

CITY COUNCIL AGENDA

May 19, 2025



Ellensburg City Council welcomes and encourages public participation in their public meetings. Meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com or on YouTube at ECTV Ellensburg. Members of the public may attend City Council meetings either in person in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926 or by registering to attend remotely via video conference.

To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_LiDuF0t-QM-LVdYXIFwP5w

Accessibility

The City of Ellensburg strives to make our services, programs, and activities readily accessible.

- Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."
- Members of the public who do not speak English or who have limited proficiency may request an interpreter if they wish to participate in public meetings.
- The City will provide reasonable accommodation for members of the public with disabilities.

Please submit requests for language assistance or reasonable accommodation to the HR Director/ADA Coordinator by calling (509) 962-7222 or by email at ADAACoordinator@ellensburgwa.gov. Five (5) business days' notice is appreciated.

COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at [ECTV Ellensburg](http://ECTV.Ellensburg). You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Procedure for Remote Participation During Meeting” below. Once you register, you will be sent a meeting invitation with a phone number for the meeting.

Public comment on Non-Agenda Issues (Item No. 7) is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. 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: cityclerk@ellensburgwa.gov. 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: cityclerk@ellensburgwa.gov. 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. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).***
 - a) Anyone wishing to provide public comment on ***Non-Agenda Issues*** (Item No. 7 on the Agenda) must: 1. Register via the Zoom link by no later than 24 hours prior to the meeting; and 2. Provide a description in the Zoom registration form of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.
 - b) Anyone wishing to speak on ***all other Agenda items*** where it specifically states “Public Comment Opportunity” must register prior to 7 p.m. the day of 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. If you wish to speak on an agenda item, you must:
 - a) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
 - b) 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.
6. Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit any written comments to the City Clerk.
- ◆ Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- ◆ 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 engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting.
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).
4. Speakers providing comments on Item 7, Non-Agenda Issues, may only address the Council on matters which concern the City's business or over which the Council has control, and must announce the topic upon which they wish to speak before making their comments.

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). Council may consider an item at a future meeting, thus you may wish to concisely state your concern and request placement of your matter on a future agenda. Staff will follow up with speakers as necessary.

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 (509) 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.

**CITY OF ELLENSBURG
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Monday, May 19, 2025
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

3. Awards and Recognitions

4. Approval of Agenda (No Public Comment)

5. Consent Agenda (No Public Comment)

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.

5.A Approve Minutes of May 5, 2025 Regular Meeting 6

5.B Approve Climate Planning Grant Letter of Support 12

5.C Interlocal Agreement for Maintenance of Gateway II Fish Screen 16

5.D Award Bid Call 2025-06 Middle Reach Reecer Creek Flood Hazard Reduction and Floodplain Restoration Project Phase 2 – Floodplain Improvements 20

5.E Approve May 19, 2025 Voucher Listing 22

6. Petitions, Protests, and Communications

6.A Board & Commission Appointment - Utility Advisory Committee 23

7. Public Comment on Non-agenda Issues

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

9.A Ordinance 4960 (2nd Reading) - Approving Rezone of Parcel #963051 and #716133 (Public Comment Opportunity) 28

9.B	Ordinance 4961 (2nd Reading) - Approving Rezone of Parcel #573833 (Public Comment Opportunity)	40
9.C	Ordinance 4962 (1st Reading) Expansion of Low-Income Utility Discount Program to include 40% AMI (Public Comment Opportunity)	51
10.	Unfinished Business	
10.A	Continued Discussion on Renewing Transit and Transportation System Funding by Ballot Measure in 2025 (Public Comment Opportunity)	56
10.B	Sleep Center and Cold Weather Shelter Discussion (Public Comment Opportunity)	88
11.	New Business	
11.A	Consider Funding Award for HopeSource Affordable Housing Acquisition Application (Public Comment Opportunity)	93
11.B	Professional Services Agreement with SCJ Alliance for Consultant Services for the 2026 Comprehensive Plan Periodic Update (Public Comment Opportunity)	127
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	205
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
13.A	RCW 42.30.110(1)(i)(iii) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;	
14.	Adjournment	



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

May 5, 2025

7:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Palmer

1. Call to Order and Roll Call

Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Arts and Economic Development Manager Vandenberg, Community Development Director Carlson, Planning Manager Henderson, Associate Planner Rud, Parks & Recreation Director Case, IT Director Goeben, Finance Director Pascoe and approximately 65 members of the public

Others present remotely via Zoom: 12 members of the public

2. Proclamations

2.A Jewish American Heritage Month

2.B Asian American / Native Hawaiian and Pacific Islander Heritage Month

2.C National Public Works Week

3. Awards and Recognitions

3.A Historic Preservation Month Award Update
Stacey Henderson, Planning Manager, presented information on Historic Preservation Month activities and awards.

4. Approval of Agenda

Councilmember Goodloe moved to approve the Agenda as presented. **Motion Approved 7-0**

5. Consent Agenda

5.A Approve Minutes of April 21, 2025 Regular Meeting

5.B Acknowledge Minutes of Boards and Commissions

5.C Resolution 2025-07 Approving Janelle Isaacson's Street Tree Removal Request at 812 E Capitol Avenue.

5.D Resolution 2025-08 Approving Ryan Potter's Street Tree Removal Request at 1306 N Vista Road.

5.E Approve May 5, 2025 Voucher Listing

Councilmember Lillquist moved to approve the Consent Agenda as presented. **Motion Approved 7-0**

6. Petitions, Protests, and Communications

6.A Board & Commission Appointment - DEI Commission (Public Comment Opportunity)

Mayor Elliott read a statement regarding the DEI Commission and Comprehensive Plan Amendments.

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

Adrea Bezdicek-Donogh, County resident, spoke regarding the appointee condoning belittling done on social media

Mike Wallace, Ellensburg resident, spoke regarding Council condoning any harassment

Councilmember Goodloe moved to approve reappointment of Theresa Devine to the DEI Commission. **Motion Approved 6-1 (Thompson voted no)**

7. Public Comment on Non-agenda Issues

- Daniel Lopez, City resident, representing members of his church, spoke regarding DEI
- Logan Cook, City resident, speaking for himself, spoke regarding DEI
- Mike Wallace, Ellensburg resident, representing himself, spoke regarding DEI
- Samantha Hall, Ellensburg resident, speaking for others, spoke regarding DEI
- Rosy Hall, Ellensburg resident, representing herself and others in her church, spoke regarding DEI
- Jessica Hanna, County resident, representing herself, spoke regarding DEI
- Julieann Cleman, County resident, speaking for herself, spoke regarding allowing extra time for a speaker with an interpreter and DEI
- Rosy Solorzino, speaking for herself and her church, spoke regarding DEI
- Michelle Adams, County resident, speaking for herself, spoke regarding DEI
- Adrea Bezdicek-Donogh, County resident, spoke regarding DEI
- Mary Makins, County resident, speaking for herself, spoke regarding DEI
- Jennifer Patteson, County resident, representing herself, spoke regarding the Comprehensive Plan
- Sara Russert, City resident, spoke regarding DEI

- Amanda Russert, Ellensburg resident, representing herself, spoke regarding DEI

Councilmember Lillquist moved to continue public comment for the remaining public signed up after Item 13 or until 10 pm.

Councilmember Thompson moved to amend the motion to remove the 10 pm limit and allow the remaining public to speak. **Motion Approved 7-0**

Vote on the main motion as amended. **Motion Approved 7-0**

8. Business Requiring Public Hearings

- 8.A Closed Record Hearing for Rezone Application P24-120, Residential Suburban (R-S) to Commercial Neighborhood (C-N) Zoning, and First Reading of Ordinance 4960. (Limited Public Comment)

Mayor Elliott opened the public hearing. Mayor Elliott asked the standard questions regarding appearance of fairness and conflict of interest. There were no appearance of fairness, ex parte contacts or conflicts of interest disclosed by the Mayor or Councilmembers. Stacey Henderson, Planning Manager, presented information in the staff report.

Jim Ritter, representing the Stockyard Development Group, commented regarding the proposal.

With no questions from the public or Council, Mayor Elliott closed the public hearing.

Councilmember Miller moved to approve rezone application request P24-120 to rezone parcels 963051 and 716133 to Commercial Neighborhood (C-N) and adopt the Hearing Examiner's Corrected Recommended Findings of Fact, Conclusions of Law, and Decision, and to conduct first reading of Ordinance 4960. **Motion Approved 7-0**

- 8.B Closed Record Hearing for the Rezone Application P25-006, Heavy Industrial (I-H) to Central Commercial (C-C), and First Reading of Ordinance 4961 (Limited Public Comment)

Mayor Elliott opened the public hearing. Mayor Elliott asked the standard questions regarding appearance of fairness and conflict of interest. There were no appearance of fairness, ex parte contacts or conflicts of interest disclosed by the Mayor or Councilmembers. Mark Rud, Associate Planner, presented information in the staff report.

With no questions from the public or Council, Mayor Elliott closed the public hearing.

Councilmember Palmer moved to approve rezone application request P25-006 to rezone parcel 537833 to Central Commercial (C-C) and adopt the Hearing

Examiner's Recommended Findings of Fact, Conclusions of Law, and Decision, and to conduct first reading of Ordinance 4961. **Motion Approved 7-0**

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Ordinance 4959 (2nd Reading) - Amending Ellensburg City Code Chapter 2.34- Parks & Recreation Rules and Regulations (Public Comment Opportunity)
Brad Case, Parks & Recreation Director, presented information in the staff report. Director Case reviewed small calculation errors to pool rates and language to alcohol allowance that were made to the ordinance for second reading.

Councilmember Miller moved to conduct second reading and adoption of Ordinance 4959, amending Chapter 2.34 of the Ellensburg City Code. **Motion Approved 7-0**

- 9.B Resolution 2025-09 - Adopt Artificial Intelligence (AI) Use Policy (Public Comment Opportunity)
Jim Goeben, IT Director, presented information in the staff report. He explained an amended policy was included on the dais.

Delore, City resident, spoke regarding AI

Councilmember Goodloe moved to adopt Resolution 2025-09 - Artificial Intelligence (AI) Use Policy. **Motion Approved 7-0**

10. Unfinished Business

11. New Business

- 11.A Ellensburg Creative District Wayfinding Plan (Public Comment Opportunity)
Kelle Vandenberg, Arts & Economic Development Manager, presented information in the staff report.

Owen Blauman, Ellensburg resident, asked about the different signs & logos

Councilmember Palmer moved to approve the Ellensburg Creative District Wayfinding Plan as presented and authorize staff to procure and implement the creative district wayfinding signage as outlined in the plan. **Motion Approved 7-0**

- 11.B Preliminary First Quarter 2025 Financial Status and Investment Reports (Public Comment Opportunity)
Jerica Pascoe, Finance Director, presented information in the staff report.

Adrea Bezdicek-Donogh, County resident, speaking for herself, spoke regarding budget surplus and Parks & Recreation funding

Councilmember Miller moved to accept the Preliminary First Quarter 2025 Financial Status and Investment Reports as presented. **Motion Approved 7-0**

12. Miscellaneous

12.A Manager's Report (No Public Comment)

Heidi Behrends Cerniwey, City Manager, presented information in the report. Staff requested rescheduling the June 2, 2025 study session to June 16 for a joint study session with the DEI Commission.

Councilmember Lillquist moved to cancel the June 2, 2025 Study Session and have a joint study session with the DEI Commission on June 16, 2025 at 5:30 pm.

Councilmember Thompson moved to amend the meeting start time to 6 pm.
Motion Approved 7-0

Vote on main motion as amended. **Motion Approved 7-0**

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Thompson spoke regarding the DEI discussion and everyone showing respect for each other
- Councilmember Palmer spoke regarding interest in the community by citizens and reported on the Affordable Housing Commission
- Councilmember Miller attended the Finance Committee
- Councilmember Beauchamp spoke regarding attending the injunction hearing May 2, 2025 and being kind to each other. She offered to meet with anyone in the community
- Councilmember Goodloe also extended an invitation to meet with citizens. She attended the CWU - Forging the Future event, and Springwood Ranch Dedication Agreement signing
- Councilmember Lillquist attended the State Climate Plan workshop, Environmental Commission recycling event, reported on Bike Month events, and spoke regarding DEI comments

Council recessed at 9:32 pm for a five-minute break before hearing the remaining public comments.

Council reconvened at 9:37 pm

- Stephanie Lounsbury Griffin, County resident, speaking for herself, spoke regarding DEI
- Tish Eaton, County resident, representing herself, spoke regarding DEI
- Steve Wegner, County resident, representing himself, spoke regarding DEI

13. Executive Session

14. Adjournment

Meeting ajourned at 9:45 pm

Mayor

ATTEST: _____
City Clerk



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Approve Climate Planning Grant Letter of Support
Submitted by: Lily Frey, Housing Program Manager
Department: Community Development

Suggested Motion/Action:

Authorize the Mayor to sign the letter of support for the Climate Planning Grant application.

Background/Summary:

Passed in 2023, House Bill 1181 creates new requirements for fully planning jurisdictions under the Growth Management Act (GMA). To assist jurisdictions to comply, the Washington State Department of Commerce offers Climate Planning Grants to jurisdictions based on population size. The City of Ellensburg is eligible for a \$150,000 grant to assist with creation of a climate element and resilience sub-element. The Climate Planning Grant is a non-competitive formula-based grant with an application deadline of June 2, 2025.

Previous Council Action:

None. A separate item on the May 19, 2025, agenda is for a contract with consultant SCJ Alliance and subcontractor Cascadia Consulting to assist the City to complete the required planning work.

Analysis:

Due to reduced funding for the current biennium, activities are limited to the development of a comprehensive plan climate element and resilience sub-element; no implementation activities will be funded for the 2025-2027 biennium. The City is requesting the full grant amount to support comprehensive plan-related work. The City will use the funds to support consultant contract costs, staff time, and public engagement activities to complete the required steps in the creation of a climate element and resilience sub-element. The climate element will require significant coordination with other comprehensive plan elements, such as transportation, land use, and capital facilities.

