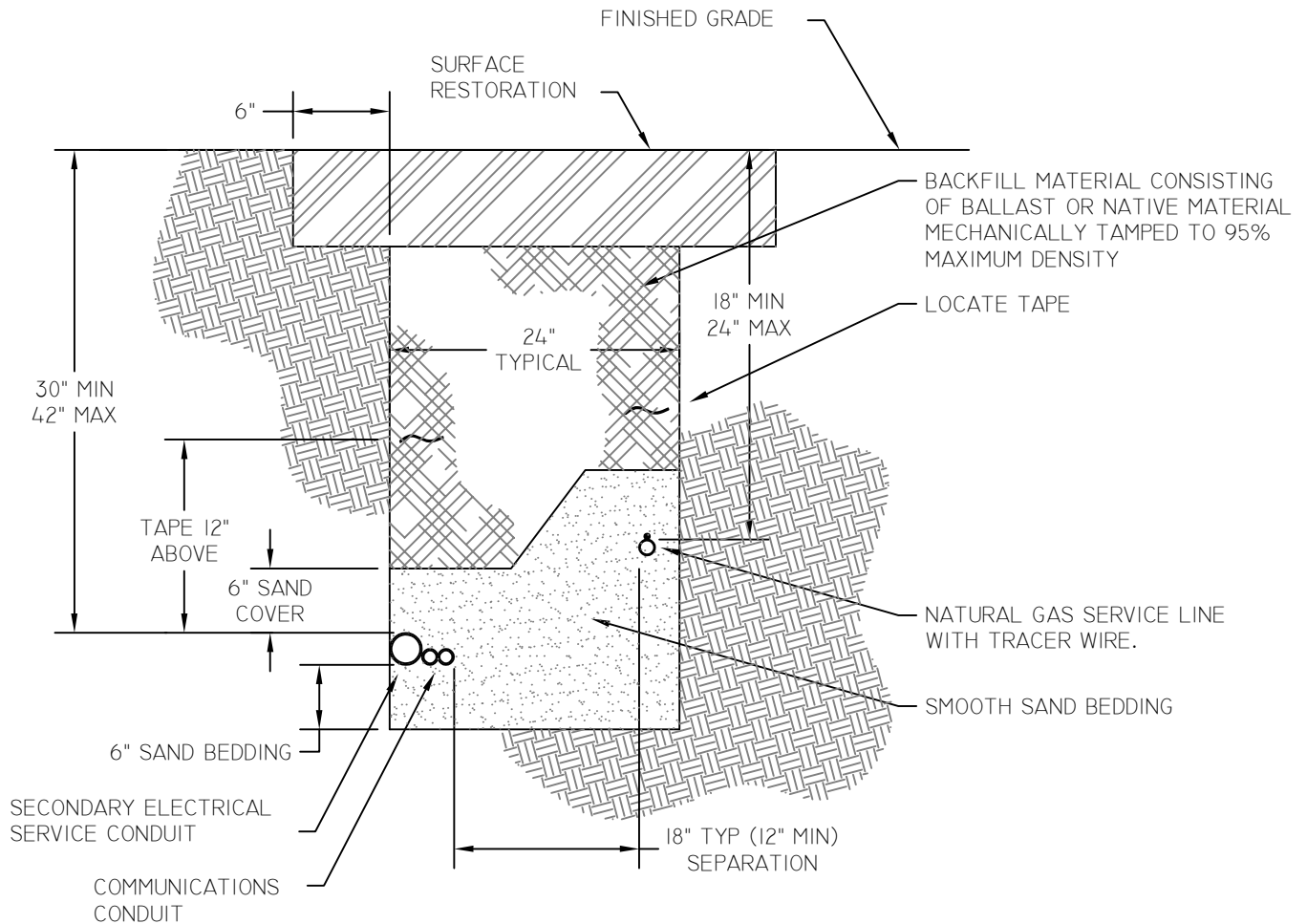
GENERAL NOTES:

1) THE MINIMUM TRENCH DEPTH REQUIRED FOR 15KV PRIMARY ELECTRICAL CONDUIT IS 36", MAXIMUM OF 42". THE MINIMUM TRENCH DEPTH REQUIRED FOR GAS MAINS IS 30", MAXIMUM OF 36". TRENCH DEPTH MIN / MAX CAN CHANGE WITH PRIOR APPROVAL FROM ENERGY SERVICES

2) BACKFILL SHOULD NOT BE USED IF IT CONTAINS LARGE ROCK, PAVING MATERIALS, CINDERS, LARGE OR SHARPLY ANGULAR SUBSTANCE OR CORROSIVE MATERIALS WHICH CAN DAMAGE CONDUITS, CABLES, GAS PIPES OR OTHER SUBSTRUCTURES OR PREVENT ADEQUATE COMPACTION OF FILL OR CONTRIBUTE TO CORROSION OF CONDUITS, CABLES OR OTHER SUBSTRUCTURES.

3) ELECTRICAL CONDUIT AND GAS MAIN MAY BE IN JOINT TRENCH WITH WATER MAIN PROVIDED A MINIMUM SEPARATION OF 36" IS MAINTAINED. THE UTILITY MAY REQUIRE STAKING PRIOR TO BACKFILL TO MAINTAIN REQUIRED SEPARATION. NO UTILITY WILL BE JOINT TRENCH WITH SEWER OR PLACED OVER THE TOP OF THE GAS MAIN OR SERVICE LINE.

4) SMOOTH SAND BEDDING IS REQUIRED FOR GAS MAINS AND PRIMARY ELECTRICAL CONDUITS, 6-INCHES BELOW AND 6-INCHES ABOVE. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING.



GENERAL NOTES:

1) THE MINIMUM DEPTH OF TRENCH REQUIRED FOR NATURAL GAS SERVICE LINE IS 18" ON PROPERTY WITH A MINIMUM DEPTH OF 24" IN THE RIGHT OF WAY. THE MINIMUM DEPTH OF TRENCH FOR SECONDARY ELECTRICAL SERVICE CONDUIT IS 30", MAXIMUM OF 42". TRENCH DEPTH MIN / MAX CAN CHANGE WITH PRIOR APPROVAL FROM ENERGY SERVICES.

2) TRENCH SHOULD BE AS STRAIGHT AS POSSIBLE WITH NO MORE THAN (3) 90° BENDS. IN AREAS WHERE TRENCH CHANGES DIRECTION, CORNERS SHOULD BE ROUNDED TO ALLOW FOR SWEEPS. THE FLOOR OF THE TRENCH, SHOULD BE AS LEVEL AND FLAT AS PRACTICALLY POSSIBLE. THE SWEEP BELOW THE METER SHOULD BE DIRECTED TOWARD THE SOURCE OF THE SERVICE (TYPICALLY THE TRANSFORMER OR HANDBOX AT THE PROPERTY CORNER), NOT PERPENDICULAR TO THE BUILDING.

3) BACKFILL SHOULD NOT BE USED IF IT CONTAINS LARGE ROCK, PAVING MATERIALS, CINDERS, LARGE OR SHARPLY ANGULAR SUBSTANCE OR CORROSIVE MATERIALS WHICH CAN DAMAGE THE PIPELINE, CONDUITS, CABLES OR OTHER SUBSTRUCTURES AND / OR PREVENTS ADEQUATE COMPACTION OF FILL.

4) SERVICE LINES MAY BE IN A JOINT TRENCH PROVIDED A MINIMUM SEPARATION OF 12" IS MAINTAINED, WHILE 18" IS PREFERRED. UTILITY MAY REQUIRE STAKING PRIOR TO BACKFILL TO MAINTAIN REQUIRED SEPARATION AND ADEQUATE COVERAGE. NO UTILITY WILL BE PLACED OVER THE TOP OF THE GAS SERVICE LINE.

5) SMOOTH SAND BEDDING IS REQUIRED FOR GAS SERVICE LINES AND SECONDARY ELECTRICAL CONDUITS. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING.

6) BACKFILLING MUST BE COMPLETED AT THE TIME THE GAS SERVICE LINE IS INSTALLED AND MADE LIVE. WIRE WILL NOT BE PULLED INTO CONDUITS UNTIL BACKFILL IS COMPLETED.



CITY OF ELLENSBURG

Public Works Department
501 N. Anderson St., Ellensburg, WA 98926
Ph: (509) 962-7230 Fax: (509) 962-7127

Memorandum

Date: April 26, 2021
To: Stacey Henderson, Senior Planner
From: Craig Jones, Development Coordinator *CJ*
Through: Derek Mayo, City Engineer *DKM*
Re: Water & Bender Habitat for Humanity Plat SEPA – P21-041

The following are the Public Works SEPA comments for the proposed subdivision at the NE corner of Water St and Bender Rd.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <http://www.ci.ellensburg.wa.us/index.aspx?NID=339>

At time of civil plan review, Staff will work with the developer's engineer regarding the specific issues related to frontage and utility improvements.

Water:

The water main available to serve this development is an 8" Ductile Iron main that runs north/south in the future Water Street extension. Each recorded lot will need to have an individual water stub. See attached utility map.

Any Fire Service and Fire Hydrant placement shall be per Fire Dept. requirements, and shall be constructed per City Development standards.

Specific issues related to water main and meter locations will be addressed at project civil submittal.

Sewer:

The sewer main available to serve this development is an 8" PVC main that runs north/south in the future Water Street extension. There also is a 12" PVC sewer main in Bender Road available for connection. Each recorded lot will need to have an individual sewer stub.

Specific issues related to sewer main and side sewer stub construction will be addressed at project civil submittal.

Roadway and access:

The proposed project would require frontage improvements along the Bender Ave frontage and the future Water St extension. Street improvements include concrete curb/gutter, sidewalks,

street lighting, permanent signage, asphalt, asphalt markings, gravel base, storm drainage, and other items associated with minimum public improvements consistent with Public Works Development Standards. Water St will need to be a minimum 26' wide road surface for the half road with a turnaround at the end. The width and turnaround is to meet minimum City standards and KVFR road width standards. There is an existing curb line to the west on Bender Rd that would be allowed to project the road alignment along this project. This alignment may require parking restrictions. Existing power poles may need to be relocated to accommodate these frontage improvements. No parking signs will need to be posted on Water St, fire turn around and the private access drives. The south two lots driveway access may need to be revised to the north of the lots to help pull the access point away from the corner.

Specific issues related to roadway and access construction will be addressed at project civil submittal.

Storm water:

There is no existing storm drain system available for direct discharge of the interior or exterior roadway drainage. There is a partial system at the south end of the project. This system would need to be verified of its capacity before a connection is made. City staff will work with the applicant for appropriate treatment and flow control for both roadway and onsite storm drainage. The existing road side ditch will need to be conveyed across the frontage of the property. See attached utility map.

The applicant shall use the current Stormwater Management Manual for Eastern Washington, or approved equivalent for reference in design of stormwater treatment and flow control for post construction requirements for new development and redevelopment. The design shall at a minimum use the following design storms, or as recommended for the proposed BMP, whichever is greater. Treatment shall be designed for the first ½" of rainfall on the property, and storm drainage detention on a 10 year storm event (1.2" of precipitation/24 hours) and retention facilities based on a 25 year storm event (1.6" of precipitation/24 hours). Specific issues related to storm water will be reviewed at time of civil plan submittal.

The applicant's design engineer should determine groundwater elevations in the vicinity of proposed storm water treatment and flow control facilities. The water surface elevation needs to be utilized in the facility designs and should be verified when groundwater is at its highest. Typically the groundwater in the Ellensburg area is elevated from April 15th through October 15th. However, groundwater on the subject site may not be associated with seasonal irrigation and could crest at another time during the year.

The following comments are from the City Stormwater Department;

1. If the site is an acre or greater the developer will need to make Notice of Intent (NOI) with Ecology and apply for a Stormwater General Construction Permit months in advance of construction. <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit>

2. The Ecology permit requires a Stormwater Pollution Prevention Plan (SWPPP) be submitted with the plan set and be reviewed by the City of Ellensburg Stormwater Utility along with a set of temporary sediment erosion control plans (TESC).

3. In addition, Ecology now requires an Operation and Maintenance (O&M) Plan be submitted to the City for review and retainage. The O&M Plan must address the long term maintenance of the stormwater facilities (swales) that will be constructed onsite to deal with the flow control and treatment requirements of Core Element 5&6 in the Eastern Washington Stormwater Management Manual.

Here is a link for additional information from Ecology;

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit/eCoverage-packet>

Other issues:

During civil plan review, Public Works establishes the preliminary addressing plan, the developer will need to work with the Post Office to establish the mail delivery routing plan and mailbox locations. The Post Office requires the use of metal Collection Box Unit style mailboxes.

The city has established transportation impact fees. This project may be required to pay impact fees. You can view the traffic impact fees online at <http://www.codepublishing.com/wa/ellensburg/>

The developer is required to obtain all other permits (HPA if required, DOE construction site grading permit, etc.) that may be required as a result of plat development.

Additional utility easements may be required for any proposed utility outside of the right of way. Specific issues will be addressed at civil plan submittal.

Any phasing plans for the project will need to be reviewed and may have additional requirements associated with utilities or temporary turn around.

The previous project that installed the water and sewer mains in Water Street extension has set up a Latecomers Agreement that will need to be paid for in full at time of plat.

Irrigation water will need to comply with Irrigation District requirements, and be continued through the site to downstream users.

Landscape plans will need to be included for review of any conflicts with existing or proposed utilities.

The City acquired a 40' wide road and utility easement on the property directly to the west of this project during the water and sewer main construction.



Fire Marshal
 509-856-4455 cell
 509-933-7241 office
prevention@kvfr.org

Fire Marshal Pre-application Comments

Project: Habitat For Humanity Affordable Housing 113 W. Bender Rd.
 Permit#: P21-044
 Occupancy Type: R
 Date: 02/23/2021

Comments:

- 1) Must meet current IFC and City of Ellensburg Code requirements at the time of construction for the occupancy classification and construction type. Will be required to meet current IFC and City of Ellensburg Code anytime there is a change in occupancy classification. The 2018 IFC is scheduled for implementation in February of 2021. I completed a preliminary review and I did not see any IFC code changes impacting this project.
- 2) Standard Addressing per City Code requirements to include addressing based on the drives off of N. Water.
- 3) Fire dept. access and turnarounds per IFC Section 503 and Appendix D. Fire department access roads shall be a minimum of 20' wide, access roads shall be a minimum of 26' wide in the vicinity of fire hydrants. No parking signs shall be posted on one or both sides of the fire access road depending on width. Fire dept. access roads cannot exceed 150' in length without an approved turnaround per IFC Appendix D. Road surfaces must be rated for a minimum of 75,000 lbs. or City of Ellensburg road standard if it requires a higher rating. This will require at a minimum a temporary turnaround at the end of the N. Water St. extension. The access drives to the four unit clusters needs to be increased to 20'. No Parking signs will have to be installed on N. Water St and the private drives. The required corrections have been completed as of 6/21/2021.

- 4) Fire Hydrants quantities are based on proposed sq. ft. of buildings and per requirements in IFC Section 5, and Appendix B and C for spacing. As currently designed the site would require additional hydrants. Specific locations will be determined once civil plans are issued.
- 5) Fire flow requirements are 1500 gpm based on current square footage of buildings as drawn. The fire flow requirement can be reduced if all the buildings are sprinklered.

Thank you,

A handwritten signature in blue ink, appearing to read "Joe Delvo", is positioned above a horizontal line.

Joe Delvo
Fire Prevention Captain
Fire Investigator, IAAI-FIT
Kittitas Valley Fire & Rescue
400 East Mountain View Ave.
Ellensburg, WA
Phone: 509-933-7241
Cell: 509-856-4455
Fax: 509-933-7245
prevention@kvfr.org

CASCADE IRRIGATION DISTRICT

8063 Highway 10
Ellensburg, Washington 98926
509-962-9583

P21-044
RECEIVED
7/01/2021
COMMUNITY
DEVELOPMENT

Overview

Cascade Irrigation District will require a \$50 per lot plat fee (*CID Resolution #01-2006*) as well as an engineered irrigation plan based on Cascade Irrigation District specifications (*CID Resolution #3-94 & CID Procedure #1 Standard Specifications for Irrigation Water Distribution Systems*).

The irrigation plan must include the point of entry of irrigation water, the system for provision of irrigation water to each parcel, a description of system proposed, and a description of provisions made including right of ways for the protection of other parcel within Cascade Irrigation District which are affected.

If pressurized pipe is proposed, it must include a sump, pump and the proposed system of water to the sump. (*CID Resolution #03-94 and CID Procedure #1 Standard Specifications for Irrigation Water Distribution Systems*).

Before Cascade Irrigation District can release or sign-off we require 1) approved, inspected and in place irrigation system, or 2) a signed Irrigation Facility Installation Agreement with respective bond covering proposed construction and costs, (*CID Procedure #1*) or 3) a variance. A variance is only by Cascade Irrigation District Board of Directors action after Board of Directors receives, reviews, and approves a formal petition for such.

If the plat is part of or wishes to become part of an existing LID operating within CID, they must complete all work to hook-up to the LID and pay the associated hook-up fees or a signed Irrigation Facility Installation Agreement with respective bond covering proposed construction and costs involved in such hook-up.

If installing a pressurized system not associated with an LID, the Developer will be required to form an owner's association to cover the operating costs and maintenance of the infrastructure. (*CID Resolution #2-2006*)

Attachments: All attachments may be obtained by Dropbox, please call or email Cascade Irrigation District at CID@fairpoint.net for the Dropbox online link to the files OR you may come to our office and pick up hard copies.

Thank you,

Kelton Montgomery
Cascade Irrigation District Manager



**COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg, WA 98926**

**State Environmental Policy Act (SEPA)
DETERMINATION OF NON-SIGNIFICANCE (DNS)**

Proponent: Patrick Sullivan, Agent for Owner

Description: This SEPA Environmental Checklist is for a proposed development of parcel ID #541133 in Ellensburg WA. The proposed project includes an 18-lot subdivision, to develop 18 single-family, single story residences. The proposed homes are being designed and built with efficient and modern design principles, aimed for low-to-moderate income housing. Part of the proposal also includes development of Water Street to the north, to provide main access for the new houses.

Location: This proposed project is located north of Bender Road, at the northeast corner of where Bender Road and Water Street intersect. Parcel ID #541133. Residential Suburban (R-S) zoning.

Lead Agency: City of Ellensburg

File #: P21-041

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

This **Determination of Non-Significance (DNS)** is issued after using the Standard DNS process in WAC 197-11-970. There is no further comment period on the DNS. Any action to set aside, enjoin, review, or otherwise challenge this administrative SEPA action on the grounds of noncompliance with the provisions of Chapter 43.21C RCW shall be made to the Hearings Examiner within 14 days of this decision.

Responsible Official: Kirsten Sackett
Title: Community Development Director
Address: City of Ellensburg
 Community Development Dept.
 501 N. Anderson St.
 Ellensburg WA 98926
 Phone: (509) 962-7232 Fax: (509) 925-8655

Date:

6/4/21

Signature:

Kirsten Sackett

Pursuant to ECC 15.270.200 the city of Ellensburg establishes administrative appeal procedures which are contained in ECC 15.230.040, which shall be made to the Hearing Examiner, as applicable to the matter being appealed.

AFFIDAVIT OF PUBLICATION

RECEIVED

JUN 24 2021

State of Washington, County of Kittitas, ss: The undersigned being first duly sworn on oath, deposes and says: That he/she is the representative of The Daily Record, a daily newspaper. That said newspaper is a legal newspaper and has been approved as a legal newspaper by order of the superior court in the County in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published in the English language continually as a newspaper in Ellensburg, Kittitas County, Washington, and it is now and during all of said time printed in an true copy of

ELLENSBURG, CITY OF - CLERK
N/PUBLIC HEARING: P21-44

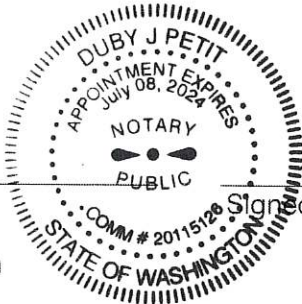
is published in regular issues (and not in supplement form) of said newspaper once a week for a period of 1 consecutive week(s), commencing on the following days.

06/10/21

All dates inclusive and that such newspaper were regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is the sum of \$167.94 the rate of \$8.80 per column inch for each insertion.

Michelle Bonner

Subscribed to me this date: 06/10/21



Printed Name
Notary Public in and for
The State of Washington
(SEAL)

Signed Name

Duby J Petit

Legals

NOTICE OF APPLICATION
Case # P21-069
SEPA Environmental Review

Notice is hereby given that the City of Ellensburg has received a SEPA Environmental Checklist for the following project that may be of interest to you. You are invited to comment on this proposal.

Date of application: May 26, 2021
Date of notice of complete application: June 8, 2021
Comments due date: June 30, 2021

Project Description: Case # P21-069; a SEPA Environmental Checklist for the proposed development of a park-like beer garden and parking lot. The proposed beer garden includes new landscaping and four new structures: a beer service pavilion (1500sf), a restroom building (300sf), a storage building (200 sf), and a roofed seating pavilion (850sf). The design also includes a new parking lot with 45 spaces, and an ADA compliant pathway to provide access from the parking lot to the activities. The applicant has also submitted a Boundary Line Adjustment, and building permits.

Project Location: The proposed work is located at 1521 Vantage Highway, in Commercial Highway (C-H) zoning. Once the boundary line adjustment is complete, new parcel boundaries and numbers will be provided. The current parcel numbers for the proposed work are Parcel ID #13191 (3.69 acres) and Parcel ID #13189 (.66 acres).

Project Applicant: Submitted by Greg Parker, Agent for Owner.

Materials Available for Review: The submitted application and file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/656/SEPA-State-Environmental-Policy-Act>. Documents available include the SEPA Checklist, Survey B/LA Site Plan, Landscape Plan, and Proposed Site Plan.

Written Comments: The public is encouraged to review and comment on the proposed project. Written comments must be received via email, or postmarked, by 5:00 pm on Wednesday June 30, 2021.

Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926

Staff contact: Stacey Henderson-Senior Planner. Email: shenderson@ci.ellensburg.wa.us

Environmental Review (SEPA): The City expects to issue a Determination of Non-Significance (DNS) for this proposal and will use the optional DNS process in WAC 197-11-355, meaning this may be the only opportunity for public comment on the environmental impacts of the proposal. Mitigation measures may be required under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the threshold determination may be obtained from the City.

PUBLISH: Daily Record: June 10, 2021 / LEGAL: 109307

NOTICE OF A PUBLIC HEARING
SUBDIVISION REQUEST

NOTICE IS HEREBY GIVEN that the Hearings Examiner for the City of Ellensburg will hold an open record public hearing on Wednesday, July 7, 2021 at 2:00 pm, held through remote attendance, to consider Application P21-44 submitted by Patrick Sullivan, Agent for Property Owner for a Preliminary Plat Subdivision. The proposed preliminary plat within the Residential Suburban (R-S) and Airport Overlay (A-O) zones is an 18-lot Long Plat intended for residential lots and single-family home construction. Lots will range in size from 5,145 sq. ft. to 5,990 sq. ft., and are located on parcel, ID# 541133. Part of the proposal also includes development of Water Street to the north, to provide main access for the new houses. A notice of SEPA Determination of Non-Significance (DNS) was published in the Daily Record on June 8, 2021.

Permit application: April 5, 2021

Determination of completeness: April 30, 2021

Notice of application: June 10, 2021

Comment due date: July 1, 2021

Project Location: The property is addressed as 113 W Bender Road, Ellensburg, WA 98926. Kittitas County Assessor's Parcel Number: 541133.

Materials Available for Review: The submitted application and file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>

Written Comments from interested persons will be accepted by email up until 3:00 p.m. on July 1 by sending them johnsonsc@ci.ellensburg.wa.us. Written comments sent via USPS must arrive by the same deadline.

Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.

Staff contact: Shannon Johnson, Senior Planner. Email: johnsonsc@ci.ellensburg.wa.us

NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in the REMCOTE meeting by contacting Staff no later than 5:00 pm on **Tuesday, July 6**. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing.

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. A "Request for Accommodation" form may be obtained from the City Clerk Beth Leader by calling 509-925-8614.

PUBLISH: Daily Record: June 10, 2021 / LEGAL: 109394

Legals

NOTICE OF SETBACK DEPARTURE REQUEST

Notice is hereby given that the City of Ellensburg Washington has received a block length departure request for the following project that may be of interest to you. You are invited to comment on this proposal.

Departure request: April 30, 2021

Determination of completeness: May 27, 2021

Notice of application: June 10, 2021

Comment due date: July 1, 2021

Project Description: The applicant, Whipple Consulting Engineers, Inc. is requesting a departure from the 660' block length requirement pursuant to ECC 15.420.020(B)(2)(b) to allow block length of 1,374 as described in ECC 15.420.020(B)(2)(b). This block length departure would result in the proposed 'Road A' extending from Dry Creek Road and connecting with proposed 'Road C' to be located between two wetlands and avoid potential ecological harm. The location of Road A associated with Foster Subdivision is approximately .35 miles NW of the intersection of W 15th and Cora Street.

Project Applicant: Whipple Consulting Engineers, Inc. Applicant: MLC Laird Holdings LLC, Owner

Project Location: Approximately .35 miles NW of the intersection of W 15th and Cora Street, Ellensburg, WA map #16-16-34010-0001, parcel #356133

Project Review: City will review in accordance to Ellensburg City Code Title 15. The Departure Request is expected to be completed after the comment due date of July 1, 2021, after which time the Director will issue a decision on the Departure Request.

The public is encouraged to review and comment on the proposed project. This may be your only opportunity to comment on the proposed project. Comments must be submitted in writing by 5:00 p.m. on July 1, 2021 to the Community Development Dept., 501 N. Anderson, Ellensburg, WA 98926, or emailed to comdev@ci.ellensburg.wa.us, attention Kirsten Sackett. Copies of the departure request may be obtained upon request from the Ellensburg Community Development Department, 501 N. Anderson, Ellensburg, WA 98926

Required Permits: Long Plat, SEPA, Critical Area

Required Studies: Critical Area Report, Traffic Impact Analysis

Public Hearing: No Public Hearing. The decision is administrative.

Appeal Process: The issuance of a decision on the departure may be appealed to the City Council. Such appeal shall identify the error or error claimed to have been made in the land use decision and shall be filed in writing with the City Clerk within ten (10) working days of the issuance of the land use decision. Such appeals shall be accompanied by a non-refundable fee of four hundred and fifty dollars (\$450.00).

PUBLISH: Daily Record: June 10, 2021 / LEGAL: # 109344

Notice of SEPA Action
Hobbs
SE-21-00009

NOTICE IS HEREBY given that pursuant to WAC 197-11-355 and RCW 43.21C.030(2)(c), Kittitas County Community Development Services did, on June 10, 2021, issue a Mitigated Determination of Non-Significance (MDNS) on the proposed SEPA application submitted by Vicki Hobbs. The applicant is proposing trenching a 36" wide by 6' deep ditch across a 2' wide Type 9 Stream for a utilities crossing to a single family residence. The SEPA application is associated with a Washington Department of Fish & Wildlife Standard HPA Application. The project is proposed on a site that is zoned Agriculture 20 within a Rural Working Land Use designation. Tax parcels 644234 and 15917 located on Fairview Road, approximately 0.4 miles north of the intersection of Rader Rd & Fairview Rd, in the north half of the southeast quarter of Section 10, Township 18, Range 19 in Kittitas County.

The lead agency for this proposal has determined that the proposal will not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C and WAC 197-11-355. This decision was made after review of a SEPA environmental checklist and other information on file with the lead agency, after considering voluntary mitigation measures which the lead agency or the applicant will implement as part of the proposal, and after considering mitigation measures required by existing laws and regulations that will be implemented by the applicant as part of the Kittitas County permit process. The responsible official finds this information reasonably sufficient to evaluate the environmental impact of this proposal. The complete application file is available to the public on request or may be viewed at Kittitas County Community Development Services at 411 North Ruby Street, Suite 2 Ellensburg, WA 98926, or on the county website, <http://www.co.kittitas.wa.us/cds/land-use/default.aspx> (Miscellaneous SEPA Applications, file number SE-21-00009).

Any action to set aside, enjoin, review, or otherwise challenge such action on the grounds of non-compliance with the provisions of Chapter 43.21C RCW (State Environmental Policy Act) and pursuant to Chapter 15A.07010 KCC, may be appealed by submitting specific factual objections in writing with a fee of \$1550.00 to Kittitas County Community Development Services, 411 North Ruby Street, Suite 2, Ellensburg, WA 98926. Timely appeals must be received no later than 5:00pm, June 24, 2021.

Direct questions regarding this proposal to:

Rachael Stevie
411 N. Ruby St, Suite 2
Ellensburg, WA 98926 509-962-7506
rachael.stevie@co.kittitas.wa.us

Date: June 10, 2021

Appeal Period Ends: June 24, 2021

PUBLISH: Daily Record: June 10 & 17 2021 / LEGAL: # 109881

Legals

SUMMONS BY PUBLICATION (SMPB)
NO. 20-2-00060-19

COURT OF WASHINGTON FOR KITTITAS COUNTY

Jennifer Johnson, Petitioner.
vs.
Paul Johnson, Respondent.

The STATE OF WASHINGTON to: Paul Johnson (Respondent)

YOU ARE HEREBY SUMMONED to appear on June 28, 2021 at 10:30 a.m., at Kittitas County Superior Court, 205 W. 5th Avenue, Ellensburg, WA and respond to the petition alleging an act of domestic violence pursuant to the provisions of the Domestic Violence Protection Act, Chapter 26.50 RCW. If you fail to respond, an order of protection will be issued against you for a minimum of one year from the date you are required to appear. A temporary order of protection has been issued against you, restraining you from the following: (contact the court for a complete copy of the Temporary Order)

- You are restrained from causing petitioner or any of the minor children residing with petitioner any physical harm, bodily injury, assault including sexual assault, and from molesting, harassing, threatening, or stalking the same.

- You are restrained from coming near or having any contact whatsoever with the parties, in person or through others, direct or indirectly.

- You are further restrained from entering the petitioner's residence, school or place of employment.

A copy of the petition, notice of hearing, and ex parte order for protection has been filed with the clerk of this court.

DATED: 5/18/21

/s/ Jennifer D. Johnson
Jennifer D. Johnson, Petitioner

PUBLISH: Daily Record: May 27, 2021 and June 3 & 10, 2021 / LEGAL #: 102654

SUPERIOR COURT OF WASHINGTON
COUNTY OF KITTITAS - JUVENILE COURT

In re the Welfare of:
CAYDENCE LAWRENCE
DOB: 03/04/2013

No: 21-700012-19
Notice and Summons
by Publication
(Termination) (SMPB)
(Optional Use)

To: Whom it may concern or anyone who may claim a parental interest in the child

A Petition to Terminate Parental Rights was filed on March 22, 2021. A Fact Finding hearing will be held on this matter on: July 8, 2021 at 9 a.m. at the Kittitas County Superior Court, 205 W 5th Ave., Ellensburg, Washington 98926. You should be present at this hearing.

The hearing will determine if your parental rights to your child are terminated. If you do not appear at the time of the hearing, the court may enter an order in your absence terminating your parental rights.

To request a copy of the Notice, Summons, and Termination Petition, call DCFV at (509) 925-0440-6031, 509-899-9588 or 1-800-452-5367. To view information about your rights, including right to a lawyer, go to www.atg.wa.gov/TRM.aspx.

Dated: 5/20/2021, by s/s: Daniel Berkshire, Kittitas County Deputy Clerk.

PUBLISH: Daily Record: June 10, 17, & 24, 2021 / LEGAL #: 106365

Notice of Decision
Malsam Setback Variance
VA 21-00005

Pursuant to RCW 36.70B.130 and KCC 15A.05, notice is hereby given that Kittitas County Community Development Services approves the Zoning Setback Variance for Mr. Malsam, landowner, to reduce the 200 foot required structural setback from a commercial forest zone in KCC 17.30.055 by 120 feet, which results in a 80 foot structural setback from the commercial forest zone. The subject property is parcel #20344, located off of Breckenridge Road, approximately 3.29 miles NW of Ronald WA and bears Assessor's map number 21-14-34010-0025.

An appeal of this land use decision may be filed within 10 working days by submitting specific factual objections and a fee of \$1550 to the Kittitas County Community Development Services at 411 N Ruby St Suite 2, Ellensburg, WA 98926. The appeal period deadline is 5:00 PM June 24, 2021.

The original application and related information may be examined during business hours at Kittitas County Development Services, 411 N Ruby St Suite 2, Ellensburg, WA 98926 or on the CDS website at <http://www.co.kittitas.wa.us/cds/land-use/default.aspx> under "Setback Variance" using the file number above.

Date: June 10, 2021

PUBLISH: Daily Record: June 10, 2021 / LEGAL #: 108632

PUBLISH: NKCTribune: June 10, 2021

Old School Meets New School



No downloading
No uploading
No posting

DAILY RECORD
PUBLISHED DAILY

**NOTICE OF A PUBLIC HEARING
SUBDIVISION REQUEST**

NOTICE IS HEREBY GIVEN that the Hearings Examiner for the City of Ellensburg will hold an open record public hearing on Wednesday, July 7, 2021 at 2:00 pm, held through remote attendance, to consider Application P21-44 submitted by Patrick Sullivan, Agent for Property Owner for a Preliminary Plat Subdivision. The proposed preliminary plat within the Residential Suburban (R-S) and Airport Overlay (A-O) zones is an 18-Lot Long Plat intended for residential lots and single-family home construction. Lots will range in size from 5,145 sq. ft. to 5,990 sq. ft., and are located on parcel, ID# 541133. Part of the proposal also includes development of Water Street to the north, to provide main access for the new houses. A notice of SEPA Determination of Non-Significance (DNS) was published in the Daily Record on June 8, 2021.

Permit application: April 5, 2021

Determination of completeness: April 30, 2021

Notice of application: June 10, 2021

Comment due date: July 1, 2021

Project Location: The property is addressed as 113 W Bender Road, Ellensburg, WA 98926. Kittitas County Assessor's Parcel Number: 541133.

Materials Available for Review: The submitted application and file documents may be examined by the public by visiting the **City of Ellensburg Community Development Department webpage** at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>

Written Comments from interested persons will be accepted by email up until 3:00 p.m. on July 1 by sending them to johnsons@ci.ellensburg.wa.us. Written comments sent via USPS must arrive by the same deadline.

Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.

Staff contact: Shannon Johnson, Senior Planner. Email: johnsons@ci.ellensburg.wa.us

NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in the REMOTE meeting by contacting Staff no later than 5:00 pm on **Tuesday, July 6**. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing.

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. A "Request for Accommodation" form may be obtained from the City Clerk Beth Leader by calling 509-925-8614.

PUBLISH IN LEGAL: Thursday, June 10, 2021



Properties in 300' Area of Notification (in green)

YODER, TAYLOR M & ANDREW J
2703 N SUSIE CT
ELLENSBURG, WA 98926-4023

THOMPSON, GRANT DAVID & PAMELA
M
2705 N SUSIE CT
ELLENSBURG, WA 98926

SHARMAN, BRADLEY J JR & KAARIN L
28224 NE 146TH ST
DUVALL, WA 98019-8171

PATRIQUIN, DONALD W & MARY L
2801 N SUSIE CT
ELLENSBURG, WA 98926-4019

SHAW, FREDERICK J JR & JULIA N
1380 WATSON RD
ELLENSBURG, WA 98926-7176

BROWIN, GINA M & CEAJ J
2607 N WATER ST
ELLENSBURG, WA 98926-3096

FOWLER, JUSTIN R
1515 E SKYLINE DR
ELLENSBURG, WA 98926-9588

YODER, JOHN A & JANINE C
PO BOX 1625
ELLENSBURG, WA 98926-1927

RJR RENTALS LLC
21421 NE 6TH PL
SAMMAMISH, WA 98074-3902

STOWE, TIMOTHY A
2708 N SUSIE CT
ELLENSBURG, WA 98926-4023

BROWELEIT, DAVID L & LISA A
2709 N SUSIE CT
ELLENSBURG, WA 98926-4023

CARVALHO, JOHN T & MARIA M
108 W ANNIE PL
ELLENSBURG, WA 98926-3093

PEDERSON, GARY H
106 W ANNIE PL
ELLENSBURG, WA 98926

CWH LLC
PO BOX 490
CLE ELUM, WA 98922-0490

P21-044

CERTIFICATE OF TRANSMITTAL

On this day, the undersigned sent to
the addressee(s) the original
document(s) by U.S. Mail.

I certify under penalty of perjury
under the laws of the State of WA
that the forgoing is true and correct.

Date 6/9/21

Signed

*Oliver
Wink*

MCRAE, STEVE & JANNA
2704 N SUSIE CT
ELLENSBURG, WA 98926-4023

NAMBO, DANIEL M & MAYRA
110 W ANNIE PLACE
ELLENSBURG, WA 98926

WEIST, ANTHONY S JR ETUX
12714 SE 190TH PL
RENTON, WA 98058

ROBINSON, SHAWN MICHAEL
GERNON, MELINDA MARIE
2701 N SUSIE CT
ELLENSBURG, WA 98926-4023

TRUAX, EVAN
2807 N SUSIE CT
ELLENSBURG, WA 98926-4019

RANG, KELLY J
2804 N SUSIE CT
ELLENSBURG, WA 98926

SWAYZE, JAMES C
2611 N WATER ST
ELLENSBURG, WA 98926-3096

BRENNAN, MARISSA
109 W ANNIE PL
ELLENSBURG, WA 98926-3093

FALCON RIDGE INVESTMENTS LLC
2550 BORTON RD
YAKIMA, WA 98903-9766

ULLOCK, DAVID A
2707 N SUSIE CT
ELLENSBURG, WA 98926-4023

ANDERSON, SHAWN D & JODI L
14337 231ST CT NE
WOODINVILLE, WA 98077-5872

JOHNSON, JUSTIN
104 W ANNIE PL
ELLENSBURG, WA 98926

FLACH, LANNETT M
PO BOX 39613
LAKEWOOD, WA 98496-3613

FLINT, GLENN G
205 W BENDER RD
ELLENSBURG, WA 98926-9406

ELLENSBURG MEADOWS
HOMEOWNERS ASSOC
309 E KRISTEN AVE
ELLENSBURG, WA 98926-4014

GURNARD, JASON M WING, ANDREA P
2700 N SUSIE CT
ELLENSBURG, WA 98926

RAY, JASON L
2806 N SUSIE CT
ELLENSBURG, WA 98926

CITY OF ELLensburg PUBLIC WORKS
501 N ANDERSON ST
ELLENSBURG, WA 98926-3147

BRENNAN, BRIAN & KATHRYN J
1502 E SPOKANE AVE
ELLENSBURG, WA 98926-4117

LIBENOW PROPERTIES LLC
PO BOX 1233
ELLENSBURG, WA 98926-1902

WHITENER, JAMIE K
2802 N SUSIE CT
ELLENSBURG, WA 98926-4019

MOE, THOMAS J & TINA G
105 W ANNIE PL
ELLENSBURG, WA 98926-3093

PINN, LINCOLN E & SHARON A
101 W ANNIE PL
ELLENSBURG, WA 98926-3093

HERBERT, MARK L
213 W BENDER RD
ELLENSBURG, WA 98926-9406

ALVARADO, JESUS CASTRO, IRENE
2702 N SUSIE CT
ELLENSBURG, WA 98926-4023

RAYNOR, SARA C
2800 N SUSIE CT
ELLENSBURG, WA 98926-4019

RACKLEY, REX HUNTER
2805 N SUSIE CT
ELLENSBURG, WA 98926-4019

PATON, JAMES & KRISTEN L
2605 N WATER ST
ELLENSBURG, WA 98926-3096

RICE, DUANE R & MARGARET A
100 W ANNIE PL
ELLENSBURG, WA 98926-3093

NORRIS FAMILY REVOCABLE TRUST
19629 10TH DR SE
BOTHELL, WA 98012-7765



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231

Construction Permitting (509) 962-7239

Kirsten Sackett, Director

Phone: (509) 962-7232 Fax: (509) 925-8655 E-Mail: sackettk@ci.ellensburg.wa.us

June 10, 2021

RE: Notice of Application and Open Record Public Hearing for Subdivision Application, Case # P21-044, submitted by Patrick Sullivan, Agent for Property Owner

Dear Property Owner,

Notice is hereby given that the City of Ellensburg has received a Subdivision Permit Application for the following project that may be of interest to you. As a property owner within three hundred feet (300') of this proposal (see map, page 3), you are invited to comment on it.