Financial Impact:

This grant would provide \$150,000 for the comprehensive plan process. Revenue from this grant was anticipated during preparation of the 2025/2026 Biennial Budget with \$75,000 budgeted in each year of the biennium.

Budget Adjustment: No

Attachments:

1. Letter of support

2. Climate Planning Grant SoW



CITY OF ELLENSBURG
501 North Anderson Street
Ellensburg, WA 98926
Ph: (509) 962-7221 Fax: (509) 962-7143

May 19, 2025

Washington State Department of Commerce
Growth Management Services

To Whom it May Concern:

I, Rich Elliott, Mayor of the City of Ellensburg, authorize the city to propose the attached scope of work and budget request for climate planning grant funding to prepare and adopt amendments to implement the requirements of HB 1181 related to climate planning.

We understand that the Growth Management Act (GMA) requires us to adopt goals and policies related to climate change. These goals and policies will be considered and adopted as part of our scheduled periodic review update to our comprehensive plan deadline.

If you have any further questions, please feel free to contact me.

Sincerely,

Rich Elliott
Mayor

Scope of Work & Budget – Climate Element & Resiliency Sub-element

Climate Guidance (Section Steps, Tasks and Deliverables)	Description	Deadline	Budget
Section 2	Planning and Engagement		
Task 2.1	Identify and brief climate policy advisory body(ies)		
Task 2.2	Establish public engagement strategy		
Task 2.3	Establish tribal engagement strategy		
Task 2.4	Develop a vision statement		
	Coordinate planning and engagement with overall comp plan		
Deliverable 1	Submit memo summarizing completion of Section 2 tasks or submit a copy of completed climate element workbook	June 15, 2026	\$40,000
Section 3, Step 1	Explore climate impacts		
Task 1.1	Identify community assets		
Task 1.2	Explore hazards and changes in the climate		
Task 1.3	Pair asset and hazards and describe exposure and consequences		
Task 1.4	Identify priority climate hazards		
Deliverable 2	Submit memo summarizing completion of this step	October 31, 2025	\$30,470
Section 3, Step 2	Audit plans and policies		
Task 2.1	Review existing plans for resilience gaps, opportunities and barriers		
Task 2.2	Determine next step (whether or not Step 3 is needed)		
Deliverable 3	Submit a memo summarizing completion of this step	December 15, 2025	\$20,530
Section 3, Step 4	Pathway 1		
	Select goals from step 2- edit/adapt to increase resilience		
	Identify/adapt policies in support of goals		
Task 4.3	Identify policy co-benefits		
Deliverable 4	Submit copy of complete climate element workbook	April 30, 2026	\$7,885
Section 3, Step 5	Integrate goals & policies		
Task 5.1	Review and finalize resilience goals and policies		
Deliverable 5	Submit a memo summarizing this step	June 1, 2026	\$10,000
Deliverable 6	Submit documentation describing how and when overburdened communities and vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies and goals (RCW 36.70A.020)	October 31, 2026	\$10,000
(Final) Deliverable 7	Draft climate resilience sub-element goals and policies or adopt an updated hazard mitigation plan by reference	November 30, 2026	\$31,115



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Interlocal Agreement for Maintenance of Gateway II Fish Screen
Submitted by: Jon Morrow, Stormwater Manager
Department: Public Works

Suggested Motion/Action:

Authorize the City Manager to sign the Interlocal Agreement (ILA).

Background/Summary:

In order to construct Gateway II along Vantage Highway, a fish screen must be installed on East Branch Lyle Creek on Judge Ronald Road. This action was on the advice of the Washington State Department of Fish and Wildlife, and permitted by them through a Hydraulics Permit (HPA). The diversion structure to which the screen will be attached is in the County Right of Way and an ILA is necessary for long-term maintenance.

Previous Council Action:

None regarding the fish screen.

Analysis:

Once the fish screen is installed, the Washington State Department of Ecology will grant an extension to the Gateway II agreement so design and permitting can be completed.

Financial Impact:

Western Metal Products will charge \$2,000 for construction of the screen and installation. With City crew time added, the total amount is approximately \$4,000.00 and will be paid for by the existing stormwater budget.

Budget Adjustment: No

Attachments:

1. Interlocal Agreement - Fish Div. Screen_CH

INTERLOCAL AGREEMENT BETWEEN KITTITAS COUNTY AND CITY OF ELLENSBURG.

This Interlocal Agreement is made and entered into this ____ day of _____, 2025, by and between the City of Ellensburg (hereinafter the “City”) and Kittitas County (hereinafter the “County”) for the purpose of installing a fish diversion screen on Judge Ronald Road.

RECITALS

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington (“RCW”), provides for public agencies to enter into agreements for joint or cooperative action authorized under that chapter; and

WHEREAS, the City will install the screen in accordance with the approved civil plans; and

WHEREAS, the City will own and maintain the fish diversion screen into perpetuity. While in place, the screen will be cleaned at least daily at the City’s expense, and will be cleaned more frequently as needed or as requested by the County Engineer; and

WHEREAS, the County may modify, remove, and/or replace the infrastructure the fish diversion screen is attached to at the County’s discretion and expense; and

WHEREAS, the City may, at its discretion, replace the screen as necessary; and

WHEREAS, the City will provide minimum 24 hour notice to the County Engineer prior to placement of traffic control necessary for the fish diversion screen installation and/or maintenance; and

WHEREAS, the City will remove and store the fish diversion screen during the off season for irrigation;

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby authorize Chair signature on an Interlocal Agreement between Kittitas County and City of Ellensburg.

- I. **PURPOSE.** The purpose of this Agreement is to install a fish diversion screen to declassify East Branch Lyle Creek.
- II. **LEAD AGENCY.** The City shall lead the agency under this Agreement responsible for the installation, traffic control, and maintenance for the fish diversion screen.

- III. INDEMNITY. The Parties each agree to be responsible and assume liability for their own wrongful and/or negligent acts or omissions, or those of their officers, agents or employees to the fullest extent required by law, and further agree to save, indemnify, defend and hold the other party harmless from any such liability. In the case of negligence of more than one Party, any damages allowed shall be allocated in proportion to the percentage of negligence attributable to each Party.
- IV. DURATION OF AGREEMENT & TERMINATION. This Agreement shall be in full force and effective upon the effective date written above, and shall remain in effect until terminated. Either Party may terminate this Agreement for any reason by providing the other Party at least thirty (30) days' written notice of the termination.
- V. ADMENDMENT. The Agreement may be amended at any time by mutual consent of the Parties, made in writing and approved and executed by the duly authorized agents of each of the Parties.
- VI. RATIFICATION. Acts taken in conformity with this Agreement prior to its execution are hereby ratified and affirmed.
- VII. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Washington, and venue for any lawsuit arising out of this Agreement shall be in the Kittitas County Superior Court.
- VIII. INTEGRATION. This Agreement contains the entire agreement of the parties concerning the subject thereof, including all oral understandings or agreements, and there are no collateral understandings or agreements or representations or warranties not expressly included herein.
- IX. FILING. Copies of this Agreement shall be filed with the Kittitas County Auditor, or alternatively, listed by subject on each or either Party's web site or other electronically reliable public source pursuant to RCW 39.34.040.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

CITY OF ELLENSBURG

KITTITAS COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Behrends Cerniwey, City Manager

Brett Wachsmith, Chairman

Laura Osiadacz, Vice-Chairman

Cory Wright, Commissioner

Attest:

Attest:

City Clerk

Clerk of the Board

Approved as to form:

Approved as to form:

City Attorney

Deputy Prosecuting Attorney



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid Call 2025-06 Middle Reach Reecer Creek Flood Hazard Reduction and Floodplain Restoration Project Phase 2 – Floodplain Improvements

Submitted by: Austin Nickerson, Civil Engineer

Department: Public Works

Suggested Motion/Action:

Move to award Bid Call 2025-06 to Hurst Construction, LLC, the lowest responsive and responsible bidder.

Background/Summary:

The City contracted with Aspect Consulting to complete the design and prepare bid documents for this project, which will construct a setback levee, overflow swales, final restoration and landscaping adjacent to the middle reach of Reecer Creek.

The project was recently advertised for bid, with fifteen bids being received on May 6th, 2025. City staff will provide primary construction administration for the project, with Aspect Consulting providing some inspection assistance. Plateau CRM will provide archaeological monitoring as needed throughout construction.

Previous Council Action:

- Nov. 20, 2017: City Council approved the purchase of four undeveloped business lots along Enterprise Way with funding from the Dept. of Ecology, brokered through the Trust for Public Lands.
- Aug. 20, 2018: City Council approved the new design and permitting contract with Aspect Consulting.
- Feb. 18, 2020: City Council approved the purchasing of the 56 acres north of Enterprise Way lots.
- Dec. 7, 2020: City Council approved Amendment #1 to the Aspect Consulting Agreement.
- Sept. 19, 2022: City Council approved the Interlocal agreement with Kittitas County for the County to commit approx. \$850,000 of funding for the project.
- March 17, 2025: City Council approved the project to advertise for bids for the completion of the final phase.

Analysis:

The project was advertised, and bids were received as follows. Prices below include tax at

8.6%.

Contractor	Total Bid Amount w/ Tax
Hurst Construction, LLC	\$773,902.61
Advantage Dirt Contractors Inc.	\$857,620.97
Strider Construction Co., Inc.	\$996,641.21
Paragon Native LLC	\$997,548.23
Belsaas and Smith Construction, Inc.	\$1,053,447.15
Bayshore Construction Company	\$1,055,735.35
Gibson and Son Road Building, Inc.	\$1,074,724.16
Interwest Construction, Inc.	\$1,095,151.18
Pro Grade Enterprises, Inc.	\$1,111,664.57
Mass X Construction, LLC	\$1,141,338.56
Western Refinery Services, Inc.	\$1,224,798.51
Active Construction, Inc.	\$1,240,240.00
Nelson Construction Corp.	\$1,314,048.60
Corridor Contractors	\$1,387,142.10
Ascent Foundations and More LLC	\$1,416,039.74
<i>Engineer's Estimate</i>	\$1,431,068.36

The low bid submitted by Hurst Construction is below the Engineers Estimate of \$1,431,068.36 and within the amount budgeted for the project.

Financial Impact:

The bid amount is under the \$865,599 budgeted in the 2025/2026 Stormwater Utility Fund. The stormwater utility fund will be reimbursed by the Kittitas County Flood Control District Fund up to \$865,599 for the work.

Budget Adjustment: No

Attachments:

None

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.

Jerica Pascoe

Digitally signed by Jerica Pascoe
Date: 2025.05.12 15:02:08 -07'00'

AUDITING OFFICER

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 **19TH DAY OF MAY 2025**. 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	170100	TO	170228	\$ 494,700.41
EFT #'s	7406	TO	7431	\$ 1,509,292.55
Treasure Cash				Total Amounts
EFT #'S	1136	TO	1162	\$ 426,677.51
Check #'s	34322	TO	34342	\$ 11,590.88
Payroll Fund				Total Amounts
Check #'s	96410	TO	96516	\$ 11,415.32
Direct Deposits	85566	TO	85838	\$ 562,887.41

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK

Boards and Commissions	Affordable Housing Commission	Arts Commission	Civil Service Commission	Diversity, Equity & Inclusion Commission	Environmental Commission	Landmarks and Design Commission	LEOFF Board	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Utility Advisory Committee
MEMBERS	7	7	3	9	7	7	5	7	7	7	7	7	7
Residency Requirements	Y	N	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y
Current Members within City Limits	6	5	3	9	5	6	3	7	3	7	6	6	5
Current Members Outside City Limits	1	2	0	0	0	1	1	0	3	0	0	1	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	0	0	0	2 1-EHS	0	1	0	1	0	1	0	2 (1-Tele)
APPLICANTS:													
Jeff Bousson													2nd
Frederick Springsteen													1st



April 18, 2025

Heidi Behrends Cerniwey
Office of the City Manager
501 N Anderson Street
Ellensburg, WA 98926

Re: Nomination for CWU representative to **Utility Advisory Committee**

Dear Heidi and Ellensburg City Councilmembers,

Central Washington University would like to nominate Jeff Bousson, Sustainability Director, to serve as the CWU representative on the Utility Advisory Committee.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joel Klucking", with a stylized flourish at the end.

Joel Klucking
Vice President of Finance and Administration

Finance & Administration

400 East University Way • Ellensburg WA 98926-7481 • Office: 509-963-2323 • Fax: 509-963-2025
E-mail: joel.klucking@cwu.edu • Web: www.cwu.edu/

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

Application to the City of Ellensburg Utility Advisory Committee

Have you attended a Utility Advisory Committee meeting?

Name: *FREDRICK SPRINGSTEEN*

Address:



Mailing Address (if different):

/

City: *ELLENSBURG*

State: *WA.*

Zip: *98926*

Email address:



Phone number:



Length of Residency in Kittitas County:

5 YRS.

Do you live within the city limits:

YES.

ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.

Occupational Status & Background:

BANK V.P. & TRUST OFFICER 40 YEARS
ECONOMICS PROFESSOR 10 YEARS
RETIRED AT PRESENT 10 YEARS

Organization Affiliations:

DOWN TOWN ELLENSBURG ROTARY - PRESENT
NEWPORT OREGON -
ROTARY 10 YEARS
CHAMBER OF COMMERCE 10 YEARS
BUDGET COMMITTEE 6 YEARS
PARK & REC BOARD 4 YEARS
YMCA BOARD 15 YEARS
VINCENTNES UNIV. MILITARY ED ECON PROF (REMOTE) NATIONWIDE CLASSES

Why are you seeking appointment:

I WOULD LIKE TO OFFER WHAT EXPERTISE I HAVE FOR THE CAUSE.
I AM WIDOWED AND NEED TO BE BUSY.

Will you be able to attend the 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?

I WOULD CONSIDER ANY VACANCY



CITY OF ELLENSBURG
Energy Services Department
501 North Anderson Street
Ellensburg, WA 98926
Ph: (509) 962-7124

To: City Council
From: Utility Advisory Committee
Date: April 13, 2025

RE: Recommendation for Appointment

Fred Springsteen applied for an appointment to the Utility Advisory Committee on April 2, 2025. He was invited and attended the next meeting on April 17, 2025.

The Utility Advisory Committee subcommittee, consisting of Council member Nancy Lillquist, Chair Jeff Bousson, and Energy Services Director Buddy Stanavich, interviewed with Fred on May 8, 2025.

The Utility Advisory Committee currently has a vacancy, and based on the interview, the subcommittee recommends that the City Council appoint Fred Springsteen to the Utility Advisory Committee.



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4960 (2nd Reading) - Approving Rezone of Parcel #963051 and #716133 (Public Comment Opportunity)
Submitted by: Stacey Henderson, Planning Manager
Department: Community Development

Suggested Motion/Action:

Move to conduct second reading of Ordinance 4960, approving rezone of parcel numbers 963051 and 716133 from Residential Suburban (R-S) to Commercial Neighborhood (C-N)

Background/Summary:

City Council held a closed record hearing on May 5, 2025 to consider Hearing Examiner Andy Kottkamp's April 28, 2025 Corrected Recommended Findings of Fact, Recommended Conclusions of Law and Recommended Decision for the site-specific rezone request submitted by Jim Ritter, property owner for Stockyard Development Group LLC. The rezone request was approved at the conclusion of the Closed Record hearing and was immediately followed by first reading of Ordinance 4960.

The subject parcels are approximately 3.9 acres and 4.54 acres, and are located on the eastside of Reecer Creek Road, addressed 1350 Reecer Creek Road, Parcel ID #963051, and #716133. After taking evidence at the open record hearing on April 14, 2025, and considering the record, the Hearing Examiner recommended that City Council approve the rezone from Residential Suburban (R-S) to Commercial Neighborhood (C-N). The request is consistent with the City's Comprehensive Plan future land use designation of Blended Residential Neighborhood. At the conclusion of the closed record hearing on May 5, 2025, City Council approved a motion to adopt the Hearing Examiner's Corrected Recommended Findings of Fact, Recommended Conclusions of Law and Recommended Decision.

Previous Council Action:

On May 5, 2025, City Council voted to approve the rezone of parcel numbers 963051 and 716133 and conducted first reading of Ordinance 4960.

Analysis:

City Council has adopted the Hearing Examiner's Corrected Recommended Findings of Fact, Recommended Conclusions of Law and Recommended Decision, therefore the ordinance reflects the applicable conclusions and findings to adopt the zone change as discussed and approved by City Council on May 5, 2025. The ordinance also directs staff to make appropriate changes to the City's zoning map and to the Geographic Information System (GIS) data.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Ordinance 4960
2. P24-120 - Exhibit A Hearing Examiner Recommendation

ORDINANCE NO. 4960

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM RESIDENTIAL SUBURBAN (R-S) TO COMMERCIAL NEIGHBORHOOD (C-N).

WHEREAS, on November 18, 2024 the City received an application (P24-120) from Jim Ritter, property owner, Stockyard Development Group LLC, requesting a rezone of two parcels located at 1350 Reecer Creek Road, Parcel ID Number 963051 and 716133 (“application”); and

WHEREAS, the application proposed to rezone the parcels from Residential Suburban (R-S) to Commercial Neighborhood (C-N); and

WHEREAS, pursuant to ECC Table 15.210.050(D), a Site-Specific Rezone Application is processed under a Type IV review, which requires a Hearing Examiner recommendation to City Council after an Open Record Hearing, with the final decision to be made by City Council after a Quasi-Judicial Closed Record Hearing; and

WHEREAS, the SEPA official for the City issued a Determination of Non-Significance (DNS), on December 19, 2023; and

WHEREAS, the Hearing Examiner held a duly noticed open record hearing on August 14, 2024, received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on April 16, 2025, issued Recommended Findings of Fact, Conclusions of Law, and Decision for the rezone request from R-S to C-N; and

WHEREAS, the Hearing Examiner on April 28, 2025, issued Corrected Recommended Findings of Fact, Conclusions of Law, and Decision for the rezone request from R-S to C-N; and

WHEREAS, the Ellensburg City Council held a duly noticed closed record hearing on May 5, 2025 and at the conclusion of the hearing approved a motion to adopt the Hearing Examiner’s Corrected Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision, and to approve the applicant’s request to rezone the subject property from R-S and to C-N; and

WHEREAS, the Ellensburg City Council conducted the second reading of Ordinance 4960 on May 19, 2025, approving rezone of parcel numbers 963051 and 716133 from Residential Suburban to Commercial Neighborhood.

NOW, THEREFORE, the City Council of the city of Ellensburg, Washington, do hereby ordain as follows:

Section 1. The City Council adopts the findings of fact and conclusions based thereon, made and entered by the Hearing Examiner in support of the recommendation to the City Council for approval with regard to the rezone for the hereinafter described property located at 1350 Reecer Creek Road, with Parcel ID Number 963051 and 716133, as set forth in the Hearing Examiner’s “Corrected Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision,” dated April 28, 2025, attached as Exhibit A.

Section 2. Title 15 of the Ellensburg City Code is hereby amended by changing the city’s zoning map as adopted in ECC 15.300.020 for the following described area from Residential Suburban (R-S) to Commercial Neighborhood (C-N):

ACRES 4.54; PTN E1/2 NW1/4 (PARCEL 1D, B45/P10-13); SEC 34, TWP 18, RGE 18

ACRES 3.90; OZANICH SHORT PLAT 99-24, PTN LOT 1; PTN E1/2 NW1/4 (PARCEL 1C, B45/P10-13); SEC 34, TWP 18, RGE 18

Section 3. That the official zoning map of the City of Ellensburg, as well as the Geographic Information System (GIS) data shall be amended to incorporate the land use classifications herein provided.

Section 4. Except as modified herein, each and every provision of the City Land Development Code, Title 15, as amended, shall remain in full force and effect.

Section 5. 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 portions of this ordinance.

Section 6. 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 7. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage, approval and publication as required by law.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 19th day of May, 2025.

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. 4960 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4960 was published as required by law.

Beth Leader

**CITY OF ELLENSBURG
LAND USE HEARING EXAMINER**

IN THE MATTER OF P24-120 Silver Star Event Center Rezone	))))	CORRECTED RECOMMENDED FINDINGS OF FACT, RECOMMENDED CONCLUSIONS OF LAW, RECOMMENDED DECISION AND RECOMMENDED CONDITIONS OF APPROVAL
---	------------------	--

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on April 14, 2025, the Hearing Examiner having taken evidence hereby submits the following Recommended Findings of Fact, Recommended Conclusions of Law, Recommended Decision and Recommended Conditions of Approval as follows:

I. RECOMMENDED FINDINGS OF FACT

1. **Applicant:** James S. Ritter, of property owner Stockyard Development Group LLC
2. **Requested Action:** The applicant seeks to rezone the subject parcels from Residential Suburban (R-S) to Commercial Neighborhood (C-N) for the purpose of developing an event center, museum space, and associated parking and site improvements.
3. **Location:** The property is two contiguous parcels located at 1350 Reecer Creek Road, on the eastside of Reecer Creek Road, a minor arterial, between West University Way and West Dry Creek Road; Kittitas County Assessor's Parcel ID #'s 963051 and 716133.
4. **Site History:** Parcels 963051 and 716133 are in the R-S zone, currently consisting of undeveloped lands previously used for seasonal cattle grazing. Applicant seeks the rezone to allow development of an event center and museum.
5. **Site Characteristics:** The site topography is relatively flat and mostly covered with grass. A row of conifer trees has been planted along the west and part of the south sides of the northerly parcel, which also includes riparian tree cover along Whiskey Creek at its northeast. Whiskey Creek traverses a portion of the parcel, and its Critical Area Buffer stretches into portions of both parcels. This area of the northerly parcel is also a portion of the 100-year mapped floodplain, and also includes several mapped wetland areas. See **Exhibit A**.
6. **Surrounding Properties:** A zoning map of the surrounding properties is attached as **Exhibit B** and further described below:
 - 6.1. **North:** Zoned R-S and unincorporated north of the Reecer Creek Rd and W Dry Creek Rd intersection, consisting primarily of low density residential
 - 6.2. **South:** Zoned Commercial Highway (C-H) and Light Industrial (I-L), consisting of light industrial uses and agricultural lands
 - 6.3. **East:** Zoned R-S, consisting of agricultural lands and a low density residential subdivision under development
 - 6.4. **West:** Zoned I-L and C-H, consisting of resource uses and agricultural lands

P24-120
Silver Star Event Center Rezone
Page 1 of 7

7. **Zoning and Development Standards, ECC Title 15:** Ellensburg City Code (ECC) Table 15.310.040, “Nonresidential Uses” and “Special Uses,” indicate that both Places of Assembly (as event centers are defined per ECC 15.130.160) and Museums are permitted as conditional uses in current R-S zoning, and are permitted uses in the proposed C-N zone. C-N is a commercial designation per ECC 15.300.050(A) that also allows for a limited variety of attached housing types. Applicant has submitted preliminary materials for Critical Area review to account for ECC Title 15, Division VI regulations regarding the property’s Critical Areas, to be completed contingent to future building permit approval.
 8. **Comprehensive Plan:** See the map attached as **Exhibit C**. The Ellensburg Comprehensive Plan’s Future Land Use Designation of the property is Blended Residential Neighborhood, intended to function as a transition between neighborhoods with less density and core uses such as commercial areas, and to accommodate a range of building types. Blended Residential Neighborhood Zoning Options include C-N as proposed, as well as Residential Low (R-L), Residential Medium (R-M) and Residential High (R-H) – see **Exhibit D**. The proposed C-N zoning is not found in the immediate area, though the Blended Residential Neighborhood Future Land Use designation is consistent with parcels stretching north and east of the subject property.
 9. **Public Comments:** Community Development issued a Notice Public of Application and Rezone hearing on February 20, 2025, initiating a 21-day comment period that concluded March 13, 2025 (**Exhibit E**). The site was posted with a land use action signs on February 17, 2025 (**Exhibits F**). Notice of the Rezone was mailed to property owners within 300 feet of the proposed site on February 20, 2025 (**Exhibit H**).
 - 9.1. No public comments were received. The City of Ellensburg Public Works Department submitted comments on March 10, 2025, citing a number of future development requirements upon submittal of applicable permits, which will require consistency with Public Works development standards (**Exhibit I**).
10. **Environmental (SEPA) Review**
- 10.1. The proposed site-specific rezone did not require an additional SEPA review, as it is exempt. Per the conditions listed under WAC 197-11-800(6)(c), Where an exempt project requires a rezone, the rezone is exempt only if:
 - 10.1.1. The project is in an urban growth area in a city or county planning under RCW 36.70A.040;
 - 10.1.2. The proposed rezone is consistent with and does not require an amendment to the comprehensive plan; and
 - 10.1.3. The applicable comprehensive plan was previously subjected to environmental review and analysis through an EIS under the requirements of this chapter prior to adoption; and the EIS adequately addressed the environmental impacts of the rezone.
 - 10.2. The proposed site-specific rezone satisfies the above listed requirements, and therefore, did not require a SEPA review.
 - 10.3. Previously, the applicant underwent the standard SEPA process for the proposed project development (P21-101), for which an MDNS was issued on December 19, 2023. (**Exhibit J**) The scope of work reviewed under this 2021 SEPA included the new construction of the event center, museum, and associated structures and site development.

11. PROJECT ANALYSIS

- 11.1. Ellensburg City Code Requirements for Site-Specific Rezone

11.1.1. Per Ellensburg City Code, site-specific rezone applications are subject to the Type IV review process, and the Hearings Examiner provides a recommendation to City Council after holding an open record public hearing. The Hearings Examiner must find that the application is in compliance with decision criteria of ECC 15.250.060(C). The applicant has the burden of establishing all the following criteria apply to the proposed rezone:

11.1.1.1. Conditions have changed since the imposition of the zoning classification on the property;

11.1.1.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;

11.1.1.3. The proposed rezone is consistent with the comprehensive plan;

11.1.1.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the Land Development Code for the zoning district.

11.1.2. Analysis of Criteria for a Site-Specific Rezone

11.1.2.1. The applicant has submitted an application and narrative (**Exhibit K**), with revised materials submitted after (**Exhibit L**). Information submitted by the applicant is followed by staff analysis.

11.1.2.1.1. Conditions have changed since the imposition of the zoning classification on the property.

11.1.2.1.1.1. **Applicant narrative:** *The conditions of these properties and land use needs have changed significantly since the last zoning update. The City has continued to rapidly expand to the west and northwest, with significant housing projects bring built and slated for development on Dry Creek and Reecer Creek Roads. Additionally, the City has made significant capital improvements with sidewalks, drainage, and utility improvements along University Way as part of its Gateway Project. There are also active plans by other West Interchange area landowners to further commercially develop their properties. Of additional note, my properties are some of the most highly visible to everyone entering and/or leaving the city of Ellensburg from Exit #106, Highway 10, and Highway 97. This location would be ideal for future (thoughtful) commercial development that could create a positive image for those entering and leaving the City. It is also the only route to CWU from Eastbound I-90. Additionally, the City has no cultural entities, entertainment venues, or other services anywhere in this area.*

11.1.2.1.1.2. **Hearing Examiner Finding:** Parcels 963051 and 716133 are zoned Residential Suburban (R-S); they border parcels north and east also zoned R-S, while parcels west and south are zoned with other commercial and industrial designations (C-H and I-L). The transition of the property from former agricultural use to vacated lands preceding development is generally consistent with the development pattern of western Ellensburg between the I-90/U.S. Hwy 97 interchange and W University Way. The requested site-specific rezone to C-N is consistent with the Blended Residential Neighborhood Designation and Zoning Options outlined in the Comprehensive Plan, adopted since the former historic use was established on the property. Conditions have thus changed on the property since the imposition of its existing zoning.