Date of application: April 5, 2021

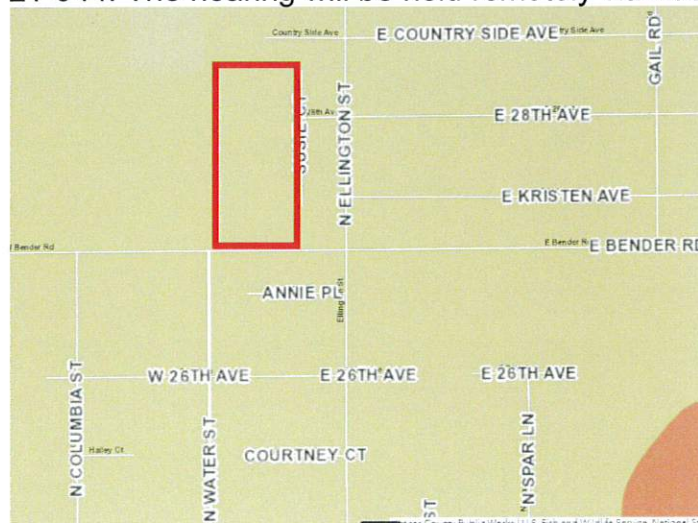
Date of notice of complete application: April 30, 2021

Comments due date: July 1, 2021

Project Applicant: Submitted by Patrick Sullivan, Agent for Property Owner.

Project Description: **Case # P21-044;** a Preliminary Long Plat Subdivision. The proposed preliminary plat within the Residential Suburban (R-S) and Airport Overlay (A-O) zones is an 18-Lot Long Plat intended for single family homes. Lots will range in size from 5,145 sq. ft. to 5,990 sq. ft., and are located on parcel ID# 541133 (as shown on the map below). Part of the proposal also includes development of Water Street to the north, to provide main access for the new houses. SEPA Determination of Non-Significance (DNS) was published in the Daily Record on June 8, 2021.

NOTICE IS HEREBY GIVEN that an **Open Record Public Hearing** has been scheduled before the Ellensburg Hearing Examiner for **Wednesday, July 7, 2021 at 2:00 pm** to consider Long Plat Subdivision Application, P21-044. The hearing will be held remotely via Zoom.



Project Location: The property is addressed as 113 W Bender Road, Ellensburg, WA 98926. Kittitas County Assessor's ID# 541133, as seen in the map above (page 1).

Materials Available for Review: The submitted application and file documents may be examined by the public by visiting the **City of Ellensburg Community Development Department webpage** at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>

Written Comments: The public is encouraged to review and comment on the proposed project. **Comments must be submitted in writing by 3:00 pm on Thursday, July 1, 2021 by either:**

Mail delivery postmarked by the deadline, addressed to:

- 1) City of Ellensburg Community Development Department
501 N Anderson Street, Ellensburg, WA 98926 or
- 2) Via email by 5:00 pm on the deadline, to the staff contact listed below

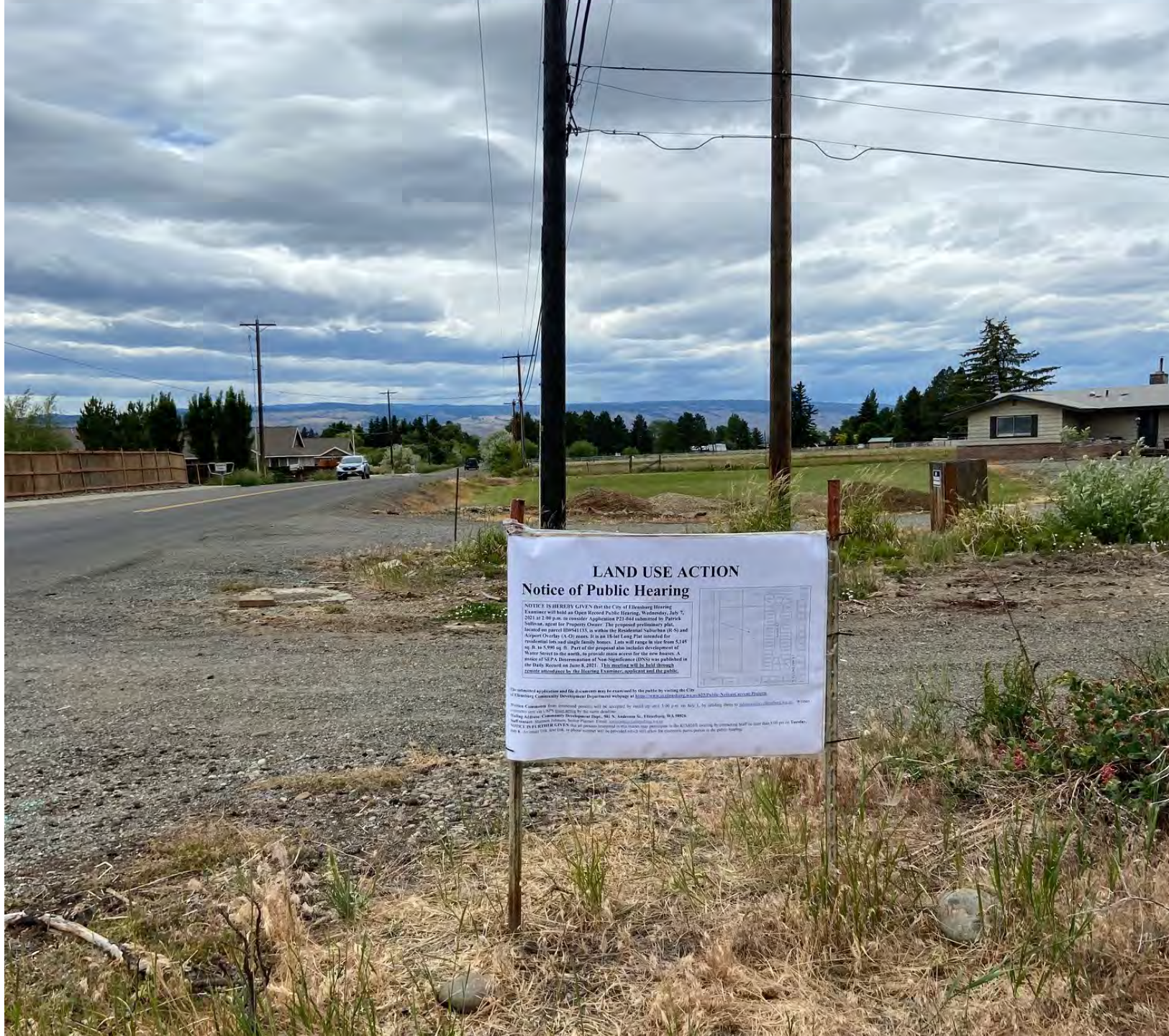
NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in the REMOTE meeting by contacting Staff no later than 5:00 pm on Tuesday, July 6. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing.

Staff contact: Shannon Johnson, Senior Planner. Email: johnsons@ci.ellensburg.wa.us

Sincerely,



Shannon D. Johnson
Senior Planner



LAND USE ACTION Notice of Public Hearing

NOTICE IS HEREBY GIVEN that the City of Tukwila Hearing Examiner will hold an Open Record Public Hearing, Wednesday, July 7, 2021 at 7:30 pm, to consider Application P21-044 submitted by Patrick Sullivan, agent for Property Owner. The proposed preliminary plat, located on parcel 12144 S. 121st St., within the Residential Suburban (RS-S) and Airport Overlay (A-O) zones. It is an 18-40 Long Flat intended for residential lots and single family homes. Lots will range in size from 5,145 sq. ft. to 5,899 sq. ft. Part of the proposal also includes development of a water street to the north, to provide access for the new homes. A notice of NEPA Determination of Non-Significance (DNNS) was published in the Daily Record on June 8, 2021. This meeting will be held through remote attendance by the Hearing Examiner, applicant and the public.



The submitted application and the documents may be examined by the public by visiting the City of Tukwila Community Development Department website at <http://www.tukwila.org/32424PublicNotice.aspx>.
 Written Comments from interested parties will be accepted by email up until 5:00 p.m. on July 1, by sending them to community@tukwila.wa.gov.
 Written comments may also be submitted by mail to the same address.
 Hearing Address: Community Development Dept., 801 N. Anderson St., Tukwila, WA 98148.
 Staff Contact: Community Development Department, 801 N. Anderson St., Tukwila, WA 98148.
 For more information, please contact the staff member listed above. The City will be providing a copy of the preliminary plat to the public at the hearing.
 Date: 6/29/2021 10:00 AM. If the hearing is held on a date other than the one listed, the public will be notified by email and the Daily Record.

LAND USE ACTION Notice of Public Hearing

NOTICE IS HEREBY GIVEN that the City of Ellensburg Hearing Examiner will hold an Open Record Public Hearing, Wednesday, July 7, 2021 at 2:00 p.m. to consider Application P21-044 submitted by Patrick Sullivan, agent for Property Owner. The proposed preliminary plat, located on parcel ID6541133, is within the Residential Suburban (R-S) and Airport Overlay (A-O) zones. It is an 18-lot Long Plat intended for residential lots and single family homes. Lots will range in size from 5,145 sq. ft. to 5,990 sq. ft. Part of the proposal also includes development of Water Street to the north, to provide main access for the new homes. A notice of SEPA Determination of Non-Significance (DNS) was published in the Daily Record on June 8, 2021. This meeting will be held through remote attendance by the Hearing Examiner, applicant and the public.



The submitted application and file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <http://www.ci.ellensburg.wa.us/276Public-Notices/Current-Pending>. Written comments may be submitted by email up until 5:00 p.m. on July 1, by sending them to johnson@ci.ellensburg.wa.us. Written comments sent via USPS must arrive by the same deadline.

Written Comments from interested persons will be accepted by email up until 5:00 p.m. on Tuesday, July 6. At small link, text link, or phone number will be provided which will allow for electronic participation in the public hearing. Staff contact: Shawna Johnson, Senior Planner. Email: johnson@ci.ellensburg.wa.us. Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926. **NOTICE IS FURTHER GIVEN** that all persons interested in this matter may participate in the REMOTE meeting by contacting Staff no later than 4:00 p.m. on Tuesday, July 6.

LAND USE ACTION Notice of Public Hearing

NOTICE IS HEREBY GIVEN that the City of Ellensburg Hearing Examiner will hold an Open Record Public Hearing, Wednesday, July 7, 2021 at 2:00 p.m. to consider Application P21-044 submitted by Patrick Sullivan, agent for Property Owner. The proposed preliminary plat, located on parcel U05541133, is within the Residential Suburban (R-S) and Airport Overlay (A-O) zones. It is an 18-lot Long Plat intended for residential lots and single family homes. Lots will range in size from 5,145 sq. ft. to 5,990 sq. ft. Part of the proposal also includes development of Water Street to the north, to provide main access for the new houses. A notice of SEPA Determination of Non-Significance (DNS) was published in the Daily Record on June 8, 2021. This meeting will be held through remote attendance by the Hearing Examiner, applicant and the public.



The submitted application and file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/623/Public-Notices/Current-Projects>. Written Comments from interested persons will be accepted by email up until 5:00 p.m. on July 1, by sending them to j@ci.ellensburg.wa.us. Written comments sent via USPS must arrive by the same deadline. Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 99226. Staff contact: Shannon Johnson, Senior Planner, Email: shannonjohnson@ci.ellensburg.wa.us. NOTICE IS FURTHER GIVEN that all persons interested in this matter may participate in the REMOTE meeting by contacting Staff no later than 5:00 pm on Tuesday, July 6. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing.

Shannon Johnson

From: Lathan Wedin <lathan@studiolandl.com>
Sent: Friday, June 11, 2021 3:13 PM
To: Shannon Johnson
Cc: 'Patrick Sullivan'; lathan@studiolandl.com
Subject: [Ext] RE: P21-044 Habitat for Humanity Bender Road Preliminary Long Plat - Notice of Public Hearing & Land Use Action Sign Template for Posting
Attachments: IMG_1708.jpg; IMG_1707.jpg; IMG_1709.jpg
Importance: High

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Hi Shannon,

Attached are photos of the freshly posted Land-Use sign at the Habitat Bender/Water Lot! Receipt is appreciated.

Hope all is well!

Thank you,
Lathan

From: Patrick Sullivan <patrick.sullivan@habitatskc.org>
Sent: Thursday, June 10, 2021 3:56 PM
To: studio L&L <lathan@studiolandl.com>
Subject: FW: P21-044 Habitat for Humanity Bender Road Preliminary Long Plat - Notice of Public Hearing & Land Use Action Sign Template for Posting

Hi Lathan,

Please see below and attached. Could you jump on the fire marshal issue Shannon notes below?

Also, might I ask you to post the land use action sign like you did for the SEPA? That was super helpful and much appreciated.

Please let me know – I'm around tomorrow morning if you want to chat.

Thank you,

Patrick

Patrick Sullivan
Director of Real Estate Development
Habitat for Humanity Seattle-King County
560 Naches Ave SW, Suite 110, Renton, WA 98057
Cell: (347) 260-6640



we build
strength, stability,
self-reliance *and* shelter

From: Shannon Johnson <johnsons@ci.ellensburg.wa.us>

Sent: Thursday, June 10, 2021 3:41 PM

To: Patrick Sullivan <patrick.sullivan@habitatskc.org>

Cc: Joe Delvo <delvoj@kvfr.org>; KVFR Fire Prevention <prevention@kvfr.org>; Craig Jones <jonesc@ci.ellensburg.wa.us>

Subject: P21-044 Habitat for Humanity Bender Road Preliminary Long Plat - Notice of Public Hearing & Land Use Action Sign Template for Posting

Good Afternoon Patrick,

As discussed, I've set the Public Hearing with the Hearings Examiner for Wednesday, July 7, 2021 at 2:00 pm. Please see the attached legal notice of public hearing for P21-044 – Bender Road Plat 18-lot Subdivision located on Bender Road. In addition to this email notification, I will be mailing a hard copy to your physical address in today's outgoing mail.

I've also attached the land use action sign for the above project which needs to be posted on site as soon as possible. The Copy Shop here in town knows our specifications in order to blow this up (2x3 feet) and Instructions are attached above. Please post the signage along the street frontages similarly to how you posted the previous SEPA signage for this project.

Please email me a picture when you have posted the site, so that I can include it in the file. Our office mailed out the notices of application yesterday, Wednesday, June 9, 2021 (to all property owners within 300 feet of the project site), and to all members of the public who requested notification during the SEPA process) and the legal notice will be in the newspaper today as well.

***As discussed, the current proposed fire access has not been corrected as per Captain Joe Delvo's SEPA review comments (attached above), therefore, I will need revised preliminary plat drawings which include the Fire Marshall's corrections prior to taking my staff report with all application materials to the Hearing Examiner. As discussed this morning via our telephone conversation, you noted that you would be calling your development team in order to expedite the process.

Please don't hesitate to let me know if you have any questions along the way. I look forward to working further with you on this exciting new project for our community.

Shannon D. Johnson
Senior Planner
Community Development
501 N. Anderson Street
Ellensburg, WA 98926
Office: (509) 962-7108
Email: johnsons@ci.ellensburg.wa.us



RECEIVED

 3/31/2021
 COMMUNITY
 DEVELOPMENT
 PA-07
 APPLICATION


Preliminary Subdivision (Long Plat) Application

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

A pre-application meeting is required prior to submitting a Long Plat application. Land Subdivisions that create 10 or more lots (referred to as long plats) are subject to the Type IV review process as set forth in Chapter 15.210 ECC. Subdivisions that are granted preliminary approval shall be effective for a period set forth in RCW 58.17.140, during which time the final subdivision application shall be submitted for approval and recording.

Application Fee: \$1200 (Pre-App Fee: \$500 may be applied here also)

In addition to the existing application fee, the applicant shall be required to pay a \$600 Hearing Examiner fee. If the Hearing Examiner fee is less than \$600, the difference shall be returned to the applicant. If the Hearing Examiner fee exceeds \$600, the additional cost shall be billed to and paid by the applicant.

The Planning Division will be unable to accept your Long Plat Application Form if you fail to provide ALL of the following required material.

OFFICIAL USE ONLY:

Staff Person:	AW
Date Submitted:	3/31/2021
Fee Total:	\$1800.00
FILE #:	P21-044
Associated Permit File #:	P21-041 P21-038 P21-009

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	City of Ellensburg	Day Phone:	(509) 962-7204
Mailing Address:	501 North Anderson Street, Ellensburg, WA 98926		
E-mail:		Cell Phone:	
*APPLICANT:	☐ Owner ☐ Contractor ☐ Tenant ☒ Other AHC Lot Recipient		
Name:	Patrick Sullivan	Day Phone:	206.855.5004
Mailing Address:	560 Naches Avenue SW, Suite 110, Renton, WA 98057		
E-mail:	Patrick.Sullivan@habitatskc.org	Cell Phone:	347.260.6640
CONTACT PERSON:	☐ Owner ☐ Contractor ☐ Tenant ☒ Other AHC Lot Recipient		
Name:	Patrick Sullivan	Day Phone:	206.855.5004
Mailing Address:	560 Naches Avenue SW, Suite 110, Renton, WA 98057		
E-mail:	Patrick.Sullivan@habitatskc.org	Cell Phone:	347.260.6640

PROJECT INFORMATION:

Parcel Number(s) of Site:	541133
Site Address (if any):	113 W Bender Rd, Ellensburg, WA 98926
City Zoning Designation:	Residential Suburban (R-S) Airport Overlay

PROJECT INFORMATION:

Ellensburg City Code 15.260.120 requires that application for short plats may only be approved if/all the following are satisfied

Application contents. Applications for a preliminary subdivision shall contain the following:

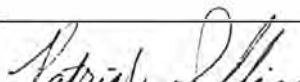
1. The minimum application requirements set forth in ECC 15.220.020 and a completed subdivision application form provided by the department, which shall include the signatures of all owner's of interest in the land involved in the preliminary subdivision;
2. Payment of a the application fee in the amount established in the city's adopted fee schedule;
3. A completed SEPA Checklist and payment of the SEPA application fee;
4. A completed critical area information form or critical area report pursuant to ECC Article 6, if applicable;
5. A title report of the property to be subdivided;
6. A recorded copy of the deed for the property to be subdivided;
7. Copies of all existing or proposed restrictive covenants involving the land within the proposed subdivision;
8. Names and addresses of the owner(s) of the property to be subdivided and of any person or entity holding an interest in the property as identified on the title report in sub-section 5 above;
9. Names and addresses of all property owners within 300 feet of the boundaries of the proposed subdivision as those names appear on the records of the Kittitas County Assessor;
10. The preliminary subdivision plat drawing which shall comply with all general drafting standards and Tier 3 drafting guidelines required by the city's public works development standards – Section 5 - drafting standards. Five copies of the drawing shall be provided with the application, along with an electronic copy on CD media in a format readable by the city's current version of AutoCAD, and one reduced copy not to exceed 11-inches by 17-inches. In addition to the drafting standards set forth in the city's public works development standards, such drawing shall clearly show the following:
 - a. Vicinity sketch showing the parcel boundaries and the major street system, with street names, within a one-quarter-mile radius;
 - b. Zoning of the property proposed for subdivision;
 - c. Location and size of existing and proposed utilities, railroads, and irrigation rights-of-way on the property proposed for subdivision;
 - d. Plan view of proposed streets, their names and widths, pedestrian ways, all utilities and easements;
 - e. Location and size of all proposed ditches, culverts, catch basins, detention or retention ponds or other parts of the design for the control of surface water drainage;
 - f. Approximate boundaries of all areas subject to irrigation or storm water overflow;
 - g. Location, width and direction of flow of all watercourses on the site; and
 - h. Location and identification of all critical areas, including associated buffers, on the property proposed for subdivision or on adjacent properties, as required by ECC Article 6;
11. Preliminary grading plan pursuant to public works department requirements;
12. Preliminary storm water plan pursuant to public works department requirements;
13. Preliminary landscaping plan pursuant to Articles 4 and 5 of this title;
14. A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, and the applicable approval criteria and standards of the Ellensburg Municipal Code. It should also address any proposed building conditions or restrictions;
15. Transportation study, if required by the public works department;
16. Location of any proposed building envelopes on the lots being created; and
17. Any other information in the opinion of the director which is necessary to determine if the proposed subdivision makes appropriate provisions for physical problems or hazards involving public health, safety and/or welfare.

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Patrick Sullivan, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner:



Date:

3.25.21



**501 North Anderson Street
Ellensburg, Washington 98926**
Telephone: (509) 962-7221 | Fax: (509) 962-7143

P21-044
RECEIVED
3/31/2021
COMMUNITY
DEVELOPMENT

March 23, 2021

Patrick Sullivan
Habitat for Humanity Seattle-King County
560 Naches Ave SW Suite 110
Renton, WA 98057

RE: HFHSC Authorization to submit land use applications on city-owned property at 113 W Bender Ave (PID # 541133).

Dear Mr. Sullivan:

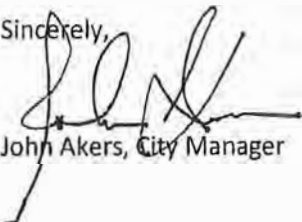
Habitat for Humanity Seattle King County was recently awarded affordable housing funds and property contribution to develop 18 units of affordable housing. As you are aware, contracts to accomplish the land transfer and funding awards are currently being drafted by the attorneys for both parties.

In advance of the land transfer, you have requested authorization from the City to submit land use applications for your anticipated project. Submittal of these applications will allow the project to keep to the time table submitted with the conditionally approved funding application.

Please consider this letter as written permission from the City of Ellensburg to submit land use applications as an authorized agent for the City, more specifically for the Critical Area Application, SEPA Checklist, and Subdivision applications for your affordable housing project. Granting this authority to submit applications for the City-owned property does not imply approval of the contracts currently being drafted, or of a future land transfer, nor would the City accept any financial liability associated with these applications in the unlikely event the project does not move forward to completion.

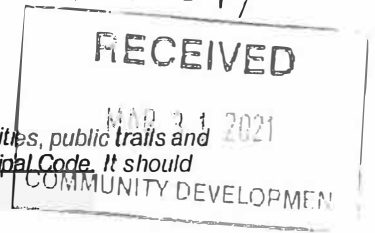
Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,


John Akers, City Manager

HFHSCC – Bender/Water Preliminary Plat Application

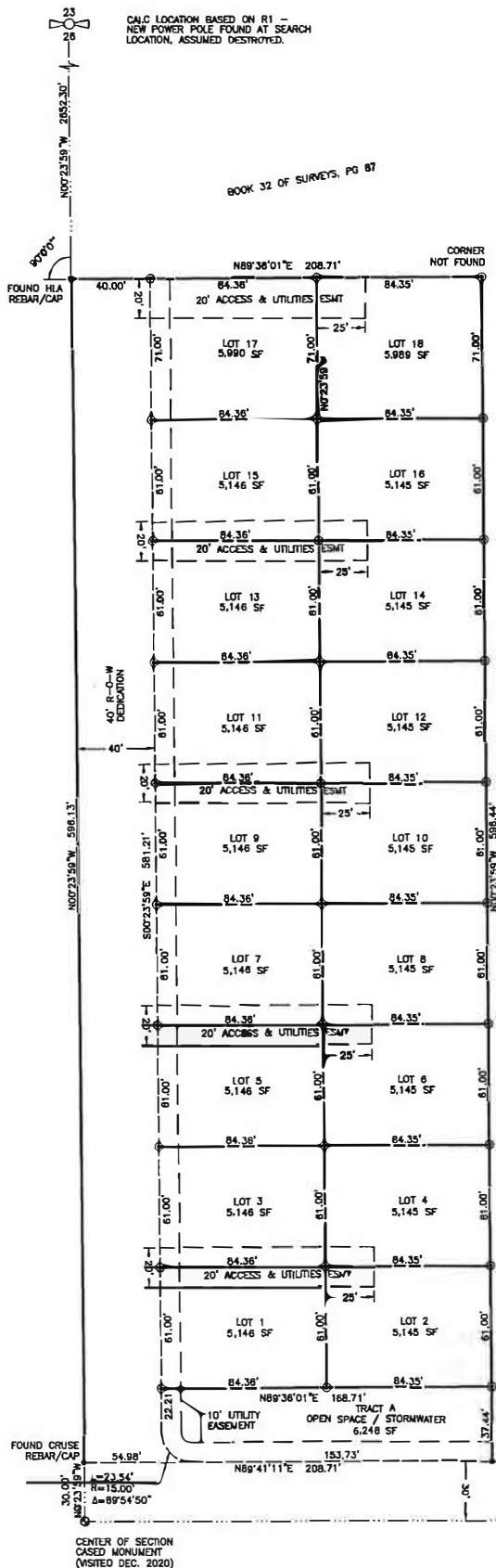
14. A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, and the applicable approval criteria and standards of the Ellensburg Municipal Code. It should also address any proposed building conditions or restrictions;



Habitat for Humanity is proposing to build 18 new-construction single family dwelling units at the project site. The sale of these units will be restricted to buyers with incomes less than 80% of the area median income (AMI). This AMI level is established using Housing and Urban Development area calculations. Each affordable unit will be held in a Land Trust administered by Habitat for Humanity and sold with a covenant allowing Habitat the right of first option to purchase the home upon resale. There is a preset appreciation calculator in this ground lease agreement with the buyer which sets the appreciation rate at 1.5%. This Land Trust model ensures permanent affordability of both the unit and the community. Lastly, it will be required, as is required of all Habitat homebuyers, that 250 hours of self-help labor be performed in the construction of the individual units by the buyers.

Habitat intends to restrict 3 units in the development to buyers who earn less than 60% AMI and are eligible households for the 2019 City Sales Tax Funds initiative in Ellensburg.

A Home Owners Association (HOA) will be formed and comprised of the residents in the development. This HOA will address property issues and concerns in partnership with restrictions and guidelines memorialized in the land lease with Habitat. As a part of this HOA a fund will be created to address landscaping and maintenance. This fund will be managed by the HOA and funded through a small monthly fee as a part of the overall mortgage payment. This model has been demonstrated and proved successful at multiple Habitat developments. The code required open space on each lot will be maintained by each respective homeowner.



LEGAL DESCRIPTION

THAT PORTION OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M., IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON, WHICH IS DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST BOUNDARY LINE OF SUBDIVISION, WHICH IS ON THE CENTERLINE OF THE RIGHT OF WAY OF THE COUNTY ROAD, RUNNING ALONG THE SOUTH BOUNDARY LINE OF SAID SUBDIVISION, AND RUNNING THENCE NORTH ALONG SAID WEST BOUNDARY LINE OF SAID SUBDIVISION 828.13 FEET; THENCE EAST, AT RIGHT ANGLES THEREITO, 208.71 FEET; THENCE SOUTH PARALLEL WITH THE WEST BOUNDARY LINE OF SAID SUBDIVISION, 828.13 FEET; AND THENCE WEST, ALONG THE CENTER LINE OF THE COUNTY ROAD, 208.71 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

REFERENCE SURVEY

1. (R1) SURVEY RECORDED UNDER AFN 201111060030, RECORDS OF KITTITAS COUNTY, WA.

METHODOLOGY

1. BASIS OF BEARING GRID NORTH, NAD 83/2011 AS MEASURED ALONG THE CENTERLINE OF BENDER ROAD BETWEEN MONUMENTS.

2. SURVEY PERFORMED USING A COMBINATION OF A TRIMBLE RBS GPS RECEIVING REAL-TIME KINEMATIC CORRECTIONS VIA THE WA STATE REFERENCE NETWORK IN CONJUNCTION WITH A TRIMBLE 55 3" TOTAL STATION USING TRAVERSE AND RADIAL SURVEY METHODS. THIS SURVEY MEETS AND/OR EXCEEDS ACCURACY REQUIREMENTS CONTAINED IN WAC 332.130.090.

PLAT OF THE MONUMENT - PHASE 2

SET 5/8" REBAR WITH ORANGE CAP "CYPHER SURVEY-PLS 45780" (TYP.)

BENDER ROAD

N89°41'11"E 2650.29' BASIS OF BEARING

QUARTER CORNER
CASED MONUMENT
(VISITED DEC. 2020)

RECEIVED
3/3/2021
COMMUNITY
DEVELOPMENT

APPROVALS AND DEDICATIONS

CITY ENGINEER APPROVAL

CITY OF ELLENSBURG ENGINEER EXAMINED AND APPROVED THIS

____ DAY OF _____, A.D., 202__

CITY OF ELLENSBURG ENGINEER

PUBLIC WORKS APPROVAL

CITY OF ELLENSBURG DEPARTMENT OF PUBLIC WORKS EXAMINED AND APPROVED THIS

____ DAY OF _____, A.D., 202__

PUBLIC WORKS AND UTILITIES DIRECTOR

COMMUNITY DEVELOPMENT DIRECTOR

I HEREBY CERTIFY THAT THE PLAT HAS BEEN EXAMINED AND CONFORMS WITH CURRENT CITY OF ELLENSBURG CODE CHAPTER 15.

DATED THIS ____ DAY OF _____, A.D., 202__

COMMUNITY DEVELOPMENT DIRECTOR

MAYORS APPROVAL

CITY OF ELLENSBURG MAYOR EXAMINED AND APPROVED THIS

____ DAY OF _____, A.D., 202__

CITY OF ELLENSBURG MAYOR

TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL CHARGEABLE REGULAR AND SPECIAL ASSESSMENTS COLLECTIBLE BY THIS OFFICE THAT ARE DUE AND OWING ON THE PROPERTY DESCRIBED HEREON ON DATE OF THIS CERTIFICATION HAVE BEEN PAID

DATED THIS ____ DAY OF _____, 20__

BY _____, OFFICE OF KITITAS COUNTY TREASURER

IRRIGATION DISTRICT CERTIFICATE

THE PROPERTY DESCRIBED HEREON IS WHOLLY OR IN PART WITHIN THE BOUNDARIES OF THE _____ IRRIGATION DISTRICT. I HEREBY CERTIFY THAT THE IRRIGATION EASEMENTS ARE ADEQUATE TO SERVE ALL LOTS LOCATED WITHIN THIS PLAT WHICH ARE OTHERWISE ENTITLED TO IRRIGATION WATER UNDER THE OPERATING RULES AND REGULATIONS OF THE DISTRICT. I ALSO CERTIFY THAT THE IRRIGATION EASEMENTS ARE ADEQUATE TO TRANSMIT IRRIGATION WATER THROUGH THIS PLAT TO OTHER ADJACENT LAND ENTITLED TO IRRIGATION WATER UNDER THE OPERATING RULES AND REGULATIONS OF THE DISTRICT. I FURTHER CERTIFY THAT:

- ____ THIS PLAT CONTAINS COMPLETED IRRIGATION DISTRIBUTION FACILITIES IN ACCORDANCE WITH THIS DISTRICT'S STANDARDS, OR
- ____ PROVISIONS ACCEPTABLE TO THE DISTRICT HAVE BEEN MADE BY COVENANT & AGREEMENT FOR COMPLETED IRRIGATION DISTRIBUTION FACILITIES TO ALL LOTS; SAID AGREEMENT IF FILED SUPPLEMENTAL TO THIS PLAT, OR
- ____ THE EXISTING IRRIGATION DISTRIBUTION FACILITY IS ADEQUATE TO MEET THIS REQUIREMENT, OR
- ____ LOTS _____ IS/ARE IN WHOLE OR IN PART, NOT CLASSIFIED AS "IRRIGABLE LAND" BY THIS DISTRICT AND/OR ARE NOT CURRENTLY ENTITLED TO IRRIGATION WATER UNDER THE OPERATING RULES AND REGULATIONS OF THIS DISTRICT.

MANAGER.

I ALSO CERTIFY THAT ALL CHARGEABLE REGULAR AND SPECIAL ASSESSMENTS COLLECTIBLE BY THIS OFFICE THAT ARE DUE AND OWING ON THE PROPERTY DESCRIBED HEREON HAVE BEEN PAID THROUGH _____

REQUIRED NOTES

1.

OWNERS DEDICATION AND WAIVER OF CLAIMS

KNOW ALL PERSONS BY THESE PRESENTS THAT _____ ARE THE OWNERS AND ALL OTHER PARTIES HAVING ANY INTEREST IN THE LAND HEREON DESCRIBED; HAVE WITH THEIR FREE CONSENT AND IN ACCORDANCE WITH THEIR DESIRES CAUSED THE SAME TO BE SURVEYED AND SHORT PLATTED AS SHOWN HEREON; DO HERBY WAIVE ON BEHALF OF THEMSELVES AND THEIR SUCCESSORS IN INTEREST ALL CLAIMS FOR DAMAGES AGAINST THE CITY OF ELLENSBURG AND ANY OTHER GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID DEDICATED ROADS AND/OR RIGHTS-OF-WAY; AND DO HEREBY DEDICATE THE EASEMENTS AS SHOWN HEREON FOR THE USES INDICATED HEREON.

NAME _____
REPRESENTATIVE

DATE

NAME _____
REPRESENTATIVE

DATE

ACKNOWLEDGEMENT

STATE OF WASHINGTON
COUNTY OF _____

BEFORE ME ON THE ABOVE DATES REFERENCED PERSONALLY APPEARED _____ AND _____, TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY SIGNED THE SAME AS THEIR FREE AND VOLUNTARY ACT AND DEED FOR THE PURPOSES AND USES THEREIN MENTIONED IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT _____

SURVEYORS CERTIFICATION



I DANIEL LIERMAN, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT AS SHOWN IS BASED UPON AN ACTUAL SURVEY IN ACCORDANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN CORRECTLY, AND THAT THE MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS SHOWN HEREON.

DANIEL LIERMAN - PLS 45790

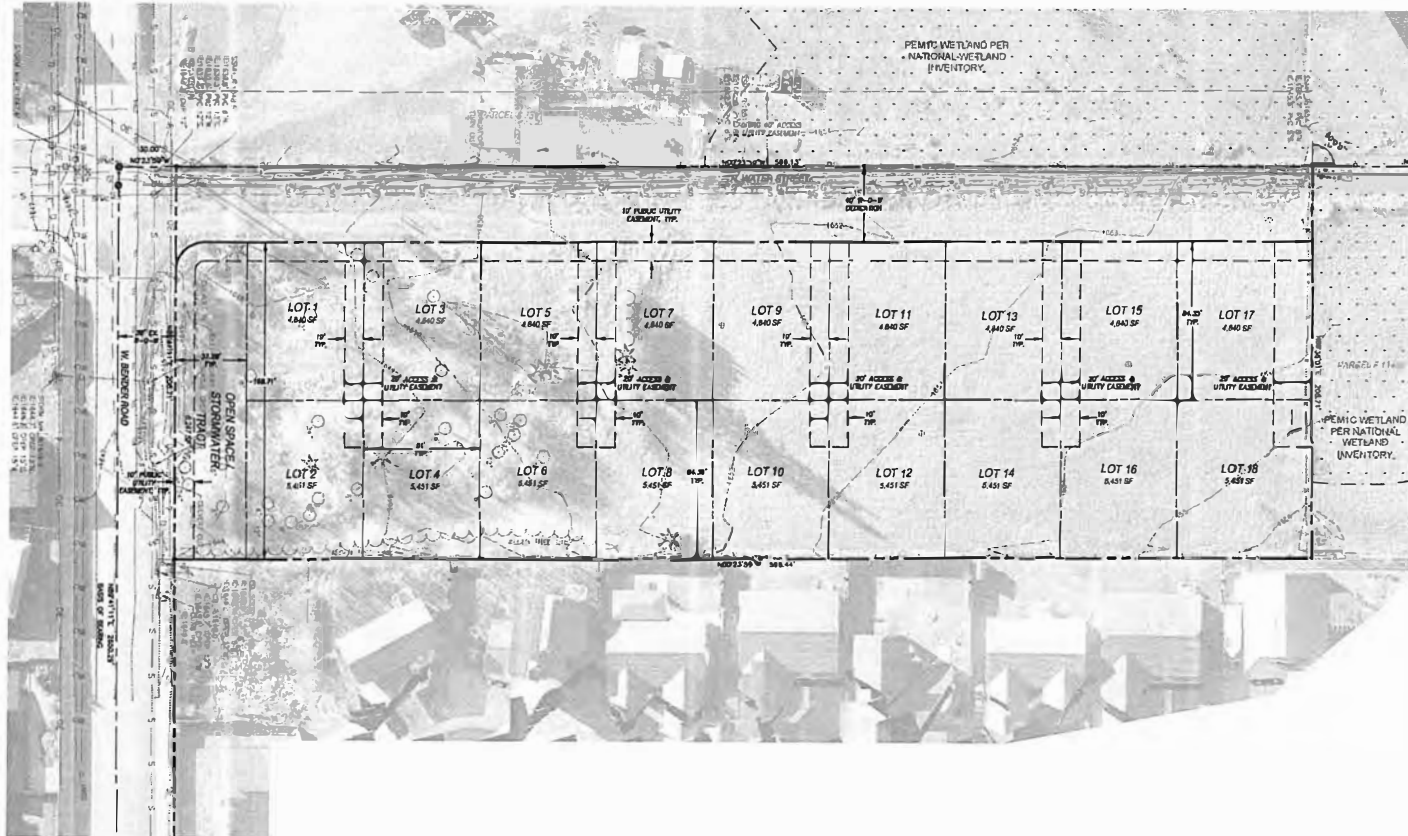


CYPHER LAND SURVEYING, LLC
502 N. 40TH AVENUE, SUITE #3
YAKIMA WA, 98908
(509) 571-1150
WWW.CYPHERSURVEYING.COM

DWN BY: D.J. | SCALE: N/A | SHT 2 OF 2

PORTION OF SW 1/4 OF NE 1/4 OF SECTION 26, TOWNSHIP 18 N., RANGE 18 E., WM
CITY OF ELLENSBURG, STATE OF WASHINGTON

VICINITY MAP
N.T.S.



GRAPHIC SCALE



TOPOGRAPHIC AND BOUNDARY NOTE:

TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION SHOWN HEREON WAS PREPARED BY CYRUS LAND SURVEYING, 502 N. 40TH AVENUE, SUITE 3, TACOMA, WA 98403, IN JANUARY & FEBRUARY 2021 AND PROVIDED TO LESLIE ENGINEERING ON MARCH 10, 2021.