P24-120

Silver Star Event Center Rezone

Page 3 of 7

11.1.2.1.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.

11.1.2.1.2.1. **Applicant narrative:** *The rezone is critical to this area because it will allow me to continue to make further improvements to these properties that have historically been neglected, in disrepair, and underutilized. This rezone will also allow me to build a much-needed cultural, and entertainment area within the city limits that could be utilized by the citizens of Kittitas County, Ellensburg, CWU students, and their families, and enhance tourism. This development would also encourage other developers to consider other forms of “thoughtful” development that could enhance the City’s image and preserve the region’s aesthetic charm.*

11.1.2.1.2.2. **Hearing Examiner Finding:** The purpose of ECC Title 15 is in part “for the conservation, protection and enhancement of the public health, safety and general welfare” per ECC 15.110.020. The rezone of Parcels 963051 and 716133 to C-N zoning will allow for a proposed event center and museum on the property, intended uses that conform with the proposed zone’s permitted uses. C-N is a commercial zone intended in part “to serve the residential neighborhoods in outlying areas of the city” per ECC 15.300.050(A). The applicant will be responsible for meeting all development standards in ECC Title 15 as applicable, including completion of Critical Area review. The proposed rezone thus bears a substantial relationship to the public health, safety, morals and general welfare of the City of Ellensburg as regulated by ECC Title 15.

11.1.2.1.3. The proposed rezone is consistent with the comprehensive plan.

11.1.2.1.3.1. **Applicant narrative:** *These parcels fall within the City’s future Comprehensive Plan, and two former City Officials (Jeremy and Laura) both advised in August of 2024 that the re-zone would be the best option for mutually beneficial use of the properties and would encourage approval of the re-zone request.*

11.1.2.1.3.2. **Hearing Examiner Finding:** The Comprehensive Plan’s Future Land Use Designation for the parcel is Blended Residential Neighborhood. The Plan’s Future Land Use-Zoning Conversation Table indicates the rezone request to C-N is consistent with the Future Land Use Map. Blended Residential Neighborhood is a mixed-use Future Land Use designation intended to function as a transition between neighborhoods with less density and core uses such as commercial areas, and to accommodate a range of building types. The property is located along Reecer Creek Road, a minor arterial. The subject property is located between existing and developing lower density residential subdivisions and commercial areas near I-90 and along W University Way.

11.1.2.2. In addition, the request for C-N zoning is consistent with the following goals, policies and programs in the Comprehensive Plan:

11.1.2.2.1. **Goal LU-1:** Encourage development that creates a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible to neighborhoods.

- 11.1.2.2.1.1. **Policy B:** Integrate new development with consideration to design and scale that complements existing neighborhoods and provides effective transitions between different uses and intensities.
- 11.1.2.2.1.2. **Program 1:** Encourage new neighborhood commercial uses in residential areas with particular attention to establishing pedestrian-oriented neighborhoods and regulating offsite impacts to adjoining residential areas.
- 11.1.2.2.2. **Goal LU-2:** Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation.
- 11.1.2.2.2.1. **Policy A:** Enhance the character, quality, and function of existing residential neighborhood while accommodating anticipated growth.
- 11.1.2.2.3. **Goal LU-5:** Plan for commercial and industrial areas that serve the community, are attractive, and have long-term economic vitality.
- 11.1.2.2.3.1. **Policy A:** Provide a diversity of commercial and industrial lands to provide an array of businesses and development opportunities that serve the community.
- 11.1.2.2.3.2. **Program 2:** Access high-traffic generating land uses from arterials whenever possible. If this is not possible, provide mitigation to address access impacts.
- 11.1.2.3. Based on the preceding, the proposed rezone is consistent with the Comprehensive Plan.
- 11.1.2.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC [ECC Title 15] for the zoning district.
- 11.1.2.4.1. **Applicant narrative:** *The proposed re-zone request for these properties is consistent with the development standards in the LDC. The City had already tentatively approved the SEPA, Site, Traffic, and Development Plans for parcel 716133 and scheduled this project for a final public hearing on August 2, 2024. I have spent the past 3 years installing all utilities to these parcels, working closely with city officials on this project, and satisfying all legal requirements to proceed*
NOTE: *City officials were highly supportive of this rezone because a small portion of the southern parcel is already zoned Commercial Highway (causing a Split Zone) that they want to eliminate by granting the re-zone to Commercial/Neighborhood R/S is also an inconsistent zone as it is for "areas characterized predominantly by single-family dwellings", while the area around these parcels to the east, west, and south are all zoned commercial (and already have commercial structure in operations and is what the Commercial/Neighborhood zone was created for.*
- 11.1.2.4.2. **Hearing Examiner Finding:** The intended use of the property as an event center and museum is permitted in the C-N zone. The applicant will be responsible for meeting all development standards in ECC Title 15 including parking for associated uses per ECC Table 15.550.040(A), as well as Public Works and building code standards as applicable for the project. The proposed rezone to C-N is thus consistent with ECC Title 15 regulations and related Ellensburg development and construction standards as applicable.

- 11.1.3. **Staff Conclusion:** Based on the assessment above, Community Development finds the proposal to be consistent with rezone evaluation criteria of ECC 15.250.060(C)
12. An open record public hearing was held, after legal notice, on April 14, 2025.
13. Appearing and testifying on behalf of the Applicant was Jim Ritter. Mr. Ritter testified that he was the property owner and Applicant. Mr. Ritter stated that he agreed with the representations set forth within the staff report.
14. No member of the public testified at the hearing.
15. The following exhibits were admitted into the record:
- 15.1. Ex. A. Location Map
 - 15.2. Ex. B. Current Zoning Map
 - 15.3. Ex. C. Comprehensive Plan Future Land Use Map
 - 15.4. Ex. D. Comprehensive Plan Future Land Use-Zoning Conversion Table
 - 15.5. Ex. E. Affidavit of Publication, *Ellensburg Daily Record*
 - 15.6. Ex. F. Posted Land Use Action Sign and Affidavit
 - 15.7. Ex. G. Buffer Mailing Affidavit
 - 15.8. Ex. H. Public Works Comment Letter
 - 15.9. Ex. I. P21-101 SEPA MDNS
 - 15.10. Ex. J. Rezone Application
 - 15.11. Ex. K. Rezone Narrative
 - 15.12. Ex. L. Rezone Site Plan
 - 15.13. Ex. M. Staff Report
16. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.
17. 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 the authority to render this recommended decision.
- 2. The requested rezone meets all the criteria set forth within Ellensburg City Code 15.250.060.
- 3. 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 Recommended Conclusions of Law, P24-035 the Hearing Examiner hereby recommends that this Rezone Request be **APPROVED** subject to the following Recommended Condition of Approval.

IV. RECOMMENDED CONDITIONS OF APPROVAL

1. Applicant shall conform with all conditions of SEPA Mitigated Determination of Non-Significance P21-101.
2. Any water main extended onto the parcel to serve Fire Hydrants and Water Services shall be granted a utility easement.
3. All required parking spaces, ingress/egress, and loading areas shall be hard surfaced.

Dated this 28 day of April, 2025

CITY OF ELLENSBURG HEARING EXAMINER



Andrew L. Kottkamp



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4961 (2nd Reading) - Approving Rezone of Parcel #573833 (Public Comment Opportunity)
Submitted by: Mark Rud, Associate Planner
Department: Community Development

Suggested Motion/Action:

Move to conduct second reading of Ordinance 4961, approving rezone of parcel #573833 from Heavy Industrial (I-H) to Central Commercial (C-C).

Background/Summary:

City Council held a closed record hearing on May 5, 2025, to consider Hearing Examiner Andrew Kottkamp's April 16, 2025, Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision pertaining to the site-specific rezone request submitted by Loren Bayles, agent for property owner Ken Fyall. The rezone request was approved at the conclusion of the Closed Record hearing and was immediately followed by first reading of Ordinance 4961.

The subject parcel is 7,000 square feet, and is located at 308 West 4th Avenue at the southeast corner of North Kittitas Street and W 4th Ave, parcel #537833. After taking evidence at the open record hearing on April 14, 2025, and considering the record, the Hearing Examiner recommended that City Council approve the rezone from Heavy Industrial (I-H) to Central Commercial (C-C). The request is consistent with the City's Comprehensive Plan future land use designation of Urban Center. At the conclusion of the closed record hearing on May 5, 2025, City Council approved a motion to adopt the Hearing Examiner's Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision.

Previous Council Action:

On May 5, 2025, City Council voted to approve the rezone of parcel #537833 and performed first reading of Ordinance 4961.

Analysis:

City Council has adopted the Hearing Examiner's Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision. Therefore the ordinance reflects the applicable conclusions and findings to adopt the zone change as discussed and approved by City Council on May 5, 2025. The ordinance also directs staff to make appropriate changes to the City's zoning map and to the Geographic Information System (GIS) data.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Ord 4961
2. P25-006 - Exhibit A HEARING EXAMINER RECOMMENDATION

ORDINANCE NO. 4961

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM HEAVY INDUSTRIAL (I-H) TO CENTRAL COMMERCIAL (C-C).

WHEREAS, on January 27, 2025, the City received an application (P25-006) from Ken Fyall of property owner Ellensburg Market Properties, Inc., represented by Loren Bayles (Agent), requesting a rezone of one parcel of land located at 308 West 4th Avenue, Parcel ID Number 537833; and

WHEREAS, the application proposed to rezone the parcel from Heavy Industrial (I-H) to Central Commercial (C-C); and

WHEREAS, pursuant to Ellensburg City Code (“ECC”) Table 15.210.050(D), a Site-Specific Rezone Application is processed under a Type IV review, which requires a Hearing Examiner recommendation to City Council after an Open Record Hearing, with the final decision to be made by City Council after a Quasi-Judicial Closed Record Hearing; and

WHEREAS, the request is exempt from the State Environmental Policy Act pursuant to Washington Administrative Code 197-11-800(6)(b),(c) and ECC 15.270.110(B)(3); and

WHEREAS, the Hearing Examiner held a duly noticed open record hearing on April 14, 2025, where the Examiner received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on April 16, 2025, issued “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision” for the rezone request from I-H to C-C; and

WHEREAS, the Ellensburg City Council held a closed record hearing on May 5, 2025, and at the conclusion of the hearing approved a motion to adopt the Hearing Examiner’s “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision” dated April 16, 2025, and to approve the applicant’s request to rezone the subject property from I-H to C-C; and

WHEREAS, the Ellensburg City Council conducted the second reading of Ordinance 4961, on May 19, 2025, approving rezone of parcel #537833 from I-H to C-C.

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington, do hereby ordain as follows:

Section 1. The City Council adopts the findings of fact and conclusions based thereon, made and entered by the Hearing Examiner in support of the recommendation to the City Council for approval with regard to the rezone for the hereinafter described property located at 308 West 4th Avenue, with Parcel ID Number 537833, as set forth in the Hearing Examiner’s “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision,” dated April 16, 2025 attached as Exhibit A.

Section 2. Title 15 of the Ellensburg City Code is hereby amended by changing the city’s zoning map as adopted in ECC 15.300.020 for the following described area from Heavy Industrial (I-H) to Central Commercial (C-C):

PARCEL ID NUMBER 537833 – LOT 1, BLOCK 19, DEPOT ADDITION TO THE CITY OF ELLENSBURG, AS PER THE PLAT THEREOF RECORDED IN BOOK 1 OF PLATS, PAGE 59, RECORDS OF KITTITAS COUNTY, WASHINGTON. SITUATE IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON.

Section 3. That the official zoning map of the City of Ellensburg, as well as the Geographic Information System (GIS) data shall be amended to incorporate the land use classifications herein provided.

Section 4. Except as modified herein, each and every provision of the City Land Development Code, Title 15, as amended, shall remain in full force and effect.

Section 5. 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 portions of this ordinance.

Section 6. 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 7. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage, approval and publication as required by law.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 19th day of May 2025.

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. 4961 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4961 was published as required by law.

Beth Leader

**CITY OF ELLENSBURG
LAND USE HEARING EXAMINER**

IN THE MATTER OF	)	RECOMMENDED FINDINGS OF
	)	
P25-006	)	FACT, RECOMMENDED
Fyall Rezone Request	)	CONCLUSIONS OF LAW, AND
	)	RECOMMENDED DECISION
	)	
	)	

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on April 14, 2025, the Hearing Examiner having taken evidence hereby submits the following Recommended Findings of Fact, Recommended Conclusions of Law, Recommended Decision and Recommended Condition of Approval as follows:

I. RECOMMENDED FINDINGS OF FACT

1. **Applicant:** Loren Bayles, authorized agent for property owner Ken Fyall
2. **Requested Action:** The applicant seeks to rezone the subject property from Heavy Industrial (I-H) to Central Commercial (C-C) for the purpose establishing a commercial indoor recreational climbing center in an existing structure.
3. **Location:** The parcel is located at 308 W 4th Avenue at the southeast corner of N Kittitas Street and W 4th Avenue in Ellensburg; Kittitas County Assessor's Parcel ID # 537833.
4. **Site History:** Parcel ID # 537833 is in the I-H zone, with an existing commercial structure of approximately 3,200 square feet constructed in 1979, and most recently used for retail furniture storage. The applicant is proposing to establish a commercial indoor recreational climbing center in the existing structure on the property.
5. **Site Characteristics:** The site topography is relatively flat, with a noticeable westward downslope toward N Kittitas Street from the middle of the property south. The 4th Avenue frontage is improved with curb-tight sidewalk, while the N Kittitas Street frontage is unimproved opening to asphalt parking adjacent to the building. See **Exhibit A**.
6. **Surrounding Properties:** A zoning map of the surrounding properties is attached as **Exhibit B** and further described below:
 - 6.1. **North:** Zoned C-C, consisting of mixed uses including open-air storage, commercial (Moose Lodge building), and multifamily residential
 - 6.2. **South:** Zoned I-H, consisting of mixed uses including unimproved lands, open-air storage, and abandoned commercial structures
 - 6.3. **East:** Zoned C-C, consisting of mixed uses including offices and surface parking
 - 6.4. **West:** Zoned I-H, consisting of heavy industrial use (Twin City Foods)
 - 6.5. **Access:** Access to the property is from W 4th Avenue and N Kittitas Street, both local streets
7. **Zoning and Development Standards, ECC Title 15:** Ellensburg City Code (ECC) Table 15.310.040, "Nonresidential Uses," indicates that commercial indoor recreation is not permitted in current I-H zoning, and is permitted in the proposed C-C zone.

P25-006
Fyall Rezone Request
Page 1 of 6

8. **Comprehensive Plan:** See the map attached as **Exhibit C**. The Ellensburg Comprehensive Plan's Future Land Use Designation of the property is Urban Center, intended to sustain a commercial district catering to pedestrians and accommodating zoning districts that provide a mix of retail and residential uses as well as entertainment and leisure activities. Urban Center Zoning Options include C-C, and Central Commercial II (C-C II) – see **Exhibit D**. The proposed C-C zoning is consistent with parcels north and east, and the Urban Center Future Land Use designation is also consistent with properties north, east, and south of the subject property.
9. **Public Comments:** Community Development issued a Notice Public of Application and Rezone hearing on February 20, 2025, initiating a 21-day comment period that concluded March 13, 2025 (**Exhibit E**). The site was posted with a land use action signs on February 19, 2025 (**Exhibits F & G**). Notice of the Rezone was mailed to property owners within 300 feet of the proposed site on February 20, 2025 (**Exhibit H**).
- 9.1. No public comments were received. The City of Ellensburg Public Works Department submitted comments on March 21, 2025, stating that future development applications will require consistency with Public Works development standards (**Exhibit L**). These general requirements will apply absent any specific conditions pursuant to approval of the proposal.
10. **Environmental (SEPA) Review**
- 10.1. Where categorically exempt projects (such as changes of use) require a rezone, the rezone is also exempt from SEPA if the project is in an Urban Growth Area for jurisdictions planning under the Growth Management Act (RCW 36.70A.040), the proposal is consistent with and does not require an amendment to the jurisdiction's Comprehensive Plan, and the Plan was previously subjected to an Environmental Impact Statement prior to its adoption that adequately addressed environmental impacts of the rezone. Changes of use are exempt from SEPA provided authorized activities will be conducted in an existing building that would qualify for exemption under WAC 197-11-800(1),(2) ("minor new construction"), and activities will not change building character in a way that would remove it from an exempt class.
- 10.2. Applicant proposes to change the use of an existing commercial structure of approximately 3,200 square feet. The City of Ellensburg has adopted a flexible exemption threshold of 12,000 square feet for commercial buildings as minor new construction categorically exempt from SEPA, per ECC 15.270.110(B)(3) and pursuant to WAC 197-11-800(1), subsections (b)(iv), (c), and (d). The project does not plan any expansion of the existing structure. The underlying project (change of use) is categorically exempt.
- 10.3. The exempt project requires a rezone prior to establishing the use. Ellensburg is part of a Kittitas County Urban Growth Area as a fully planning jurisdiction under the Growth Management Act. The rezone is consistent with the Ellensburg Comprehensive Plan, which has not required an amendment for the project and which was subject to a Supplemental EIS prior to adoption of its Future Land Use Map and Zoning Conversion Table.
- 10.4. Because all of the preceding apply, the rezone is categorically exempt from SEPA pursuant to WAC 197-11-800(6)(b),(c) and ECC 15.270.110(B)(3).

11. PROJECT ANALYSIS

11.1. Ellensburg City Code Requirements for Site-Specific Rezone

- 11.1.1. Per Ellensburg City Code, site-specific rezone applications are subject to the Type IV review process, and the Hearings Examiner provides a recommendation to City Council after holding an open record public hearing. The Hearings Examiner must find that the application

is in compliance with decision criteria of ECC 15.250.060(C). The applicant has the burden of establishing all the following criteria apply to the proposed rezone:

- 11.1.1.1. Conditions have changed since the imposition of the zoning classification on the property;
- 11.1.1.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
- 11.1.1.3. The proposed rezone is consistent with the comprehensive plan;
- 11.1.1.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the Land Development Code for the zoning district.

11.2. Analysis of Criteria for a Site-Specific Rezone

- 11.2.1. The applicant has submitted an application and narrative (**Exhibit I**), with a supplemental narrative (**Exhibit J**) addressing the rezone criteria. Information submitted by the applicant is followed by staff analysis.

- 11.2.1.1. Conditions have changed since the imposition of the zoning classification on the property.

- 11.2.1.1.1. **Applicant narrative:** *Since the original zoning classification of Heavy Industrial (IH) was imposed, significant changes have occurred in the surrounding area. The site is now situated within the Central Business District, adjacent to properties already zoned Commercial (C-C). The evolving character of the neighborhood has shifted towards more community-oriented uses, reflecting a demand for recreational facilities that support public engagement and well-being.*

- 11.2.1.1.2. **Hearing Examiner Finding:** Parcel 537833 is zoned Heavy Industrial (I-H); it borders parcels west and south also zoned I-H, while parcels north and east are zoned with the proposed Central Commercial (C-C) designation. The transitional nature of this area is intended to support pedestrian-oriented core business district activities – see further below. The property is available due to vacated prior tenancy of retail furniture storage. The requested site-specific rezone to C-C is consistent with the Urban Center Future Land Use Designation and Zoning Options outlined in the Comprehensive Plan, adopted since the former use was previously established on the property. Conditions have thus changed on the property since the imposition of its existing zoning.

- 11.2.1.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.

- 11.2.1.2.1. **Applicant narrative:** *The proposed rezone to Commercial (C-C) is directly related to enhancing public health and safety by providing a safe, indoor recreational space for the community. The climbing center will promote physical activity, social interaction, and mental well-being, contributing positively to the general welfare of Ellensburg residents. The facility will be designed to accommodate climbers of all ages and skill levels, fostering a sense of community and encouraging healthy lifestyles.*

- 11.2.1.2.2. **Hearing Examiner Finding:** The purpose of ECC Title 15 is in part “for the conservation, protection and enhancement of the public health, safety and general welfare” per ECC 15.110.020. The rezone of parcel 537833 to C-C zoning

P25-006

Fyall Rezone Request

Page 3 of 6

will allow for commercial indoor recreational use on the property, an intended use that conforms with the proposed zone's permitted uses. C-C is a mixed-use zone "intended to encourage and accommodate the development and redevelopment of a viable central business district serving a broad trade area" per ECC 15.300.060(2). The applicant will be responsible for meeting all development standards in ECC Title 15 as applicable. The proposed rezone thus bears a substantial relationship to the public health, safety, morals and general welfare of the City of Ellensburg as regulated by ECC Title 15.

11.2.1.3. The proposed rezone is consistent with the comprehensive plan.

11.2.1.3.1. **Applicant narrative:** *The proposed rezone aligns with the City of Ellensburg's Comprehensive Plan, particularly as the site is located within the Urban Center as indicated on the Future Land Use map. This designation supports the development of commercial and recreational facilities that serve the community, making the proposed climbing gym a fitting addition to the area. The rezone will help fulfill the city's goals of promoting diverse recreational opportunities and enhancing the urban environment.*

11.2.1.3.2. **Hearing Examiner Finding:** The Comprehensive Plan's Future Land Use Designation for the parcel is Urban Center, extending to transitional areas between the historic downtown core and higher intensity industrial activity west. The Plan's Future Land Use-Zoning Conversation Table indicates the rezone request to C-C is consistent with the Future Land Use Map. Urban Center is a mixed-use Future Land Use designation intended to sustain a commercial district catering to pedestrians, accommodating a mix of retail and residential uses as well as entertainment and leisure activities.

11.2.1.3.3. In addition, the request for C-C zoning is consistent with the following goals, policies and programs in the Comprehensive Plan:

11.2.1.3.4. **Goal LU-1:** Encourage development that creates a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible to neighborhoods.

11.2.1.3.4.1. **Policy C:** Support development of compact, livable, and walkable mixed use centers.

11.2.1.3.4.2. **Program 1:** Support downtown's development with the mix of uses, amenities, and infrastructure that maintain it as a cultural, retail, and social destination.

11.2.1.3.5. **Goal LU-2:** Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation.

11.2.1.3.6. **Goal LU-4:** Support downtown's development as an economic, tourist, and retail destination.

11.2.1.3.6.1. **Policy A:** Encourage development and activity which increases automobile and pedestrian traffic in the downtown area.

11.2.1.3.6.2. **Program 1:** Support and encourage a mix of businesses in downtown.

11.2.1.3.7. **Goal ED-4:** Emphasize equity-focused economic development of downtown as an economic, tourist, retail, art, and event destination.

P25-006
Fyall Rezone Request
Page 4 of 6

- 11.2.1.3.7.1. **Policy B:** Partner with regional EDOs and community organizations to implement the downtown economic development plan.
- 11.2.1.3.7.2. **Program 1:** Encourage mixed uses in the downtown area to support increased commercial and tourist activity, walkability, and diverse housing options.
- 11.2.1.3.8. Based on the preceding, the proposed rezone is consistent with the Comprehensive Plan.
- 11.2.1.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC [ECC Title 15] for the zoning district.
- 11.2.1.4.1. **Applicant narrative:** *The proposed rezone to the Commercial (C-C) zoning district is consistent with the development standards outlined in the Land Development Code (LDC). The existing warehouse structure, with its 3,200 square feet of usable space, 15-foot ceilings, and dual access points, meets the requirements for commercial use. Additionally, the site offers four designated parking spots along with ample street parking, ensuring compliance with parking regulations and facilitating easy access for visitors. There is also power, sewer, gas, and water to the building. All further development of the building by the applicant such as signage, landscaping, and the addition of bathrooms will also be consistent with these standards.*
- 11.2.1.4.2. **Hearing Examiner Finding:** The intended use of the property as a climbing center is permitted as commercial indoor recreation in the proposed C-C zone. The C-C district has no off-street parking requirements for non-residential uses per ECC Table 15.550.040(A), Note B. The applicant will be responsible for meeting all development standards in ECC Title 15, as well as Public Works and building code standards as applicable for the project, including as related utilities, signage, landscaping, and bathrooms. The proposed rezone to C-C is thus consistent with ECC Title 15 regulations and related Ellensburg development and construction standards as applicable.
- 11.2.1.5. **Hearing Examiner Finding:** Based on the assessment above, the Hearing Examiner finds the proposal to be consistent with rezone evaluation criteria of ECC 15.250.060(C).
12. An open record public hearing was held, after legal notice, on April 14, 2025.
13. Appearing and testifying on behalf of the Applicant was Loren Bayles. Mr. Bayles testified that he is the Applicant and was an agent of the property owner and authorized to appear and speak on their behalf. Mr. Bayles stated that he agreed with the representations set forth within the staff report.
14. Testifying from the public were the following individuals:
- 14.1. Jeff Hashimoto: Mr. Hashimoto testified that he was in favor of the rezone and that he was an advisor to the high school climbing club.
- 14.2. Jesse Sieak: Mr. Sieak testified in favor of the rezone indicating that the proposed climbing gym that would result from the rezone is very much needed in the community.
15. The following exhibits were admitted into the record:
- 15.1. Ex. A. Location Map
- 15.2. Ex. B. Current Zoning Map

- 15.3. Ex. C. Comprehensive Plan Future Land Use Map
 - 15.4. Ex. D. Comprehensive Plan Future Land Use-Zoning Conversion Table
 - 15.5. Ex. E. Affidavit of Publication, *Ellensburg Daily Record*
 - 15.6. Ex. F. Posted Land Use Action Signs
 - 15.7. Ex. G. Affidavit of Posted Land Use Action Signs
 - 15.8. Ex. H. Affidavit of Mailed Notice with Buffer Map
 - 15.9. Ex. I. Rezone Application and Narrative
 - 15.10. Ex. J. Supplemental Narrative
 - 15.11. Ex. K. Applicant's Project Site Plan
 - 15.12. Ex. L. City of Ellensburg Public Works Comments
 - 15.13. Ex. M. Staff Report
 - 15.14. Ex. N. 4/14/25 from Mark Rud to the Hearing Examiner
16. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.
17. 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

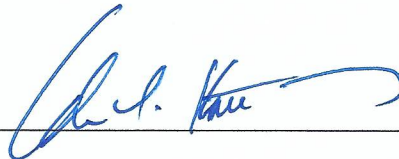
- 1. The Hearing Examiner has been granted the authority to render this recommended decision.
- 2. The requested rezone meets all the criteria set forth within Ellensburg City Code 15.250.060.
- 3. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

III. RECOMMENDED DECISION

Based on the above Recommended Findings of Fact and Recommended Conclusions of Law, P25-006 the Hearing Examiner hereby recommends that this Rezone Request be **APPROVED**.

Dated this 16 day of April, 2025

CITY OF ELLENSBURG HEARING EXAMINER



Andrew L. Kottkamp

P25-006
Fyall Rezone Request
Page 6 of 6



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4962 (1st Reading) Expansion of Low-Income Utility Discount Program to include 40% AMI (Public Comment Opportunity)

Submitted by: Buddy Stanavich , Energy Services Director

Department: Energy Services

Suggested Motion/Action:

Move to conduct first reading of Ordinance 4962, extending the low income discount program eligibility threshold to those at or below 40% AMI.

Background/Summary:

During the adoption of the 2019/2020 budget in December 2018, the Council directed staff to investigate expanding the low-income discount program to more customers, beyond senior/disabled. Staff provided a presentation at the February 22, 2019, Council retreat where the Council provided directions to develop a revised low-income discount program, working through the UAC. The UAC discussed the program extensively at its April 25th, May 16th, June 20th, September 19th and October 17th, 2019 meetings. Staff and the UAC assembled an ordinance which incorporated the "guiding principles" identified in the Council retreat, reviewed below.