LeslieEngineering
Civil & Structural Engineering

Phone: (509) 225-7704
Fax: (509) 388-2445

502 N. 40th Avenue, Suite 3
Yakima, Washington 98908

LESLIE ENGINEERING, LLC

PRELIMINARY
NOT FOR
CONSTRUCTION
3/24/2021

**HABITAT FOR
HUMANITY PLAT**
113 W. BENDER ROAD
ELLENBURG, WA 98926

PREPARED FOR
PATRICK SULLIVAN
HABITAT FOR HUMANITY
SEATTLE-KING COUNTY
560 NACHES AVE. SW, STE 110
RENTON, WA 98057

REVISIONS	
NO.	DATE DESCRIPTION
DATE	03/04/2021
DRAWN	DH
CHECKED	DH
JOB NO.	2021-162

CONCEPTUAL
LONG PLAT
LAYOUT

C1 0

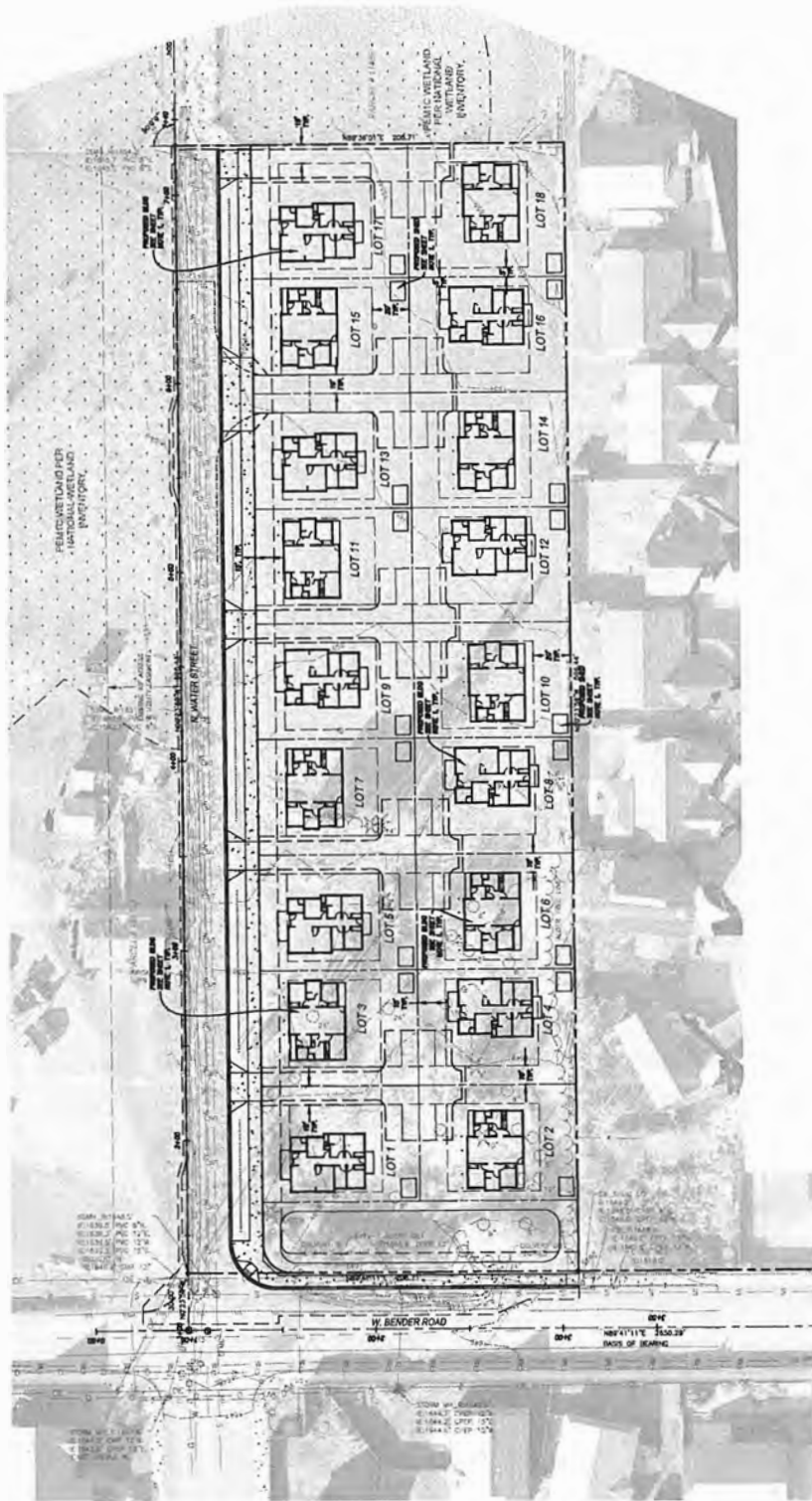


CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION

C1 0

REVISIONS	DATE	DESCRIPTION
1	03/11/2021	ISSUED FOR PERMITS
2	03/11/2021	ISSUED FOR PERMITS
3	03/11/2021	ISSUED FOR PERMITS
4	03/11/2021	ISSUED FOR PERMITS
5	03/11/2021	ISSUED FOR PERMITS
6	03/11/2021	ISSUED FOR PERMITS
7	03/11/2021	ISSUED FOR PERMITS
8	03/11/2021	ISSUED FOR PERMITS
9	03/11/2021	ISSUED FOR PERMITS
10	03/11/2021	ISSUED FOR PERMITS

CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION



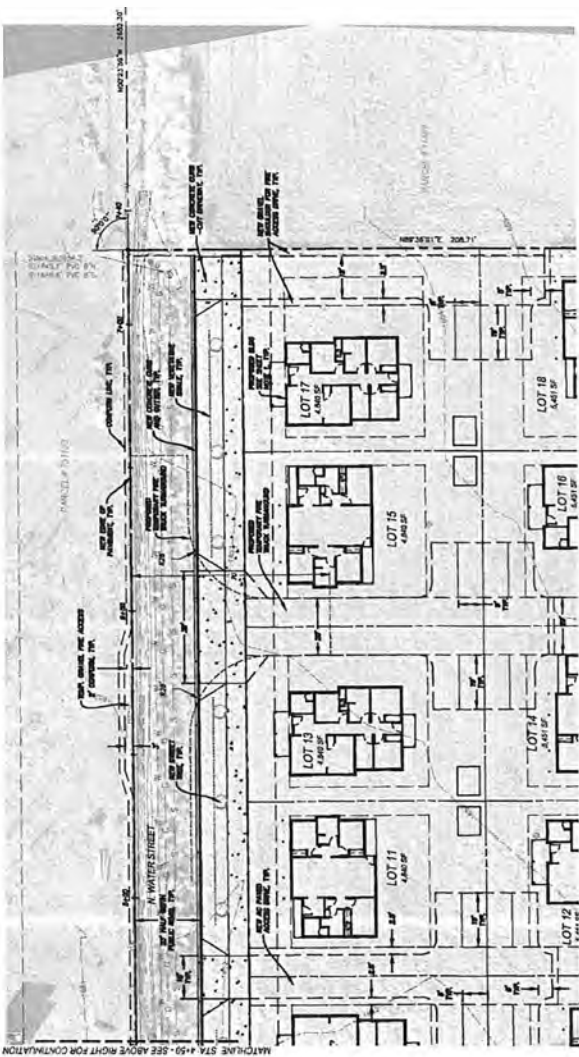
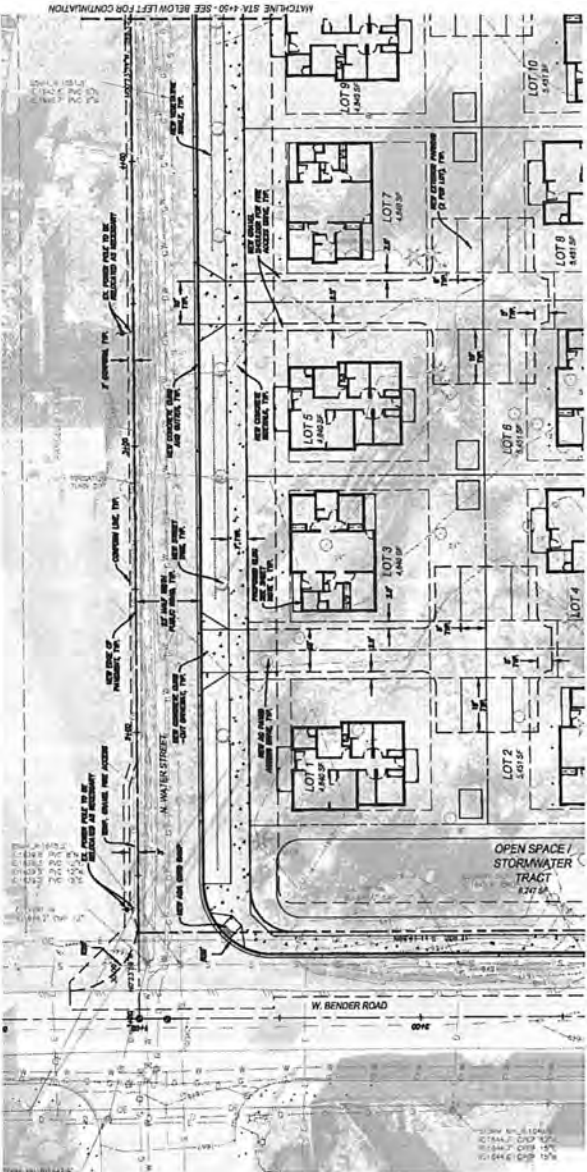
- SHEET NOTES:**
1. EXISTING UTILITIES AND LOCATIONS ARE FOR REFERENCE ONLY. PRIOR TO ANY CONSTRUCTION, THE OWNER SHALL OBTAIN ALL NECESSARY PERMITS AND INFORMATION FROM THE CITY OF ELLENSBURG AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY.
 2. EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY NECESSARY RELOCATION SHALL BE DONE IN ACCORDANCE WITH THE CITY OF ELLENSBURG AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY.
 3. EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY NECESSARY RELOCATION SHALL BE DONE IN ACCORDANCE WITH THE CITY OF ELLENSBURG AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY.
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 6. EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY NECESSARY RELOCATION SHALL BE DONE IN ACCORDANCE WITH THE CITY OF ELLENSBURG AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY.
 7. EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY NECESSARY RELOCATION SHALL BE DONE IN ACCORDANCE WITH THE CITY OF ELLENSBURG AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY.

HATCH LEGEND:

[Symbol]	NEW AS PERMITTED
[Symbol]	EXISTING AS PERMITTED
[Symbol]	NEW CONCRETE
[Symbol]	EXISTING CONCRETE



TOPOGRAPHIC AND BOUNDARY NOTE:
THIS PLAN IS BASED ON THE TOPOGRAPHIC AND BOUNDARY SURVEY BY [Name] DATED [Date]. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE WASHINGTON STATE SURVEYING ACT AND THE CITY OF ELLENSBURG ORDINANCES.



TOPOGRAPHIC AND BOUNDARY NOTE:
TOPOGRAPHIC AND BOUNDARY DATA INFORMATION SHOWN HEREON WAS PROVIDED BY CITIES LAND SURVEYING, 302 N. 1ST AVE., SUITE 2, TOLSON, WA 98057. INFORMATION WAS PROVIDED TO LESLIE ENGINEERING ON 01/11/2021.

GRAPHIC SCALE
1" = 40' 0"

HATCH LEGEND:
 - AS TO PARKING LOT
 - DOTTED AS PARKING LOT
 - NEW CONCRETE SIDEWALK W/GRASS
 - EXISTING CONCRETE SIDEWALK W/GRASS

Leslie Engineering
 Civil & Structural Engineering
 502 N. 40th Avenue, Suite 2
 Yakima, Washington 98908
 Phone: (509) 225-7704
 Fax: (509) 206-2445

LESIE ENGINEERING, LLC
 PRELIMINARY
 NOT FOR CONSTRUCTION

HABITAT FOR HUMANITY PLAT
 113 W. BENDER ROAD
 ELLENSBURG, WA 98926

PREPARED FOR
 HABITAT FOR HUMANITY
 SEATTLE-405000000
 550 HACKAWAY, W. STE 110
 SEATTLE, WA 98105

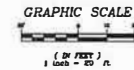
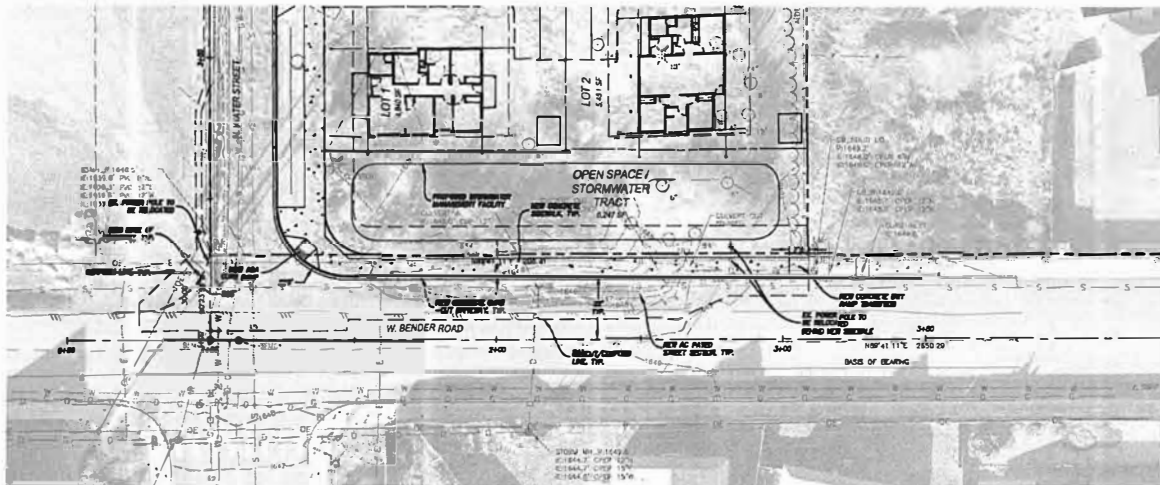
REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
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7		
8		
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10		

CITY OF ELLENSBURG
 APPROVED FOR CONSTRUCTION

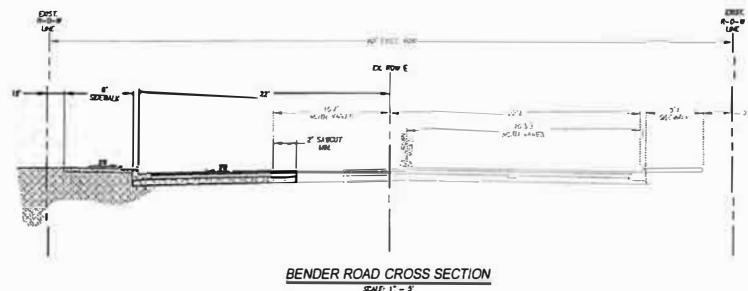
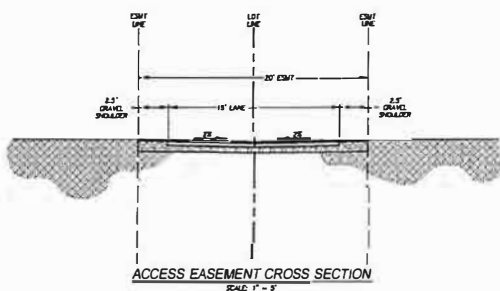
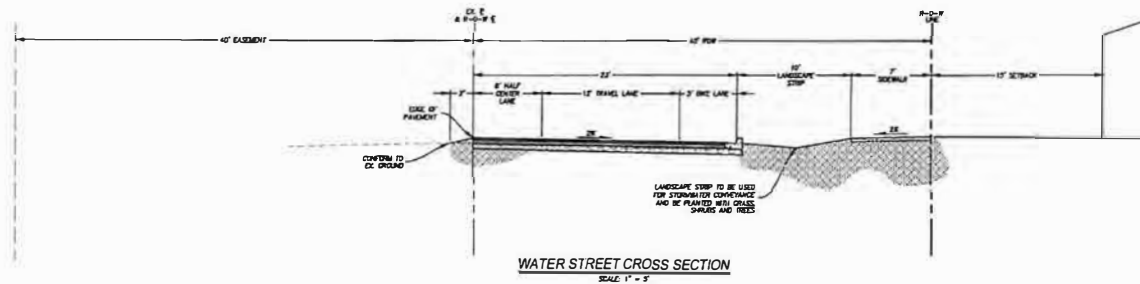
WATER STREET
 SUTT IMPROVEMENTS
 LAYOUT PLAN

C31



HATCH LEGEND:

- [Hatch pattern] NEW AC PAVEMENT HATCH
- [Hatch pattern] EXISTING AC PAVEMENT HATCH
- [Hatch pattern] NEW CONCRETE SURFACING HATCH
- [Hatch pattern] EXISTING CONCRETE SIDEWALK HATCH



TOPOGRAPHIC AND BOUNDARY NOTE:

TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION SHOWN HEREON WAS PREPARED BY CHERRY LAND SURVEYING, 302 N. 4TH AVENUE, SUITE 2, TACOMA, WA 98157, IN JANUARY & FEBRUARY 2021 AND PROVIDED TO LESLIE ENGINEERING ON MARCH 10, 2021.

SHEET NOTES:

1. BUILDING FOOTPRINTS AND LOCATIONS ARE FOR REFERENCE ONLY. REFER TO ARCHITECTURAL PLANS BY SHEET LAL FOR NEW BUILDING INFORMATION AND EXISTING BUILDING FOOTPRINTS SHALL BE COATED WITH ASPHALT FOR LEAKAGE PREVENTION.
2. CONTRACTOR SHALL COMPLY WITH MANUFACTURER'S INSTALLATION PROCEDURES AND RECOMMENDATIONS FOR CONSTRUCTION OF ALL IMPROVEMENTS.
3. OVERFLOWER IN THE MEMORY IS DEEP AND DRAINAGE IS NOT EXPECTED. CONTRACTOR SHALL ADDRESS DRAINAGE AS NECESSARY.
4. ELECTRICAL, CONCRETE, TRANSFORMERS, VALVES AND OTHER ELECTRICAL INFORMATION SHALL BE PREPARED BY THE CITY OF ELLENSBURG.
5. GAS MAINS AND GAS METERS SHALL BE PREPARED BY CITY OF ELLENSBURG AS NECESSARY.
6. LANDSCAPE AND IRRIGATION DESIGN AND PLANS SHALL BE PREPARED BY THE LANDSCAPE ARCHITECT. SEE LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
7. CONCRETE WORKS WITHIN PUBLIC RIGHT-OF-WAY AND ON-SITE SHALL CONSIST OF 4,500 PSI CONCRETE WITH MAXIMUM 6-40 #5 BARS OR AN EQUIVALENT, 3/4" MAX. AGGREGATE SIZE.



CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION

Leslie Engineering
Civil & Structural Engineering
Phone: (509) 235-2704
Fax: (509) 235-2745
503 N. 40th Avenue, Suite 3
Yakima, Washington 98901

LESLIE ENGINEERING, LLC
WASHINGTON STATE LICENSE NO. 100000000000000000

**PRELIMINARY
NOT FOR
CONSTRUCTION**
03/24/2021

**HABITAT FOR
HUMANITY PLAT**
113 W. BENDER ROAD
ELLENSBURG, WA 98926

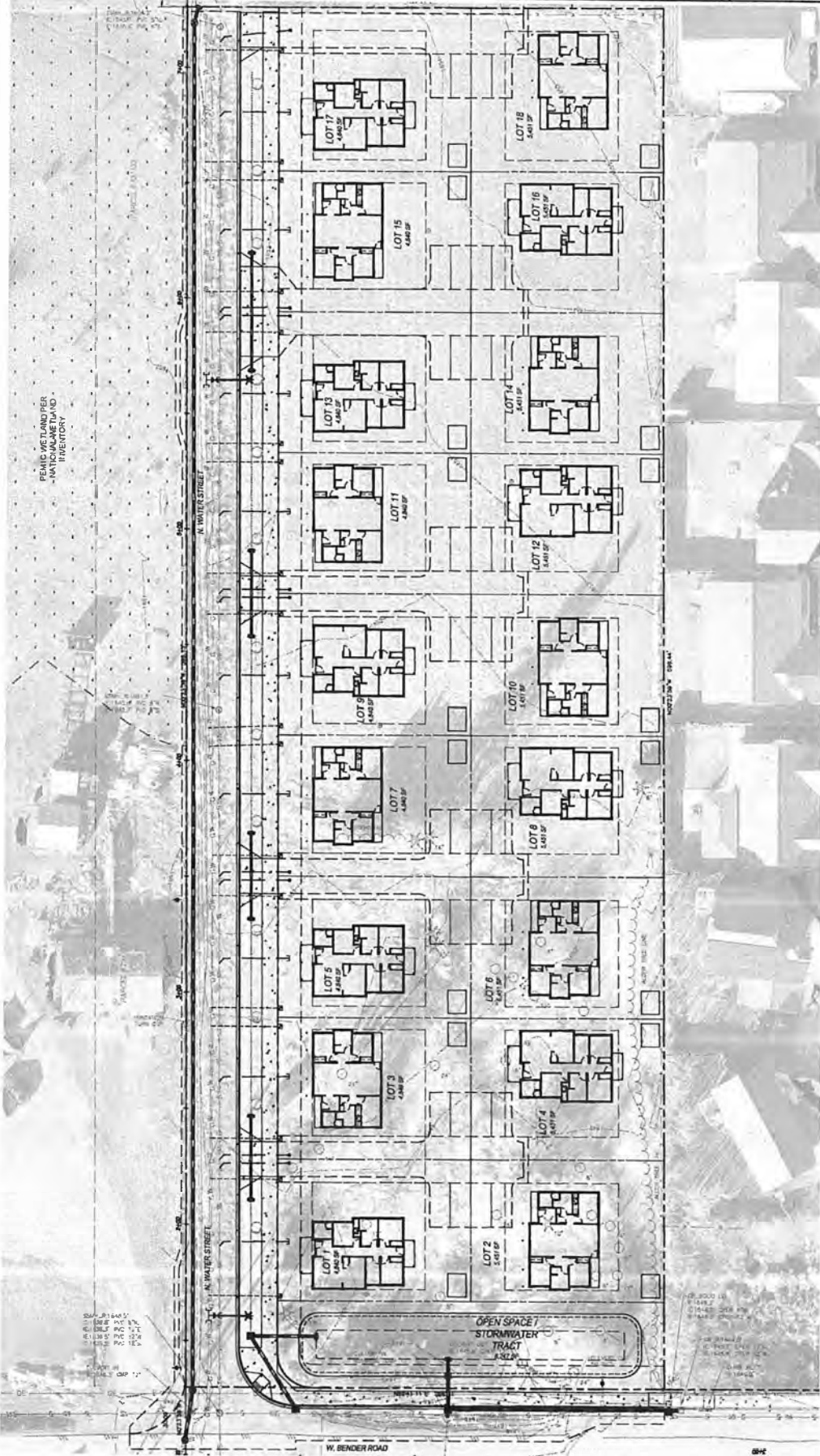
PREPARED FOR
PATRICK SULLIVAN
HABITAT FOR HUMANITY
SEATTLE-ING COUNTY
560 NACHES AVE. SW, STE 111
RENTON, WA 98057

REVISIONS	DATE	DESCRIPTION
1	03/24/21	ISSUED FOR PERMIT
2	03/24/21	ISSUED FOR PERMIT
3	03/24/21	ISSUED FOR PERMIT
4	03/24/21	ISSUED FOR PERMIT
5	03/24/21	ISSUED FOR PERMIT
6	03/24/21	ISSUED FOR PERMIT
7	03/24/21	ISSUED FOR PERMIT
8	03/24/21	ISSUED FOR PERMIT
9	03/24/21	ISSUED FOR PERMIT
10	03/24/21	ISSUED FOR PERMIT

C32

NO.	DATE	DESCRIPTION
1	02/24/2021	ISSUED FOR PERMIT
2	03/11/2021	REVISIONS
3	03/11/2021	REVISIONS
4	03/11/2021	REVISIONS
5	03/11/2021	REVISIONS
6	03/11/2021	REVISIONS
7	03/11/2021	REVISIONS
8	03/11/2021	REVISIONS
9	03/11/2021	REVISIONS
10	03/11/2021	REVISIONS

CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION



- SHEET NOTES:**
1. SHOWN LOCATIONS AND LOCATIONS ARE FOR INFORMATION ONLY. NO INSTALLATION PLANS BY STAFF ARE REQUIRED. ALL UTILITIES SHALL BE SHOWN WITH ADEQUATE INFORMATION AND DESIGN. SHOWN LOCATIONS SHALL BE CORRECTED WITH ADEQUATE INFORMATION.
 2. CONTRACTOR SHALL VERIFY ALL MANUFACTURED INSTALLATION PROCEDURES AND RECOMMENDATIONS FOR CONSTRUCTION OF ALL UTILITIES.
 3. CONTRACTOR SHALL VERIFY ALL MANUFACTURED INSTALLATION PROCEDURES AND RECOMMENDATIONS FOR CONSTRUCTION OF ALL UTILITIES.
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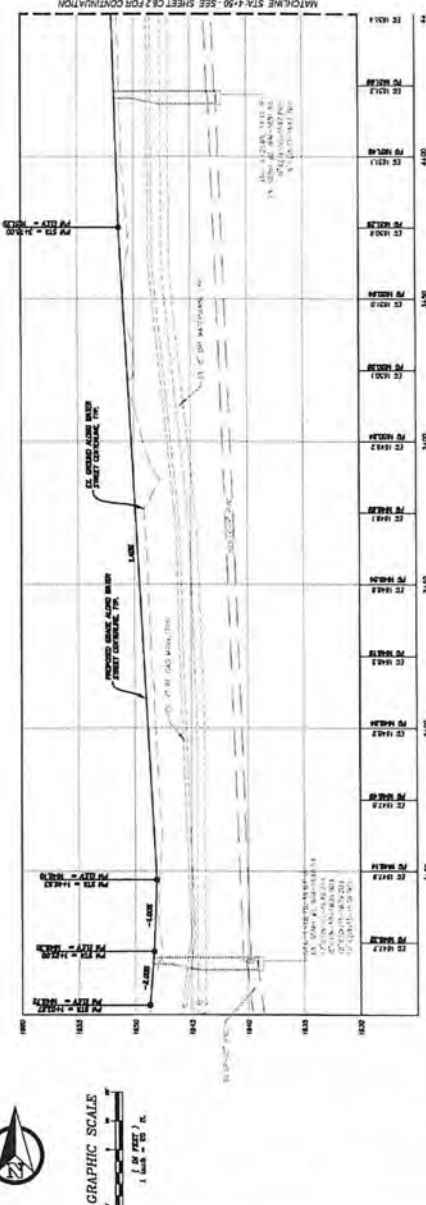
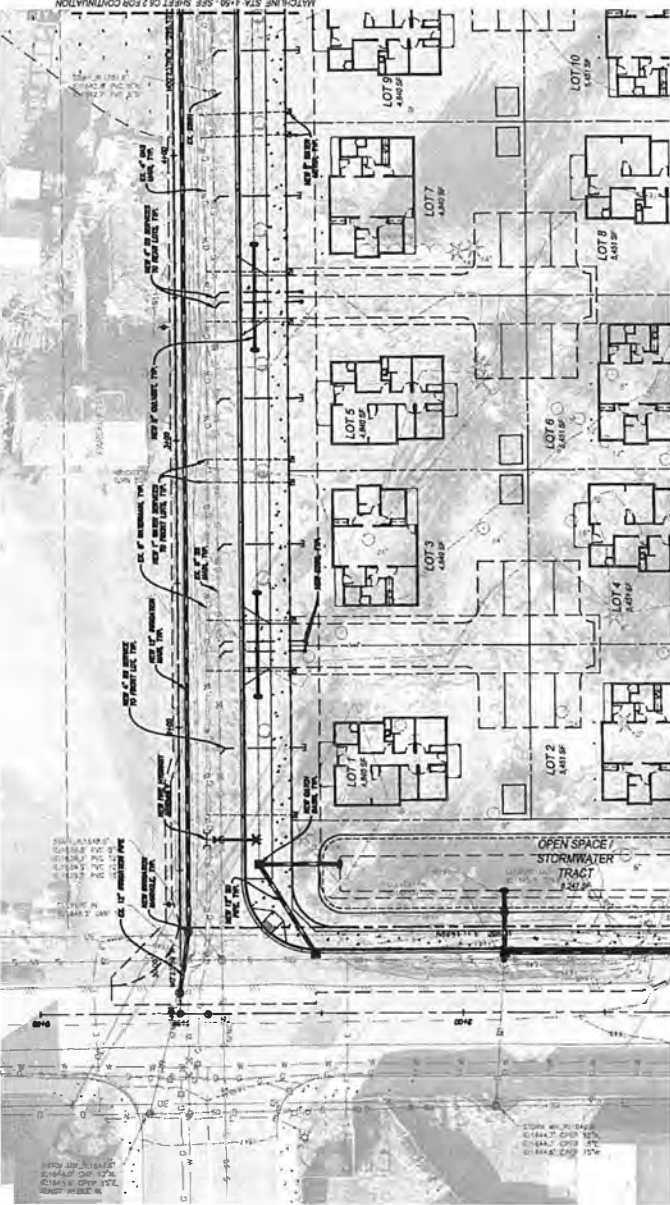
TOPOGRAPHIC AND BOUNDARY NOTE:
TOPOGRAPHIC AND BOUNDARY DATA HAS BEEN PROVIDED BY OTHER LAND SURVEYING, AND A SURVEYOR'S CERTIFICATE OF TITLE IS REQUIRED TO VERIFY THE DATA AND PREPARED TO SCALE. CONSTRUCTION SHALL BE TO SCALE.

REVISIONS	DATE	DESCRIPTION
1	01/11/2021	ISSUED FOR PERMIT
2	01/11/2021	ISSUED FOR PERMIT
3	01/11/2021	ISSUED FOR PERMIT
4	01/11/2021	ISSUED FOR PERMIT
5	01/11/2021	ISSUED FOR PERMIT
6	01/11/2021	ISSUED FOR PERMIT
7	01/11/2021	ISSUED FOR PERMIT
8	01/11/2021	ISSUED FOR PERMIT
9	01/11/2021	ISSUED FOR PERMIT
10	01/11/2021	ISSUED FOR PERMIT

CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION



- SHEET NOTES:**
1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, LATEST EDITION, AND THE LATEST EDITIONS OF THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) STANDARD SPECIFICATIONS FOR WATERWAYS AND MARINE FACILITIES, LATEST EDITION.
 2. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE REGULATORY AGENCIES AND REQUIREMENTS FOR CONSTRUCTION OF ALL IMPROVEMENTS.
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 10. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, LATEST EDITION, AND THE LATEST EDITIONS OF THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) STANDARD SPECIFICATIONS FOR WATERWAYS AND MARINE FACILITIES, LATEST EDITION.

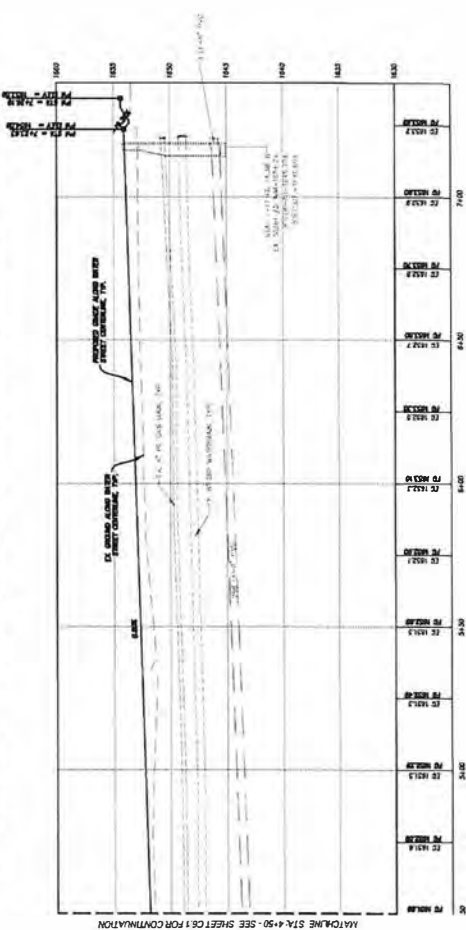
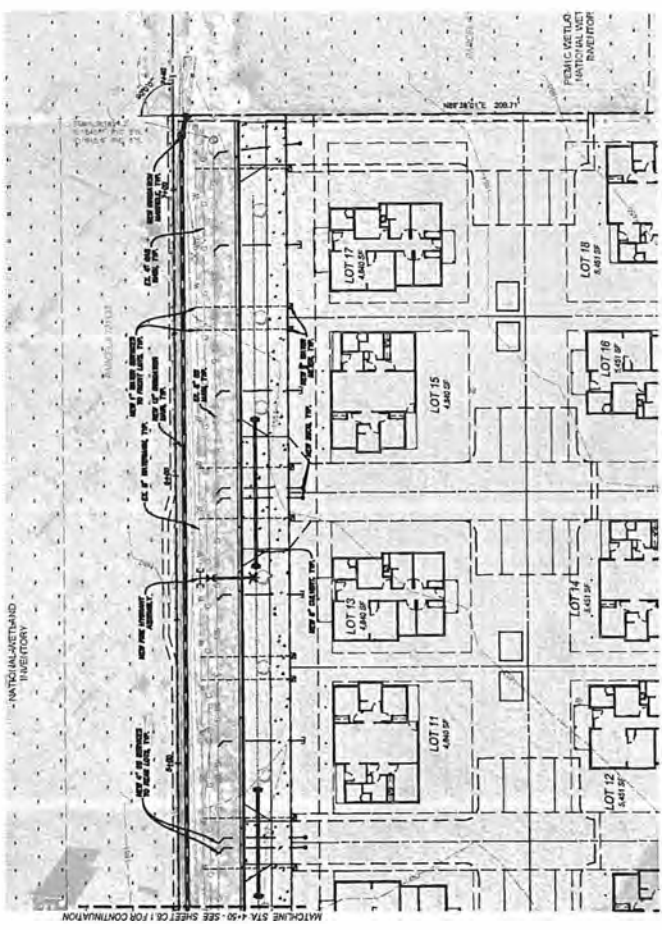


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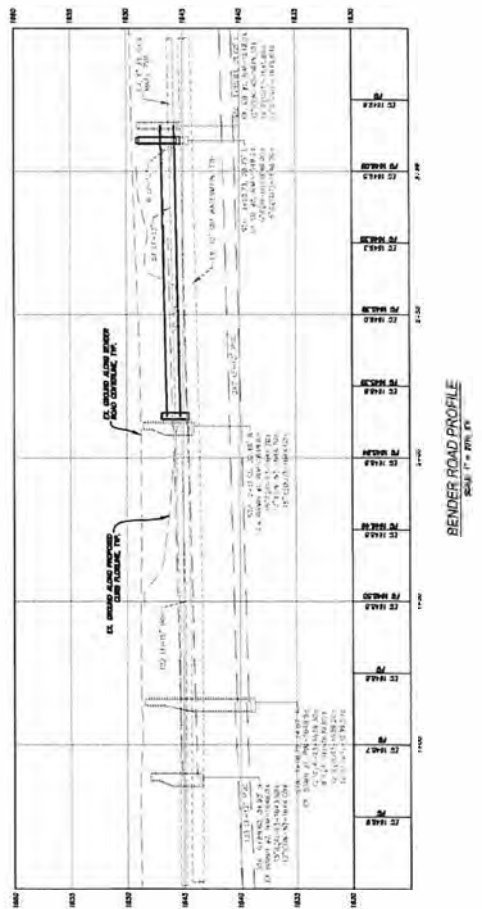
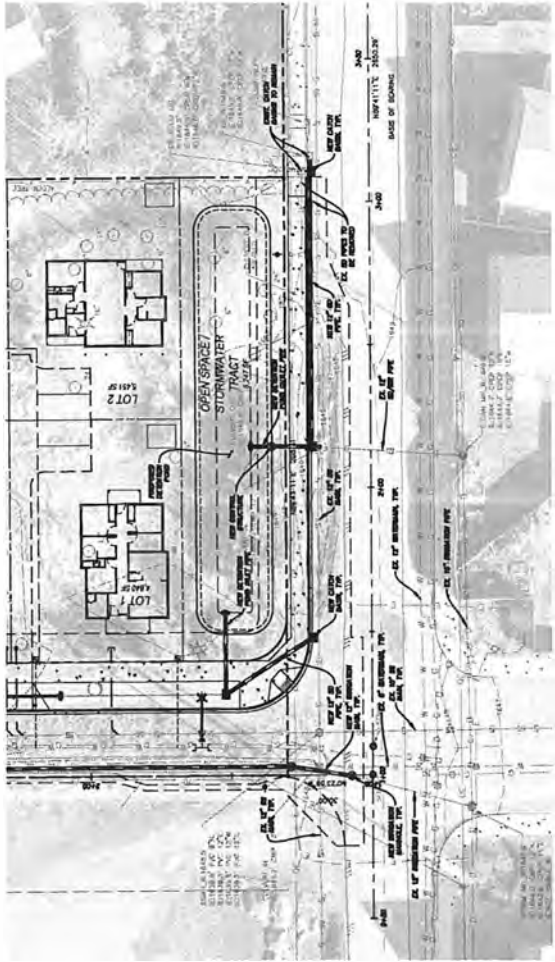
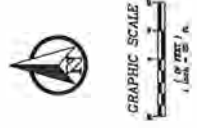
CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION



WATER STREET
SEWER & WATER
PLAN & PROFILE



REVISIONS	DATE	DESCRIPTION
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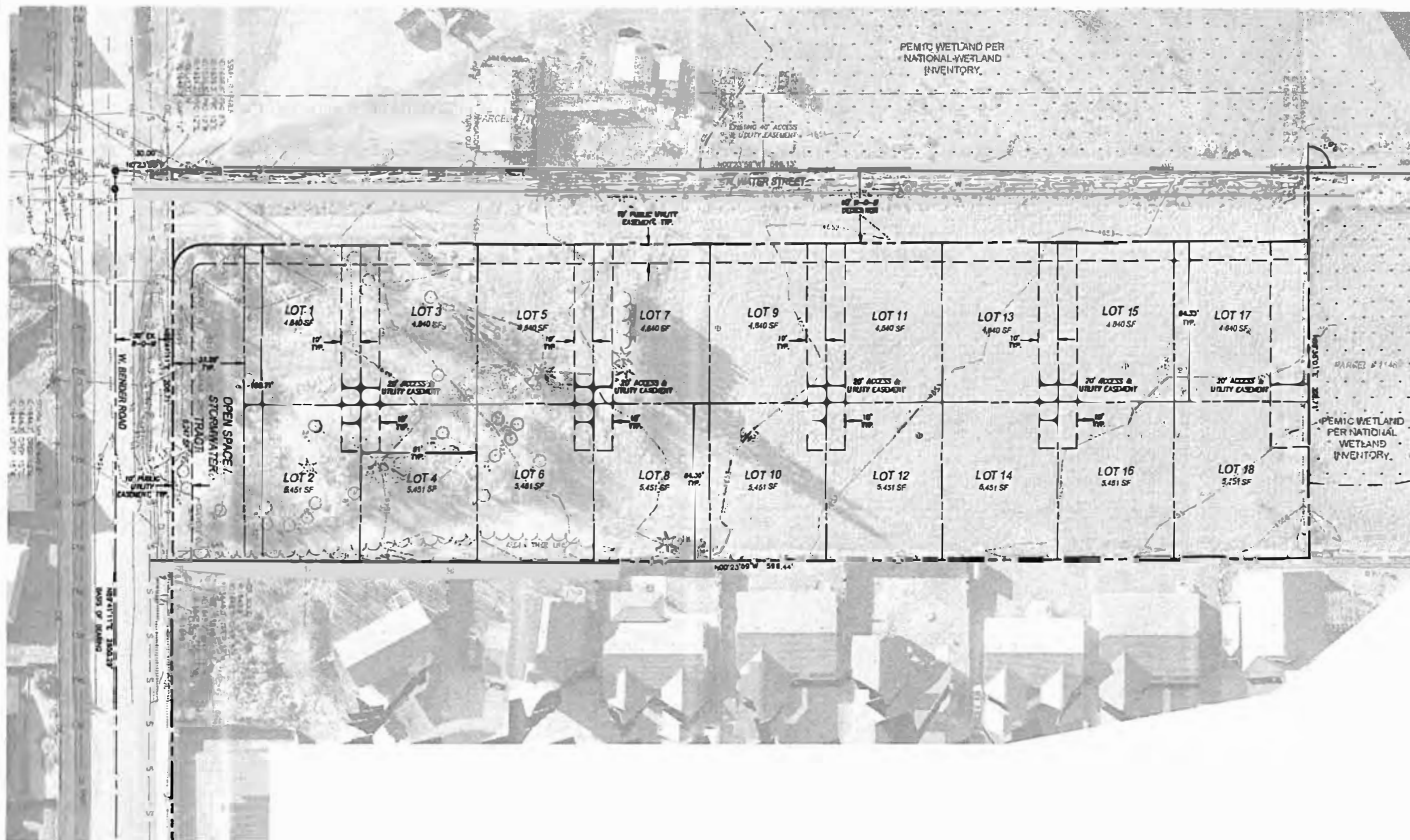


TOPOGRAPHIC AND BOUNDARY NOTE:
TOPOGRAPHIC AND BOUNDARY DATA PROVIDED SHOWN WERE OBTAINED BY CHUCK JACO SHAWING, S.D. & ASSOCIATES, INC. & WERE USED TO PREPARE THIS PLAT. THE DATA WAS OBTAINED BY MEANS OF A TOTAL STATION SURVEY AND PROVIDED TO LESLIE ENGINEERING OF YAKIMA, WA.