After several meetings and deliberation, the UAC forwarded the proposed ordinance to Council for consideration. An issue the UAC struggled with was the rate impacts on all utility customers from extending the low-income discount beyond low-income senior/disabled citizens rate classifications to all low-income customers. The UAC felt the rate increases necessary to greatly extend the program to more eligible customers could have too much of a financial impact on all ratepayers.

The proposed ordinance incorporated the following guiding principles, which are primarily to standardize the program:

1. Amend the definition of senior/disabled in all utility rate classifications to create the same requirement for qualification: senior/disabled customers who are at or below 125% of Federal Poverty Level (FPL).
2. Simplify the low-income discount program and rate structure by providing an across-the-board 50% reduction of the consumption rates for all utilities.
3. Standardize a customer charge for all utilities at a 50% discount (eliminating credits for customer charges as well as volumetric criteria embedded in the current low-income rate structure for some utilities).
4. Leave no current participant behind.

5. Recommend staff more heavily publicize the availability of low-income rates for disabled/senior customers.

Previous Council Action:

See above.

Analysis:

In the course of standardizing the low-income discount program, an inadvertent amendment was made to unify the qualification criteria for senior/disabled customers across all utility rate classifications. This change established a qualification requirement for customers to be at or below 125% of the Federal Poverty Level (FPL) instead of the previously applicable 40% Area Median Income (AMI). This shift unintentionally excluded current participants who qualified under the 40% AMI criterion.

To ensure no participant is left behind, the ordinance amendment will reintegrate 40% AMI as an inclusive criterion alongside the 125% FPL. This hybrid approach guarantees that both existing and new qualifying individuals receive uninterrupted benefits.

Financial Impact:

The financial impact of the low-income discount program to the electric utility is roughly \$100,000 annually, and the expansion of the program eligibility to include 40% AMI will have little additional impact.

Budget Adjustment: No

Attachments:

1. Ordinance 4962 - 9-30-020 Low Income Utility Rates

ORDINANCE NO. 4962

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO TITLE 9 "UTILITIES" AND AMENDING SECTION 9.30.020 OF CHAPTER 9.30 "UTILITY RATES" OF THE ELLENSBURG CITY CODE

WHEREAS, in 2019 the City Council desired to standardize low-income senior/disabled and non-profit utility rate discounts for the electric, gas, water, sewer and stormwater utilities; and

WHEREAS, the City Council desired to leave no current customer behind with these modifications and make the program less cumbersome for both applicants and the City; and

WHEREAS, in the course of standardizing the low-income discount program, an inadvertent amendment was made to unify the qualification criteria for senior/disabled customers across all utility rate classifications. This change established a qualification requirement at or below 125% of the Federal Poverty Level (FPL) instead of the previously applicable 40% Area Median Income (AMI); and

WHEREAS, this shift would unintentionally exclude participants who qualified under the 40% AMI criterion;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Section 9.30.020 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4855, is hereby amended to read as follows:

BOD (biochemical oxygen demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees centigrade, expressed in parts per million by weight.

Debt service coverage or DSC means the result of a calculation dividing a utility's margin (profit) for the year by the utility's annual debt payment.

Domestic strength wastewater means wastewater having a BOD of 200 milligrams per liter and suspended solids of 250 milligrams per liter.

Electric demand means the maximum KW delivered during a 15-minute period in which the consumption of energy is the greatest during the month.

Income means all moneys received by the claimant from any source. It includes, but is not limited to: wages, railroad retirement, Social Security benefits, investment income in the form of dividends from stock, interest on savings accounts and bonds, capital gains, gifts and

inheritances, net rental income from real estate, disability payments, retirement pay and annuities. Reimbursement for losses shall not be considered as income.

Low-income disabled citizen means a person with either a combined household income; at or below 125 percent of the federally established poverty level; or at or below 40 percent area median income for Kittitas County who also:

- A. Provides documentation of disability from the Social Security Administration of the federal government;
- B. Qualifies for special parking privileges under RCW 46.19.010(a) through (j);
- C. Demonstrates through documentation from a qualified medical professional that he or she has a disability identified in RCW 46.19.010(a) through (j); or
- D. Qualifies as a blind person as defined in RCW 74.18.020.

Low-income senior citizen means a person who is 65 years of age or older with either a combined household income; at or below 125 percent of the federally established poverty level; or at or below 40 percent area median income for Kittitas County.

Nonprofit agencies serving the disadvantaged means agencies with a 501(c)(3) tax exempt designation from the Internal Revenue Service (IRS), a majority of whose clients/customers:

- A. Qualify for the low-income senior citizen rate;
- B. Are persons with disabilities of the types recognized by the city for determining eligibility for the low-income disabled citizen rate, regardless of their actual income level; or
- C. Are persons from families determined to be low income as defined by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 USC Section 9902(2).

Power factor or PF means the ratio of the real power to the apparent power, and is a number between zero and one. "Real power" is the capacity of the circuit for performing work in a particular time. "Apparent power" is the product of the current and voltage of the circuit.

Purchased gas cost adjustment means the average cost of gas per Ccf paid by the city (including current city and state taxes per Ccf) the month prior to the billing month.

(Ord. 4855 § 1, 2020; Ord. 4844 § 1, 2019; Ord. 4650 § 1, 2013; Ord. 4571 § 1, 2010; Ord. 4555 § 1, 2009; Ord. 4503 § 2, 2007)

Section 2. 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 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 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 June, 2025.

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. 4962 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4962 was published as required by law.

BETH LEADER



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Continued Discussion on Renewing Transit and Transportation System Funding by Ballot Measure in 2025 (Public Comment Opportunity)

Submitted by: Heidi Behrends Cerniwey, City Manager

Department: City Manager

Suggested Motion/Action:

Provide staff direction on funding mechanism [RCW 36.73 or 82.14.045], rate [0.1%-0.3%], and timing [November 2025 or other election] to develop resolution and language for future ballot measure.

Background/Summary:

With the goal to maintain public service levels while continuing to practice public resource stewardship, the City Council adopted the 2025-2026 Biennial Budget, which was balanced by a combination of measures: reallocation of one-time federal, State and Local Fiscal Recovery Funds (SLFRF) monies, maximized use of restricted revenues, deferred some maintenance activities, slowed technology projects, and perhaps most importantly, assumed renewal of the voted Transportation Benefit District (TBD) and formally expand its use for street preservation to reduce increasing pressures on the General Fund. See attached transportation memo from 2/18/25.

Voters in Ellensburg approved a 2016 ballot measure for Transportation Benefit District (TBD) funding of 0.2% sales and use tax revenue for a public transportation system. The measure included a ten-year period sunset clause and continued funding must therefore be renewed by voters before September 2026.

Transportation Benefit Districts (TBDs) as authorized by RCW 36.73 are one of the few locally enacted sales and use tax options available to cities to fund transportation system maintenance, preservation, and capital improvements. Ellensburg's current TBD is unusual because the majority of funding is reserved for public transportation (transit) system services.

The ability to fund transportation system improvements is broadly authorized by state law (RCW 82.14.0455) and codified in Ellensburg City Code (ECC) Chapter 2.27.

Ellensburg Central Transit, the City's public transit service, is funded by a combination of 0.2% TBD sales and use tax (since 2016) and has successfully acquired operating grants for many years, receives \$75,000 in CWU student fee funding annually, and in recent years, has been steadily gaining fund balance. Federal and state grant funding provided for approximately 32% of revenue in 2024. See attached 2/3/25 memo for more information on City transit services.

Staff are working with the Public Transit Advisory Committee to develop balanced reserve policies and capital improvement plans for sustained transit system enhancements.

Previous Council Action:

Resolution 2016-03 was approved by the Council on January 19, 2016, placing a ballot measure on the April 16, 2016, ballot for the voters of Ellensburg to consider a 0.2% sales and use tax to fund the Ellensburg Transportation Benefit District for a period of not more than ten years, for the purpose of paying for or financing the costs of public transportation maintenance, operation and improvement projects identified in Resolution 2016-03.

On December 2, 2024, Council adopted Ordinance No. 4950, 2025-2026 Biennial Budget.

At a Joint City Council and Public Transit Advisory Board (PTAC) study session on January 21, 2025, staff reviewed legal, financial, and operational aspects and trade-offs of renewing the Transportation Benefit District sales and use tax with increased flexibility for funding transportation system maintenance in addition to transit system activities. Members of PTAC requested time to discuss the proposal and were provided with two months to develop a recommendation to Council on the issue of funding for transit services.

At the February 3, 2025, meeting, Council reviewed the issue and requested to bring the item back for consideration in April. PTAC held their regular meetings in February and March 2025, plus a special meeting on March 4, 2025, to review trade-offs and recommend funding for future transit and transportation services.

At the April 7, 2025, meeting, Council voted unanimously to direct staff to prepare a resolution to renew Transportation Benefit District (RCW 36.73) at the rate of 0.3% (0.2% to be used for sustained Ellensburg Central Transit operations; and 0.1% to be used for transportation system street preservation activities) to be placed on the November 4, 2025, General Election ballot. At the following meeting on April 21, 2025, Council voted unanimously to bring the discussion back for reconsideration [potentially using RCW 82.14 and separating a voted transit system measure from transportation system (street preservation) funding issue] at a future meeting.

Analysis:

Balancing the 2025-2026 Biennial Budget

City Council has the ultimate responsibility for establishing service levels and prioritizing investments across the City's services, including the transportation system. Council adopts a biennial budget, which serves as a policy document for investments and service levels over a two-year period.

Maintaining service levels across the multi-modal transportation system was a priority during staff preparation and Council adoption of the City's 2025-2026 biennial budget. The Ellensburg Central Transit program is budgeted to maintain service levels for this biennium and maintain reserve balances in line with City policy to preserve capacity to respond to future funding uncertainty. Transportation system maintenance, especially the street preservation program within the Street Fund, was reduced by 50 percent (%) in 2025 due to revenue constraints and competing priorities in the General Fund.

Matters and restrictions outside the City's control for the 2025-2026 budget cycle made the budget development particularly challenging. Principally, the City's budget continues to be constrained by a structural imbalance between the growth rate of cost of activities supported by general governmental resources, and the revenues that support those expenditures.

This imbalance has been magnified since COVID and is prevalent in cities across the country. Most cities in Washington face the same set of challenges:

- Inflation and other increases to costs of maintaining services and infrastructure.
- Supply chain delays, which in addition to increasing costs, increase project risks.
- Limits on revenue (property tax annual increase limited to 1% while property values and costs to maintain services increase).

The City employed several strategies to close the structural gap in the current 2025-2026 Biennial Budget:

- Find and capture efficiency savings.
- Reallocating \$1 million of COVID Relief Grants (SLFRF) from Sewer Utility to the General Fund.
- Pursuing fee analysis to balance the costs of providing services while maintaining affordability.
- Joining a larger health insurance benefit pool to control employee benefit costs.
- Service level reductions for governmental services.
- Maximizing use of restricted funds, by including capital infrastructure and preservation as an allowable use of TBD dollars in addition to the transit system.
- Continuing to pursue transportation and transit funding opportunities that foster and enhance the current and future City system.

Notably, 2025-2026 budget adjustments include reducing service levels for preventative maintenance of streets for 2025 and spending down fund balances, where eligible, for use as strategic investments in infrastructure. Although some service levels are reduced for 2025, the investments in transportation service levels adopted in the biennial budget substantially target projects that span multiple transportation modes that bring in grant money to fund significant investments--expanding the available resources to meet the City's infrastructure needs and reflect the connections between modes.

Since the initial budget and TBD funding discussions, sustained grant funding levels have become more uncertain.

Increased Uncertainty for State and Federal Grant Funding:

- A portion of the State's Transit Support Grant that has sustained the Transit system's operating funding over the past five years is subject to RCW 47.66.140, which require local sales tax authority to be maintained. Specifically, "...public transit agencies must maintain or increase their local sales tax authority on or after January 1, 2022, and

may not delay or suspend the collection of voter-approved sales taxes that were approved on or before January 1, 2022," in order to qualify for the grants. The City received \$266,251 in Transit Support Grant funding for the 2023-2025 biennium. WSDOT Deputy Director Chartock provided feedback from the Attorney General's Office stating, "...any redirection of funds would amount to lowering the authority going towards transit." This, according to WSDOT staff, would disqualify Ellensburg Central Transit from future Transit Support Grant funding.

- WSDOT has added requirements to transportation funding bills ESSB 5161/H2388.3: 2025-2027 Fiscal Biennium, stating, "... public transportation agencies may not delay, divert, supplant, or suspend the collection of approved local sales and use taxes for the purpose of public transportation during the 2025-2027 fiscal biennium," which apply to all grant programs: Special Needs, Rural Mobility, Commute Trip Reduction, Regional Mobility, and Green Transit Grants.
- Early staff funding forecasts confirmed that transit service levels could be maintained over ten years if grants continue at the similar rates. However, subsequent uncertainty about the continuation of grant funding (due to this shared use for street preservation and general state and federal economic conditions) have decreased confidence in funding service levels without raising total revenue. In early forecast scenarios, staff estimated approximately half (0.1% of the 0.2%) of TBD sales tax revenue could be used for transportation system maintenance (street maintenance).

The City's Public Transit Advisory Board (PTAC) Recommended Increased Funding for Transit and Transportation System Services:

- Following several meetings, members of PTAC recommend renewing the Transportation Benefit District (TBD) sales and use tax to continue to fund transit services at 0.2% and requested that Council ask Ellensburg voters to increase the rate by 0.1% specifically for transportation system maintenance (street preservation) services. See attached memo.
- PTAC also explored "transit sales tax" option where a city or town may levy a sales tax between 0.1 and 0.9% (in increments of 0.1%) for public transportation purposes (RCW 82.14.045). Enacting this funding requires simple majority voter approval.