HABITAT FOR HUMANITY PLAT

PORTION OF SW 1/4 OF NE 1/4 OF SECTION 26, TOWNSHIP 18 N., RANGE 18 E., WM
CITY OF ELLENSBURG, STATE OF WASHINGTON

P21-444
RECEIVED
3/31/2021
COMMUNITY
DEVELOPMENT



VICINITY MAP
S.12

Leslie Engineering
Civil & Structural Engineering

Phone: (509) 225-7704
Fax: (509) 302-2445

502 N. 4th Avenue, Suite 3
Ellensburg, Washington 98926

DESIGNED BY THE FIRM OF
LESLIE ENGINEERING, LLC
REGISTERED PROFESSIONAL ENGINEER
WASHINGTON STATE LICENSE NO. 10000

**PRELIMINARY
NOT FOR
CONSTRUCTION**
3/24/2021

**HABITAT FOR
HUMANITY PLAT**
113 W. BENDER ROAD
ELLENSBURG, WA 98926

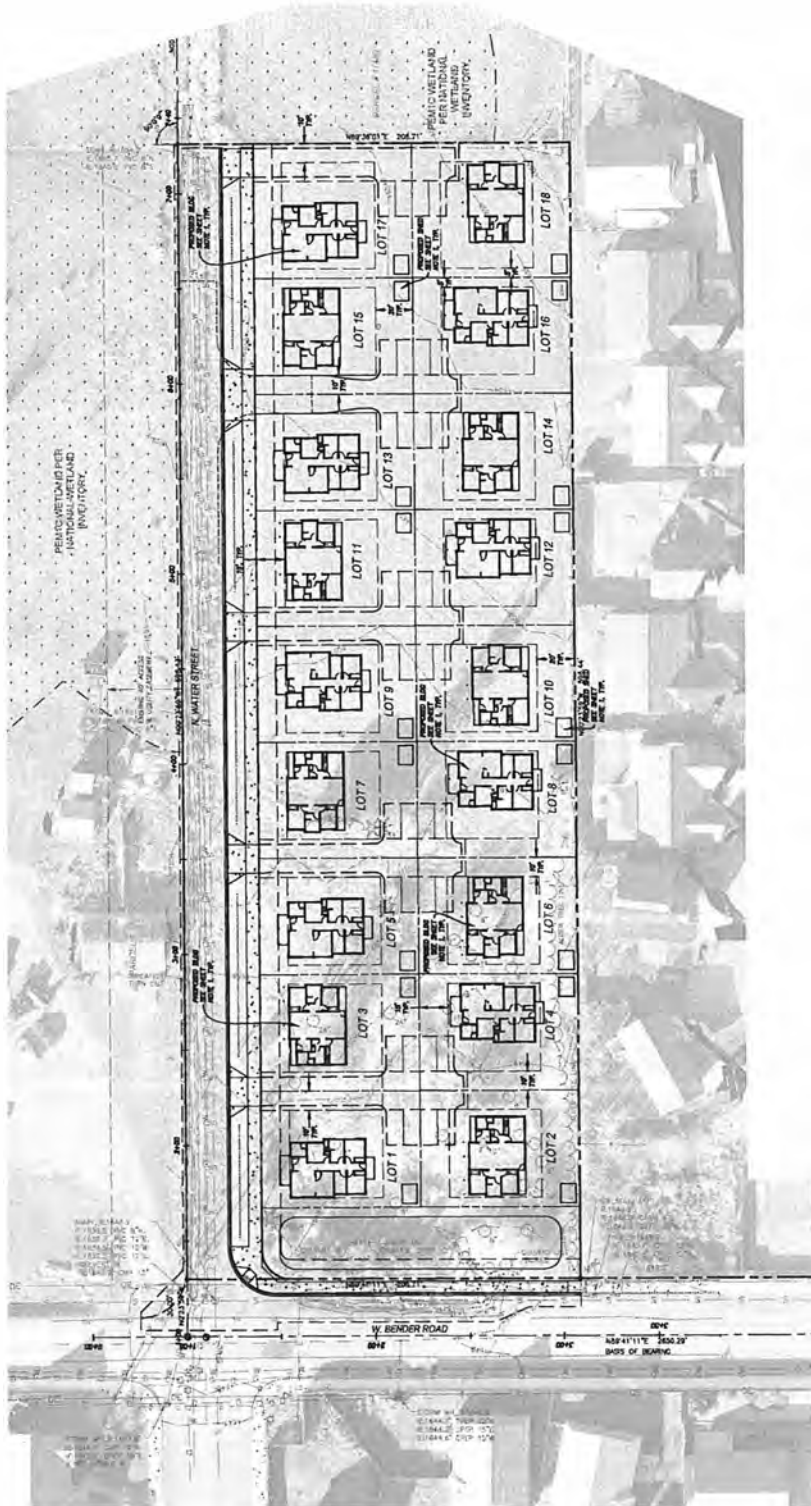
PREPARED FOR
PATRICK SULLIVAN
HABITAT FOR HUMANITY
SEATTLE-KING COUNTY
560 HACHES AVE. SW, STE 111
RENTON, WA 98057

REVISIONS	DATE	DESCRIPTION
1	03/24/2021	CONCEPTUAL LONG PLAT LAYOUT
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CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION

TOPOGRAPHIC AND BOUNDARY NOTE:
TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION SHOWN HEREON WAS PREPARED BY CYRIL LAND SURVEYING, 502 N. 4TH AVENUE, SUITE 3, P.O. BOX 184, BELLINGHAM, WASHINGTON 98221 AND PROVIDED TO LESLIE ENGINEERING ON MARCH 12, 2021.



HATCH LEGEND:

- | | |
|--------------------------|-----------------------------------|
| ☐ | NEW AC PANDUIT MATCH |
| ☐ | EXISTING AC PANDUIT MATCH |
| ☐ | NEW CONCRETE SURFACING MATCH |
| ☐ | EXISTING CONCRETE SURFACING MATCH |

SHEET NOTES:

- [illegible]

TOPOGRAPHIC AND BOUNDARY NOTE:

[illegible]

CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION

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[illegible]

PREPARED FOR
PATRICK SULLIVAN
HABITAT FOR HUMANITY
SEATTLE KING COUNTY
5800 NACHES AVE. SW, STE 110

HABITAT FOR
HUMANITY PLAT
113 W. BENDER ROAD
ELLENBURG, WA 98926

10/27/15
CONSTRUCTION
NOT FOR
PRELIMINARY

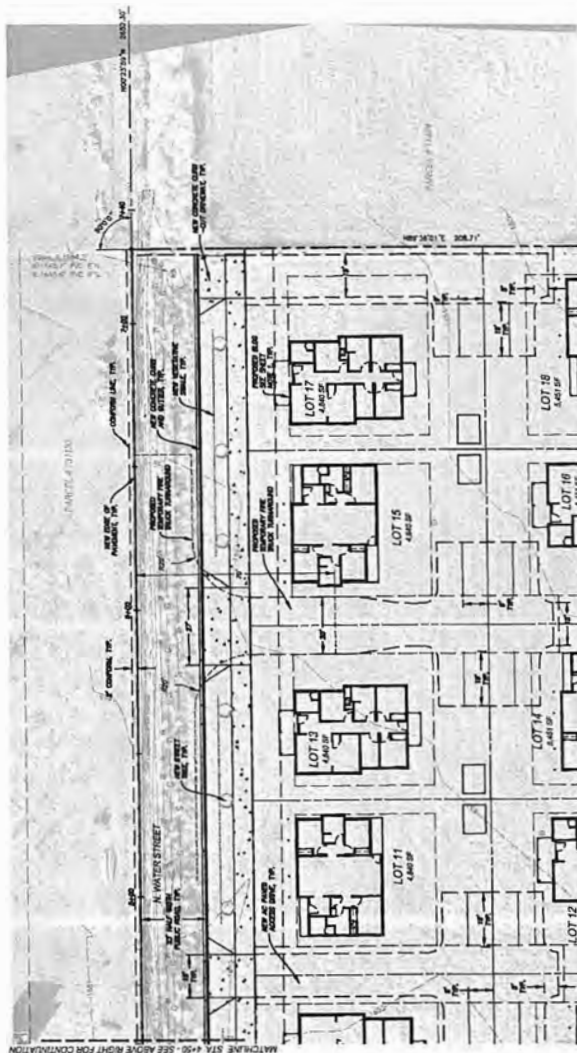
LESUE ENGINEERING, LLC
400 W. 6TH AVE. SUITE 1100, CHICAGO, IL 60605
606.442.1100 • WWW.LESUEENGINEERING.COM

502 N. 40th Avenue, Suite 3
Yakima, Washington 98908

Phone: (509) 225-7704
Fax: (509) 368-2445



Case Studies in Structural Engineering



TELEPHONE AND BUREAU SURVEY INFORMATION FROM HORTON WAS PREPARED BY CHERRY LANE SURVEYING, 302 N. 25TH AVENUE, SUITE A, TAMPA, FL 33604. HE BECAME A MEMBER IN JANUARY 2017 AND PROVIDED US LITTLE CORRELATING ON JANUARY 13, 2017.

SHEET NOTICES

1. DRAWING REVISIONS AND/OR ADDITIONS TO THE DRAWING SHALL BE INDICATED BY A REVISION TABLE AND SHALL BE NUMBERED IN ORDER OF REVISION.
2. THE DRAWING SHALL BE THE PROPERTY OF THE CLIENT AND SHALL BE KEPT IN THE CLIENT'S POSSESSION.
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CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION



13

**WATER STREET
TE IMPROVEMENTS
LAYOUT PLAN**

	DH	DH
	MED	
WSPND		

DESCRIPTION

PREPARED FOR
PATRICK SULLIVAN
HABITAT FOR HUMANITY
SEATTLE-KING COUNTY
60 NACHES AVE. SW, STE 1
OCEANOGRAPHY, 1111 1ST AVENUE

HABITAT FOR
HUMANITY PLAT

12/20/87
NOT FOR
CONSTRUCTION
PRELIMINARY

LESUE ENGINEERING, LLC
400 W. 6th Street, Suite 200, St. Paul, MN 55102
612.222.1111 • www.lesue.com

502 N. 40th Avenue, Suite 3
Yakima, Washington 98908

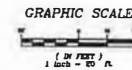
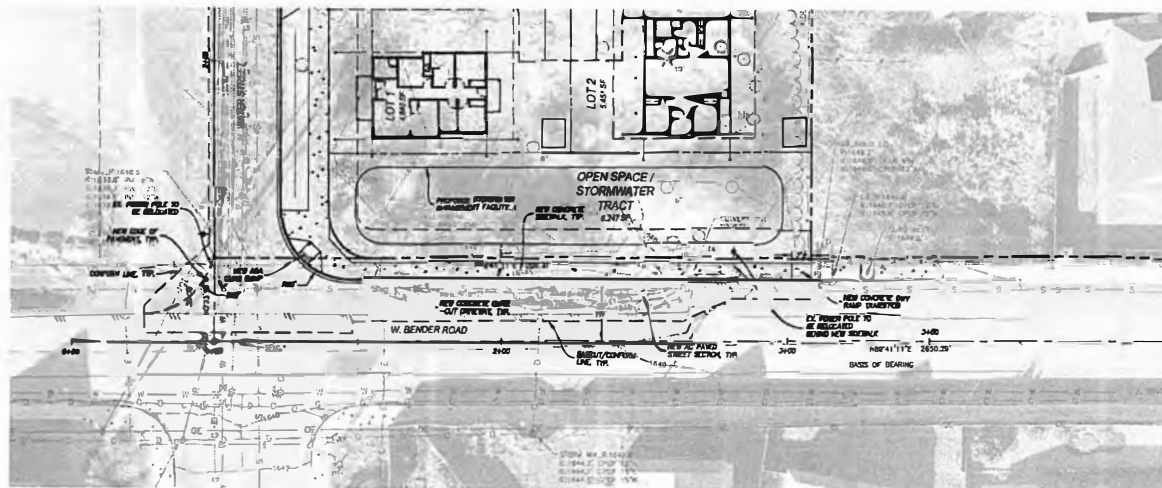
Engineering
Engineering

Phone: (509) 225-7704
Fax: (509) 388-2445

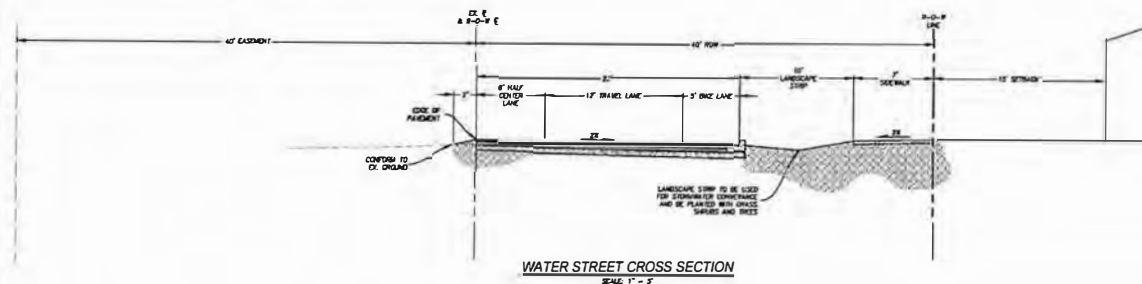
GRAPHIC SCALE
1" = 20 FEET
1" = 0.3 CM

HATCH LEGEND:

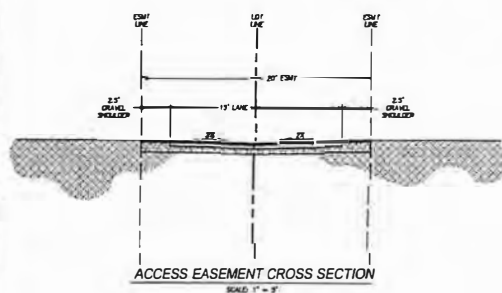
NEW AC PAYMENT MONTH	EXISTING AC PAYMENT MONTH
NEW CONCRETE SLAB/PAVING AREA	EXISTING CONCRETE SLAB/PAVING AREA



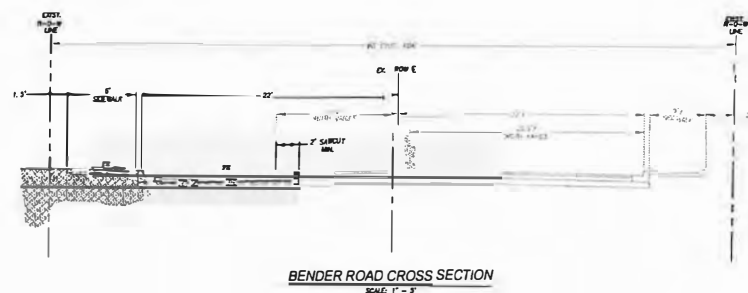
- HATCH LEGEND:**
- [Pattern] NEW AC PAVEMENT HATCH
 - [Pattern] EXISTING AC PAVEMENT HATCH
 - [Pattern] NEW CONCRETE SURFACING HATCH
 - [Pattern] EXISTING CONCRETE SURFACING HATCH



WATER STREET CROSS SECTION
SCALE 1" = 5'



ACCESS EASEMENT CROSS SECTION
SCALE 1" = 5'



BENDER ROAD CROSS SECTION
SCALE 1" = 5'

TOPOGRAPHIC AND BOUNDARY NOTE:

TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION SHOWN HEREON WAS PROVIDED BY CORNER LAND SURVEYING, 302 N. 4TH AVENUE, SUITE 2, TACOMA, WA 98157 IN JANUARY & FEBRUARY 2021 AND PROVIDED TO LESLIE ENGINEERING ON MARCH 10, 2021.

SHEET NOTES:

1. DIMENSIONS, FOOTPRINTS AND LOCATIONS ARE FOR REFERENCE ONLY. REFER TO ARCHITECTURAL PLANS BY STUDIOS LANE FOR NEW BUILDING INFORMATION AND EXISTING BUILDING FOOTPRINTS SHALL BE COATED WITH NOTCHES FOR LEASABLE UNITS.
2. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE INSTALLATION PROCEDURES AND REQUIREMENTS FOR CONSTRUCTION OF ALL IMPROVEMENTS.
3. DIMENSIONS IN THE VICINITY OF DEEP AND DEEPENING IS NOT EXPECTED. CONTRACTOR SHALL ADDRESS DEEPENING AS NECESSARY.
4. ELECTRICAL, CABLES, TRANSFORMERS, VALVES AND OTHER ELECTRICAL INFORMATION SHALL BE PROVIDED BY THE CITY OF ELLENSBURG.
5. GAS MAINS AND GAS METERS SHALL BE PROVIDED BY CITY OF ELLENSBURG AS NECESSARY.
6. LANDSCAPE AND IRRIGATION DESIGN AND PLANS SHALL BE PROVIDED BY THE LANDSCAPE ARCHITECT. SEE LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
7. CONCRETE WORKS IN NEW PUBLIC RIGHT-OF-WAY AND ON-SITE SHALL CONSIST OF 4,000 PSI CONCRETE WITH MINIMUM 0.43 ACI RATIO, 8" AIR ENTRAINMENT, 3/4" MAX AGGREGATE SIZE.



CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION

LeslieEngineering
Civil & Structural Engineering
Phone: (509) 225-7704
Fax: (509) 382-2445
502 N. 40th Avenue, Suite 3
Tacoma, Washington 98508

DESIGNED BY THE CONSULTANTS
LESUE ENGINEERING, LLC
SERVICES BY LESUE ENGINEERING, LLC
PROJECT NO. 2021-102

**PRELIMINARY
NOT FOR
CONSTRUCTION**
2/24/2021

**HABITAT FOR
HUMANITY PLAT**
113 W. BENDER ROAD
ELLENSBURG WA 98926

PREPARED FOR
PATRICK SULLIVAN
HABITAT FOR HUMANITY
SEATTLE-KING COUNTY
560 NACHES AVE. SW, STE 110
RENTON, WA 98027

NO.	DATE	DESCRIPTION
1	02/24/2021	ISSUED FOR PERMIT
2	03/10/2021	REVISIONS
3	03/10/2021	REVISIONS
4	03/10/2021	REVISIONS
5	03/10/2021	REVISIONS
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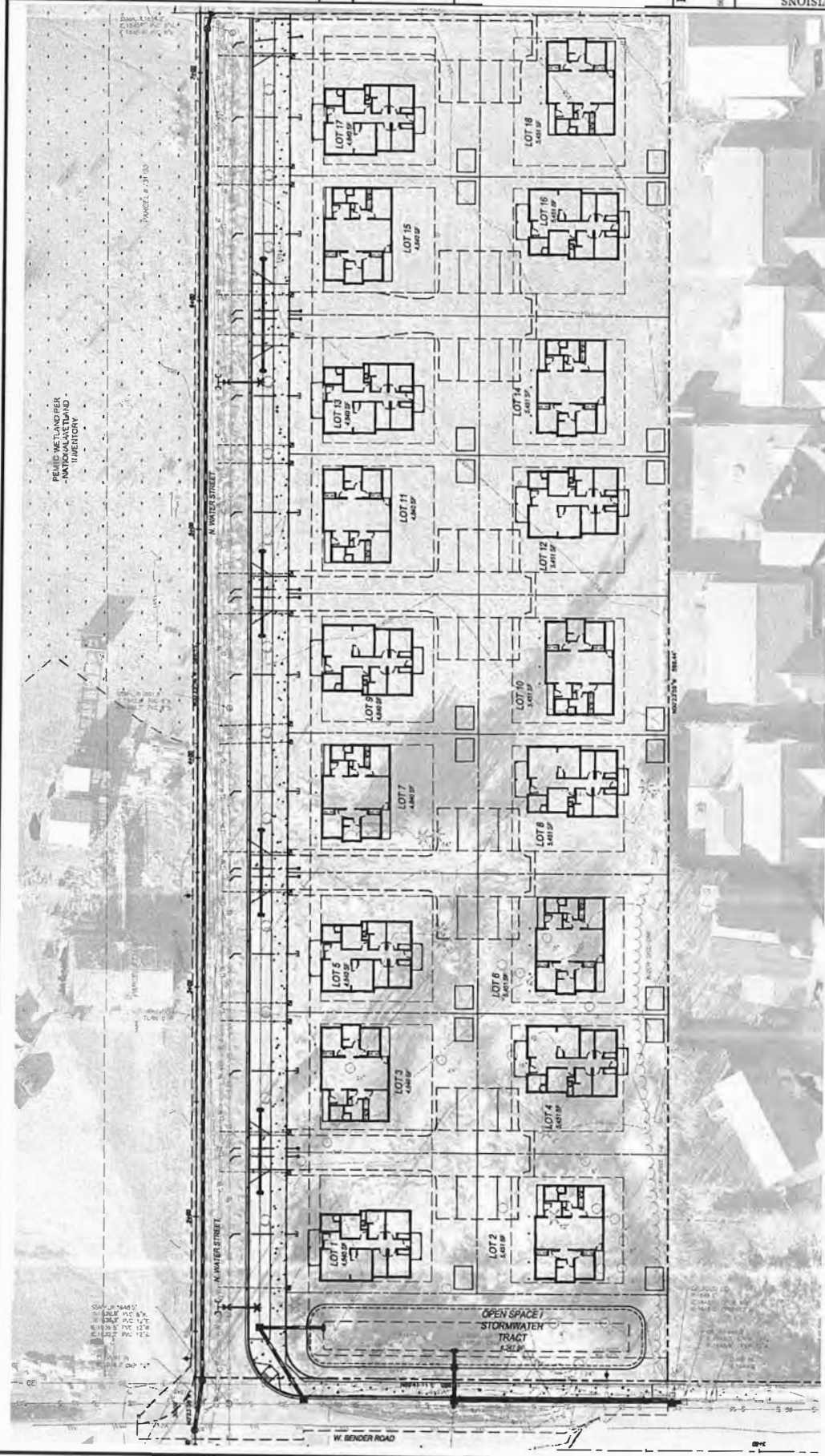
**BENDER ROAD
SITE IMPROVEMENTS
LAYOUT PLAN**

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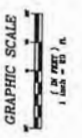
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CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION



- SHEET NOTES:**
1. EXISTING CONDITIONS AND LOCATIONS ARE FOR INFORMATION ONLY. ALL NEW CONSTRUCTION SHALL BE SHOWN BY CHAIN LINE.
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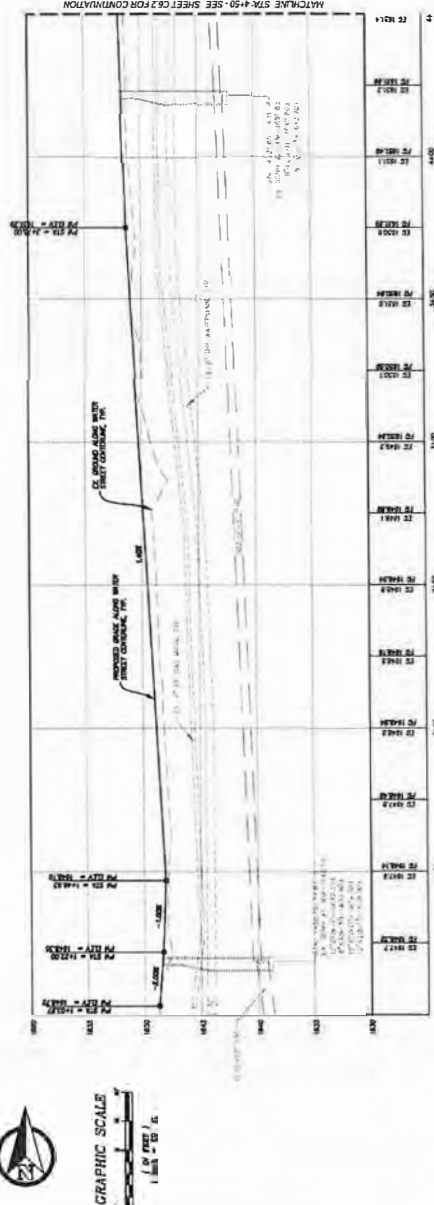
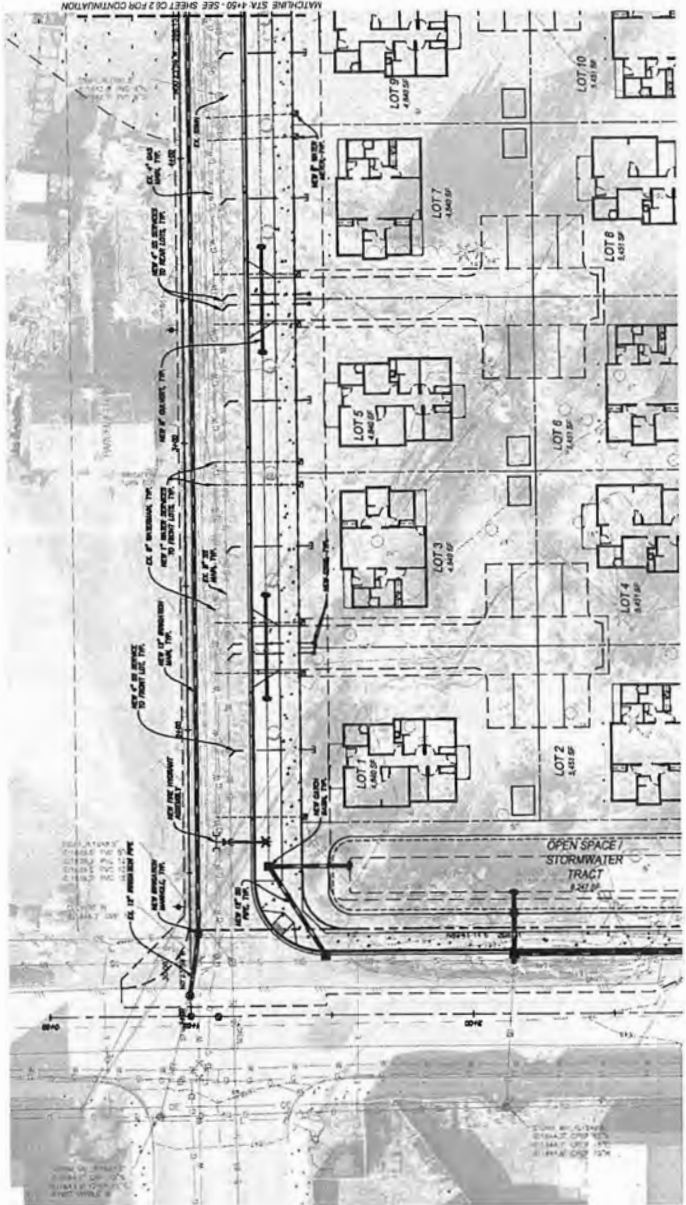


TOPOGRAPHIC AND BOUNDARY NOTE:
THIS MAP WAS PREPARED BY THE ENGINEER FROM A PHOTOGRAPHIC AERIAL PHOTOGRAPHY AND SURVEYING DATA. THE ENGINEER HAS CONDUCTED A VISUAL CHECK OF THE PHOTOGRAPHY AND SURVEYING DATA AND HAS FOUND IT TO BE ACCURATE. THE ENGINEER HAS CONDUCTED A VISUAL CHECK OF THE PHOTOGRAPHY AND SURVEYING DATA AND HAS FOUND IT TO BE ACCURATE.

REVISIONS	DATE	DESCRIPTION
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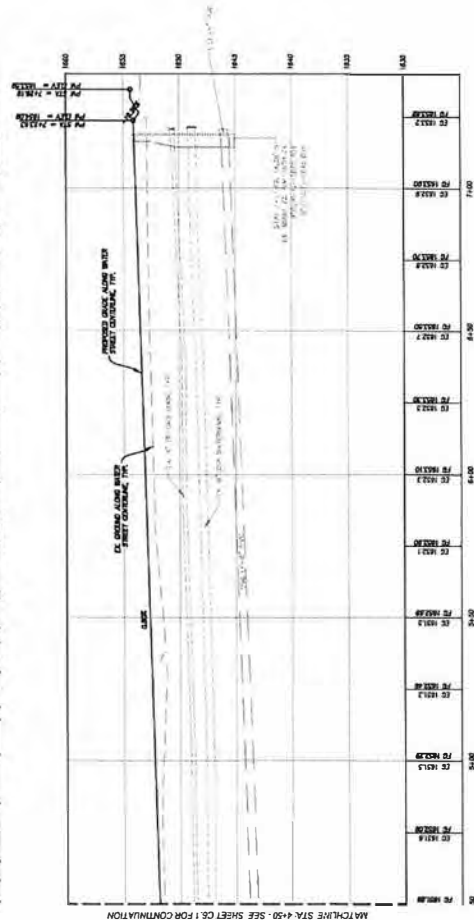


- SHEET NOTES:**
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WATER STREET PROFILE
SCALE 1" = 40' V

TOPOGRAPHIC AND BOUNDARY NOTE:
THE INFORMATION ON THIS PLAN IS FOR INFORMATION ONLY. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.



SPRINGFIELD, ILL. 1, APRIL 24 (UPI)—The FBI has received information from a source that the FBI is planning to conduct a search of the files of the FBI to determine if any of the files of the FBI contain information that would be helpful in the investigation of the assassination of Dr. Martin Luther King Jr.

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THE FOLLOWING INFORMATION IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE AN OFFER OF ANY FINANCIAL PRODUCT OR SERVICE. THE INFORMATION IS NOT INTENDED TO BE USED AS A BASIS FOR ANY INVESTMENT OR FINANCIAL DECISION. THE INFORMATION IS NOT INTENDED TO BE USED AS A BASIS FOR ANY INVESTMENT OR FINANCIAL DECISION. THE INFORMATION IS NOT INTENDED TO BE USED AS A BASIS FOR ANY INVESTMENT OR FINANCIAL DECISION.

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RENTON, WA 98057

HABITAT FOR
HUMANITY PLAT
113 W. BENDER ROAD
ELLENSBURG, WA 98926

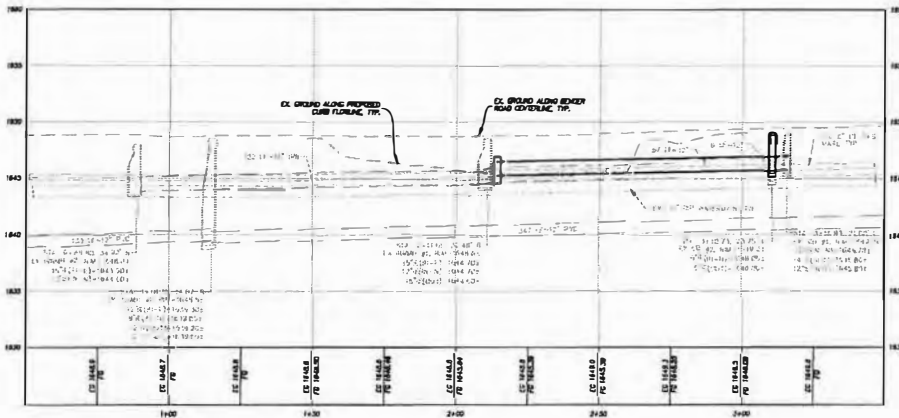
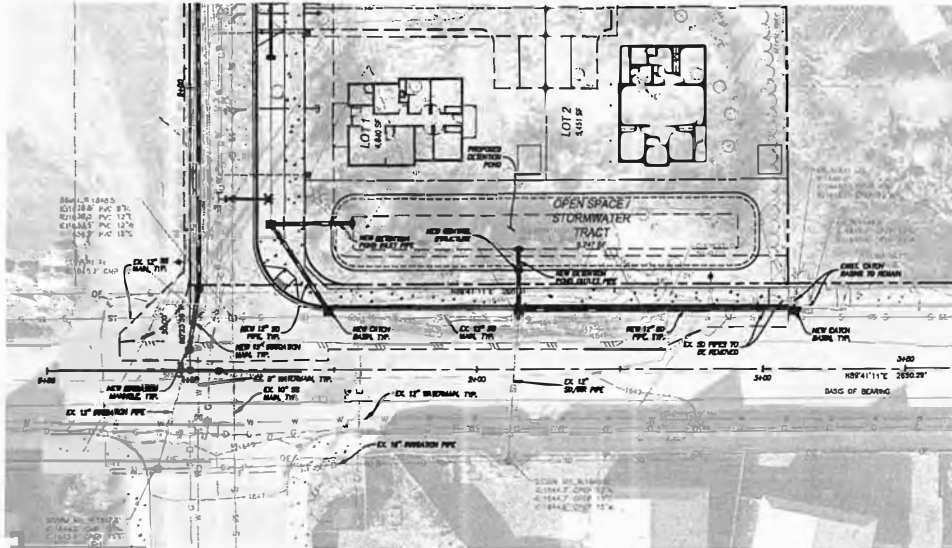
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CONSTRUCTION
NOT FOR
PRELIMINARY

LESLIE ENGINEERING, LLC
10000 E. 15th Ave., Suite 1000
Denver, CO 80232
Tel: 303.755.1111, Fax: 303.755.1112

502 N. 40th Avenue, Suite 3
Yakima, Washington 98908

Phone: (509) 225-7704
Fax: (509) 388-2445





BENDER ROAD PROFILE
SCALE: 1" = 20'V, 1" = 40' H

TOPOGRAPHIC AND BOUNDARY NOTE:

TOPOGRAPHIC AND BOUNDARY SURVEY INFORMATION SHOWN HEREON WAS PREPARED BY OTHER LAND SURVEYING 502 N. 40TH AVENUE, SUITE 3, TACOMA, WA 98157 IN JANUARY & FEBRUARY 2021 AND PROVIDED TO LESLIE ENGINEERING ON MARCH 18, 2021.

SHEET NOTES:

1. BUILDINGS FOOTPRINTS AND LOCATIONS ARE FOR REFERENCE ONLY. REFER TO ARCHITECTURAL PLANS BY SEWER LHM FOR NEW BUILDING INFORMATION AND DESIGN. BUILDING ROOF SHALL BE GRADED WITH 1% SLOPE FOR DRAINAGE.
2. CONTRACTOR SHALL COMPLY WITH MANUFACTURER'S INSTALLATION PROCEDURES AND RECOMMENDATIONS FOR CONSTRUCTION OF ALL IMPROVEMENTS.
3. PREDEVELOPMENT IN THE VICINITY IS DEEP AND DETERMINING IS NOT EXPECTED. CONTRACTOR SHALL ADDRESS NEW TRENCH AS NECESSARY.
4. ELECTRICAL CONDUITS, TRANSFORMERS, VALVES AND OTHER ELECTRICAL INFORMATION SHALL BE PROVIDED BY THE CITY OF ELLENSBURG.
5. GAS MAINS AND GAS METERS SHALL BE PROVIDED BY CITY OF ELLENSBURG AS NECESSARY.
6. LANDSCAPE AND IRRIGATION DESIGN AND PLANS SHALL BE PREPARED BY THE LANDSCAPE ARCHITECT. SEE LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.



CITY OF ELLENSBURG
APPROVED FOR CONSTRUCTION

Leslie Engineering
Civil & Structural Engineering
502 N. 40th Avenue, Suite 3
Tacoma, Washington 98150
Phone: (253) 235-7704
Fax: (253) 302-4445

THIS DOCUMENT IS THE PROPERTY OF
LESLIE ENGINEERING, LLC

PRELIMINARY
NOT FOR
CONSTRUCTION
03/24/2021

**HABITAT FOR
HUMANITY PLAT**
113 W. BENDER ROAD
ELLENSBURG, WA 98926

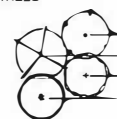
PREPARED FOR
PATRICK SULLIVAN
HABITAT FOR HUMANITY
SEATTLE-KING COUNTY
560 NACHES AVE. SW, STE 110
RENTON, WA 98057

REVISIONS	DATE	DESCRIPTION
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C6.3

LANDSCAPE MATERIALS LEGEND

TREES



SCIENTIFIC NAME	COMMON NAME	SPACING	QTY.	SIZE (MIN.)	NOTES
FRAXINUS P. 'DIMMARCH'	GREEN ASH	AS SHOWN	4	1.5" CAL.	SINGLE STRAIGHT TRUNK, MATCHED
LIRODENDRON TULIPIFERA	TULIP TREE	AS SHOWN	4	1.5" CAL.	SINGLE STRAIGHT TRUNK, MATCHED
LIQUIDAMBAR STYRACIFULA	AMERICAN SWEETGUM	AS SHOWN	5	1.5" CAL.	SINGLE STRAIGHT TRUNK, MATCHED
PINUS CONTORTA 'LATIFOLIA'	LOOSE-POLE PINE	AS SHOWN	18	6" HT.	B&B, FULL & BUSHY, NATIVE SPECIES

SHRUBS

SYMBOL	SCIENTIFIC NAME	COMMON NAME	SPACING	QTY.	SIZE (MIN.)	NOTES
(S)	JUNIPERUS SABINA	BUFFALO OR SCANDIA JUNIPER	AS SHOWN	16	18" HT.	1 GAL. FULL.
(SP)	SALIX PURPUREA "NANA"	DWARF BLUE ARCTIC WILLOW	AS SHOWN	14	18" HT.	1 GAL. FULL.
(R)	PEROVSKIA ATRIPLICIFOLIA	RUSSIAN SAGE	AS SHOWN	17	18" HT.	1 GAL. FULL.

GROUND COVERS

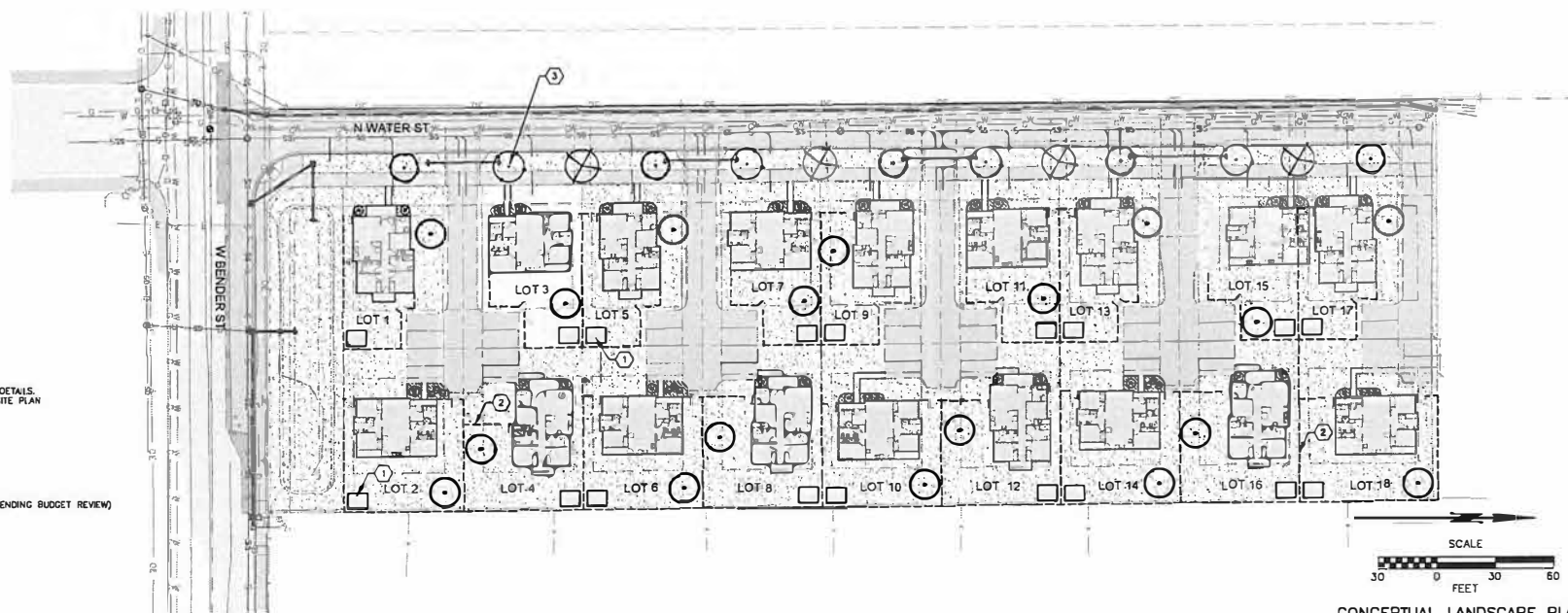
SYMBOL	SCIENTIFIC NAME	COMMON NAME	SPACING	AREA (SF)	QTY.	SIZE (MIN.)	NOTES
(Hatched Box)	COARSE BARK MULCH			1,800	12 CY		2" DEPTH, SEE GENERAL NOTES
(Empty Box)	SEED			17,730			SEE GENERAL NOTES

COORDINATION NOTES:

- SEE LS DRAWING 2 OF 2 FOR NOTES AND DETAILS.
- SEE CIVIL AND ARCHITECTURAL PLANS FOR SITE PLAN INFORMATION.

PLAN KEY NOTES

- SHED LOCATION, TYPICAL
- 6" FENCE LOCATION PENDING, TYPICAL (PENDING BUDGET REVIEW)
- STREET TREES, TYPICAL



CONCEPTUAL LANDSCAPE PLAN

1" = 30' PRINTED FULL SIZE
1" = 60' PRINTED HALF SIZE

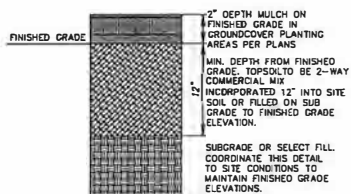
PERTEET
2707 COLBY AVENUE, SUITE 900



Drawn By: J. J. J.
Date: 1/28/21
Checked By: J. J. J.
Date: 3/29/21

HABITAT FOR HUMANITY
BENDER-WATER
AFFORDABLE HOUSING DEVELOPMENT

Sheet No.: LS1



AMENDED SOIL PER DETAIL ABOVE FOR ALL AREAS DISTURBED AND NOT COVERED WITH AN IMPERVIOUS SURFACE.

DEFINITIONS:

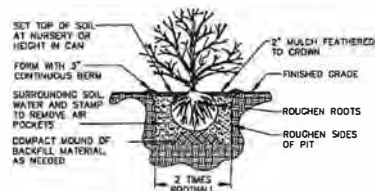
NON-DISTURBED AREAS: VEGETATED AREAS THAT ARE NOT PREVIOUSLY DISTURBED AND WILL NOT BE SUBJECT TO LAND DISTURBING ACTIVITY. THESE AREAS DO NOT REQUIRE SOIL AMENDMENT IF THEY WILL BE PROTECTED FROM DISTURBANCE THROUGHOUT CONSTRUCTION, INCLUDING FROM COMPACTION, NO DISTURBANCE, INCLUDING VEHICLE TRAFFIC OR MATERIAL STORAGE, TO OCCUR IN THESE AREAS TO PROTECT UNCOMPACTED NATIVE SOIL AREAS.

SOIL AMENDMENT AREAS: INCLUDES ALL AREAS AREAS PREVIOUSLY DISTURBED OR IMPACTED BY CLEARING AND GRADING, STOCKPILING, SITE ACCESS, PATHWAYS AND MATERIALS OR EQUIPMENT STORAGE.

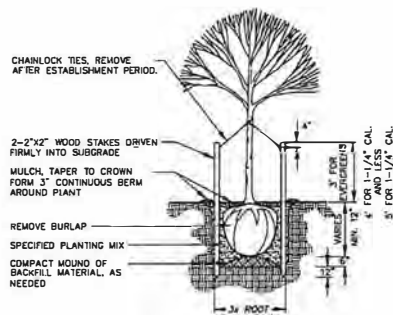
NOTES:

1. CONTRACTOR TO EVALUATE SITE AND PROVIDE SOIL AMENDMENT BID. SOIL AMENDMENT REQUIRED FOR ALL SITE LANDSCAPE AREAS (TREE/SHRUB/SEED AREAS) SUBJECT TO CLEARING AND/OR GRADING THAT WILL NOT BE COVERED BY AN IMPERVIOUS SURFACE, INCORPORATED INTO A DRAINAGE FACILITY, OR ENGINEERED AS STRUCTURAL FILL OR SLOPE. SOIL AMENDMENT AREAS ALSO INCLUDE SITE LANDSCAPE AREAS PREVIOUSLY DISTURBED PRIOR TO THIS PROJECT.
2. 12" MIN. AMENDED SOIL DEPTH REQUIRED TO MEET BMP TS.13 FOR POST-CONSTRUCTION SOIL QUALITY AND DEPTH AND STORMWATER MANAGEMENT.
3. POCKET PLANT PLANTS AND PROVIDE 2" DEPTH MULCH IF PLANTING OCCURS IN NATIVE NON-GRADED SOIL IN NON-DISTURBED AREAS.
4. SEE CIVIL PLAN SHEETS FOR SUBGRADE AND FINISHED GRADE ELEVATIONS.

TYPICAL SITE LANDSCAPE SOIL DETAIL
N.T.S.



TYPICAL SHRUB PLANTING DETAIL
N.T.S.



TYPICAL TREE PLANTING DETAIL
N.T.S.

GENERAL PLANTING NOTES

1. IN THE PROJECT PLANTING AREAS, THE CONTRACTOR SHALL REMOVE GRASSES AND WEEDY OR EXOTIC INVASIVE SPECIES BY NON-CHEMICAL MEANS PRIOR TO PLANT INSTALLATION. CONTRACTOR SHALL VERIFY THAT PLANT INSTALLATION CONDITIONS ARE SUITABLE WITHIN THE PROJECT AREA(S). ANY UNSATISFACTORY CONDITIONS SHALL BE CORRECTED PRIOR TO START OF WORK. WHEN CONDITIONS DETRIMENTAL TO PLANT GROWTH ARE ENCOUNTERED, SUCH AS SOIL COMPACTION, MUDSILL FILL, ADVERSE DRAINAGE CONDITIONS, SIGNIFICANT VEGETATION, OR OBSTRUCTIONS, CONTRACTOR SHALL NOTIFY OWNER, PROJECT ENGINEER, OR LANDSCAPE ARCHITECT PRIOR TO PLANTING. BEGINNING OF WORK CONSTITUTES ACCEPTANCE OF CONDITIONS AS SATISFACTORY.
2. LANDSCAPE PLANTING SHALL BE INSTALLED AFTER SITE WORK IS DONE, INCLUDING ROADS, UTILITIES, DRIVEWAYS, AND AFTER CLEARING LIMITS ARE VERIFIED.
3. PLANTING IS RECOMMENDED TO OCCUR DURING DORMANT EARLY SPRING CONDITIONS EXCEPT DURING TIMES OF FROZEN GROUND.
4. ON-SITE SOIL MIXING OR PLACEMENT NOT ALLOWED WHEN SOIL IS SATURATED, FROZEN, OR IN THE OPINION OF THE ENGINEER, IN A CONDITION DETRIMENTAL TO THE WORK. SEE SOIL AMENDMENT DETAIL.
5. LANDSCAPE PLANTING AREAS (ALL SHRUB AND GROUNDCOVER AREAS) PROVIDE 2" DEPTH OF COARSE BARK MULCH AFTER PLANTING.
6. AFTER PLANTING, IMMEDIATELY SATURATE ALL PLANTING PITS TO ELIMINATE AIR POCKETS AND FACILITATE SETTLING OF BACKFILL MATERIAL.
7. ROOT MASSES OF CONTAINERIZED STOCK SHOULD BE "SCORED" WITH A SHARP OBJECT TO INSURE THE PLANTS WILL NOT BECOME ROOT BOUND.
8. ANY PLANT SUBSTITUTIONS ASSOCIATED WITH THIS PLAN SHALL BE APPROVED BY LANDSCAPE ARCHITECT.
9. PROVIDE 4" DIA MULCH RINGS FOR TREES IN SEEDING AREAS.
10. SEED SHALL BE EAST SLOPE CASCADE MIX. SEED MIX OBTAINED FROM BFI NATIVE SEEDS OR APPROVED EQUAL. APPLY AT 40 POUNDS PER ACRE. PROVIDE HYDROSEED OR EQUIVALENT APPLICATION PURSUANT TO WS00T STANDARD SPECIFICATION 8-01.3(2). PROVIDE HYDROMULCH IN THE HYDROSEED SLURRY FOR PAPER MULCH USE 1000 POUNDS OF MULCH TO THE ACRE. OR FOR WOOD MULCH USE 2000 POUNDS OF MULCH TO THE ACRE. PROVIDE 10-20-20 FERTILIZER IN THE SLURRY AT THE RATE OF 250 POUNDS PER ACRE. APPLY SEED DURING CONDITIONS THAT ARE NOT EXCESSIVELY DRY OR WET. FINAL SEEDING SHOULD BE APPLIED BETWEEN MARCH 1 THROUGH MAY 15 OR SEPTEMBER 1 THROUGH OCTOBER 1 PURSUANT TO WS00T 8-01.3(2) STANDARD SPECIFICATIONS. CONTRACTOR TO PROVIDE INITIAL SEED APPLICATION AT CONCLUSION OF CONSTRUCTION ACTIVITIES AND A FINAL APPLICATION AT THE DIRECTION OF THE OWNER IF CONCLUSION OF ACTIVITIES OCCURS OUTSIDE OF THE WS00T SPECIFIED SEED WINDOW. BFI NATIVE SEEDS PHONE: 509-765-8346. 1550 PILGRIM ST. MOSES LAKE, WA 98837.
11. PLANT MATERIALS HAVE BEEN SELECTED FOR DROUGHT TOLERANCE AFTER ESTABLISHMENT. MANUAL WATERING IS REQUIRED FOR TREE AND SHRUB ESTABLISHMENT BY THE LOT OWNER FOR A MINIMUM OF THREE GROWING SEASONS. CONTRACTOR TO PROVIDE WATER BAGS FOR TREE AND SHRUB LOCATIONS. A MINIMUM OF ONE GROWING SEASON OF WATERING IS RECOMMENDED FOR ESTABLISHMENT OF SEEDING AREAS TO BE WATERED WITH HOSE/SPRINKLER ASSOCIATED WITH EACH RESIDENCE.
12. ALL LANDSCAPING MAY BE INSPECTED AND REVIEWED FOR POTENTIAL ACCEPTANCE BY THE OWNER AND BY PERMIT AGENCIES AS WELL AS THE PROJECT ARCHITECT OR ENGINEER.

CHICAGO TITLE INSURANCE COMPANY

Policy No. 72156-47478522

GUARANTEE

CHICAGO TITLE INSURANCE COMPANY, a Florida corporation, herein called the Company, guarantees the Assured against actual loss not exceeding the liability amount stated in Schedule A which the Assured shall sustain by reason of any incorrectness in the assurances set forth in Schedule A.

1. No guarantee is given nor liability assumed with respect to the identity of any party named or referred to in Schedule A or with respect to the validity, legal effect or priority of any matter shown therein.
2. The Company's liability hereunder shall be limited to the amount of actual loss sustained by the Assured because of reliance upon the assurance herein set forth, but in no event shall the Company's liability exceed the liability amount set forth in Schedule A.

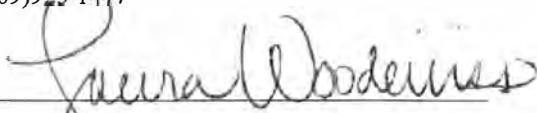
PLEASE NOTE CAREFULLY THE LIABILITY EXCLUSIONS AND LIMITATIONS AND THE SPECIFIC ASSURANCES AFFORDED BY THIS GUARANTEE. IF YOU WISH ADDITIONAL LIABILITY, OR ASSURANCES OTHER THAN AS CONTAINED HEREIN, PLEASE CONTACT THE COMPANY FOR FURTHER INFORMATION AS TO THE AVAILABILITY AND COST.

Dated: February 18, 2021

Issued by:

AmeriTitle, LLC
101 W Fifth Ave.
Ellensburg, WA 98926
(509)925-1477

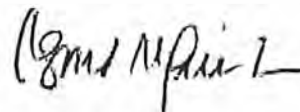
Authorized Signer



CHICAGO TITLE INSURANCE COMPANY

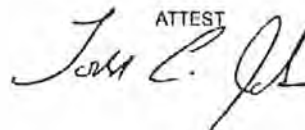


By:



President

ATTEST



Secretary

Note: This endorsement shall not be valid or binding until countersigned by an authorized signatory.

SUBDIVISION GUARANTEE

Order No.: 446406AM
Guarantee No.: 72156-47478522
Dated: February 18, 2021

Liability: \$1,000.00
Fee: \$350.00
Tax: \$29.05

Your Reference: 113 W Bender Rd, Ellensburg, WA 98926

Assured: Cypher Land Surveying and City of Ellensburg, a municipal corporation

The assurances referred to on the face page are:

That, according to those public records with, under the recording laws, impart constructive notice of matters relative to the following described real property:

That portion of the West Half of the Southwest Quarter of the Northeast Quarter of Section 26, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington, which is described as follows:

Beginning at a point on the West boundary line of said subdivision, which is on the centerline of the right of way of the County Road, running along the South boundary line of said subdivision, and running thence North along said West boundary line of said subdivision, 626.13 feet; thence East, at right angles thereto, 208.71 feet; thence South, parallel with the West boundary line of said subdivision, 626.13 feet; and thence West, along the center line of the County road, 208.71 feet, more or less, to the point of beginning

EXCEPTING THEREFROM, the right of way of said County Road.

Title to said real property is vested in:

City of Ellensburg, a municipal corporation

END OF SCHEDULE A

(SCHEDULE B)

Order No: 446406AM
Policy No: 72156-47478522

Subject to the matters shown below under Exceptions, which Exceptions are not necessarily shown in the order of their priority.

EXCEPTIONS:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records.
2. Unpatented mining claims; reservations or exceptions in the United States Patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
3. Title to any property beyond the lines of the real property expressly described herein, or title to streets, roads, avenues, lanes, ways or waterways on which such real property abuts, or the right to maintain therein vaults, tunnels, ramps, or any other structure or improvement; or any rights or easements therein unless such property, rights or easements are expressly and specifically set forth in said description.
4. Any lien for service, installation, connection, maintenance, tap, capacity or construction or similar charges for sewer, water, electricity, natural gas or other utilities, or for garbage collection and disposal not shown by the Public Records
5. Indian tribal codes or regulations, Indian treaty or aboriginal rights, including easements or equitable servitudes.
6. General Taxes and Assessments – total due may include fire patrol assessment, weed levy assessment and/or irrigation assessment, if any. Taxes noted below do not include any interest or penalties which may be due after delinquency.

Note: Tax year runs January through December with the first half becoming delinquent May 1st and second half delinquent November 1st if not paid. For most current tax information or tax printouts visit: <http://taxsifter.co.kittitas.wa.us> or call their office at (509) 962-7535.

Tax Year: 2021
Tax Type: County
Total Annual Tax: \$3.85
Tax ID #: 541133
Taxing Entity: City of Ellensburg
First Installment: \$3.85
First Installment Status: Due
First Installment Due/Paid Date: April 30, 2021
Second Installment: \$0.00
Second Installment Status: Due
Second Installment Due/Paid Date: October 31, 2021

7. Tax Year: 2021
Tax Type: Irrigation
Total Annual Tax: \$186.00
Tax ID #: 541133
Taxing Entity: Kittitas County Treasurer
First Installment: \$93.00
First Installment Status: Due
First Installment Due/Paid Date: April 30, 2021
Second Installment: \$93.00
Second Installment Status: Due
Second Installment Due/Paid Date: October 31, 2021
8. Taxes, interest and penalties, if any, which may result from the loss of the tax exemption for which this property has qualified.

Taxes as shown herein include the following exemption(s): Governmental
9. Notice of possible (present and future) tap or connection charges levied, or to be levied, by the City of Ellensburg, notice of which is given by instrument recorded February 3, 1978, under Kittitas County Auditor's File No. 420037.
10. Any rights, interests, or claims which may exist or arise by reason of the following matters(s) disclosed by survey,
Recorded: November 8, 2011
Book: 37 of Surveys Page: 207
Instrument No.: 201111080030
Matters shown:
a) Location of fencelines in relation to property boundaries
b) Location of ditch
11. Cascade Irrigation District Resolution 03-2012 Formation of LID No. 8 (Bender Road LID), including the terms and provisions thereof,
Recorded: July 17, 2012
Instrument No.: 201207170016
Between: Cascade Irrigation District
And: The Public
Purpose: Irrigation

END OF EXCEPTIONS

Notes:

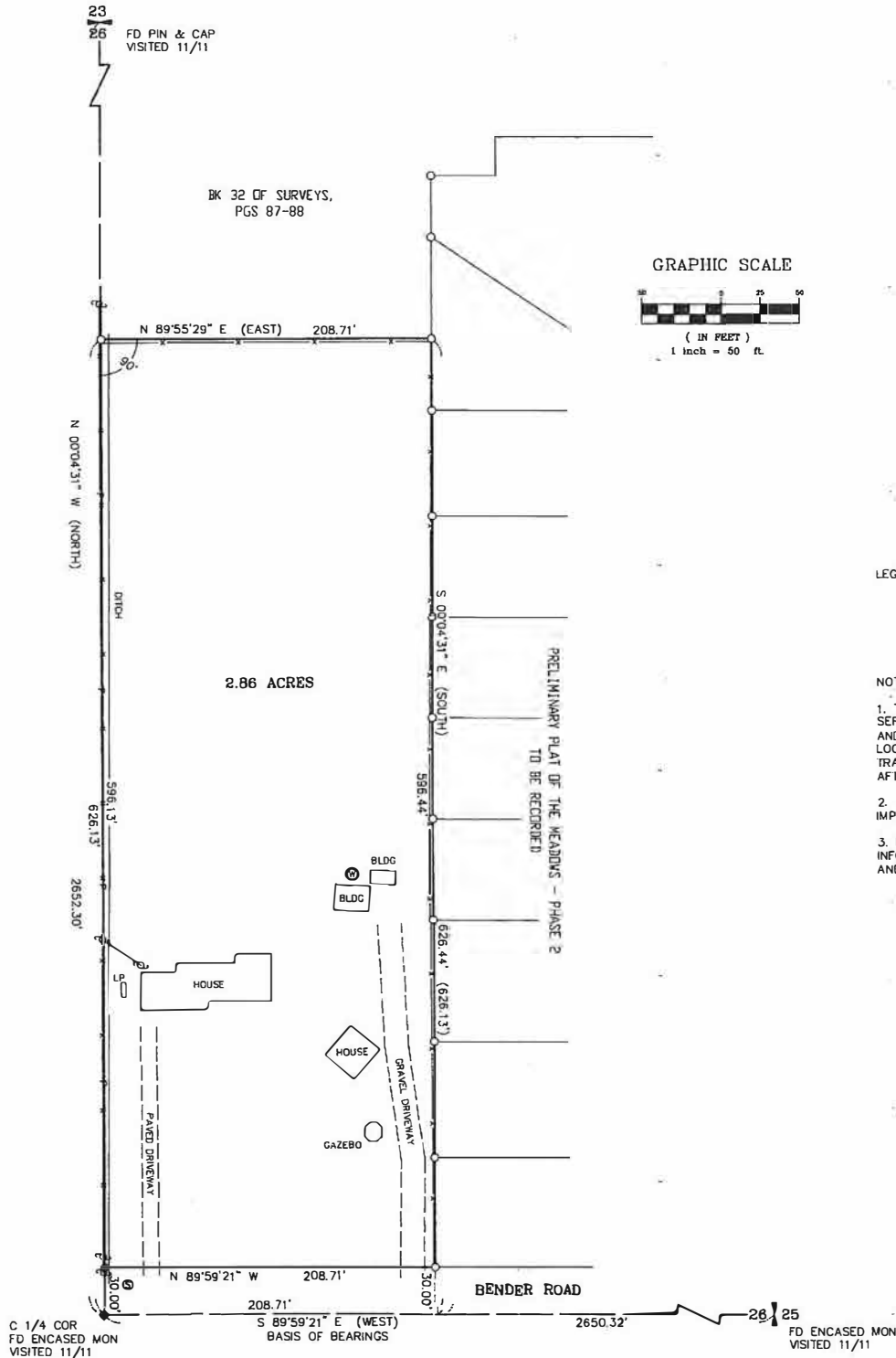
- a. Any map or sketch enclosed as an attachment herewith is furnished for information purposes only to assist in property location with reference to streets and other parcels. No representation is made as to accuracy and the company assumes no liability for any loss occurring by reason of reliance thereon.
- b. All documents recorded in Washington State must include an abbreviated legal description and tax parcel number on the first page of the document. The abbreviated description for this property is: Ptn of the W Half of the SW Quarter of the NE Quarter of Section 26, Township 18 N, Range 18 E, W.M.

NOTE: In the event any contracts, liens, mortgages, judgments, etc. which may be set forth herein are not paid off and released in full, prior to or immediately following the recording of the forthcoming plat (short plat), this Company will require any parties holding the beneficial interest in any such matters to join in on the platting and dedication provisions of the said plat (short plat) to guarantee the insurability of any lots or parcels created thereon. We are unwilling to assume the risk involved created by the possibility that any matters dedicated to the public, or the plat (short plat) in its entirety, could be rendered void by a foreclosure action of any such underlying matter if said beneficial party has not joined in on the plat (short plat).

END OF GUARANTEE

37-207

PART OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M.



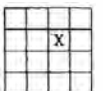
LEGEND

- SET 5/8" REBAR W/ YELLOW CAP - "CRUSE 36815"
- FOUND PIN & CAP
- FOUND ENCASED MONUMENT
- FENCE
- OVERHEAD POWER
- POWER POLE
- SEWER MANHOLE
- WELL
- RECORD DATA

LEGAL DESCRIPTION - AFN 201109080039

NOTES:

- THIS SURVEY WAS PERFORMED USING A TOPCON GTS SERIES TOTAL STATION. THE CONTROLLING MONUMENTS AND PROPERTY CORNERS SHOWN HEREON WERE LOCATED, STAKED AND CHECKED FROM A CLOSED FIELD TRAVERSE IN EXCESS OF 1:10,000 LINEAR CLOSURE AFTER AZIMUTH ADJUSTMENT.
- THIS SURVEY MAY NOT SHOW ALL EASEMENTS OR IMPROVEMENTS WHICH MAY PERTAIN TO THIS PROPERTY.
- FOR SECTION SUBDIVISION AND ADDITIONAL INFORMATION, SEE BOOK 19 OF SURVEYS, PAGE 77 AND THE SURVEYS REFERENCED THEREON.



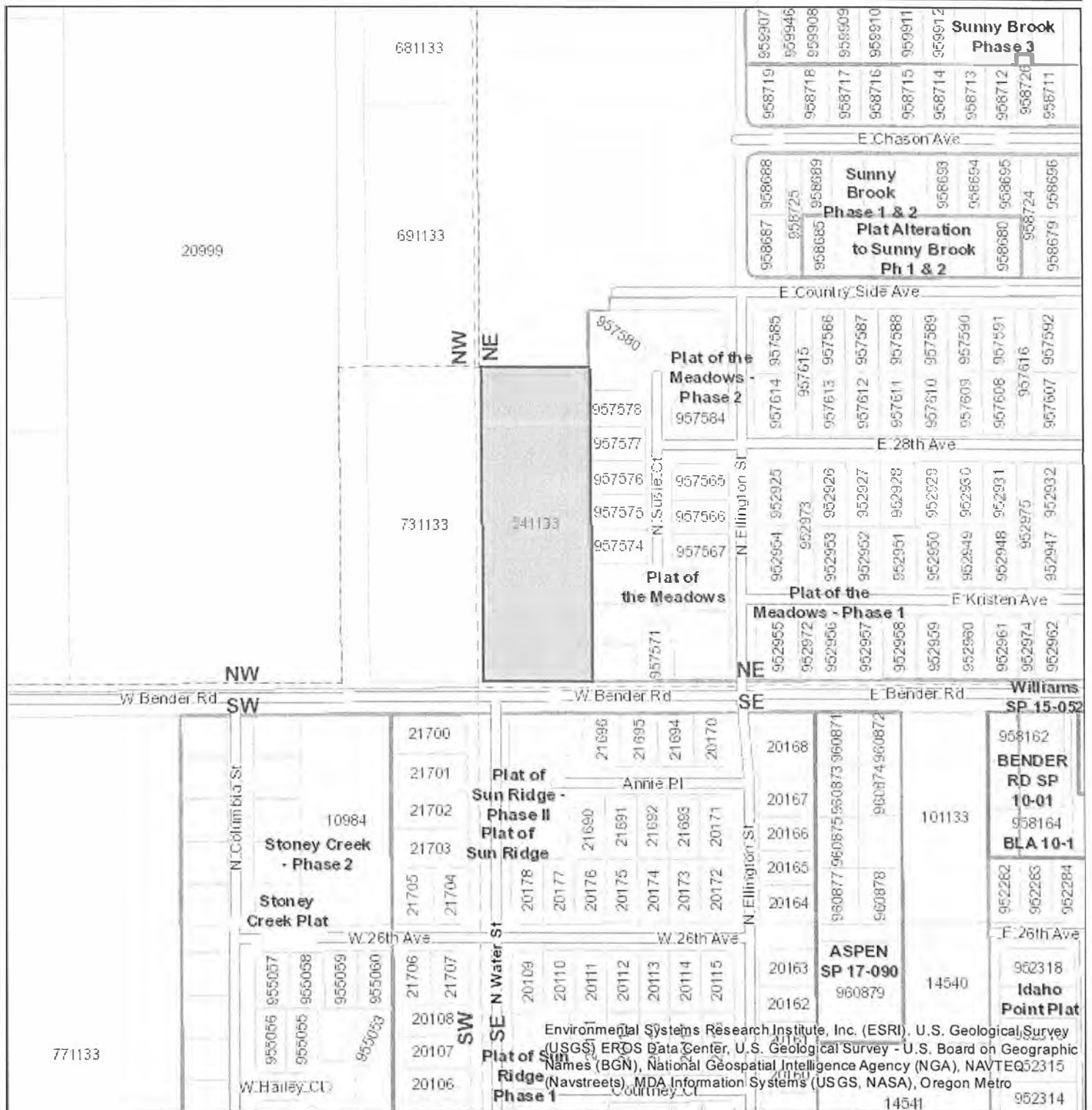
AUDITOR'S CERTIFICATE 20111080030
 Filed for record this 8TH day of NOVEMBER,

SURVEYOR'S CERTIFICATE
 This map correctly represents a survey made by me or under my direction in conformance with the requirements



CRUSE & ASSOCIATES

113 W Bender Rd Ellensburg

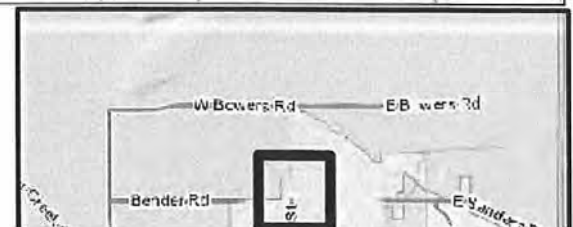


Date: 2/26/2021

1 inch = 376 feet
Relative Scale 1:4,514

Disclaimer:

Kittitas County makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data, its use, or its interpretation. Kittitas County does not guarantee the accuracy of the material contained herein and is not responsible for any use, misuse or





DEPARTMENT OF COMMUNITY DEVELOPMENT
501 N. Anderson St., Ellensburg WA 98926

STAFF REPORT

DATE: July 7, 2021

TO: Andrew Kottkamp, Hearing Examiner

THRU: Jamey Ayling, Community Development Planning Manager

FROM: Shannon Johnson, Senior Planner, Community Development

RE: P21-44 Stuart Meadows Subdivision Preliminary Plat Public Hearing
 (formerly proposed as Bender Road and or Habitat for Humanity SKC
 Subdivision Plat)

Summary Statement: The purpose of this open record public hearing is to consider the proposed preliminary plat subdivision and any public or agency comments received by the City regarding the proposed subdivision, Stuart Meadows Long Plat. This hearing is being held pursuant to the requirement of Chapter 15.260, Subdivision Procedures, of the Ellensburg City Code (ECC). At the conclusion of this public hearing, it is expected that the Hearing Examiner will develop a recommended action on the proposed subdivision for City Council's consideration and action at a future closed record public hearing. Attached to and made a part of this report is the Threshold Determination for the SEPA review. Other exhibits document that all legal notices and mailings as required by the Ellensburg City Code for the preliminary plat application review processes have been fulfilled.

Citizen and agency comments on this proposed preliminary plat were due no later than 3:00 pm Thursday, July 1, 2021. Notice was further given that all persons interested could appear and be heard at the public hearing.

Background

This proposed preliminary plat is located generally north of and adjacent to Bender Road, and west of Susie Court at 113 W Bender Road, on Kittitas County Assessor's Parcel ID# 541133, in the City of Ellensburg, WA. A vicinity map and reduced scale preliminary drawing showing the location of the lots and other plat features are included (**Exhibits 1 & 2**).

The subject property is 2.86 acres in size and is currently zoned Residential Suburban Density (R-S) and lies within the Airport Overlay (A-O) Zone.

Property zoned as Residential Suburban (R-S) allows for detached single-family dwellings as the predominate land use, with a base maximum density of 6 dwelling units/acre. Additionally, the property is subject to density limitations of 6 dwelling units/acre as regulated by the Airport Overlay (A-O) zone. Part of the proposal includes development of Water Street to the North. As per Ellensburg City Code (ECC) section 15.320.050, the property being transferred to the City for the construction of Water Street shall be counted as part of the site area for density purposes. The applicant's proposal would create 18 separate residential lots ranging in size from 5,145 to 5,990 square feet. This 18 lot project intended for single family homes is within the allowable maximum density. The proposed homes are being designed and built with efficient and modern design principles, aimed for low-to-moderate income housing.

The plat will have lots that front onto public roadway which will need to be improved as part of this project. The southern street frontage known as Bender Road is an existing major collector street and is further defined as a landscaped street. Water Street is an existing minor collector street and further defined as a landscaped street. Water Street will need to be extended as a part of the subdivision to serve as the main access interior road. This extension provides future connectivity and dedication for a portion of the preliminarily approved Ellensburg Flats subdivision located to the east. Additional interior lot access is accomplished with private courtyard access drives which meet the land development code requirements as per Ellensburg City Code (ECC) section 15.420.050.

The Public Works Department works with the Ellensburg School District at the time of civil construction review of the plat to ensure that the goals of their "Guide for Planning and improving School Walk and Bike Routes" are implemented on projects within one mile of schools. In speaking with the Ellensburg School District Director of Transportation, this particular plat is located outside of the required ½ mile radius for the nearest elementary school, which is Mount Stuart Elementary. This means that the school district does not expect children in this area to walk to school, therefore, continued and expanded bus services will be planned for this area. The extension and construction of the street frontage improvements as discussed above, provide beginning connectivity to achieve goals and policies within the land use, housing, and transportation chapters of the Ellensburg Comprehensive Plan.

Specific to meeting open space and parks needs that will result from the new development, the applicant will be required to pay a park impact fee of \$1925 for each single family lot or structure, which will in turn be used to enhance the City of Ellensburg Parks system.

Site Characteristics

North: Residential - Vacant land preliminarily approved for Ellensburg Flats Plat P19-147

South: Residential

East: Residential

West: Residential

SEPA Review

A SEPA checklist was submitted as a requirement of the preliminary plat process, and a SEPA Determination of Non-Significance (DNS) was issued on June 4, 2021 (**Exhibit 8**).

Preliminary Plat Review

Subsequent to the SEPA environmental review, public notice and distribution of the full preliminary plat application was undertaken. As a result of that effort, departmental comments for the application have been received from the following: The Ellensburg Fire Department, the Cascade Irrigation District, Ellensburg Public Works Department; and the Ellensburg Utility Services Gas and Light Departments (**Exhibits 3-7**).

Those comments received mirrored their previous SEPA environmental points regarding final design and construction of required facilities, and referred to the previous comments submitted for SEPA and/or the Pre-Application Reviews.

To date, no additional public comments on the proposed subdivision have been received.

Analysis and Findings

The requirements pertaining to preliminary plat approval are found within ECC Sections 15.260.060 through 15.260.090. Specifically, the decision criteria are found in ECC 15.260.060(F), which states the following:

(F) Decision Criteria. The city may approve, approve with conditions, or deny a preliminary subdivision application based on conformance with the following decision criteria:

1. The preliminary subdivision conforms to all applicable zoning standards of the city as set forth in the LDC, including the form and intensity standards in Chapter 15.320 ECC, the streetscape design standards in Chapter 15.410 ECC, the subdivision design standards in Chapter 15.420 ECC, the project design standards in Division V, and the public works development standards;
2. All lots within the preliminary subdivision are provided with satisfactory access established consistent with the requirements of the public works development standards, ECC Title 4, public works construction, the streetscape design standards and subdivision design and block standards in Division IV, and the project design standards in Division V;
3. All lots within the preliminary subdivision are provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC Title 9, Utilities;

4. All lots within the preliminary subdivision are provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC Title 9, Utilities;
5. The preliminary subdivision conforms to all applicable critical areas standards set forth in Division VI; and
6. The preliminary subdivision makes appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.

The public agency comments relate to normal plat design and construction requirements that are routinely part of the final plat design and approval process. It is the full intention of the City to enforce and follow those final plat requirements.

Prior to final plat approval, the applicant will need to update the signature blocks on the face of the final plat to read as follows: City Engineer, Community Development Director, Public Works & Utilities Director, Cascade Irrigation District, County Treasurer, County Auditor; & the Mayor of Ellensburg with individual statements of approval.

Construction of the subdivision and single-family units will be required to comply with all applicable standards outlined in the Ellensburg City Code design standards and guidelines.

Recommendation

Staff proposes the Hearing Examiner recommend approval of the Stuart Meadows Plat preliminary plat application to City Council subject to the following conditions:

- a) The applicant will meet the requirements of the Public Works Department discussed in its memorandum dated April 26, 2021.
- b) The applicant will meet the requirements of the Energy Services - Light Department discussed in its memorandum dated February 21, 2021.
- c) The applicant will meet the requirements of the Energy Services – Gas Department discussed in its memorandum dated February 26, 2021.
- d) The applicant will meet the requirements of the Fire Department for hydrants and access as per Fire Marshal's memorandum dated February 23, 2021.
- e) The applicant will meet the requirements of the Cascade Irrigation District (CID) as per CID's memorandum dated July 1, 2021.

- f) The applicant will meet the requirements of the SEPA Official's issuance of Determination of Non-Significance (DNS) (File # P21-041) dated June 4, 2021.
- g) The applicant may be required to obtain an NPDES Construction Storm Water General Permit from the Washington State Department of Ecology, as well as all other permits (site grading permit, SWPPP, etc.) that may be required as a result of plat development. Subdivision and land development activities shall follow the requirements of the Ellensburg City Code, including the Design Standards.
- h) All requirements of utility providers, City departments, and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.

Exhibits:

- 1. Vicinity Location Map
- 2. Preliminary Plat of Stuart Meadows Plat
- 3. February 21, 2021 memo from City of Ellensburg Energy Services Light Department
- 4. February 26, 2021 memo from City of Ellensburg Energy Services Gas
- 5. April 26, 2021 memo from City of Ellensburg Public Works Department
- 6. February 23, 2021 memo from City of Ellensburg Fire Marshall
- 7. July 1, 2021 memo from Cascade Irrigation District
- 8. June 4, 2021 SEPA DNS Determination
- 9. Legal Notice of Public Hearing
- 10. Area of Notification Map with 300-Foot Buffer Notification List
- 11. Photo of Notice Signs on Property
- 12. Application Cover Page & Materials

**NOTICE OF A CLOSED RECORD PUBLIC HEARING
SUBDIVISION REQUEST**

NOTICE IS HEREBY GIVEN that a closed record hearing before the Ellensburg City Council has been set for **Monday, August 16, 2021 at 7:00 pm**. This meeting will be held both in-person in the Council Chambers AND virtually via Zoom, to consider Application P21-044 submitted by Patrick Sullivan for a Preliminary Plat Subdivision. The proposed preliminary plat within the Residential Suburban (R-S) and Airport Overlay (A-O) zones is a 18-Lot Long Plat intended for residential lots and single-family home construction. Lots will range in size from 5,145 sq. ft. to 5,990 sq. ft., and are located on parcel ID# 541133. Water Street is being extended as a part of the subdivision to serve as the main access interior road.

NOTICE IS FURTHER GIVEN that all persons interested in this matter may attend the Hybrid/REMOTE meeting by contacting Staff no later than 5:00 pm on Monday, August 16, 2021. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing. * In-person attendees that are not fully vaccinated will need to wear face coverings. **Be advised that no new testimony will be considered by City Council, as the closed record hearing shall be limited to the record established in the open record hearing held by the Hearing Examiner.**

Project Location: The property is addressed as 113 W. Bender Road, Ellensburg, WA 98926. Kittitas County Assessor's Parcel Number: 541133.

The submitted application and file documents may be examined by the public by visiting the **City of Ellensburg Community Development Department webpage** at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>.

Questions about this preliminary subdivision may be directed to Shannon Johnson in the Community Development Department, 501 N. Anderson St., or via email: johnsons@ci.ellensburg.wa.us

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation. A "Request for Accommodation" form may be obtained from the City Clerk (First Floor – City Hall).

PUBLISH IN LEGAL: **Tuesday, July 20, 2021**

AFFIDAVIT OF PUBLICATION

State of Washington, County of Kittitas, ss: The undersigned being first duly sworn on oath, deposes and says: That he/she is the representative of The Daily Record, a daily newspaper. That said newspaper is a legal newspaper and has been approved as a legal newspaper by order of the superior court in the County in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published in the English language continually as a newspaper in Ellensburg, Kittitas County, Washington, and it is now and during all of said time printed in an true copy of

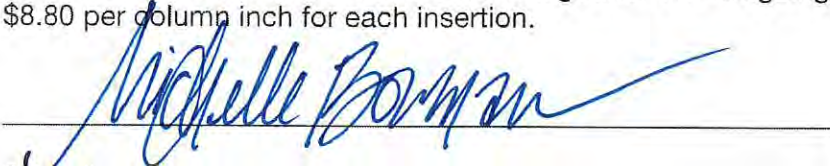
ELLENSBURG, CITY OF - CLERK

N/CLOSED RECORD PUBLIC HEARING: P21-044

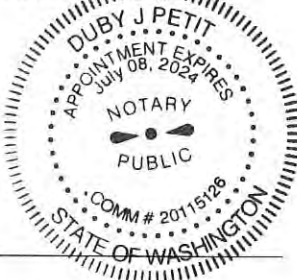
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07/20/21

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Subscribed to me this date 07/20/21



Printed Name
Notary Public in and for
The State of Washington
(SEAL)


Signed Name

Legals:

196

Shannon Johnson

From: Lathan Wedin <lathan@studiolandl.com>
Sent: Wednesday, July 21, 2021 7:30 PM
To: Shannon Johnson; 'Patrick Sullivan'
Cc: lathan@studiolandl.com
Subject: [Ext] RE: P21-044 Stuart Meadows Plat City Council PH Sign Template for Posting Please
Attachments: IMG_3559.jpg; IMG_3560.jpg

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Shannon,

Attached are photos of the sign posted on the HFHSC project site. Please let us know if there is anything else needed.

Hope all is well.

Thank you,
Lathan

From: Shannon Johnson <johnsons@ci.ellensburg.wa.us>
Sent: Monday, July 19, 2021 2:51 PM
To: Patrick Sullivan <patrick.sullivan@habitatskc.org>
Cc: 'Lathan Wedin' <lathan@studiolandl.com>
Subject: P21-044 Stuart Meadows Plat City Council PH Sign Template for Posting Please
Importance: High

Good Morning Patrick,

Attached you will find a copy of the Decision of Approval from the Hearings Examiner for the above Plat. Additionally, I'm sending you the new sign template for the closed record public hearing to be held before City Council on August 16, 2021. Please replace your previous signs with copies of the new template above, and then send me a picture verifying you have posted them as soon as possible, but no later than Monday, July 26, 2021 in order to have the signs in place for 21 days prior to the closed record hearing.

I'm also sending a copy of the legal notice which will run in the newspaper tomorrow, Tuesday, July 20, 2021.