Ballot Measure Options and Trade-offs:

- **Option 1:** Ask voters to renew the 0.2% Transportation Benefit District (TBD) Sales and Use Tax per RCW 36.73. Share funding for street maintenance while maintaining a stable Transit fund balance and services.
 - Risks some grant funding which will reduce total available resources for transit and transportation/street services.
 - Renews current sales and use tax only for an additional ten years.
 - This option does not increase the local sales tax rate during a time of economic uncertainty.
- **Option 2:** Ask voters to renew the 0.2% Transportation Benefit District (TBD) Sales and Use Tax per RCW 36.73 and enact an additional 0.1% TBD for street preservation activities.

- Increases local sales and use tax by 0.1%
- Provides more sustainable funding for both transit and transportation system.
- Uses the full 0.3% of TBD authority available to cities, limited by State law, which limits capacity for enacting additional authority for future street preservation needs.
- **Option 3:** Ask voters to renew the 0.3% Transportation Benefit District (TBD) Sales and Use Tax per RCW 36.73 for transit and transportation system (streets).
 - Increases local sales and use tax by 0.1%.
 - Addresses longer-term structural deficit challenge by creating new revenue for a service that has been increasing pressure on General Fund and reducing available resources for other services.
 - Provides flexibility for future funding to shift between transportation/transit system service needs (restricted to those authorized by RCW only).
 - Risks some grant funding which will reduce total available resources for transit and transportation/street services.
 - Uses the full 0.3% of TBD authority available to cities, limited by State law.
- **Option 4:** Ask Ellensburg voters to approve a 0.3% Transit Sales Tax per RCW 82.14.045 (no sunset). Also, enact a 0.1% TBD sales and use tax per RCW 36.73 to fund street maintenance. (Councilmanic or ballot measure)
 - Increases sales and use tax rate by 0.2% for transit and transportation projects.
 - No sunset on Transit sales tax, RCW 82.14.
 - Fund balance in transit potentially increases over time without long-term transit system expansion.
- **Option 5:** Ask Voters to approve a 0.2% Transit Sales Tax per RCW 82.14.045 (no sunset). Also, enact a .1% TBD tax to fund street maintenance (Councilmanic--a measure enacted by the City Council or by a ballot measure).
 - Councilmanic (meaning a measure enacted by the City Council) which is allowed by RCW 36.73 for the first 0.1% TBD only.
 - Councilmanic tax increases are not popular.
 - Unless established, there is no sunset on Transit sales tax, RCW 82.14.

Alternate Option: Ask voters to approve a replacement Transit Sales Tax of 0.2% (no sunset) and suspend 0.2% TBD sales tax, effective April 1 or July 1, 2026; revisit street maintenance/structural funding issue separately at a future date.

- This option would not increase the local sales tax rate during a time of economic uncertainty.
- Based upon staff review and analysis, it likely would be possible to construct a single ballot measure, with a general title of sales and use tax for public transportation, to cancel collection of TBD sales tax (RCW 36.73 as of April 1, 2026 or July 1, 2026, and enact the transit sales tax (RCW 82.14.045) with the same effective date.
- This option allows separation of issues facing the City. It would address one issue: renewal of the expiring sales tax revenue for transit system operations. However, it

defers the discussion on additional general fund revenue support for transportation system maintenance and the street preservation program.

- This option reserves full capacity available to the City for future TBD (RCW 36.73) funding for transportation system and street preservation program of 0.3%. Council could enact a .1% TBD tax to fund street maintenance at a future date (Councilmanic-a measure enacted by the City Council or by a future ballot measure).
- The City will need to revisit the adopted 2025-2026 Biennial Budget to adjust revenues and service levels for 2026.

Ballot Measure Timing:

Election Date	Resolution Deadline	Waiver Deadline	Pamphlet to Printer	Pamphlets mailed Ballots mailed
August 5, 2025	May 2, 2025	June 16, 2025	June 16, 2025	July 9 July 15, 2025
November 4, 2025	August 5, 2025	September 5, 2025	September 5, 2025	October 8 October 14, 2025
2026 February Election				
February 10, 2026	December 12, 2025	December 12, 2025	December 31, 2025	January 22, 2026

The Department of Revenue requires sufficient notice to implement new tax collection activities. If Council were to delay a ballot measure until 2026, February 10, 2026, is the last election to avoid interruption to tax revenue collection (scheduled to sunset on September 30, 2026).

Election Costs:

- Ballot measure costs are determined by the City's share mailing and administrative expenses. If Ellensburg is the only jurisdiction with a ballot measure in a special election, the cost is estimated to be around \$20,000.

Financial Impact:

The current authorized 0.2% sales and use tax for the Transportation Benefit District (RCW 36.73) provides approximately \$1.6 million in funding for service delivery. Without further authorization by voters, the TBD sales tax must be reduced, effective July 1, 2026. State law no longer allows local governments to change sales and use tax rates on October 1.

Budget Adjustment: No

Attachments:

1. PTAC Memo to Council 4-7-25
2. PTAC Recommendation Bullet Points
3. 2025-02-18 Transportation Funding Memo for PTAC
4. 2025-02-18 Transit Overview for Memo for PTAC
5. Election and Sales Tax Rate Change Deadlines 2025

6. Resolution 2016-03 Transportation Benefit District Ballot Proposition 1-19-16



CITY OF ELLENSBURG
Public Works | Transit Division
501 North Anderson Street
Ellensburg, WA 98926
Ph: (509) 925-8680 Fax: (509) 223-7827

April 7, 2025

To: City Council
From: Betsy Dunbar, Transit Manager

**Re: Public Transit Advisory Committee recommendation to the City Council
regarding the Transit Benefit District Ballot Proposition**

The City Council requested the Public Transit Advisory Committee (PTAC) submit a recommendation regarding the Ellensburg Transportation Benefit District (TBD) renewal ballot proposition to the voters.

On March 18, 2025, PTAC met to discuss and come to a consensus regarding the TBD renewal recommendation to the City Council. After much discussion, the committee members came to a unanimous decision based on the following information.

- 0.1% is not sufficient to sustain our current public transit services.
- State and federal grant funding is not a guaranteed revenue source.

The PTAC recommendation is to both preserve transit and solve the city's financial need to further pay for street maintenance by asking voters to approve a .3% TBD tax for approval by the voters with .2% dedicated to public transit and .1% dedicated to street maintenance.

PTAC members request your support for Public Transit in our community and to those who rely on the service.

Ellensburg Public Transit Advisory Committee (PTAC) Recommendation to the Ellensburg City Council Regarding Renewal of Voter-Approved 0.2% Sales Tax for Ellensburg Transportation Benefit District (ECC, Chapter 1.82)

Points Statement supporting recommendation:

- Maintaining the current funding level of **0.2% for transit** is critical to maintaining a viable transit system in the future.
- Adding **0.1%** to the TBD sales tax for **street maintenance** is recommended, as it will provide the same amount of funding that is envisioned by dividing the current 0.2% between transit and street maintenance, without reducing transit resources.
- Reducing the current locally-generated 0.2% sales tax funding for transit to 0.1% would dramatically increase our reliance on state and federal grants to support existing operations and would hamper any ability to expand service in the future.
- Based on current state budget challenges and the federal government political climate, assuming that the city's recent historical success in obtaining grants is both unrealistic and risky.
- The current level of local sales tax funding, combined with the CWU student association annual contribution funds more than 80% of the current annual operating budget for Ellensburg Central Transit. The level of local support would be reduced to approximately 46% by reducing the transit sales tax allocation to .01%.
- The current transit fund balance would be able to offset grant funding losses for a limited time and when exhausted, the 0.1% sales tax revenue alone would not be adequate to sustain a functional transit system in Ellensburg.
- The structural imbalance related to street maintenance deserves an effective long-term funding solution. Simply swapping one under-funded program for another does not address the need for additional revenue. A broader discussion about community expectations and current street and sidewalk maintenance funding limitations is required.



CITY OF ELLENSBURG
Public Works & Utilities Department
501 North Anderson Street
Ellensburg, WA 98926
Ph: (509) 962-7230
pubworks@ci.ellensburg.wa.us

Memorandum

February 18, 2025

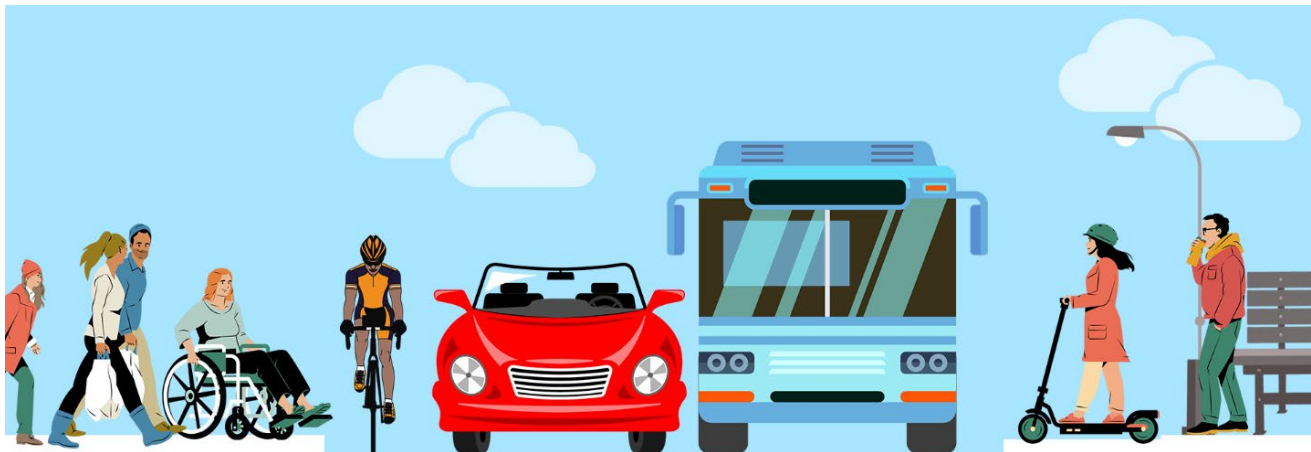
To: Public Transit Advisory Committee

FR: Ryan Lyyski, Public Works and Utilities Director
Heidi Behrends Cerniwey, City Manager

Re: Comprehensive Overview of Ellensburg Transportation System and Funding Challenges

1. Overview of the City's Transportation System (Complete Streets Infrastructure)

The City of Ellensburg is committed to sustaining a transportation system that prioritizes safe mobility, accessibility, and overall quality of life for all residents. Our Complete Streets Infrastructure program embodies this vision by ensuring that City roadways accommodate all modes of transportation — from pedestrians and cyclists to public transit users and motorists. This initiative is crucial in fostering a vibrant, connected community where every individual, regardless of age or ability, can move seamlessly and safely throughout the City. By investing in this infrastructure program, we aim to enhance economic vitality, promote healthier lifestyles, and create an inclusive environment that supports the needs of the diverse needs of our population.



As defined in Ellensburg City Code Section 4.05.060B: "Complete streets infrastructure," as used in this section, means design features that contribute to a safe, convenient, or comfortable travel experience for all users, including but not limited to features such as: sidewalks, shared use paths; bicycle lanes, bicycle boulevards; shared use lanes, automobile lanes; street trees and landscaping; planting strips, curbs; accessible curb ramps; bulb outs (sidewalk nodes); crosswalks, refuge islands; pedestrian and traffic signals; rapid rectangular flashing beacons; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; and traffic calming devices. The City's transportation system also provides key multi-modal connections to the federal and state highway systems (Interstate 90 interchanges as well as State Routes 10, 82 and 97). These links are vital for pedestrian vehicle, high

occupancy bus/shuttle systems as well as freight connections. The Burlington Northern Railroad traverses through town which does supply freight sidings at a few locations.

The City's Comprehensive Plan (Chapter 3 Transportation) details the Transportation Vision and the "Layered Network of the system, including:

TRANSPORTATION VISION

Ellensburg envisions a future transportation system that serves all users and modes of travel by offering a safe and robust network of walkways, bicycle facilities, roadways, and complementary transit options. This transportation system is well-linked with the built environment, since the way people travel is greatly influenced by the key destinations where people live, work, shop, and recreate.

As identified in this plan, most of the improvements are focused on the development of a 'layered' transportation network, which emphasizes providing complete accommodation for all modes of travel. While some of the projects identified in this Transportation chapter are needed to meet the City's vehicular Level of Service (LOS) standard, many of the future improvements focus on providing safer and more complete facilities for walking, bicycling, and riding transit in order to improve access and mobility for all road users.

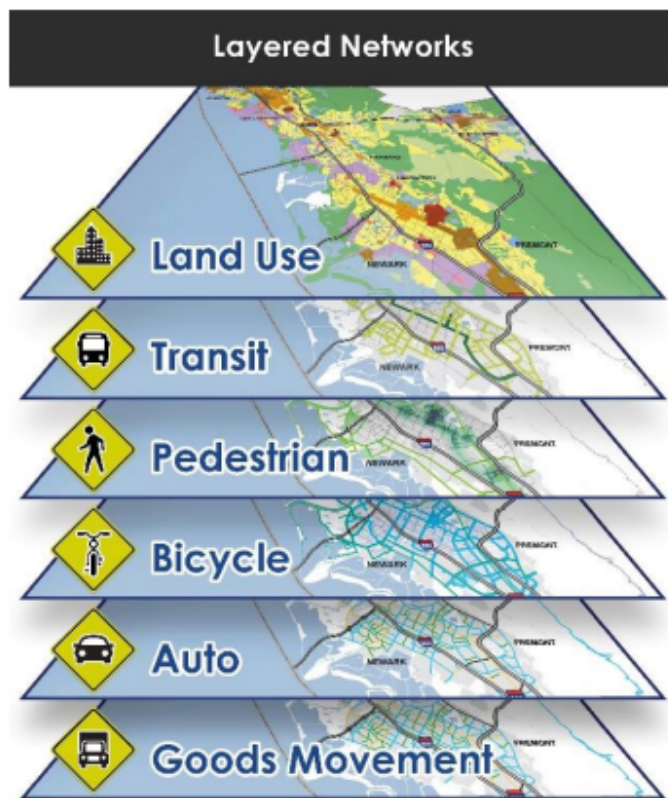
Introduction to the Layered Network

It can be a challenge for a single roadway to meet the demands and expectations of all modes at any given time. This is also generally not desirable from a user or a planning perspective.