Thank you,

Shannon D. Johnson
Senior Planner
Community Development
501 N. Anderson Street
Ellensburg, WA 98926
Office: (509) 962-7108
Email: johnsons@ci.ellensburg.wa.us

LAND USE ACTION

Notice of Closed Record Public Hearing for a Subdivision Permit Application

NOTICE IS HEREBY GIVEN that the a closed record hearing before the Ellensburg City Council has been set for Monday, August 16, 2021 at 7:00 p.m. Council will hold said hearing both in-person in the Council Chambers AND virtually via Zoom, to consider a Long Plat Application (P21-044) submitted by Patrick Sullivan for a Preliminary Plat Subdivision. The proposed preliminary plat within the Residential Suburban (R-S)/Airport Overlay (A-O) zone is 2.66 acres in size, and will result in 18 separate residential lots for single family homes. Lots will range in size from 5,145 square feet to 5,990 square feet. A SEPA Determination of Non-Significance (DNS) for the preliminary plat subdivision was issued on June 4, 2021. A public hearing was held before Hearing Examiner Andrew Kottkamp on July 7, 2021 after which Mr. Kottkamp forwarded staff a recommendation on July 8, 2021 that City Council approve the Preliminary Plat Subdivision with conditions. **No new testimony will be considered by City Council, as the closed record shall be limited solely to the record established in the predecision open record hearing.**



Interested parties may attend the Hybrid/REMOTE meeting by contacting Staff no later than 5:00 pm on Monday, August 16, 2021. An email link, text link, or phone number will be provided which will allow for electronic participation in the public hearing. * In-person attendees that are not fully vaccinated will need to wear face coverings.

Project Location: The parcel is addressed as 113 W Bender Road, Ellensburg, WA 98926, Kittitas County Assessor's Parcel Number 541133. Questions about this long plat subdivision may be directed to the Community Development Department, 501 N. Anderson St, or via email: johnson@ci.ellensburg.wa.us.

Project Location: The parcel is addressed as 113 W Bender Road, Ellensburg, WA 98926, Kittitas County Assessor's Parcel Number 541133. Questions about this long plat subdivision may be directed to the Community Development Department, 501 N. Anderson St, or via email: johnson@ci.ellensburg.wa.us.





CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	August 16, 2021
Item Title/Agenda Subject:	Public Hearing for a Proposed Ordinance Amending the 2021/2022 Biennial Budget
Submitted by:	Keith Bassett Finance Department
Recommended Action or Motion:	Approve first reading of the ordinance amending the 2021/2022 Biennial Budget.
Background/Summary:	The proposed ordinance adopts amendments to the 2021/2022 biennial budget to reflect changes in operational requirements and adjustments to capital project plans, formalize budget adjustments approved through prior Council action, and carry forward unspent project budget from 2020 to 2021.
Previous Council Action:	Council adopted the 2021/2022 Biennial Budget in Ordinance 4864 at its December 7, 2020 regular meeting. Council has subsequently reviewed and approved additional budget adjustments as part of its ongoing review and approval of contracts and purchases.
Analysis:	Since the biennial budget was adopted, items have been approved by City Council that require a supplemental budget adjustment in order to be implemented. The anticipated budget impacts were presented as part of the City's standard agenda reports that accompany the initial request. The proposed ordinance will officially authorize expenditures in support of previously approved projects and program changes. Notable examples of this are expenditures for the collective bargaining agreement and pay plan amendments adopted earlier this year, advancing the budget from 2022 to 2021 for purchase of a portable lift system at the city shop, replacement of self-checkout machines at the library, interlocal agreement for funding for the Reecer Creek Levee project from the Kittitas County Flood Control Zone District, University Way and Reecer Creek Road Signalization project, purchase of residential gas meters, and expenditures to obtain a Unity Park plan and bid specifications and a Reed Park master plan.

Additionally, the proposed budget amendments carry forward unexpended expenditure authority for projects approved in the prior biennium but not yet completed. The pandemic and related supply chain issues continue to impact city projects. However, most of the carryforward items are routine circumstances where final payment is held pending final paperwork completion, or contracts for professional services crossing between biennia. Some of these include carryforward of the final payments for the North Campus Signalization Project, and carryforward of expenditure authority for Natural Gas and Water system plans. Carryforward from 2020 to 2021 is required for two equipment purchases at the shop and for the purchase of wastewater treatment facility aerators due to the length of time between ordering and delivery.

Four items intended to be included in the original budget were inadvertently omitted from the ordinance exhibits and are corrected via this supplemental: parking lot maintenance projects at Irene Rinehart and Rotary Park, purchase of body worn - in car camera system for the Police Department, and monthly differential payments to eligible part-time library employees who do not qualify for medical insurance.

Several items originally budgeted based on estimates are included in the amendments to reflect updated estimates and incurred costs to date. These include updates to costs tied to administrative personnel changes, cyber incident response costs, anticipated liability insurance cost increases, and health insurance program costs.

Finally, a number of items principally reflect changes to revenue. This includes revenue from the sale of the Incubator Building earmarked for economic development, additional land sale on Dolarway, a one-time infusion from the state to fund costs to implement recent legislative changes related to law enforcement and criminal justice, and grants awarded to partially fund the 14th and Alder signal and Palouse to Cascades Reconnect project, University Way & Reecer Creek Road Signalization project, and public transit operations.

Figures for each item, by fund, are included in attached Table 1.

Financial Impact:

The proposed ordinance amends the 2021/2022 Biennial Budget, increasing total 2021 budgeted beginning fund balance by \$8,896,292 primarily due to revenues exceeding forecasts in 2020, realized operating savings, and carry forward of capital projects, decreasing total budgeted 2021 expenditures by \$5,695,373, and increasing total revenue by \$6,453,658. The effect of these amendments on the total budgeted 2021 ending fund balance is an increase of \$9,654,577. The 2022 amendments increase total expenditures by \$336,043, and decrease revenue by \$83,728. The total impact increases 2022 budgeted ending fund balance by \$9,234,806.

Attachments:

[Table 1 - Supplemental Budget Items by Fund](#)

[Tables 2 & 3 - Summary of Supplemental Budget Impact by Fund](#)

[Proposed Ordinance - Amending the 2021-2022 Biennial Budget](#)

[Exhibits A & B - 2021-2022 Supplemental Budget](#)

Table 1 - 2021/2022 Supplemental Budget Items by Fund

Fund / Item	2021				2022			
	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
General Fund								
Beginning Fund Balance Update	\$329,822	\$0	\$0	\$329,822	\$329,822			\$329,822
Replacement of Self-Checkout Machines		\$0	\$5,560	-\$5,560	-\$5,560			-\$5,560
2021 Pay Plan Resolution Amendments		\$0	\$101,469	-\$101,469	-\$101,469	\$0	\$297,808	-\$399,277
Animal Shelter Donation and Project	\$1,000	\$1,000	\$2,000	\$0	\$0			\$0
Land Sale - Dollarway		\$844,846	\$3,521	\$841,325	\$841,325			\$841,325
Public Works Flat File Record Archiving Carryforward		\$0	\$2,553	-\$2,553	-\$2,553			-\$2,553
Pool Heater Replacement Carryforward		\$0	\$20,000	-\$20,000	-\$20,000			-\$20,000
Law Enforcement Legislation Costs		\$77,051	\$77,051	\$0	\$0			\$0
City Manager Recruitment, Moving Expense, and Leave Payout		\$0	\$165,416	-\$165,416	-\$165,416			-\$165,416
Human Resources Director Recruitment and Leave Payout		\$0	\$25,000	-\$25,000	-\$25,000			-\$25,000
Park Parking Lot Chipseal (Budget error correction)		\$0	\$40,000	-\$40,000	-\$40,000	\$0	\$51,000	-\$91,000
COVID Grants Accounting Carryforward		\$296,806	\$0	\$296,806	\$296,806			\$296,806
Decreased Utility Door Tag Fees - COVID Response		-\$75,000	\$0	-\$75,000	-\$75,000			-\$75,000
Misc. Benefits for LOPE In Lieu of Medical (Correction)		\$0	\$12,600	-\$12,600	-\$12,600	\$0	\$12,600	-\$25,200
Economic Development Staff Phase Out		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Incubator Building Sale		\$706,814	\$4,000	\$702,814	\$702,814			\$702,814
General Fund Total	\$330,822	\$1,851,517	\$459,170	\$1,723,169	\$1,723,169	\$0	\$361,408	\$1,361,761
Street Fund								
Beginning Fund Balance Update	\$747,583	\$0	\$0	\$747,583	\$747,583			\$747,583
2021 Pay Plan Resolution Amendments		\$0	\$1,248	-\$1,248	-\$1,248	\$0	\$3,856	-\$5,104
Street Sweeping Disposal Carryforward		\$0	\$55,821	-\$55,821	-\$55,821			-\$55,821
Street Sweeping Disposal Supplemental		\$0	\$20,000	-\$20,000	-\$20,000			-\$20,000
Street Fund Total	\$747,583	\$0	\$77,069	\$670,514	\$670,514	\$0	\$3,856	\$666,658
Arterial Street Fund								
Beginning Fund Balance Update	-\$293,900	\$0	\$0	-\$293,900	-\$293,900			-\$293,900
Main Street Corridor Intersection Enhancements Project		\$0	\$63,500	-\$63,500	-\$63,500			-\$63,500
ILA with the Kittitas County Flood Control Zone District		\$111,637	\$0	\$111,637	\$111,637			\$111,637
14th & Alder Signal & Palouse to Cascades Reconnect		\$203,978	\$203,978	\$0	\$0	-\$83,728	-\$180,000	\$96,272
Bridge Load Ratings Update - RTP0 Grant		\$9,962	\$9,962	\$0	\$0			\$0
Dolarway Bridge & Reecer Creek Levee Construction		\$0	\$288,363	-\$288,363	-\$288,363			-\$288,363
North Campus Signalization Carryforward		\$253,248	\$461,928	-\$208,680	-\$208,680			-\$208,680
Pfenning Road Shared Use Trail		\$28,000	\$40,000	-\$12,000	-\$12,000			-\$12,000
University Way & Reecer Creek Road Signal		\$290,000	\$290,000	\$0	\$0			\$0
Design of the University Way Gateway Project		\$0	\$56,526	-\$56,526	-\$56,526			-\$56,526
Fifth & Railroad Signalization Design Carryforward		\$0	\$20,739	-\$20,739	-\$20,739			-\$20,739
Main Street Signal Enhancement Carryforward		\$0	\$37,731	-\$37,731	-\$37,731			-\$37,731
Arterial Street Fund Total	-\$293,900	\$896,825	\$1,472,727	-\$869,802	-\$869,802	-\$83,728	-\$180,000	-\$773,530

Table 1 Continued - 2021/2022 Supplemental Budget Items by Fund

Fund / Item	2021				2022			
	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
Traffic Impact Fee (TIF) Fund					\$0			\$0
Beginning Fund Balance Update	\$281,684	\$0	\$0	\$281,684	\$281,684			\$281,684
14th & Alder Signal & Palouse to Cascades Reconnect		\$0	\$83,728	-\$83,728	-\$83,728	\$0	-\$83,728	\$0
North Campus Signalization Carryforward		\$0	\$253,248	-\$253,248	-\$253,248			-\$253,248
Traffic Impact Fee (TIF) Fund Total	\$281,684	\$0	\$336,976	-\$55,292	-\$55,292	\$0	-\$83,728	\$28,436
Public Transit Fund					\$0			\$0
Beginning Fund Balance Update	\$184,977	\$0	\$0	\$184,977	\$184,977			\$184,977
2021 Pay Plan Resolution Amendments		\$0	\$4,196	-\$4,196	-\$4,196	\$0	\$12,987	-\$17,183
Central Transit Information Platform Carryforward		\$0	\$41,000	-\$41,000	-\$41,000			-\$41,000
Annual Sidewalk Repair Program, Including Bus Shelters		\$48,203	\$49,937	-\$1,735	-\$1,735			-\$1,735
Coronavirus Response & Relief Supplemental Appropriation Act (CRRSAA) Grant for Transit Operations		\$629,644	\$0	\$629,644	\$629,644			\$629,644
2021-2023 Consolidated Grant for Transit Operations		\$240,335	\$0	\$240,335	\$240,335			\$240,335
Public Transit Fund Total	\$184,977	\$918,182	\$95,133	\$1,008,025	\$1,008,025	\$0	\$12,987	\$995,038
Criminal Justice Fund					\$0			\$0
Beginning Fund Balance Update	\$856,946	\$0	\$0	\$856,946	\$856,946			\$856,946
2021 Pay Plan Resolution Amendments		\$0	\$3,693	-\$3,693	-\$3,693	\$0	\$11,404	-\$15,097
Body-worn In Car Camera System (Budget error correction)		\$0	\$155,510	-\$155,510	-\$155,510			-\$155,510
Criminal Justice Fund Total	\$856,946	\$0	\$159,203	\$697,743	\$697,743	\$0	\$11,404	\$686,339
Drug Fund					\$0			\$0
Beginning Fund Balance Update	\$9,724	\$0	\$0	\$9,724	\$9,724			\$9,724
Drug Fund Total	\$9,724	\$0	\$0	\$9,724	\$9,724			\$9,724
Sales Tax Reserve Fund					\$0			\$0
Beginning Fund Balance Update	\$247,021	\$0	\$0	\$247,021	\$247,021			\$247,021
Sales Tax Reserve Fund Total	\$247,021	\$0	\$0	\$247,021	\$247,021			\$247,021
ECTV Operations Fund					\$0			\$0
Beginning Fund Balance Update	\$13,935	\$0	\$0	\$13,935	\$13,935			\$13,935
ECTV Operations Fund Total	\$13,935	\$0	\$0	\$13,935	\$13,935			\$13,935
Park Acquisition Fund					\$0			\$0
Beginning Fund Balance Update	-\$16,136	\$0	\$0	-\$16,136	-\$16,136			-\$16,136
Unity Park Plan and Bid Specifications		\$0	\$40,000	-\$40,000	-\$40,000			-\$40,000
Reed Park Master Plan		\$0	\$35,000	-\$35,000	-\$35,000			-\$35,000
Park Acquisition Fund Total	-\$16,136	\$0	\$75,000	-\$91,136	-\$91,136			-\$91,136
Art Acquisition Fund					\$0			\$0
Beginning Fund Balance Update	-\$20,047	\$0	\$0	-\$20,047	-\$20,047			-\$20,047
2021 Pay Plan Resolution Amendments		\$0	\$455	-\$455	-\$455	\$0	\$1,406	-\$1,861
Annual Sidewalk Repair Program, Including Bus Shelters		\$0	\$37,837	-\$37,837	-\$37,837			-\$37,837
Economic Development Staff Phase Out		\$0	-\$22,491	\$22,491	\$22,491	\$0	-\$15,219	\$37,710
Art Acquisition Fund Total	-\$20,047	\$0	\$15,801	-\$35,847	-\$35,847	\$0	-\$13,813	-\$22,034

Table 1 Continued - 2021/2022 Supplemental Budget Items by Fund

Fund / Item	2021				2022			
	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
Lodging Tax Fund					\$0			\$0
Beginning Fund Balance Update	\$96,708	\$0	\$0	\$96,708	\$96,708			\$96,708
Lodging Tax Fund Total	\$96,708	\$0	\$0	\$96,708	\$96,708			\$96,708
Housing & Related Services Fund					\$0			\$0
Beginning Fund Balance Update	\$179,782	\$0	\$0	\$179,782	\$179,782			\$179,782
Housing & Related Services Fund Total	\$179,782	\$0	\$0	\$179,782	\$179,782			\$179,782
Capital Improvement Bond Debt Fund					\$0			\$0
Beginning Fund Balance Update	\$362,378	\$0	\$0	\$362,378	\$362,378			\$362,378
Capital Improvement Bond Debt Fund Total	\$362,378	\$0	\$0	\$362,378	\$362,378			\$362,378
2003 Library Const. Debt Fund					\$0			\$0
Beginning Fund Balance Update	-\$574	\$0	\$0	-\$574	-\$574			-\$574
2003 Library Const. Debt Fund Total	-\$574	\$0	\$0	-\$574	-\$574			-\$574
LID Guarantee Fund					\$0			\$0
Beginning Fund Balance Update	\$138,523	\$0	\$0	\$138,523	\$138,523			\$138,523
LID Guarantee Fund Total	\$138,523	\$0	\$0	\$138,523	\$138,523			\$138,523
Capital Facility Improvement Fund					\$0			\$0
Beginning Fund Balance Update	\$536,090	\$0	\$0	\$536,090	\$536,090			\$536,090
Facility Improvement Construction Carryforward		\$0	\$536,090	-\$536,090	-\$536,090			-\$536,090
Capital Facility Improvement Fund Total	\$536,090	\$0	\$536,090	\$0	\$0			\$0
Sidewalk Fund					\$0			\$0
Beginning Fund Balance Update	\$377,646	\$0	\$0	\$377,646	\$377,646			\$377,646
CBD Sidewalk Repair and Tree Replacement Carryforward		\$0	\$6,692	-\$6,692	-\$6,692			-\$6,692
Annual Sidewalk Repair Program, Including Bus Shelters		\$0	\$10,409	-\$10,409	-\$10,409			-\$10,409
Sidewalk Fund Total	\$377,646	\$0	\$17,101	\$360,545	\$360,545			\$360,545
Stormwater Utility Fund					\$0			\$0
Beginning Fund Balance Update	\$138,991	\$0	\$0	\$138,991	\$138,991			\$138,991
2021 Pay Plan Resolution Amendments		\$0	\$1,262	-\$1,262	-\$1,262	\$0	\$3,897	-\$5,159
ILA with the Kittitas County Flood Control Zone District		\$111,637	\$111,637	\$0	\$0			\$0
Stormwater Business Education & Outreach - Data Collection		\$0	\$100	-\$100	-\$100			-\$100
Dolarway Bridge / Reecer Creek Levee Design Carryforward		\$0	\$25,955	-\$25,955	-\$25,955			-\$25,955
Stormwater Utility Fund Total	\$138,991	\$111,637	\$138,954	\$111,674	\$111,674	\$0	\$3,897	\$107,777
Stormwater Capital Bond Fund					\$0			\$0
Beginning Fund Balance Update	\$3,045	\$0	\$0	\$3,045	\$3,045			\$3,045
Stormwater Capital Bond Fund Total	\$3,045	\$0	\$0	\$3,045	\$3,045			\$3,045

Table 1 Continued - 2021/2022 Supplemental Budget Items by Fund

Fund / Item	2021				2022			
	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
Telecom Utility Fund					\$0			\$0
Beginning Fund Balance Update	\$9,920	\$0	\$0	\$9,920	\$9,920			\$9,920
Ellensburg School District RFP for Fiber Optic Services		\$45,182	\$45,182	\$0	\$0			\$0
2021 Pay Plan Resolution Amendments		\$0	\$722	-\$722	-\$722	\$0	\$2,263	-\$2,985
Telecom Utility Strategic Plan		\$0	\$40,000	-\$40,000	-\$40,000			-\$40,000
Telecom Utility Fund Total	\$9,920	\$45,182	\$85,904	-\$30,802	-\$30,802	\$0	\$2,263	-\$33,065
Natural Gas Utility Fund					\$0			\$0
Beginning Fund Balance Update	\$599,962	\$0	\$0	\$599,962	\$599,962			\$599,962
Purchase of Residential Gas Meters		\$0	\$20,000	-\$20,000	-\$20,000	\$0	-\$20,000	\$0
2021 Pay Plan Resolution Amendments		\$0	\$12,654	-\$12,654	-\$12,654	\$0	\$35,388	-\$48,042
Natural Gas System Plan Carryforward		\$0	\$37,603	-\$37,603	-\$37,603			-\$37,603
Natural Gas System Plan Supplemental		\$0	\$2,800	-\$2,800	-\$2,800			-\$2,800
February Sale of Natural Gas		\$2,533,590	\$249,609	\$2,283,981	\$2,283,981			\$2,283,981
Natural Gas Utility Fund Total	\$599,962	\$2,533,590	\$322,666	\$2,810,886	\$2,810,886	\$0	\$15,388	\$2,795,498
Electric Utility Fund					\$0			\$0
Beginning Fund Balance Update	\$1,289,717	\$0	\$0	\$1,289,717	\$1,289,717			\$1,289,717
Spurling Court Solar Agreement with HopeSource		\$0	\$30,000	-\$30,000	-\$30,000			-\$30,000
2021 Pay Plan Resolution Amendments		\$0	\$20,131	-\$20,131	-\$20,131	\$0	\$62,500	-\$82,631
Collective Bargaining Agreement for 2021-2023 between City and IBEW Local 77		\$0	\$30,571	-\$30,571	-\$30,571	\$0	\$62,089	-\$92,660
North Campus Signalization Carryforward		\$0	\$32,851	-\$32,851	-\$32,851			-\$32,851
Substation Inspection Carryforward		\$0	\$70,925	-\$70,925	-\$70,925			-\$70,925
Light Utility Disposal and Refurbish Carryforward		\$0	\$40,000	-\$40,000	-\$40,000			-\$40,000
Electric Utility Fund Total	\$1,289,717	\$0	\$224,478	\$1,065,239	\$1,065,239	\$0	\$124,589	\$940,650
Water Utility Fund					\$0			\$0
Beginning Fund Balance Update	\$1,166,284	\$0	\$0	\$1,166,284	\$1,166,284			\$1,166,284
2021 Pay Plan Resolution Amendments		\$0	\$3,582	-\$3,582	-\$3,582	\$0	\$11,067	-\$14,649
Water Transfer Station Emergency Upgrades		\$0	\$48,150	-\$48,150	-\$48,150			-\$48,150
Water System Plan Update Carryforward		\$0	\$38,486	-\$38,486	-\$38,486			-\$38,486
Illinois Well Outfitting Design		\$0	\$156,877	-\$156,877	-\$156,877			-\$156,877
Rodeo Well Emergency Pump Replacement		\$0	\$22,863	-\$22,863	-\$22,863			-\$22,863
Pre-Feasibility Aquifer Storage & Recovery Study		\$20,000	\$20,000	\$0	\$0			\$0
Water Telemetry Emergency Software Conversion		\$0	\$41,310	-\$41,310	-\$41,310			-\$41,310
Water Utility Fund Total	\$1,166,284	\$20,000	\$331,268	\$855,016	\$855,016	\$0	\$11,067	\$843,949
Water Construction Fund					\$0			\$0
Beginning Fund Balance Update	-\$400,000	\$0	\$0	-\$400,000	-\$400,000			-\$400,000
Water Construction Fund Total	-\$400,000	\$0	\$0	-\$400,000	-\$400,000			-\$400,000

Table 1 Continued - 2021/2022 Supplemental Budget Items by Fund

Fund / Item	2021				2022			
	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
Wastewater Utility Fund					\$0			\$0
Beginning Fund Balance Update	\$467,780	\$0	\$0	\$467,780	\$467,780			\$467,780
2021 Pay Plan Resolution Amendments		\$0	\$3,071	-\$3,071	-\$3,071	\$0	\$9,491	-\$12,562
Wastewater Treatment Facility Aerators Carryforward		\$0	\$80,575	-\$80,575	-\$80,575			-\$80,575
Ridgeview Lane Sewer Main Carryforward		\$0	\$91,720	-\$91,720	-\$91,720			-\$91,720
Cured-in-Place Sewer Main Retainage Carryforward		\$0	\$7,322	-\$7,322	-\$7,322			-\$7,322
Second Avenue Emergency Sewer Main Replacement		\$0	\$8,310	-\$8,310	-\$8,310			-\$8,310
Design of the Anderson Road Sewer Main Extension project.		\$0	\$134,073	-\$134,073	-\$134,073			-\$134,073
Wastewater Treatment Facility Administration Building Roof Replacement		\$0	\$94,000	-\$94,000	-\$94,000	\$0	-\$60,000	-\$34,000
Wastewater Treatment Facility Administration Building HVAC Replacement		\$0	\$68,000	-\$68,000	-\$68,000			-\$68,000
Wastewater Utility Fund Total	\$467,780	\$0	\$487,071	-\$19,291	-\$19,291	\$0	-\$50,509	\$31,218
Shop & Warehouse Fund					\$0			\$0
Beginning Fund Balance Update	\$564,351	\$0	\$0	\$564,351	\$564,351			\$564,351
2021 Pay Plan Resolution Amendments		\$0	\$3,467	-\$3,467	-\$3,467	\$0	\$10,701	-\$14,168
Mechanics' Shop Industrial Weld Fume Unit		\$0	\$6,795	-\$6,795	-\$6,795			-\$6,795
Shop Portable Lift System (move from 2022)		\$0	\$0	\$0	\$0			\$0
Shop Equipment Purchase Carryforward		\$0	\$61,823	-\$61,823	-\$61,823			-\$61,823
Shop & Warehouse Fund Total	\$564,351	\$0	\$72,085	\$492,266	\$492,266	\$0	\$10,701	\$481,565
Health & Benefits Fund					\$0			\$0
Beginning Fund Balance Update	\$263,765	\$0	\$0	\$263,765	\$263,765			\$263,765
Health Insurance Program Costs		\$300,000	\$300,000	\$0	\$0			\$0
Health & Benefits Fund Total	\$263,765	\$300,000	\$300,000	\$263,765	\$263,765			\$263,765
Risk Management Fund					\$0			\$0
Beginning Fund Balance Update	\$49,571	\$0	\$0	\$49,571	\$49,571			\$49,571
WCIA Liability Insurance Cost Increases		\$0	\$51,445	-\$51,445	-\$51,445	\$0	\$77,168	-\$128,613
Cyber Incident Response Costs		\$0	\$111,000	-\$111,000	-\$111,000			-\$111,000
Risk Management Fund Total	\$49,571	\$0	\$162,445	-\$112,874	-\$112,874	\$0	\$77,168	-\$190,042
IT Service Fund					\$0			\$0
Beginning Fund Balance Update	\$597,173	\$0	\$0	\$597,173	\$597,173			\$597,173
2021 Pay Plan Resolution Amendments		\$0	\$9,426	-\$9,426	-\$9,426	\$0	\$29,365	-\$38,791
IT Service Fund Total	\$597,173	\$0	\$9,426	\$587,747	\$587,747	\$0	\$29,365	\$558,382
Library Trust Fund					\$0			\$0
Beginning Fund Balance Update	\$25,619	\$0	\$0	\$25,619	\$25,619			\$25,619
Library Trust Fund Total	\$25,619	\$0	\$0	\$25,619	\$25,619			\$25,619
Hal Holmes Trust Fund					\$0			\$0
Beginning Fund Balance Update	-\$349,547	\$0	\$0	-\$349,547	-\$349,547			-\$349,547
Hal Holmes Trust Fund Total	-\$349,547	\$0	\$0	-\$349,547	-\$349,547			-\$349,547

Table 1 Continued - 2021/2022 Supplemental Budget Items by Fund

Fund / Item	2021				2022			
	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance	Beg. Fund Balance	Revenues	Expenditures	Impact to Ending Fund Balance
Fire Relief and Pension Fund					\$0			\$0
Beginning Fund Balance Update	\$139,694	\$0	\$0	\$139,694	\$139,694			\$139,694
Unreimbursed Medical Costs		\$0	\$20,000	-\$20,000	-\$20,000			-\$20,000
Fire Relief and Pension Fund Total	\$139,694	\$0	\$20,000	\$119,694	\$119,694			\$119,694
COVID Grants Fund					\$0			\$0
Beginning Fund Balance Update	\$296,806	\$0	\$0	\$296,806	\$296,806			\$296,806
COVID Grants Accounting Carryforward		\$0	\$296,806	-\$296,806	-\$296,806			-\$296,806
COVID Grants Fund Total	\$296,806	\$0	\$296,806	\$0	\$0			\$0
Grand Total	\$8,896,292	\$6,453,658	\$5,695,373	\$9,654,577	\$9,654,577	-\$83,728	\$336,043	\$9,234,806

Table 2
City of Ellensburg
2021 Summary of Budget Adjustments

Fund/Department	Budgeted Beg Fund Balance	2021 Revenues	2021 Expenditures	Budgeted Ending Fund Balance
Total General Fund	330,822	1,144,703	455,170	1,020,355
Budgeted General Sub-Funds				
Sales Tax	247,021	0	0	247,021
Economic Development	0	706,814	4,000	702,814
CARES/ARPA Grants	296,806	0	296,806	0
Art Acquisitions	-20,047	0	15,801	-35,847
Total Budgeted General Sub-Funds	523,781	706,814	316,607	913,988
Special Revenue Funds:				
Street	747,583	0	77,069	670,514
Arterial Street	-293,900	673,551	1,472,727	-1,093,076
Traffic Impact Fee	281,684	0	336,976	-55,292
Ellensburg Public Transit	184,977	918,182	95,133	1,008,025
Criminal Justice	856,946	0	159,203	697,743
Drug	9,724	0	0	9,724
CATV Ops. and & Maint.	13,935	0	0	13,935
Park Acquisitions	-16,136	0	75,000	-91,136
Lodging Tax	96,708	0	0	96,708
Housing & Related Services	179,782	0	0	179,782
Total Special Revenue Funds	2,061,302	1,591,732	2,216,108	1,436,927
Debt Service Funds				
Capital Imprv. Debt	362,378	0	0	362,378
2010 Maintenance Bond	0	0	0	0
Library Bond Debt	-574	0	0	-574
LID Guarantee Fund	138,523	0	0	138,523
Total Debt Service Funds	500,327	0	0	500,327
Capital Project Funds				
Capital Imprv. Bond Projects	536,090	0	536,090	0
Sidewalk Improvements	377,646	0	17,101	360,545
Total Capital Project Funds	913,737	0	553,192	360,545
Trust & Agency Funds				
Library Trust	25,619	0	0	25,619
Hal Holmes Trust	-349,547	0	0	-349,547
Fire Relief & Pension Trust	139,694	0	20,000	119,694
Total Trust & Agency Funds	-184,234	0	20,000	-204,234
Enterprise Funds				
Stormwater	138,991	111,637	138,954	111,674
Stormwater Bond	3,045	0	0	3,045
Telecommunications	9,920	45,182	85,904	-30,802
Gas	599,962	2,533,590	322,666	2,810,886
Light	1,289,717	0	224,478	1,065,239
Water	1,166,284	20,000	331,268	855,016
Water Construction	-400,000	0	0	-400,000
Sewer	467,780	0	487,071	-19,291
Total Enterprise Funds	3,275,698	2,710,409	1,590,341	4,395,766
Internal Service Funds				
Shop & Equipment	564,351	0	72,085	492,266
Health Insurance	263,765	300,000	300,000	263,765
Risk Management	49,571	0	162,445	-112,874
IT Fund	597,173	0	9,426	587,747
Total Internal Service Funds	1,474,859	300,000	543,956	1,230,903
Grand Total	\$8,896,292	\$6,453,658	\$5,695,373	\$9,654,577

Table 3
City of Ellensburg
2022 Summary of Budget Adjustments

Fund/Department	Budgeted Beg Fund Balance	2022 Revenues	2022 Expenditures	Budgeted Ending Fund Balance
Total General Fund	1,020,355	0	361,408	658,947
Budgeted General Sub-Funds				
Sales Tax	247,021	0	0	247,021
Economic Development	702,814	0	0	702,814
CARES/ARPA Grants	0	0	0	0
Art Acquisitions	-35,847	0	-13,813	-22,034
Total Budgeted General Sub-Funds	913,988	0	-13,813	927,801
Special Revenue Funds:				
Street	670,514	0	3,856	666,658
Arterial Street	-1,093,076	-83,728	-180,000	-996,804
Traffic Impact Fee	-55,292	0	-83,728	28,436
Ellensburg Public Transit	1,008,025	0	12,987	995,038
Criminal Justice	697,743	0	11,404	686,339
Drug	9,724	0	0	9,724
CATV Ops. and & Maint.	13,935	0	0	13,935
Park Acquisitions	-91,136	0	0	-91,136
Lodging Tax	96,708	0	0	96,708
Housing & Related Services	179,782	0	0	179,782
Total Special Revenue Funds	1,436,927	-83,728	-235,481	1,588,680
Debt Service Funds				
Capital Imprv. Debt	362,378	0	0	362,378
2010 Maintenance Bond	0	0	0	0
Library Bond Debt	-574	0	0	-574
LID Guarantee Fund	138,523	0	0	138,523
Total Debt Service Funds	500,327	0	0	500,327
Capital Project Funds				
Capital Imprv. Bond Projects	0	0	0	0
Sidewalk Improvements	360,545	0	0	360,545
Total Capital Project Funds	360,545	0	0	360,545
Trust & Agency Funds				
Library Trust	25,619	0	0	25,619
Hal Holmes Trust	-349,547	0	0	-349,547
Fire Relief & Pension Trust	119,694	0	0	119,694
Total Trust & Agency Funds	-204,234	0	0	-204,234
Enterprise Funds				
Stormwater	111,674	0	3,897	107,777
Stormwater Bond	3,045	0	0	3,045
Telecommunications	-30,802	0	2,263	-33,065
Gas	2,810,886	0	15,388	2,795,498
Light	1,065,239	0	124,589	940,650
Water	855,016	0	11,067	843,949
Water Construction	-400,000	0	0	-400,000
Sewer	-19,291	0	-50,509	31,218
Total Enterprise Funds	4,395,766	0	106,695	4,289,071
Internal Service Funds				
Shop & Equipment	492,266	0	10,701	481,565
Health Insurance	263,765	0	0	263,765
Risk Management	-112,874	0	77,168	-190,042
IT Fund	587,747	0	29,365	558,382
Total Internal Service Funds	1,230,903	0	117,234	1,113,669
Grand Total	\$9,654,577	-\$83,728	\$336,043	\$9,234,806

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE 2021-2022 BIENNIAL BUDGET OF THE CITY OF ELLENSBURG AS SET FORTH IN ORDINANCE NO. 4864 TO ADJUST APPROPRIATIONS IN THE CITY'S FUNDS.

WHEREAS, the City Council approved Ordinance No. 4864, which adopted a biennial budget for fiscal years 2021-2022; and

WHEREAS, Ch. 35A.34 RCW provides procedures for adopting, managing, and amending a biennial budget; and

WHEREAS, the City Manager has identified the need to make certain revisions to the 2021-2022 biennial budget; and

WHEREAS, the City Council has reviewed the proposed adjustments to the budget and has determined that they should be made;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. **2021-2022 Supplemental Budget.** The 2021-2022 biennial budget for the City of Ellensburg for the period January 1, 2021 through December 31, 2022, as authorized in Ordinance 4864 is hereby amended as revised in attached Exhibits A and B, and are hereby appropriated for expenditure at the fund level during the 2021-2022 biennium.

Section 2. **Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. **Corrections.** Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. **Effective Date.** This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of the ordinance or a summary thereof consisting of the title.

The foregoing ordinance was passed and adopted at regular meeting of the City Council on this 7th day of September, 2022.

Mayor

Attest:

City Clerk

Approved as to form:

CITY ATTORNEY

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. ____ is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. ____ was published as required by law.

Beth Leader, City Clerk

Ordinance ____ - Exhibit A (Supplemental Budget Ordinance)

City of Ellensburg

2021 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2021 Revenues	2021 Expenditures	Budgeted Ending Fund Balance
Total General Fund	4,178,154	15,747,197	17,022,429	2,902,922
Budgeted General Sub-Funds				
Sales Tax	2,449,720	4,855,497	4,715,073	2,590,144
Economic Development	0	706,814	4,000	702,814
CARES/ARPA Grants	296,806	0	296,806	0
Art Acquisitions	26,994	51,400	78,394	0
Total Budgeted General Sub-Funds	2,773,520	5,613,711	5,094,273	3,292,958
Special Revenue Funds:				
Street	1,894,258	2,330,028	2,942,863	1,281,423
Arterial Street	1,448,872	10,007,090	10,916,727	539,235
Traffic Impact Fee	793,183	386,618	609,376	570,426
Ellensburg Public Transit	2,392,579	2,426,872	1,933,995	2,885,455
Criminal Justice	2,241,725	1,170,118	1,392,147	2,019,696
Drug	31,899	3,100	15,000	19,999
CATV Ops. and & Maint.	115,277	80,420	104,171	91,526
Park Acquisitions	461,566	546,711	175,000	833,277
Lodging Tax	310,751	361,000	302,351	369,400
Housing & Related Services	1,571,051	568,547	1,722,500	417,098
Total Special Revenue Funds	11,261,162	17,880,503	20,114,130	9,027,535
Debt Service Funds				
Capital Imprv. Debt	362,378	203,184	203,184	362,378
2010 Maintenance Bond	39,772	217,700	217,700	39,772
Library Bond Debt	95,848	175,000	181,100	89,748
LID Guarantee Fund	138,523	0	0	138,523
Total Debt Service Funds	636,522	595,884	601,984	630,422
Capital Project Funds				
Capital Imprv. Bond Projects	536,090	0	536,090	0
Sidewalk Improvements	736,926	306,000	430,101	612,825
Total Capital Project Funds	1,273,017	306,000	966,192	612,825
Trust & Agency Funds				
Library Trust	320,865	6,900	8,800	318,965
Hal Holmes Trust	107,052	10,000	10,000	107,052
Fire Relief & Pension Trust	588,075	165,169	147,944	605,300
Total Trust & Agency Funds	1,015,992	182,069	166,744	1,031,317
Enterprise Funds				
Stormwater	1,143,393	1,701,629	2,035,265	809,757
Stormwater Bond	119,433	1,283,612	1,400,000	3,045
Telecommunications	247,248	401,083	399,397	248,934
Gas	2,536,896	10,366,317	8,816,099	4,087,115
Light	10,197,773	19,395,762	21,033,828	8,559,707
Water	6,503,314	11,045,312	11,782,758	5,765,867
Water Construction	0	3,200,000	3,200,000	0
Sewer	3,598,477	8,796,404	9,827,665	2,567,216
Total Enterprise Funds	24,346,534	56,190,118	58,495,011	22,041,641
Internal Service Funds				
Shop & Equipment	8,312,481	2,378,390	3,168,083	7,522,788
Health Insurance	997,240	2,799,280	2,677,608	1,118,912
Risk Management	1,201,903	686,902	706,261	1,182,544
IT Fund	1,227,608	1,948,438	1,958,948	1,217,098
Total Internal Service Funds	11,739,232	7,813,010	8,510,900	11,041,342
Grand Total	\$57,224,132	\$104,328,493	\$110,971,662	\$50,580,963

Ordinance ____ - Exhibit B (Supplemental Budget Ordinance)

City of Ellensburg

2022 Budget Table - All Funds as Amended

Fund/Department	Budgeted Beg Fund Balance	2022 Revenues	2022 Expenditures	Budgeted Ending Fund Balance
Total General Fund	2,902,922	15,046,940	16,917,668	1,032,195
Budgeted General Sub-Funds				
Sales Tax	2,590,144	4,855,497	4,786,871	2,658,770
Economic Development	702,814	0	0	702,814
CARES/ARPA Grants	0	0	0	0
Art Acquisitions	0	51,400	48,421	2,979
Total Budgeted General Sub-Funds	3,292,958	4,906,897	4,835,292	3,364,563
Special Revenue Funds:				
Street	1,281,423	2,611,170	2,817,211	1,075,382
Arterial Street	539,235	6,365,388	6,690,000	214,623
Traffic Impact Fee	570,426	386,618	510,272	446,772
Ellensburg Public Transit	2,885,455	1,234,427	1,897,945	2,221,937
Criminal Justice	2,019,723	1,170,118	1,298,324	1,891,517
Drug	19,999	3,100	11,699	11,400
CATV Ops. and & Maint.	91,526	80,421	101,340	70,607
Park Acquisitions	833,277	266,711	0	1,099,988
Lodging Tax	369,400	401,000	320,313	450,087
Housing & Related Services	417,098	568,547	682,500	303,145
Total Special Revenue Funds	9,027,562	13,087,501	14,329,604	7,785,459
Debt Service Funds				
Capital Imprv. Debt	362,378	562,327	562,327	362,378
2010 Maintenance Bond	39,772	212,800	212,800	39,772
Library Bond Debt	89,748	175,000	186,000	78,748
LID Guarantee Fund	138,523	0	0	138,523
Total Debt Service Funds	630,422	950,127	961,127	619,422
Capital Project Funds				
Capital Imprv. Bond Projects	0	0	0	0
Sidewalk Improvements	612,825	306,000	273,000	645,825
Total Capital Project Funds	612,825	306,000	273,000	645,825
Trust & Agency Funds				
Library Trust	318,965	7,500	8,800	317,665
Hal Holmes Trust	107,052	10,000	10,000	107,052
Fire Relief & Pension Trust	605,300	165,169	132,622	637,847
Total Trust & Agency Funds	1,031,317	182,669	151,422	1,062,564
Enterprise Funds				
Stormwater	809,757	1,520,790	1,892,553	437,995
Stormwater Bond	3,045	0	0	3,045
Telecommunications	248,934	355,901	347,160	257,676
Gas	4,087,115	7,048,904	7,616,706	3,519,313
Light	8,559,707	19,226,770	21,074,321	6,712,156
Water	5,815,867	6,147,505	6,031,506	5,931,866
Water Construction	0	0	0	0
Sewer	2,567,216	5,443,404	5,678,973	2,331,646
Total Enterprise Funds	22,091,641	39,743,273	42,641,219	19,193,696
Internal Service Funds				
Shop & Equipment	7,522,788	2,413,910	2,214,647	7,722,051
Health Insurance	1,118,912	2,609,441	2,377,608	1,350,745
Risk Management	1,182,544	686,902	670,107	1,199,339
IT Fund	1,217,098	1,539,046	1,537,806	1,218,338
Total Internal Service Funds	11,041,342	7,249,299	6,800,168	11,490,473
Grand Total	\$50,630,990	\$81,472,707	\$86,909,499	\$45,194,197



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: August 16, 2021

Item Title/Agenda Subject: Proposed Ordinance – First Reading for Title 14, Traffic Impact Fees (TIF) Revisions

Submitted by: Derek Mayo Public Works & Utilities

Recommended Action or Motion: Approve first reading of the ordinance revising the Impact Fee Code and Sections 14.04.160, 14.04.170, and 14.04.175 of the Ellensburg City Code.

Background/Summary: Attached for Council's consideration, is an ordinance which reflects various revisions to the traffic impact fee code, Sections 14.05.050, 14.04.160 and 14.04.170 of the Ellensburg City Code. Council is being requested to consider first reading of the ordinance.

As Council is aware, Traffic Impact Fees were adopted back in 2009 in the City of Ellensburg. The fee and associated project list were then updated in 2018 to reflect the transportation modeling completed at that time. The TIF and associated project list is in need of updating again to reflect the projects on the list that have already been completed or received grant funding for, and to include additional projects being added to the list due to the continued growth we have seen in recent years.

Previous Council Action:

- Council adopted Ordinance 4535 in 2009, implementing TIF in the City of Ellensburg
- Council adopted Ordinance 4808 in 2018, updating the TIF and associated project list

Analysis: The proposed ordinance includes revisions to Section 14.04.050 of the ECC to now include exemptions for early learning centers as now allowed by RCW 43.31.565.

Sections 14.04.160 and 14.04.170 of the ECC were also revised to reflect the Ellensburg TIF Updated Report recommendations. The TIF structure is based on the number of vehicle trips during the PM peak hour, which is the highest

one-hour period between 4pm and 6pm. Fees collected can only be used on capacity improvement projects. The following is a comparison of the fee and number of projects for current and proposed TIF's:

	<u>Current (adopted 1/2009)</u>	<u>Proposed 2018 Update</u>
<i>Cost per Trip</i>	\$1,817 plus 5% admin	\$2,213 plus 5% admin
<i># of TIF Projects</i>	22 projects	29 projects

The following projects included in the July 21, 2021 TIF Update have been completed and/or have secured funding and have been removed from the project list:

1. **University Way and Reecer Creek:** Project is fully funded with Federal STBG grant funding and Kittitas County funds, with construction scheduled to begin in Sept. 2021.
2. **Walnut St. and 18th:** Construction was completed early 2021. The project funding was split with TIF funds and CWU funding.
3. **15th and Water St.:** Construction was completed in 2019. The project was primarily funded with TIF funds.
4. **Wildcat Way and 14th:** Construction was completed early 2021. The project funding was split with TIF funds and CWU funding.
5. **Canyon Rd. & I-90 EB Ramp:** Construction is nearly complete. Project was fully funded by WSDOT.

Based on continued development and review of multiple completed Traffic Impact Analysis reports, the following Motorized Capacity Projects are added to the TIF Updated Project list:

1. **Capitol Ave. and Chestnut St.:** Intersection capacity improvements
2. **Sanders Rd. and Alder St.:** Intersection capacity improvements
3. **Capitol Avenue and Willow St.:** Intersection capacity improvements
4. **Mountain View Ave. and Bull Rd.:** Intersection capacity improvements
5. **Anderson Rd. and Bull Rd.:** Intersection capacity

improvements

6. **15th and Cora St.:** Intersection capacity improvements

The RCW also allows for Active (walking and biking) projects to be included as apart of TIF project lists. The following Active projects were added to the TIF project Updated Project List:

1. **15th Sidewalk Improvements**
2. **Bike and Pedestrian Improvements on Chestnut St. and Walnut St.**
3. **Bike and Pedestrian Improvements on Pfenning Road**
4. **Trail Connection from 5th to University Way (near CWU)**
5. **Protected Bike Lanes on 14th and Wildcat Way**
6. **Reconnection of the Palouse to Cascades Trail**
7. **Bike Lanes on Walnut Street/18th from Dean Nicholson Blvd to Alder St.**

The project cost for each of the 29 projects included in the Updated Project List are shown in Exhibit C of the Traffic Impact Fee Rate Study Update. The twenty two percent increase in this updated TIF is partially due to the increase in number of projects on the list, but also is attributable to the rise in material and construction costs we have seen since 2018.

Financial Impact:

The proposed Traffic Impact Fee reflects an increase of, approximately 22% since the 2018 update and approximately 24% increase from the 2009 initial fee adopted by Council, for an average increase of about 2% per year from the initial fee. The increase fee will increase the Traffic Impact Fee fund and allow for continued construction of needed capacity improvement projects.

Attachments:

[Ellensburg TIF Update Report](#)
[Ellensburg Impact Fees Update CC](#)
[Ord. - Traffic Impact Fee Update 8-16-21](#)



Traffic Impact Fee Rate Study Update

Prepared for
City of Ellensburg

July 21, 2021

TC21-0016

FEHR  PEERS



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CHAPTER 1: INTRODUCTION

The City of Ellensburg developed its current traffic impact fee program in 2018, which was itself an update of the City's 2007 program. The 2018 update incorporated projects from the City's 2017 Comprehensive Plan and since then the City has used the impact fee program to fund several capacity projects throughout Ellensburg. In 2020, the City adopted an Active Transportation Plan that identified a list of pedestrian and bicycle priority projects.

This Rate Study documents the proposed changes to the City's Traffic Impact Fee program to respond to growth that has occurred since 2018 and to incorporate eligible projects from the recently adopted Active Transportation Plan.

TRAFFIC IMPACT FEE STRUCTURE

The key steps involved in developing an impact fee program are shown in **Figure 1**. Steps include identifying eligible projects from adopted City plans, calculating the eligibility of each individual project, and allocating the growth-related costs that can be charged as impact fees, which are presented in the form of a fee schedule. Each step is described in more detail in subsequent sections of this report.

Figure 1: Steps to Develop a Traffic Impact Fee Program



CHAPTER 2: TRAFFIC IMPACT FEE PROJECT LIST

Washington State law (RCW 82.02.050) specifies that transportation impact fees are to be spent on “system improvements.” System improvements can include physical or operational changes to roadways or active transportation pathways that are built in one location to benefit projected needs at another location. These are generally projects that add capacity, such as new streets, additional lanes, widening, signalization, new sidewalks, and bike lanes.

This impact fee program update proposes to include the following types of projects:

1. Roadway capacity projects needed to maintain the intersection adopted Level of Service (LOS) standards to support planned growth, as identified in the City's 2017 Transportation Element Update.
2. Projects that add capacity to the bicycle and pedestrian networks and are within the right-of-way of streets and roads, as identified in the City's Active Transportation Plan, completed in 2020.

The resulting project list includes 29 projects with a total cost of \$29.7 million. Of these projects, 22 are motorized projects (shown in **Table 1**) while 7 are active transportation investments that would serve non-motorized modes (shown in **Table 2**). These projects are also shown geographically in **Figure 2**.

TABLE 1: LIST OF MOTORIZED CAPACITY PROJECTS

Number	Project	Description	Total Cost (2018\$)
1	Water Street & Bender Road	Intersection capacity improvements	\$966,000
2	Airport Road & Bender Road	Intersection modification to an all way stop	\$1,008,000
3	Helena Street & Water Street	Intersection capacity improvements, widening and illumination	\$936,000
4	Helena Street & Walnut Street	Intersection capacity improvements and widening	\$740,000
5	Wildcat Way & 18th Avenue	Intersection capacity improvements	\$630,000
6	18 th Avenue & Alder Street	Intersection capacity improvements	\$720,000
7	Alder St & Dean Nicholson Boulevard/14th Avenue	Intersection capacity improvements	\$1,610,000
8	University Way & Alder Street	Intersection capacity improvements and widening	\$1,558,000
9	University Way & Water Street	Intersection capacity improvements and widening	\$2,724,000
10	University Way & Main Street	Intersection capacity improvements and widening	\$3,338,000
11	5th Avenue & Ruby Street	Intersection capacity improvements and widening	\$741,000
12	5th Avenue & Railroad Avenue	Intersection capacity improvements	\$460,000
13	Ruby Street & 3rd Avenue	Intersection capacity improvements	\$741,000
14	Manitoba Avenue & Ruby Street	Intersection capacity improvements, Illumination and Realignment	\$1,332,000
15	Mountain View Avenue & Ruby Street	Intersection capacity improvements and widening	\$2,434,000
16	Canyon Road & Umpatum Road	Intersection capacity improvements and widening	\$2,822,000

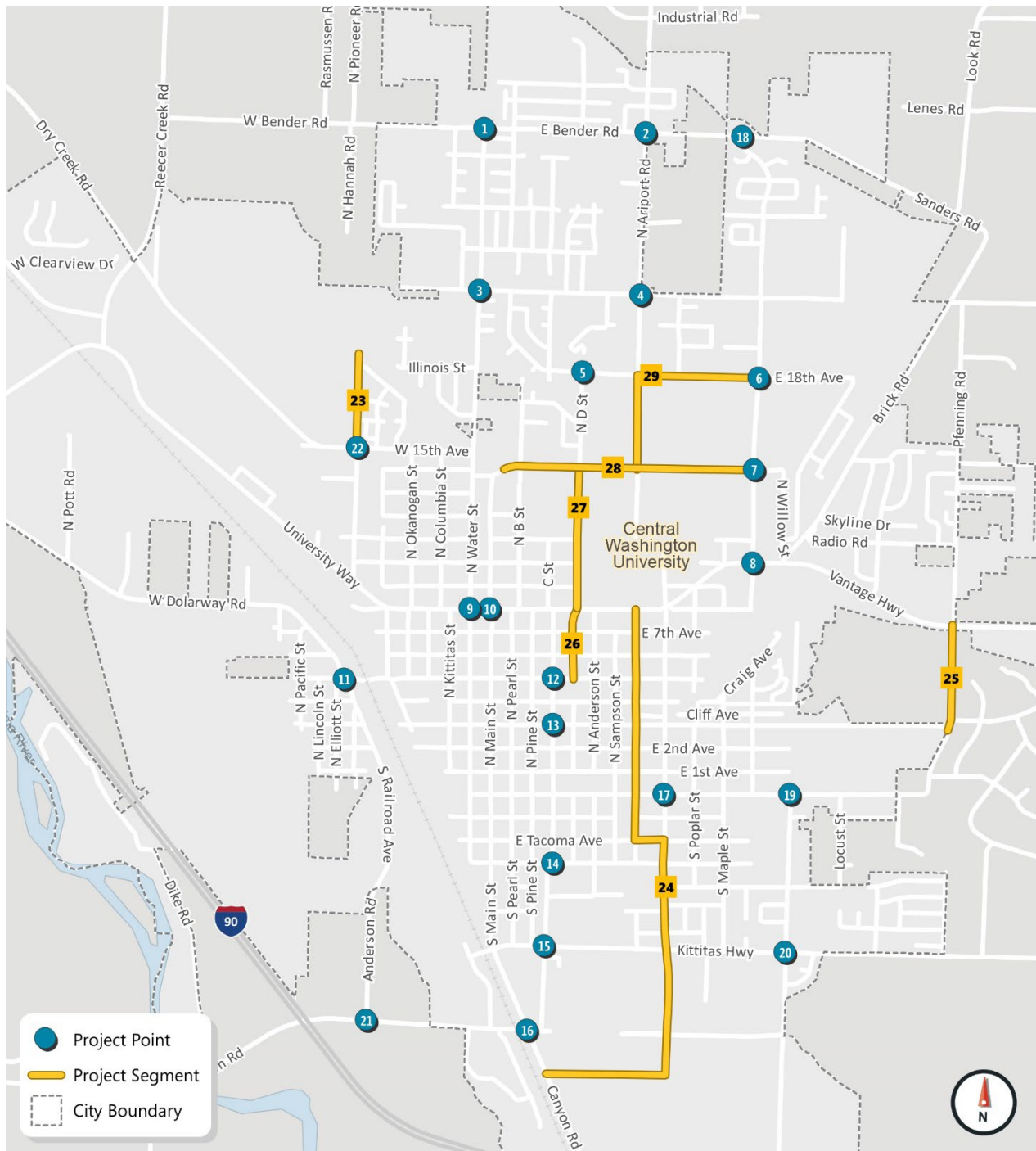


Number	Project	Description	Total Cost (2018\$)
17	Capitol Avenue & Chestnut Street	Intersection capacity improvements	\$672,000
18	Sanders Road & Alder Street	Intersection capacity improvements	\$665,000
19	Capitol Avenue & Willow Street	Intersection capacity improvements	\$524,000
20	Mountain View Avenue & Bull Road	Intersection capacity improvements	\$681,000
21	Anderson Road & Umptanum Road	Intersection capacity improvements	\$1,252,000
22	15th Avenue & Cora Street	Intersection capacity improvements	\$432,000
			Total \$26,986,000

TABLE 2: LIST OF PEDESTRIAN AND BICYCLE CAPACITY PROJECTS

Number	Project	Description	Total Cost (2018\$)
23	15th Avenue Sidewalk Improvements	Fill sidewalk gaps on 15th Avenue between Cora Street and Water Street	\$154,000
24	Bike and Pedestrian Improvements on Chestnut Street and Walnut Street	Extend the sharrows on Chestnut Street to E Mountain View Avenue. Implement a sharrow on E Tacoma Avenue between Walnut Street and Chestnut Street, and on Walnut Street between E Tacoma Avenue and E University Way. Also includes improving the crossing at Seattle Avenue.	\$263,000
25	Bike and Pedestrian Improvements on Pfenning Road	Install a shared use path on the west side of Pfenning Road. Includes an RRFB crosswalk on Pfenning Road at the Palouse to Cascades Trail.	\$626,000
26	Trail Connection from 5th Avenue to University Way (near CWU)	Install a pedestrian and bicycle trail or buffered bike lanes from 5th Avenue to University Way near CWU, including a crossing for bicycles at E University Way.	\$47,000
27	Protected Bike Lane on E 14th Avenue and N Wildcat Way	Install a protected bike lane on E 14th Avenue and N Wildcat Way between B Street and E 10th Avenue. From B Street (along E 14th Avenue) to University Way (along N Wildcat Way).	\$86,000
28	Reconnection of the Palouse to Cascades Trail	Reconnect the Palouse to Cascades Trail by providing pedestrian and bicycle improvements on E 14th Avenue between Main Street and Alder Street, including wayfinding improvements.	\$1,412,000
29	Bike lane on Walnut Street/18th Avenue from 14th Avenue to Alder Street	Install bike lanes on N Walnut Street and E 18th Avenue.	\$125,000
			Total \$2,713,000

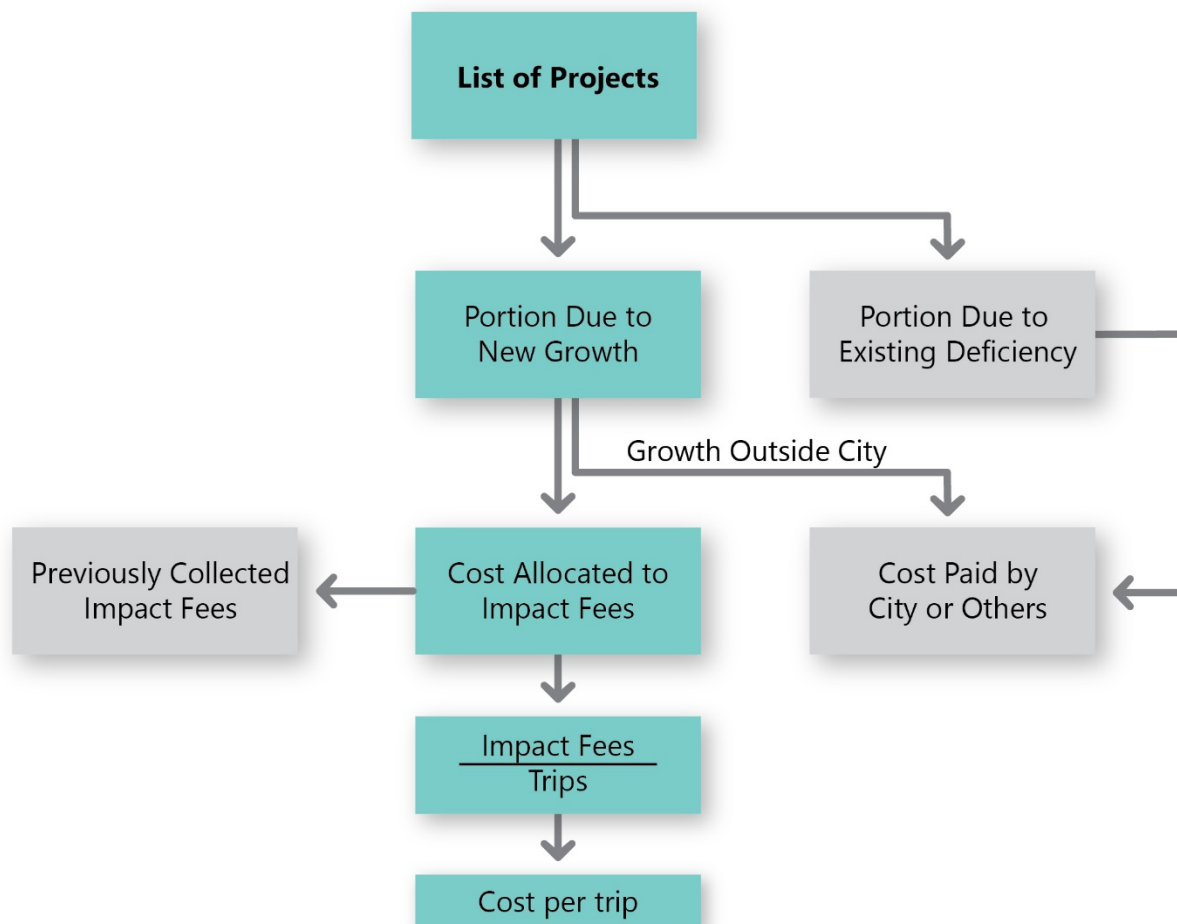
Figure 2: Transportation Impact Fee Projects



CHAPTER 3: COST ALLOCATION

The City used an impact fee methodology that distinguishes between facility improvements that address existing deficiencies and those needed to serve future growth. **Figure 3** diagrams the process.

Figure 3: Traffic Impact Fee Cost Allocation Concept



TRANSPORTATION DEFICIENCIES

RCW 82.02.050(4)(a) requires that the capital facilities element of a jurisdiction's comprehensive plan identify "deficiencies in public facilities serving existing development." Future development cannot be held responsible for the portion of added roadway or pedestrian/bicycle capacity needed to serve existing development.

The City's 2017 Transportation Element established a LOS standard that is based on intersection delay. Intersections are considered deficient if average delay is below LOS C for arterials and collectors, and LOS D for arterials at the interchanges with I-90. As shown in **Exhibit A**, none of the intersections on the project list currently exceed their standard, thus there are no existing deficiencies based on vehicle LOS.

To calculate deficiencies for active transportation facilities, the team estimated the portion of users that would be related to future development, as opposed to land uses on the ground today. To make this assessment, the 2017 and 2037 versions of the Kittitas County travel model were applied to estimate trip growth on roadway segments that coincide with locations where active transportation facilities would be built. The average active transportation deficiency was found to be approximately 48%, meaning that 48% of trips anticipated in the future would be related to uses already on the ground today, fulfilling an existing need. **Exhibit B** provides a detailed summary of deficiencies for each of the pedestrian and bicycle projects.

TRAVEL GROWTH

Information from the City's 2017 Comprehensive Plan was used to evaluate the growth in Ellensburg's population and employment over the 20-year life of this impact fee program. **Table 3** shows Ellensburg land uses in terms of population and employment for the years 2017 and 2037.

Using these land use forecasts and the Kittitas County travel model as modified for the Ellensburg Comprehensive Plan, it is estimated that 8,980 new PM peak hour vehicle trip ends would be generated within the City during the 20-year period. This growth in vehicle trip ends was used to calculate the impact fee rates.

TABLE 3: ELLENSBURG LAND USE GROWTH

	2017	2037	Growth	% Growth
Population	20,783	32,540	11,757	57%
Employment	11,490	18,488	6,998	61%

Source: Kittitas County Council of Governments, 2017; Fehr & Peers, 2018

COST ALLOCATION RESULTS

For motorized projects (intersections and roadway capacity), the Kittitas County/Ellensburg travel demand model was applied to estimate the share of trips at each impact fee project location that would be related to growth within Ellensburg City Limits. The procedure used to perform this assessment is called a "flow

bundle" assignment, which provides the origin and destination for each vehicle trip traveling through a selected location in the model. Since the impact fee program can only pay for the share of trips that are generated by growth in Ellensburg, the following calculations were made:

- Trips with an origin and destination inside of the City of Ellensburg are considered internal trips and are counted at a rate of 100%.
- Trips with an origin inside Ellensburg and a destination outside of Ellensburg, or vice versa, are counted at a rate of 50%.
- Trips that pass-through Ellensburg, but do not have any origins or destinations internal to Ellensburg, were not allocated to Ellensburg growth.

In the case of projects for active (walking and biking) modes, the Kittitas County/Ellensburg travel demand model could not be used. Instead, it was estimated that 90 percent of pedestrian trips and 75 percent of bicycle trips were internal to the city, based on industry rules of thumb. The details of this calculation for both motorized and pedestrian and bicycle projects are shown in **Exhibit C**.

Impact fees could pay for up to 67 percent of the total \$29.7 million cost of the improvement projects. In calculating this eligibility percentage, previous impact fee funds collected (roughly 2 percent of the total cost) were considered and removed from the eligible cost¹. City matching funds, new grants, and other sources would contribute the remaining 31 percent of the total project costs.

The final step in the cost allocation process dealt with calculating the "cost per new trip end" within Ellensburg, derived by dividing the total eligible project costs by the total number of new PM peak hour trips based in Ellensburg over the life of the program. A total of 8,980 new PM peak hour vehicle trips are estimated to occur within the City between 2017 and 2037.

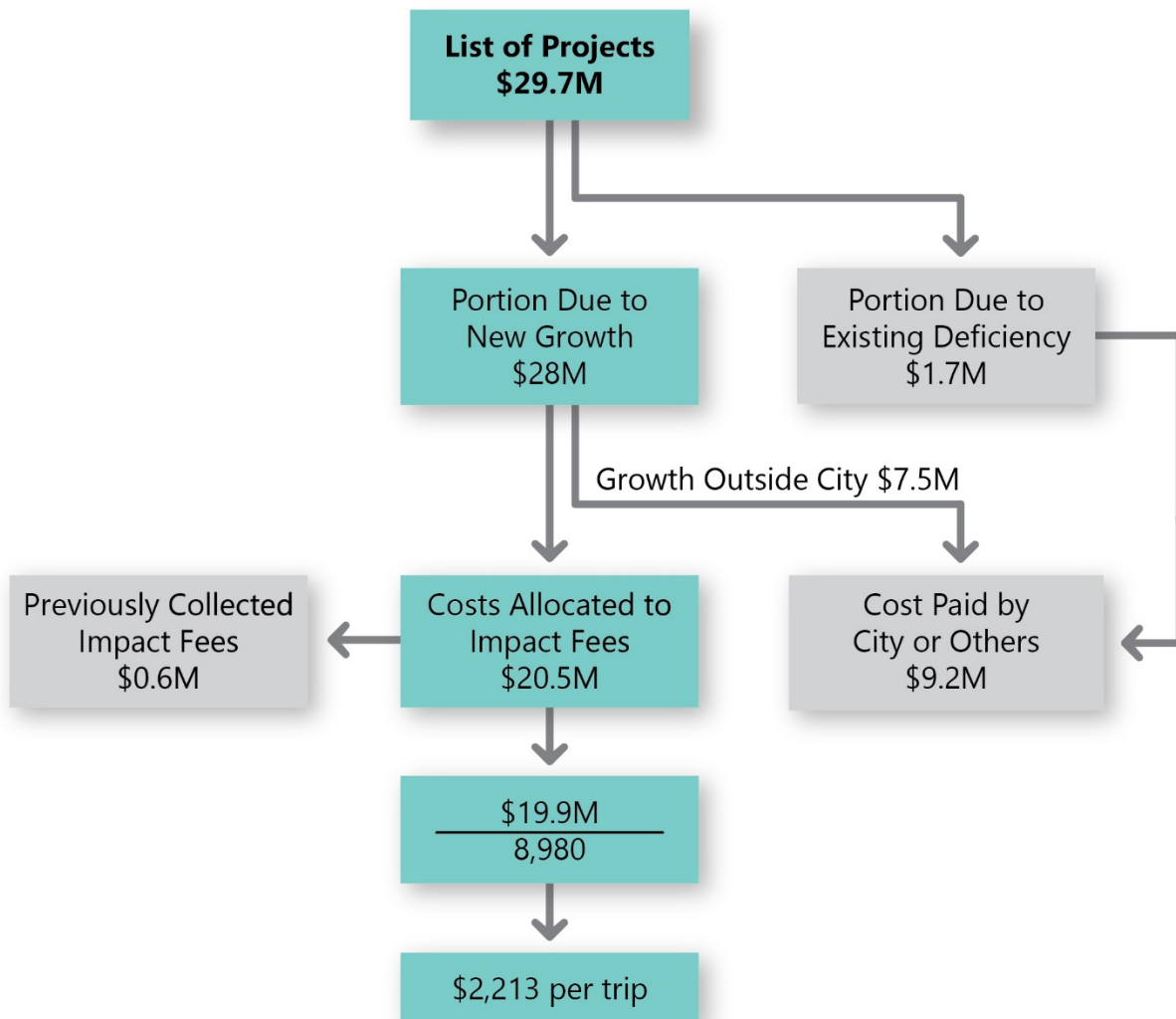
The analysis produced the following results:

Eligible impact fee costs	\$19,875,506
New PM peak hour trip ends	÷ 8,980
Eligible costs per new trip end	= \$2,213.27

¹ The City has an impact fee fund balance of \$599,658 as of April 2021. In addition to this, the City has already spent \$10,068 on #7 University Way & Alder Street, bringing the total impact fee funds spent or available for projects on the project list to \$609,726, or 2 percent of the total \$29.7 million cost.

Figure 4 summarizes the cost allocation results. For discussion purposes, the dollar amounts shown in this figure and the following text descriptions are approximate values expressed in millions of dollars. The actual amounts used in the calculations are accurate to a single dollar.

Figure 4: Traffic Impact Fee Cost Allocation Results





CHAPTER 4 – TRAFFIC IMPACT FEE SCHEDULE

The traffic impact fee schedule was developed by adjusting the "cost per trip end" information to reflect differences in trip-making characteristics for a variety of land use types within the study area. The fee schedule is a table where fees are represented as dollars per unit for each land use category. **Exhibit D** shows the various components of the fee schedule (trip generation rates and new trip percentages).

TRIP GENERATION COMPONENTS

Trip generation rates for each land use type are derived from the Institute of Transportation Engineers (ITE) *Trip Generation* (10th Edition). The rates are expressed as vehicle trips entering and leaving a property during the PM peak hour.

PASS-BY TRIP ADJUSTMENT

The trip generation rates represent total traffic entering and leaving a property at the driveway points. For certain land uses (e.g., general retail), a substantial amount of this traffic is already passing by the property and merely turns into and out of the driveway. These pass-by trips do not significantly impact the surrounding street system and therefore are subtracted out prior to calculating the impact fee. The resulting trips are considered "new" to the street system and are therefore subject to the traffic impact fee calculation. The "new" trip percentages are derived partially from ITE data and from available surveys conducted around the country.²

SCHEDULE OF RATES

The traffic impact fee schedule of rates is shown in **Exhibit D**, as well as the various components of the fee schedule. In the fee schedule, fees are shown as dollars per unit of development for various land use categories. The impact fee program is flexible in that if a use does not fit into one of the categories, an impact fee can be calculated based on the development's projected trip generation.

² Trip Generation Sources: ITE *Trip Generation* (10th Edition); ITE *Trip Generation Handbook: An ITE Proposed Recommended Practice* (2017)



EXHIBIT A

DEFICIENCY CALCULATION – MOTORIZED PROJECTS

EXHIBIT A: TRANSPORTATION DEFICIENCY CALCULATION

	Intersection	LOS Standard	Control Delay	LOS
1	Water Street & Bender Road	C	9.9	A
2	Airport Road & Bender Road	C	11	B
3	Helena Street & Water Street	C	8.9	A
4	Helena Street & Walnut Street	C	14.4	B
5	Wildcat Way & 18th Avenue	C	17.1	C
6	18th Avenue & Alder Street	C	10.5	B
7	Alder Street & Dean Nicholson Boulevard/14th Avenue	C	12.6	B
8	University Way & Alder Street	C	13.6	B
9	University Way & Water Street	C	14.4	B
10	University Way & Main Street	C	16.7	B
11	5th Avenue & Railroad Avenue	C	15.4	C
12	5th Avenue & Ruby Street	C	18.3	C
13	Ruby Street & 3rd Avenue	C	20	C
14	Manitoba Avenue & Ruby Street	C	14.6	B
15	Mountain View Avenue & Ruby Street	C	14.7	B
16	Canyon Road & Umptanum Road	C	20.7	C
17	Capitol Avenue & Chestnut Street	C	10.7	B
18	Sanders Road & Alder Street	C	9.4	A
19	Capitol Avenue & Willow Street	C	9.6	A
20	Mountain View Avenue & Bull Road	C	11.3	B
21	Anderson Road & Umptanum Road	C	10	B
22	15th Avenue & Cora Street ¹	C	11.4	B

1. This LOS estimate is sourced from the ESD Cora Street Development TIA conducted by Morrison Maierle in 2019. All other LOS estimates are from the Comprehensive Plan.

Source: City of Ellensburg Comprehensive Plan, Fehr & Peers 2017; ESD Cora Street Development TIA, Morrison Maierle 2019.



EXHIBIT B

DEFICIENCY CALCULATION – PEDESTRIAN AND BICYCLE PROJECTS

Exhibit B illustrates how the impact fee project costs for pedestrian and bicycle projects (shown in Table 1) were assessed for existing deficiency. To determine this deficiency, the team estimated the portion of users that would be related to future development, as opposed to land uses on the ground today. To make this assessment, the 2017 and 2037 versions of the Kittitas County travel model were applied to estimate trip growth on Motorized segments that coincide with locations where active transportation facilities would be built.

EXHIBIT B: ACTIVE TRANSPORTATION DEFICIENCY CALCULATION

#	Project	Total Cost	Percent of Future Pedestrian Traffic Currently Using Existing Facilities	Cost Related to Growth
23	15th Avenue Sidewalk Improvements	\$154,000.00	52%	\$74,197
24	Bike and Pedestrian Improvements on Chestnut Street and Walnut Street	\$263,000.00	72%	\$73,783
25	Bike and Pedestrian Improvements on Pfenning Road	\$626,000.00	52%	\$301,606
26	Trail Connection from 5th Avenue to University Way (near CWU)	\$47,000.00	49%	\$24,029
27	Protected Bike Lane on E 14th Avenue and N Wildcat Way	\$86,000.00	49%	\$43,968
28	Reconnection of the Palouse to Cascades Trail	\$1,412,000.00	66%	\$474,219
29	Bike lane on Walnut Street/18th Avenue from 14th Avenue to Alder Street	\$125,000.00	49%	\$63,907

Source: City of Ellensburg Project List, Kittitas County Travel Demand Model, Fehr & Peers 2021



EXHIBIT C

COST ALLOCATION RESULTS

The cost allocation results are summarized below. **Exhibit C.1** illustrates how the impact fee project costs for motorized projects (shown in Table 1) were divided into growth-related costs attributable to the City. To determine this proportion, the Kittitas County travel demand model was used to identify the portion of trip-making associated with existing and growth-related traffic. A technique called “flow bundle” analysis was used to isolate the vehicle trips using each of the impact fee projects. After the percentage of Ellensburg trips and external trips were calculated, the cost of each project was multiplied by the percent of new traffic due to growth within the City.

In the case of non-motorized projects, it was assumed that 75% of trips on bicycle facilities are internal to the city and that 90% of trips on pedestrian facilities are internal. **Exhibit C.2** shows the final calculation to identify project costs allowable for impact fees for the pedestrian and bicycle projects, and also sums both the motorized and pedestrian and bicycle projects to identify the total cost allowable for impact fees.

EXHIBIT C.1: LIST OF MOTORIZED CAPACITY PROJECTS

#	Project	Total Cost	Percent of New Project Traffic due to Growth within City	Project Costs Allowable for Impact Fees
1	Water Street & Bender Road	\$966,000	49%	\$473,960
2	Airport Road & Bender Road	\$1,008,000	49%	\$494,567
3	Helena Street & Water Street	\$936,000	78%	\$727,634
4	Helena Street & Walnut Street	\$740,000	78%	\$575,266
5	Wildcat Way & 18th Avenue	\$630,000	78%	\$489,754
6	18th Avenue & Alder Street	\$720,000	77%	\$554,052
7	Alder Street & Dean Nicholson Boulevard/14th Avenue	\$1,610,000	77%	\$371,079
8	University Way & Alder Street	\$1,558,000	77%	\$1,198,906
9	University Way & Water Street	\$2,724,000	77%	\$2,094,813
10	University Way & Main Street	\$3,338,000	78%	\$2,594,916
11	5th Avenue & Railroad Avenue	\$460,000	77%	\$106,250
12	5th Avenue & Ruby Street	\$741,000	77%	\$569,844
13	Ruby Street & 3rd Avenue	\$741,000	77%	\$569,844
14	Manitoba Avenue & Ruby Street	\$1,332,000	77%	\$1,024,336
15	Mountain View Avenue & Ruby Street	\$2,434,000	77%	\$1,871,797



EXHIBIT C.1: LIST OF MOTORIZED CAPACITY PROJECTS

#	Project	Total Cost	Percent of New Project Traffic due to Growth within City	Project Costs Allowable for Impact Fees
16	Canyon Road & Umptanum Road	\$2,822,000	77%	\$2,170,177
17	Capitol Avenue & Chestnut Street	\$672,000	86%	\$577,813
18	Sanders Road & Alder Street	\$665,000	49%	\$326,277
19	Capitol Avenue & Willow Street	\$524,000	77%	\$402,967
20	Mountain View Avenue & Bull Road	\$681,000	77%	\$523,703
21	Anderson Road & Umptanum Road	\$1,252,000	77%	\$962,814
22	15th Avenue & Cora Street	\$432,000	77%	\$332,217

Source: City of Ellensburg Project List, Kittitas County Travel Demand Model, Fehr & Peers 2021

EXHIBIT C.2: LIST OF PEDESTRIAN AND BICYCLE CAPACITY PROJECTS

#	Project	Cost Related to Growth	Percent of New Project Traffic due to Growth within City	Project Costs Allowable for Impact Fees
23	15th Avenue Sidewalk Improvements	\$74,197	90%	\$66,777
24	Bike and Pedestrian Improvements on Chestnut Street and Walnut Street	\$73,783	75%	\$55,337
25	Bike and Pedestrian Improvements on Pfenning Road	\$301,606	75%	\$226,204
26	Trail Connection from 5th Avenue to University Way (near CWU)	\$24,029	75%	\$18,022
27	Protected Bike Lane on E 14th Avenue and N Wildcat Way	\$43,968	75%	\$32,976
28	Reconnection of the Palouse to Cascades Trail	\$474,219	75%	\$355,664
29	Bike lane on Walnut Street/18th Avenue from 14th Avenue to Alder Street	\$63,907	75%	\$47,930
Motorized Projects Total Costs Allowable				\$19,682,321
Pedestrian and Bicycle Projects Total Costs Allowable				\$802,911
Total Costs Allowable for Impact Fees				\$20,485,231



EXHIBIT D

TRAFFIC IMPACT FEE SCHEDULE

City of Ellensburg
Traffic Impact Fee Development
Land Use Table
July 2021
Exhibit C

Table Updated 05/2021
Base Traffic Impact Fee **\$2,213.00** per P-HT
Base Traffic Impact Fee w/5% Admin. **\$2,323.65** per P-HT

ITE Code	Land Use	Land Use Description	Peak-Hour Trips	Pass-By Factor	Adjusted P-HTs	Impact* Fee	Units
110	General Light Industrial	Typically less than 500 employees, free standing and single use. The facilities have an emphasis on activities other than manufacturing and typically have minimal office space. Examples: Printing plants, material testing laboratories, and data processing equipment assembly. Average auto occupancy for similar uses = 1.3.	0.63	1	0.63	\$ 1,463.90	KSF
130	Industrial Park	Industrial Park areas that contain a number of industrial and/or related facilities (mix of manufacturing, service, and warehouse). Average auto occupancy = 1.37.	0.4	1	0.4	\$ 929.46	KSF
140	Manufacturing	Facilities that convert raw materials into finished products. Typically have related office, warehouse, research, and associated functions. Average vehicle occupancy ranges between 1.2 and 1.3.	0.67	1	0.67	\$ 1,556.85	KSF
150	Warehouse	Primarily devoted to the storage of materials but may also include office and maintenance areas. Average auto occupancy = 1.3.	0.19	1	0.19	\$ 441.49	KSF
151	Mini-Warehouse	Storage units or vaults rented for storage of goods. Units are physically separate and access through an overhead door or other common access point. Average vehicle occupancy ranges between 1.2 and 1.9.	0.17	1	0.17	\$ 395.02	KSF
210	SF Detached	Single family detached housing located on individual lots.	0.99	1	0.99	\$ 2,300.41	DU
220	Multifamily Housing (Low-Rise)	Low-rise multifamily housing includes apartments, townhouses, and condominiums located within the same building with at least three other dwelling units and that have one or two levels (floors).	0.56	1	0.56	\$ 1,301.24	DU
221	Multifamily Housing Mid-Rise)	Mid-rise multifamily housing includes apartments, townhouses, and condominiums located within the same building with at least three other dwelling units and that have between three and 10 levels (floors).	0.44	1	0.44	\$ 1,022.41	DU
225	Off-Campus Student Apartment Adjacent to Campus	An off-campus student apartment is part of an apartment complex that serves college or university students. These properties are generally located nearby and within walking distance of a college campus.	0.28	1	0.28	\$ 650.62	Resident
225	Off-Campus Student Apartment More Than 1/2 Miles From Campus	An off-campus student apartment is part of an apartment complex that serves college or university students. These properties are generally located nearby and within walking distance of a college campus.	0.31	1	0.31	\$ 720.33	Resident
240	Mobile Home Park	Generally consist of manufactured homes that are sited and installed on permanent foundations and typically have community facilities such as recreation rooms, swimming pools and laundry facilities. Often restrict occupancy to adults.	0.59	1	0.59	\$ 1,370.95	Occupied DU
252	Senior Adult Housing - Attached	Attached independent living developments, including retirement communities, age-restricted housing and active adult communities. Include limited social or recreational services although they generally lack centralized dining and on-site medical facilities. Residents live independently requiring little medical supervision and may or may not be retired.	0.26	1	0.26	\$ 604.15	DU
253	Congregate Care Facility	Independent living developments that provide centralized amenities such as dining, housekeeping, transportation and organized social/recreational activities. Limited medical services may be provided.	0.18	1	0.18	\$ 418.26	DU
310	Hotel	Lodging facility that provide sleeping accommodations and supporting facilities such as restaurants, cocktail lounges, meeting and banquet rooms or convention facilities, limited recreational facilities (pool, fitness room), and other retail and service shops. Can include a large motel with these facilities.	0.6	1	0.6	\$ 1,394.19	Room
320	Motel	Sleeping accommodations and often a restaurant. Free on-site parking and little or no meeting space and supporting facilities.	0.38	1	0.38	\$ 882.99	Room
411	City Park	City-owned parks, varying widely as to location, type, and number of facilities, including boating / swimming facilities, ball fields, and picnic facilities.	0.11	1	0.11	\$ 255.60	Acres
430	Golf Course	Includes 9, 18, 27, and 36 hole courses. Some have driving ranges and clubhouses with pro shops, restaurant, lounges, and banquet facilities.	2.91	1	2.91	\$ 6,761.82	Holes
435	Multipurpose Recreation Facility	Multi-purpose recreational facilities contain two or more of the following land uses at one site: mini-golf, batting cages, video arcade, bumper boats, go-carts, and driving ranges. Refreshment areas may also be provided.	3.58	1	3.58	\$ 8,318.67	Acres
437	Bowling Alley	Recreational facilities with bowling lanes which may include a small lounge, restaurant, snack bar, video games, and pool tables may also be available.	1.3	1	1.3	\$ 3,020.75	Lane
444	Movie Theater w/ Matinee	Theaters with less than 10 screens which show daily matinees.	14.6	1	14.6	\$ 33,925.29	Screen
482	Water Slide Park	Contain water slides, wading pools and refreshment stands. May include picnic areas.	0.28	1	0.28	\$ 650.62	Parking Spaces
492	Health Club	Privately owned facilities that primarily focus on individual fitness or training. Provide exercise classes, weightlifting, fitness and gymnastics equipment, spas, locker rooms, and restaurants or snack bars. May also include ancillary facilities such as swimming pools, whirlpools, saunas, tennis, racquetball and handball courts and limited retail.	3.45	1	3.45	\$ 8,016.59	KSF
495	Recreational Community Center	Recreational community centers are facilities similar to and including YMCAs, often including classes and clubs for adults and children; day care or nursery school; meeting rooms; swimming pools; tennis, racquetball, handball, basketball and volleyball courts; outdoor athletic fields/courts; exercise classes; weightlifting and gymnastics equipment; locker rooms; and food services. Public access allowed.	2.31	1	2.31	\$ 5,367.63	KSF
520	Elementary School	Public. Typically serves K-6 grades.	0.17	1	0.17	\$ 395.02	Student
522	Middle School	Public. Serves students that completed elementary and have not yet entered high school.	0.17	1	0.17	\$ 395.02	Student
530	High School	Public. Serves students that completed middle or junior high school.	0.14	1	0.14	\$ 325.31	Student
550	University/College	Four-year universities or colleges that may offer graduate programs.	0.15	1	0.15	\$ 348.55	Student
560	Church	Contains worship area and may include meeting rooms, classrooms, dining area and party facilities.	0.49	1	0.49	\$ 1,138.59	KSF
565	Day Care	Facility for pre-school children care primarily during daytime hours. May include classrooms, offices, eating areas, and playgrounds.	11.12 0.79	1 1	11.12 0.79	\$ 25,838.99 \$ 1,835.68	KSF Student
590	Library	Public or Private. Contains shelved books, reading rooms or areas, sometimes meeting rooms.	8.16	1	8.16	\$ 18,960.98	KSF
610	Hospital	Any institution where medical or surgical care and overnight accommodations are provided to non-ambulatory and ambulatory patients.	3.67	1	3.67	\$ 8,527.80	Bed
630	Clinic	Provides limited diagnostic and outpatient care but is unable to provide prolonged in-house medical and surgical care. Typically have lab facilities, supporting pharmacies and a wide range of services.	8.15	1	8.15	\$ 18,937.75	KSF
710	General Office	Office building with multiple tenants. Mixture of tenants can include professional services, insurance companies, investment brokers and tenant services, such as bank and savings and loan institutions, restaurants, snack bars, and service retail facilities.	1.15	1	1.15	\$ 2,672.20	KSF
715	Single Tenant Office Building	Single tenant office building usually contains offices, meeting rooms, file storage areas, data processing of a single business, restaurant or cafeteria, and other service functions.	1.71	1	1.71	\$ 3,973.44	KSF
720	Medical-Dental Office	Provides diagnosis and outpatient care on a routine basis. Typically operated by one or more private physicians or dentists.	3.46	1	3.46	\$ 8,039.83	KSF
730	Government Office Building	Individual building containing entire function or one agency of a city or other governmental unit.	1.71	1	1.71	\$ 3,973.44	KSF
750	Office Park	Park or campus-like planned unit development that contain general office buildings and support services such as banks, restaurants and service stations arranged park or campus like atmosphere.	1.07	1	1.07	\$ 2,486.31	KSF
760	Research & Development Center	Single building or complex of buildings devoted to research & development. May contain offices and light fabrication facilities.	0.49	1	0.49	\$ 1,138.59	KSF
770	Business Park	Group of flex-type or incubator 1 - 2 story buildings served by a common roadway system. Tenant space is flexible to accommodate a variety of uses. Rear of building usually served by a garage door. Typically includes a mix of offices, retail and wholesale stores, restaurants, recreational areas and warehousing, manufacturing, light industrial, or scientific research functions. The average mix is 20 to 30 percent office/commercial and 70 to 80 percent industrial/warehousing.	0.42	1	0.42	\$ 975.93	KSF

City of Ellensburg
Traffic Impact Fee Development
DRAFT Land Use Table
July 2021
Exhibit C

812	Building Materials & Lumber	Small, free standing building that sells hardware, building materials, and lumber. May include yard storage and shed storage areas. The storage areas are not included in the GLA needed for trip generation estimates. Buildings included in this land use are less than 30,000 square feet of gross floor area.	2.06	1	2.06	\$ 4,786.72	KSF
813	Discount Super Store	A free-standing discount store that also contains a full service grocery department under one roof.	4.33	0.71	3.07	\$ 7,133.61	KSF
814	Variety Store	Retail store that sells a broad range of inexpensive items often at a single price. Typically referred to as "dollar stores".	6.84	0.66	4.51	\$ 10,479.66	KSF
815	Discount Store	A free-standing discount store that offers a variety of customer services, centralized cashiering, and a wide range of products under one roof. Does not include a full service grocery dept. like Land Use 813, Free-standing Discount Superstore.	4.83	0.83	4.01	\$ 9,317.84	KSF
816	Hardware/Paint Store	Typically free-standing buildings with off-street parking that sell paints and hardware.	2.68	0.74	1.98	\$ 4,600.83	KSF
817	Nursery/Garden Center	Free-standing building with yard containing planting or landscape stock. May have large green houses and offer landscape services. Typically have office, storage, and shipping facilities. GLA is Building GLA, not yard and storage GLA.	6.94	1	6.94	\$ 16,126.13	KSF
820	Shopping Center	Integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Provides enough on-site parking to serve its own parking demand. May include non-merchandising facilities such as office buildings, movie theatres, restaurants, post offices, health clubs, and recreation like skating rinks and amusements.	3.81	0.66	2.51	\$ 5,832.36	KSF
823	Factory Outlet Center	Shopping center that primarily houses factory outlet stores, attracting customers from a wide geographic area.	2.29	1	2.29	\$ 5,321.16	KSF
843	Automobile Parts Sales	Specialize in the sale of automobile parts for maintenance and repair. Items sold include spark plugs, oil, batteries and a wide range of automobile parts.	1.44	0.72	1.04	\$ 2,416.60	KSF
848	Tire Store	Sale and marketing of tires for automotive vehicles. Services include tire installation and repair as well as other automotive maintenance or repair services.	3.42	0.72	2.46	\$ 5,716.18	Service Bay
850	Supermarket	Free standing retail stores selling a complete assortment of food, food preparation and wrapping materials, and household cleaning items. May also include automobile supplies, bakeries, books and magazines, dry cleaning, floral arrangements, greeting cards, limited service banks, photo centers, pharmacies and video rental areas.	9.24	0.64	5.91	\$ 13,732.77	KSF
851	Convenience Market (24 Hour)	Sell convenience foods, newspapers, magazines and often beer and wine. Do not have gasoline pumps. Open 24 hours per day.	49.11	0.49	24.06	\$ 55,907.02	KSF
853	Convenience Market w/Gasoline Pumps	Sell gasoline, convenience foods, newspapers, magazines and often beer and wine. Primary business is the selling of convenience items not gasoline.	23.04	0.34	7.83	\$ 18,194.18	Fueling Positions
854	Discount Supermarket	Free standing retail stores selling a complete assortment of food (often in bulk), food preparation and wrapping materials, and household cleaning and servicing items at discount prices.	8.38	0.79	6.62	\$ 15,382.56	KSF
857	Discount Club	Discount store or warehouse where shoppers pay a membership fee in order to take advantage of discounted prices on a wide variety of items such as food, clothing, tires and appliances. Many items are sold in large quantities or bulk. Some sites may include fueling pumps.	4.18	0.63	2.63	\$ 6,111.20	KSF
862	Home Improvement Superstore	Free standing facilities that specialize in the sale of home improvement merchandise such as lumber, tools, paint, lighting, wallpaper and paneling, kitchen and bathroom fixture, lawn equipment, and plant and garden accessories.	2.33	0.58	1.35	\$ 3,136.93	KSF
863	Electronics Superstore	Free standing facilities that specialize in the sale of electronic merchandise such as televisions, audio and video players and recorders, software, telephones, computers and general electronic accessories.	4.26	1	4.26	\$ 9,898.75	KSF
875	Department Store	Free standing facilities that specialize in the sale of a wide range of products including apparel, footwear, home products, bedding and linens, luggage, jewelry and accessories.	1.95	1	1.95	\$ 4,531.12	KSF
876	Apparel Store	Individual store specializing in the sale of clothing.	4.12	1	4.12	\$ 9,573.44	KSF
880	Pharmacy w/o drive through	Retail facilities that primarily sell prescription and non-prescription drugs. They may also sell cosmetic, toiletries, medications, stationery, personal care products, limited food products and general merchandise.	8.51	0.47	4	\$ 9,294.60	KSF
881	Pharmacy w/ drive through	Same as 881 with the exception of a drive through.	10.29	0.51	5.25	\$ 12,199.16	KSF
890	Furniture Store	Sells furniture, accessories, and often carpet/floor coverings.	0.52	0.47	0.24	\$ 557.68	KSF
911	Walk-In Bank	Usually a Free-standing building with a parking lot. Does not have drive-up windows. May have ATMs.	12.13	1	12.13	\$ 28,185.87	KSF
912	Drive-In Bank	Provides Drive-up and walk-in bank services. May have ATMs.	20.45	0.71	14.52	\$ 33,739.40	KSF
925	Drinking Place	Contains a bar where alcoholic beverages and snacks are served with possibly some type of entertainment such as music, television screens, video games, or pool tables.	11.36	1	11.36	\$ 26,396.66	KSF
931	Quality Restaurant	High quality eating establishment with slower turnover rates (more than one hour). Do not serve breakfast. Generally require reservations and not part of a chain.	7.8	0.56	4.37	\$ 10,154.35	KSF
932	High Turnover Sit-Down Restaurant	Sit-Down eating establishment with turnover rates of approximately one hour. Generally moderately priced and frequently belongs to a restaurant chain. Do not typically require reservations.	9.77	0.57	5.57	\$ 12,942.73	KSF
933	Fast Food w/o Drive-Thru	Fast Food but no drive-through window. Characterized by large carry-out clientele, long hours of service. Do not provide table service.	28.34	1	28.34	\$ 65,852.24	KSF
934	Fast Food With Drive-Thru	Fast Food with drive-through window. Restaurant is characterized by a large drive-through clientele, long hours of service and high turnover rates for eat-in customers. Do not provide table service.	32.67	0.5	16.34	\$ 37,968.44	KSF
936	Coffee/Donut Shop w/o Drive-Thru	Single tenant coffee and donut restaurants without drive through windows. Serve fresh coffee, donuts, bagels muffins, cakes sandwiches, wraps, salads and other hot and cold beverages.	36.31	1	36.31	\$ 84,371.73	KSF
937	Coffee/Donut Shop w/Drive-Thru Window	Same as 936 with drive through window.	43.38	1	43.38	\$ 100,799.94	KSF
938	Coffee/Donut Shop w/Drive-Thru Window-No Indoor Seating	Same as 936 with out indoor seating.	83.33	0.11	9.17	\$ 21,307.87	KSF
941	Quick Lubrication Vehicle Shop	Primarily perform oil change services for vehicles.	4.85	1	4.85	\$ 11,269.70	Service Bay
944	Gas Station	Sell gasoline and may also provide vehicle service and repair. Does not have Convenience Market and/or Car Wash.	14.03	0.58	8.14	\$ 18,914.51	Fueling Positions
945	Gas/Service Station with Convenience Market	Selling gas and Convenience Market are the primary business. May also contain facilities for service and repair. Does not include Car Wash.	13.99	0.44	6.16	\$ 14,313.68	Fueling Positions
947	Self-Service Car Wash	Allows manual cleaning of vehicles by providing stalls for the driver to park and wash.	5.54	1	5.54	\$ 12,873.02	Stalls

NOTES:

Source: Institute of Transportation Engineers, *Trip Generation*, Tenth Edition: Volume 1 - pass-by rates; Volume 2 - 3 trip generation data.

Land Use Units:

KSF = 1,000 gross square feet building area

DU = number of dwelling units

Room = number of rooms for rent

Fueling Positions = maximum number of vehicles that can be served simultaneously.

Student = number of full-time equivalent students enrolled

Stalls = number of wash stalls

*Note: Traffic impact fee includes a 5% program administration fee

Ellensburg Traffic Impact Fee Program Update

August 16, 2021

FEHR & PEERS



Agenda

- Background
- Project List
- Rate Calculation Method
- Calculated Rate
- Next Steps



What Are Transportation Impact Fees?

- One time charges paid by new development
- Authorized by 1990 GMA as funding source for transportation improvements
- Funds improvements that add capacity to the transportation network
- Can only be used to fund facilities that serve new growth, not for existing deficiencies



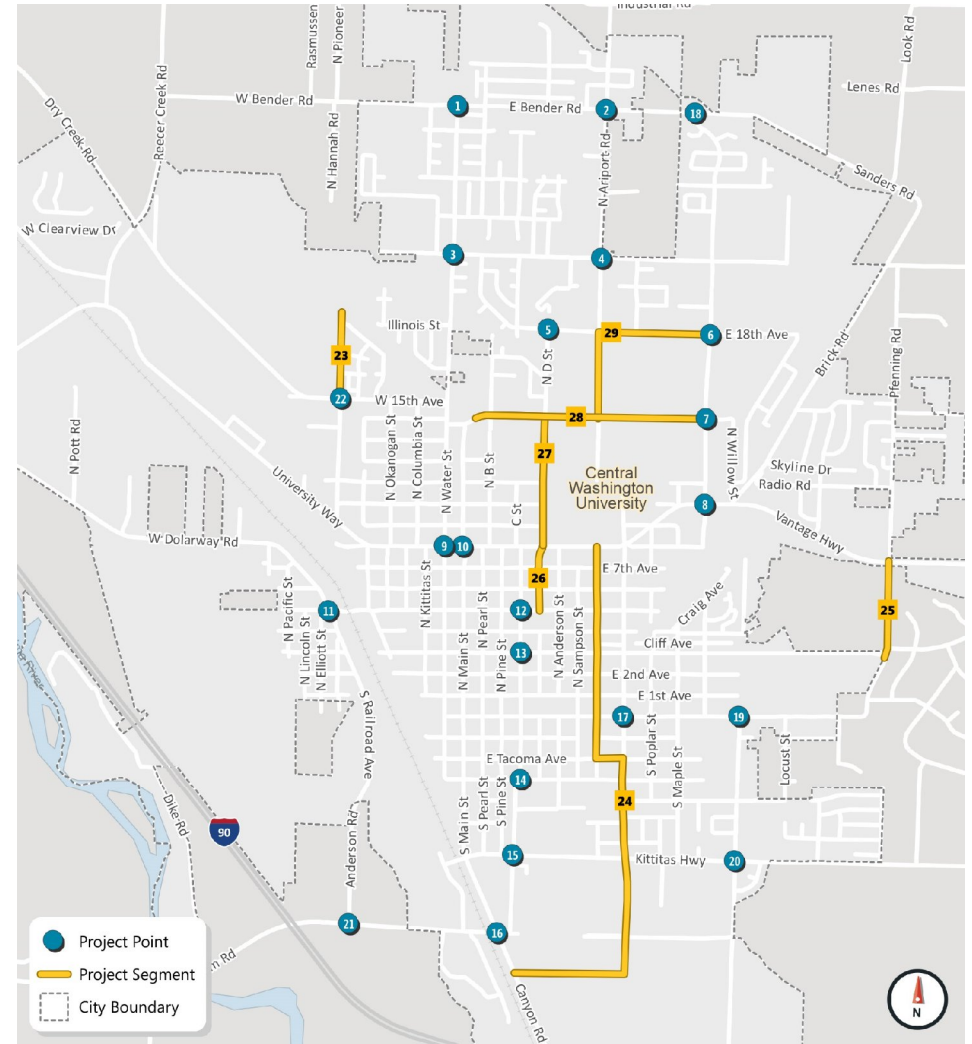
What Are Transportation Impact Fees?

- Must be used within 10 years on public streets and roads
- Projects must be in capital facilities element of comprehensive plan
- Some communities have begun funding more multimodal projects
- Alternative to SEPA mitigation for “system improvements”



Project List

- 29 eligible projects
 - 22 intersection enhancements
 - 7 ped/bike infrastructure improvements



Intersection Enhancement Projects

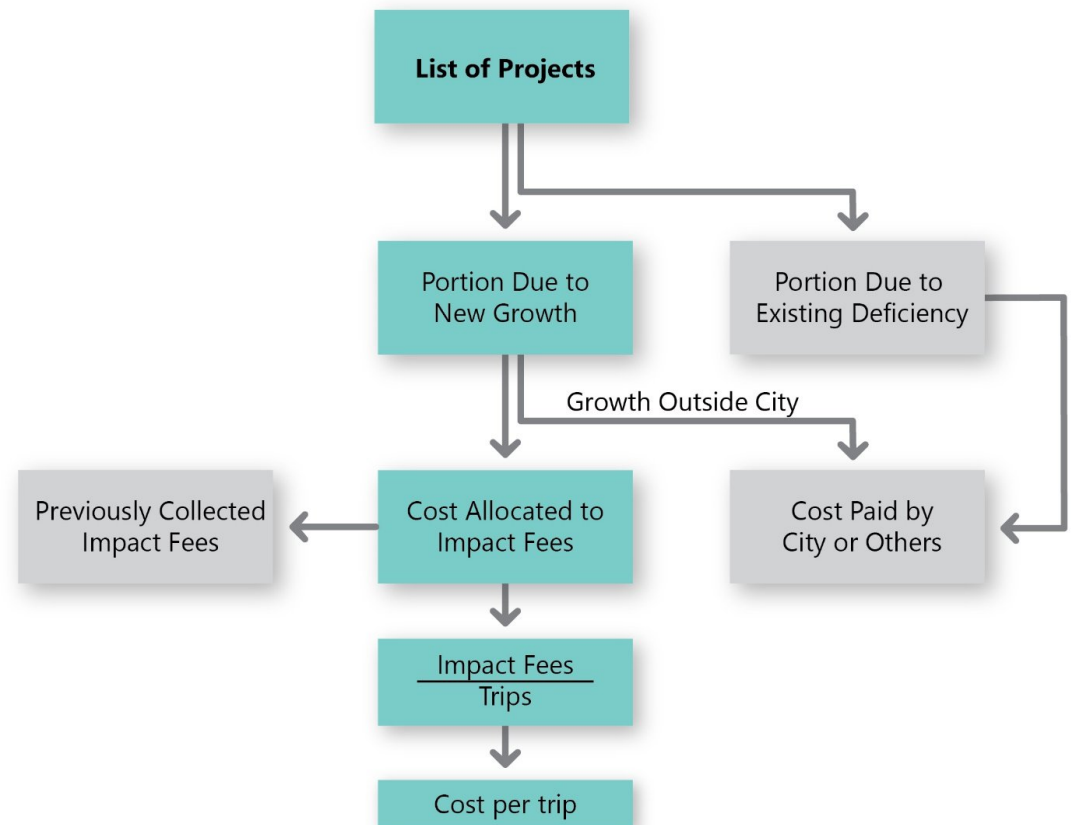
ID	Project	Description	Project Cost
1	Water Street & Bender Road	Intersection capacity improvements	\$966,000
2	Airport Road & Bender Road	Intersection modification to an all way stop	\$1,008,000
3	Helena Street & Water Street	Intersection capacity improvements, widening and illumination	\$936,000
4	Helena Street & Walnut Street	Intersection capacity improvements and widening	\$740,000
5	Wildcat Way & 18th Avenue	Intersection capacity improvements	\$630,000
6	18 th Avenue & Alder Street	Intersection capacity improvements	\$720,000
7	Alder St & Dean Nicholson Boulevard/14th Avenue	Intersection capacity improvements	\$1,610,000
8	University Way & Alder Street	Intersection capacity improvements and widening	\$1,558,000
9	University Way & Water Street	Intersection capacity improvements and widening	\$2,724,000
10	University Way & Main Street	Intersection capacity improvements and widening	\$3,338,000
11	5th Avenue & Ruby Street	Intersection capacity improvements and widening	\$741,000
12	5th Avenue & Railroad Avenue	Intersection capacity improvements	\$460,000
13	Ruby Street & 3rd Avenue	Intersection capacity improvements	\$741,000
14	Manitoba Avenue & Ruby Street	Intersection capacity improvements, Illumination and Realignment	\$1,332,000
15	Mountain View Avenue & Ruby Street	Intersection capacity improvements and widening	\$2,434,000
16	Canyon Road & Umptanum Road	Intersection capacity improvements and widening	\$2,822,000
17	Capitol Avenue & Chestnut Street	Intersection capacity improvements	\$672,000
18	Sanders Road & Alder Street	Intersection capacity improvements	\$665,000
19	Capitol Avenue & Willow Street	Intersection capacity improvements	\$524,000
20	Mountain View Avenue & Bull Road	Intersection capacity improvements	\$681,000
21	Anderson Road & Umptanum Road	Intersection capacity improvements	\$1,252,000
22	15th Avenue & Cora Street	Intersection capacity improvements	\$432,000
Total:			\$26,986,000

Ped/Bike Infrastructure Projects

ID	Project	Description	Project Cost
23	15th Avenue Sidewalk Improvements	Fill sidewalk gaps on 15th Avenue between Cora Street and Water Street	\$154,000
24	Bike and Pedestrian Improvements on Chestnut Street and Walnut Street	Extend the sharrows on Chestnut Street to E Mountain View Avenue. Implement a sharrow on E Tacoma Avenue between Walnut Street and Chestnut Street, and on Walnut Street between E Tacoma Avenue and E University Way. Also includes improving the crossing at Seattle Avenue.	\$263,000
25	Bike and Pedestrian Improvements on Pfenning Road	Install a shared use path on the west side of Pfenning Road. Includes an RRFB crosswalk on Pfenning Road at the Palouse to Cascades Trail.	\$626,000
26	Trail Connection from 5th Avenue to University Way (near CWU)	Install a pedestrian and bicycle trail or buffered bike lanes from 5th Avenue to University Way near CWU, including a crossing for bicycles at E University Way.	\$47,000
27	Protected Bike Lane on E 14th Avenue and N Wildcat Way	Install a protected bike lane on E 14th Avenue and N Wildcat Way between B Street and E 10th Avenue. From B Street (along E 14th Avenue) to University Way (along N Wildcat Way).	\$86,000
28	Reconnection of the Palouse to Cascades Trail	Reconnect the Palouse to Cascades Trail by providing pedestrian and bicycle improvements on E 14th Avenue between Main Street and Alder Street, including wayfinding improvements.	\$1,412,000
29	Bike lane on Walnut Street/18th Avenue from 14th Avenue to Alder Street	Install bike lanes on N Walnut Street and E 18th Avenue.	\$125,000
Total:			\$2,713,000

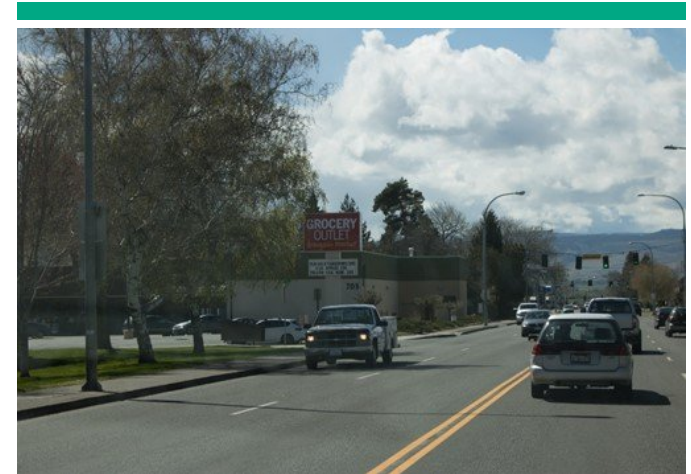
Combined Project List Total: \$ 29,699,000

Rate Calculation Method



Intersection Project Considerations

- **Deficiency Method:** Level of service (LOS)
 - Based on the 2017 Comp Plan, none of the projects are addressing an existing LOS deficiency
 - No existing deficiency for motorized projects
- **Eligible Growth:** % of trips related to growth in City
 - Determined using the Kittitas County travel demand model



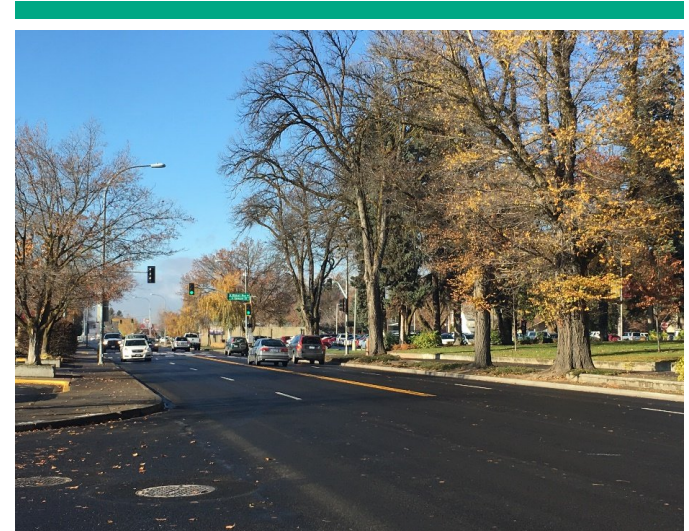
Ped/Bike Project Considerations



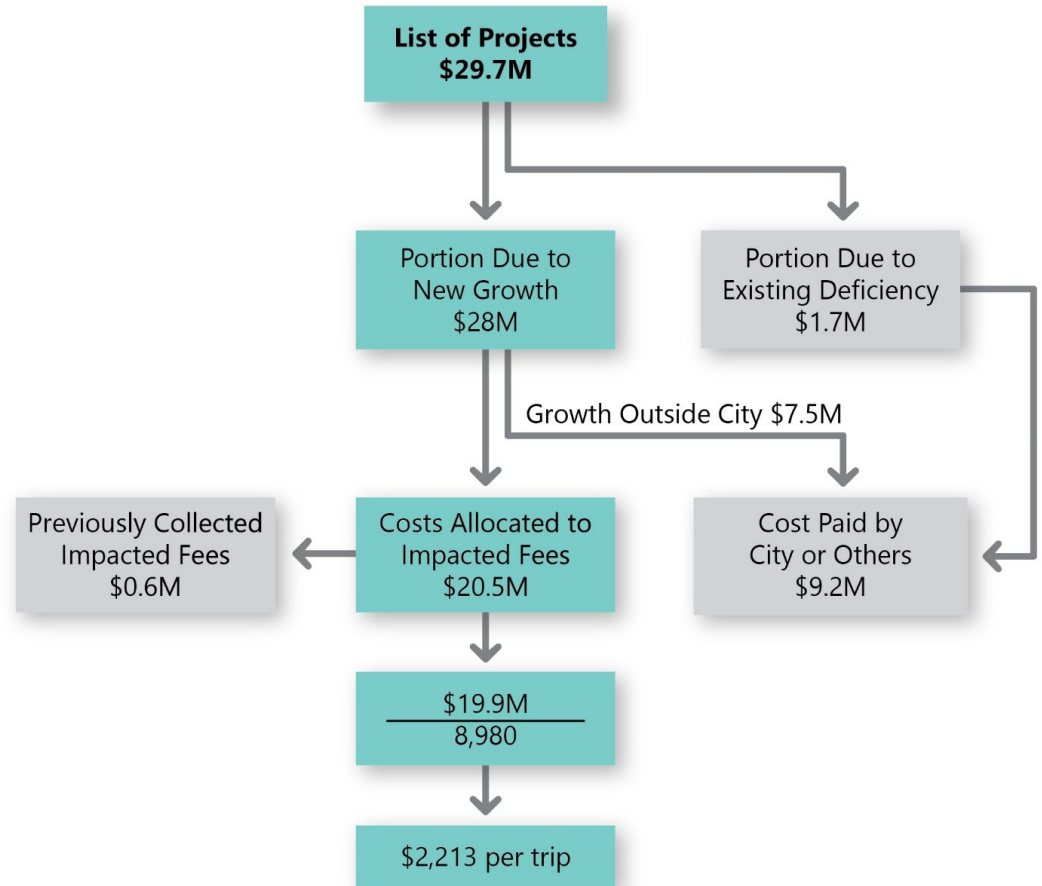
- **Deficiency Method:** % of Trips Serving Existing Needs
 - Existing trips vs. new trips related to growth
 - % Deficiency varied between areas
- **Eligible Growth:** % of Trips Related to Growth in City:
 - 90% for pedestrian-oriented projects
 - 75% for bicycle-oriented projects

Growth Assumptions

- Ellensburg expected to grow substantially in next twenty years
 - 57% increase in population
 - 61% increase in employment
- Travel model forecasts 8,980 new PM peak hour trips



Rate Calculation Summary



Cost Per Trip

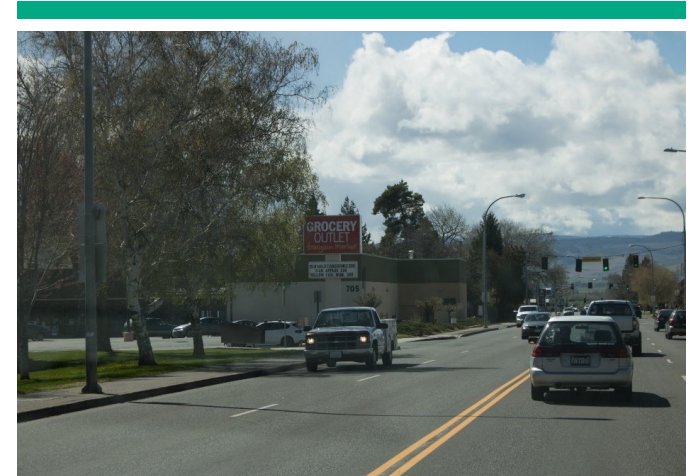
- Existing Fee: \$1,817
 - Plus 5% Admin Fee: \$1,908
- **Recommended Fee: \$2,213**
 - Plus 5% Admin Fee: \$2,324
 - ~22% higher than existing fee

Note that the recommended fee is the upper limit – Council can set a lower rate.



Fee Schedule

- Development is charged based on calculated number of PM peak hour trips added to the network
- Further reductions are taken for “pass-by” trips
 - Many trips stop along the way to grab dinner or a snack at a convenience store



Fee Schedule

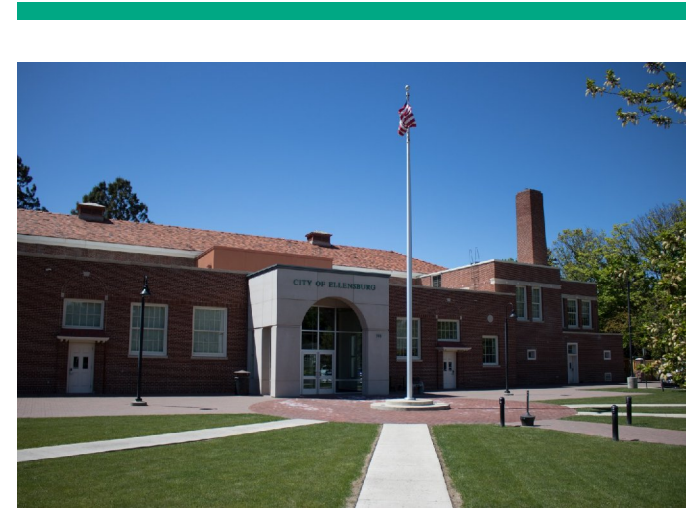
- Example of rates

- Single family home=0.99 trips, \$2,300
- Multi-Family unit=0.56 trips, \$1,301
- Office building=1.15 trips per KSF=\$2,672
- Sit-Down Restaurant=5.57 trips per KSF=\$12,943
- Fast Food with Drive Thru=16.34 trips per KSF=\$37,968



Exemptions and Other Funds

- Ellensburg offers three exemptions/reductions
 - Low Income Housing- 100%
 - Central Commercial Zone- 100%
 - Commercial and Industrial Zones-50%
- New state statute allows for 80% reduction of all early learning facilities, and up to 100% for facilities meeting affordability criteria
- Other funds are needed to pay for some of these reductions
 - City has been successful in receiving matching funds, grants, etc. to pay for this share



Questions?

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Michael Adamson
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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 14 “IMPACT FEES” AND AMENDING SECTIONS 14.04.050, 14.04.160, AND 14.04.170 OF THE ELLENSBURG CITY CODE.

WHEREAS, the Growth Management Act of 1995 (GMA), Chapter 36.70A RCW, grants counties and cities the authority to assess impact fees for transportation, or more specifically, “public streets and roads”; and

WHEREAS, RCW 82.02.050 - .110 and WAC 365-196-850, authorize cities to adopt by ordinance a schedule of impact fees to ensure that adequate facilities are available to serve new growth and development; and

WHEREAS, the Ellensburg City Council adopted Ordinance 4534 in 2009, implementing Traffic Impact Fees in the City of Ellensburg; and

WHEREAS, these traffic impact fees assess new development, based on development type, an amount outlined in the December 2007 report, titled “Impact Fee Report with Recommendations”; and

WHEREAS, the Ellensburg City Council adopted Ordinance 4808 in 2018, updating the Traffic Impact Fee (TIF) and the associated TIF project list based on traffic modeling and forecasting; and

WHEREAS, due to continued growth, updated traffic modeling and forecasting was used to complete a new “Traffic Impact Fee Rate Study,” dated July 21, 2021 outlining necessary Traffic Impact Fee projects and establishing updated ‘Traffic Impact Fees’ for Council Consideration;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Section 14.04.050 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4808, is hereby amended to read as follows:

14.04.050 Exemptions.

The following development activities are exempt or partially exempt from paying traffic impact fees because they do not have a measurable impact on the city’s transportation facilities, or because the city has chosen to exempt them, pursuant to RCW 82.02.060(2) or ~~(3)(4)~~, as development with broad public purposes, and as provided for in subsection (E) of this section:

- A. Existing Dwelling Unit. Any alteration, expansion, reconstruction, remodeling, replacement, or demolition/removal of an existing single-family, duplex or multifamily dwelling unit that does not result in the generation of additional peak hour trips.
- B. Existing Nonresidential Building. Any alteration, reconstruction, remodeling, replacement, or demolition/removal of an existing nonresidential building that does not result in the generation of any new peak hour trips.
- C. Any development activity in the central commercial district is considered to be redevelopment, not new development, and therefore is not subject to this chapter.
- D. The director of public works and utilities shall be authorized to determine whether a particular development activity falls within an exemption from traffic impact fees identified in this section or under other applicable law. Determinations of the director of public works and utilities shall be in writing and shall be subject to appeal to the city council as provided in ECC 14.02.300.
- E. Low-income housing, as defined in ECC 14.04.030, or early learning centers, as defined in RCW 43.31.565, shall qualify for an exemption from the payment of traffic impact fees, subject to the following:
1. Any claim for an exemption under this section must be made before payment of the traffic impact fee. Any claim not so made shall be deemed waived.
 2. The claim for exemption must ~~be accompanied by a draft lien and covenant against the property guaranteeing that the low income housing will continue for a period of not less than 12 years~~ comply with the requirements for recording a covenant mandated by RCW 82.02.060, as currently enacted or hereafter amended, . Before final approval of the exemption, the department shall approve the form of the lien and covenant. Within 10 days of exemption approval, the applicant shall execute and record the approved lien and covenant with the county auditor. The lien and covenant shall run with the land.
 3. Upon determination by the director that a particular development falls within an exemption for low-income housing or early learning center, the request will be brought to city council for a decision on granting a partial or full exemption, as permitted in RCW 82.02.060(2) or ~~(3)~~(4), based on budget considerations, development activity, affordable housing needs and priorities, requirements for such exemptions for early learning centers in RCW 82.02.060(4) and such other considerations as deemed appropriate by the city council.
 4. In the event that the housing unit is not used for low-income housing or early learning center for the prescribed period, or in the event that other exempted development activity is converted to a nonexempt use during the prescribed period, the current owner shall pay the traffic impact

fees then in effect plus interest to the date of the payment, or such other amount as required by RCW 82.02.060.

F. Transitional Exemption. This chapter is not applicable to building permits for development projects for which the city's SEPA official has issued a final SEPA determination prior to the effective date of the ordinance codified in this chapter for which a final traffic impact mitigation has been determined. For purposes of this exemption, a SEPA determination will include the issuance of a final declaration of nonsignificance (DNS), final mitigated declaration of nonsignificance (MDNS), and, if an environmental impact statement (EIS) was required, issuance of a final EIS. [Ord. 4845 § 1, 2019; Ord. 4808 § 2, 2018; Ord. 4804 § 4, 2018; Ord. 4534 § 1, 2009.]

Section 2. Section 14.04.160 of the Ellensburg City Code, as last amended by Section 2 of Ordinance 4808, is hereby amended to read as follows:

14.04.160 Traffic impact fee calculations.

A. The traffic impact fee shall be calculated using a schedule that identifies a particular fee amount for a particular type of development.

B. The traffic impact fee per peak hour vehicle trip has been calculated using the data shown in "Traffic Impact Fee Rate Study Update, dated ~~July 2018~~ July 21, 2021," which is filed in the office of the city clerk and incorporated herein by this reference as if set forth in full. [Ord. 4808 § 2, 2018; Ord. 4534 § 1, 2009.]

Section 3. Section 14.04.170 of the Ellensburg City Code, as last amended by Section 2 of Ordinance 4808, is hereby amended to read as follows:

14.04.170 Schedule of fees.

A traffic impact fee shall be assessed against all new development based on development type in an amount provided for in the Traffic Impact Fee Schedule, Appendix C, of the "Traffic Impact Fee Rate Study Update, dated ~~July 2018~~ July 21, 2021," which is filed in the office of the city clerk and incorporated herein by this reference as if set forth in full. The traffic impact fee is hereby established at ~~\$1,817~~ \$2,324 per peak hour trip (PHT). This fee schedule represents the city's determination of the appropriate share of system improvement costs to be paid by new growth and development. [Ord. 4808 § 2, 2018; Ord. 4534 § 1, 2009.]

Section 4. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 5. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the _____ day of September, 2021.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. ***** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. ***** was published as required by law.

BETH LEADER



MANAGER'S REPORT

DATE: August 16, 2021
TO: Ellensburg City Council
FROM: Heidi Behrends Cerniwey, City Manager

1. Council Funded Grant Programs.

The application process for the Council funded grant program is underway for 2022 awards. The four grant programs include:

<u>Program</u>	<u>Administered By</u>
Community Grants	City Council Sub-Committee
Park Partnerships	Parks and Recreation Commission
Water Quality Grants	Environmental Commission
Historic Preservation Grants	Landmarks and Design Commission

Information and application materials for each program are available on the City's website at www.ci.ellensburg.wa.us. The application deadline for all four grant programs is **August 31, 2021**.

2. Update on Affordable Housing Proposal – 1st Avenue and Pine Street.

During the Affordable Housing Commission meeting of August 4, 2021, the Commission requested the opportunity to review the alternative designs submitted by Stalder Interests for the affordable housing proposal on the City surplus property located at 1st and Pine. The Commission members agreed to meet for a second time this month, on August 18, for the purposes of reviewing the alternative designs. If, at the conclusion of the meeting, the Commission recommends forwarding the alternatives designs to City Council for review, they would be ready for presentation to Council during their meeting of September 7, 2021.