In response to this challenge, the City of Ellensburg has adopted a layered network approach that focuses on how the City's transportation network can function as a system to meet the needs of all users. In such a system, different facilities are identified for different travel needs to ensure that everyone has complete accommodation throughout the overall network. *Figure 23* illustrates the concept of a layered network.

The City will implement this layered network through a system of modal networks that define each street's user priorities and associated infrastructure needs.

Figure 23. Layered Network



As the Transportation System continues to expand through annexation, growth, and capital projects, an emphasis on maintenance and preservations is critical. The City's Comprehensive Plan (Goat T-5, Policy Ellensburg Transportation System Memo 02-18-2025

A) states, "Prioritize the cost-effective maintenance and preservation of the existing transportation system over system expansion." The City currently maintains:

- 91 Miles of Streets
- 133 Miles of Sidewalks
- 28 Traffic Signals
- 2.8 Miles of multi-use pathways
- 14.5 Miles of Bike lanes
- 1,677 Street lights
- 67 Transit stops, etc.
- 16 Transit Shelters

2. What does our community get for their investments in the transportation system?

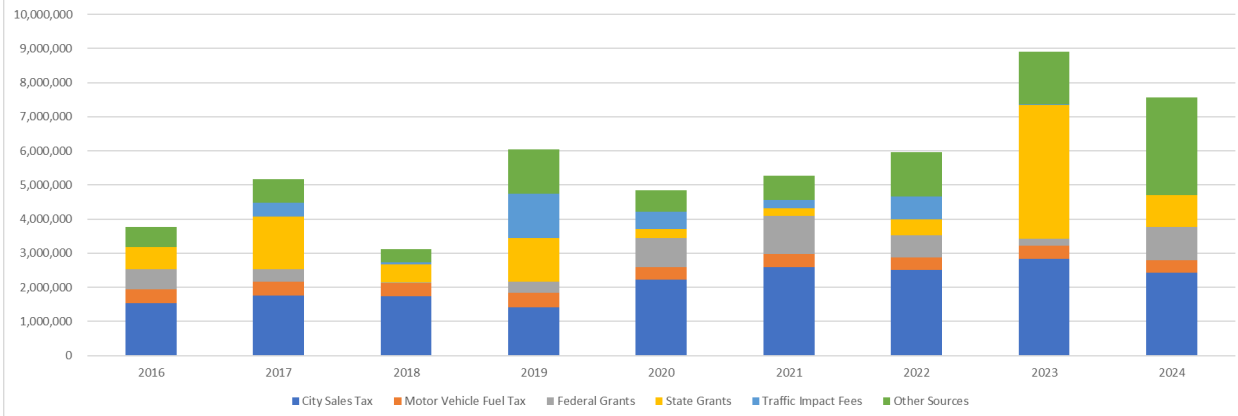
- Street and alley preservation activities
 - Annual Crack Fill Program – This program sends crews out to use compressed air to blow out cracks in roadways and fill the resulting crack with liquid crack fill. The crack fill material reseals the roadway surface to prevent water infiltration into the roadway. This is primarily done on anticipated chip seal roadways for the year. Crack filling is also done on other roadways in need.
 - Annual Chip Seal Program – The City partners with Kittitas County Public Works to complete an annual chip seal program. Chip sealing is where an oil distributing truck sprays a uniform emulsion coating on street surface. The oil is immediately covered with a uniform layer of chips (rock) and rolled/compacted. This process is important to add life to roadways by preventing oxidation of the old surface, sealing the surface to prevent water infiltration into the roadway as well as providing a new wearing coarse supplying traction for road users.
 - Routine Pothole Repairs – City crews perform pothole repairs throughout the year. A sawcut is often made to separate the degraded location, then failing pavement and existing road base is excavated. Finally, crews fill the hole with quality gravel base and repave the pothole.
- Roadway improvement projects
 - Sidewalks
 - Asphalt paving and asphalt overlays
 - Bridge repair and replacements
- Striping and restriping of roadways
- Snow and Ice activities
- Vegetation management
- Traffic signal construction, annual testing, and maintenance

3. How the City Pays for the Public Transportation System

The City's transportation system is heavily reliant on grants and general tax dollars. Grants are only available for capital projects for infrastructure improvements.

Note: The graph below shows that that Motor Vehicle Fuel Tax has been a very small portion of funding for the City's transportation activities. City sales tax has been a large (majority) contributor to transportation system funding and state/federal grants make up a large percentage of the funding gaps.

Revenue Sources: Transportation System Funding



Street & Arterial Street Revenue Sources

	2016	2017	2018	2019	2020	2021	2022	2023	2024
City Sales Tax	1,540,000	1,753,259	1,740,300	1,420,300	2,228,300	2,598,512	2,508,067	2,828,000	2,433,333
Motor Vehicle Fuel Tax	404,437	416,562	394,230	412,413	365,837	386,972	364,903	385,791	368,337
Federal Grants	594,604	368,430	9,591	330,795	859,780	1,110,145	661,313	208,635	965,298
State Grants	639,074	1,544,158	522,916	1,288,201	257,570	220,473	449,847	3,927,880	928,660
Traffic Impact Fees	0	400,000	69,282	1,298,718	507,225	235,568	685,102	8,232	13,754
Other Sources	598,593	697,063	382,376	1,299,553	622,100	718,794	1,301,746	1,540,776	2,862,339
	3,776,708	5,179,473	3,118,696	6,049,980	4,840,811	5,270,463	5,970,978	8,899,314	7,571,721

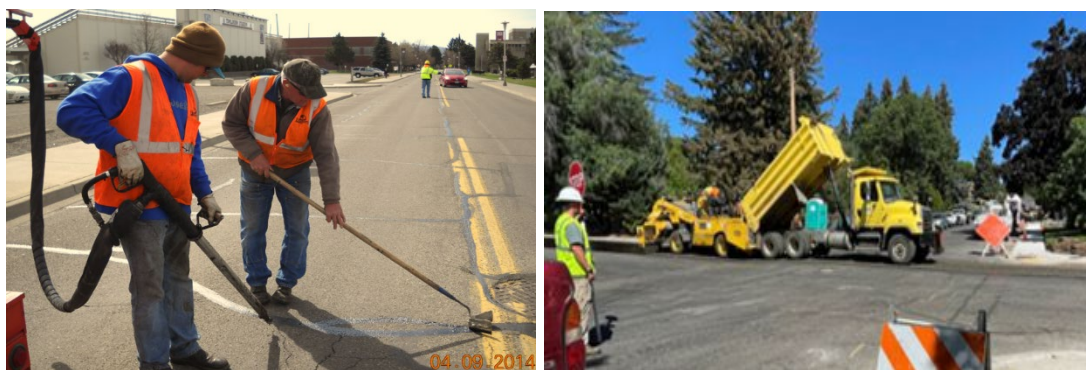
Funding for the City's Transportation System is primarily composed of:

- **Grants (Federal and State)** – local funding is used to leverage federal and state grants to support capital improvements for the public transportation system. In 2025 and 2026, grants have been secured for 46-51% of the revenues for design and construction projects. Preservation programs are typically not eligible for grant funding. Common funding sources include state Transportation Improvement Board (TIB) grant programs, federal Surface Transportation Block Grants (STBG), federal Transportation Alternative Program (TAP) grants, and federal Safety Grants.
- **Sales Tax** – the City's general sales tax revenue is shared by all general government fund functions. Over the years, transportation system costs have increased and funding those services has taken a larger portion of the sales tax for maintenance, preservation, and capital projects. In 2025 and 2026, the City's Sales Tax transfer to support transportation system maintenance and construction activities is close to \$1.75 million each year, down from \$2.6 million in 2024. Sales tax accounts for almost 25% of annual programs.
- **Motor Vehicle Fuel Tax MVFT (Gas Tax)** – this is generally a very small portion of the revenue (less than 7% of the City's transportation program in 2025). As more electric vehicles are brought into use, this revenue source has steadily reduced over time.
- **Charges for Services** - City utilities and programs (which operate like separate businesses) such as Stormwater, Transit, Sidewalk, and Light fund pay for portions of the system improvements that benefit those respective functions. The most visible maintenance activity, street sweeping, is paid for by the City's Stormwater Utility.
- **Traffic Impact Fees** – These fees are paid by new building permits for traffic capacity improvements.
- **Sidewalk Fund** – The City adopted 0.25% Real Estate Excise Tax (REET 1) from real estate transactions which is reserved for sidewalk improvements throughout the community. These dollars add to project capacity to expand the sidewalk network.

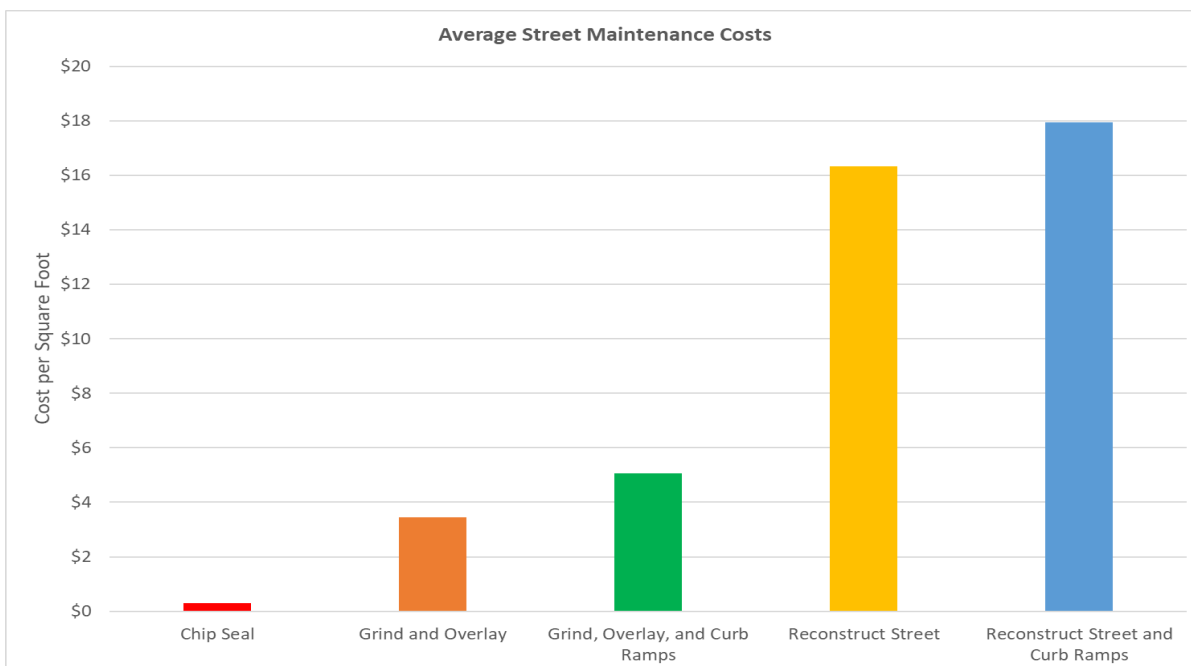
4. Preservation and Maintenance of System is More Cost-effective Than Replacement

Transportation infrastructure is expensive to build and replace. Maintaining the system is a cost-effective means to extend the life of important infrastructure. Preservation activities include actions to protect moisture from intruding into the surface of pavement.

- Crack sealing, which is the process of filling cracks in the existing asphalt with liquid asphalt to fill all voids. Filling the voids is critical to prevent the damage caused by the freeze/thaw cycles of water that enter the cracks and thus causing more damage. (see picture below)
- Patching or skim patching, this is typically done prior to chipseal to better level the roadway to fill low spots, ruts, etc. and to provide a smoother ride to the motoring public and/or improve drainage.
- Chip sealing is the process of applying a uniform layer of hot asphalt onto an existing road, then applying a finely graded aggregate, then embedding the aggregate into the hot asphalt. This process seals the roadway and provides an additional aggregate wearing course that significantly expands the longevity of the roadway.



The 2024 per-square-foot cost of preserving and protecting street surfaces is \$0.30 for Chip Seal. Chip Seals or slurry seals are repeated approximately every ten years on most streets. The City's annual chip seal program treated nearly 10 miles of street surfaces in 2024.



Street Maintenance	Cost per SF
Chip Seal	\$0.30
Grind and Overlay	\$3.44
Grind, Overlay, and Curb Ramps	\$5.05
Reconstruct Street	\$16.33
Reconstruct Street and Curb Ramps	\$17.94

5. How does the City select transportation projects for construction?

The City has a 6-Year Transportation Improvement Plan (TIP) that is updated at least annually to reflect long-term project needs. Projects are selected for construction, based on need, ability to secure funding, and other adopted plans (Comp. Plan, Transportation Safety Plan, Active Transportation Plan, Transit Development Plan, etc.). Some projects remain on the list for more than a decade because of competing priorities. Projects sometime emerge from other outside factors, such as a bad winter or unanticipated issues. There is always more need than funding available. Staff leverage local funds to compete for grant funding for capital improvements.

6. What is the ADA Transition Plan?

The City of Ellensburg adopted an ADA Transition to prioritize investments in accessibility across the system.

Table 1. Barrier Condition Rating – Categories.

Category	Description	Rating
A	Fully Compliant	0
B	Nearly Compliant: Passable but minor difficulty for some.	100
C	Some Compliance: Passable but moderately difficult for some.	200
D	Low Compliance: Passable but difficult for most.	300
E	No Compliance (for curb ramps only): Varying levels of non-compliance, even if minor	400
F	Significant Barrier: Has a significant barrier that is unpassable by most or all.	500



**A Category
Fully Compliant**

All ADA compliance criteria are compliant.



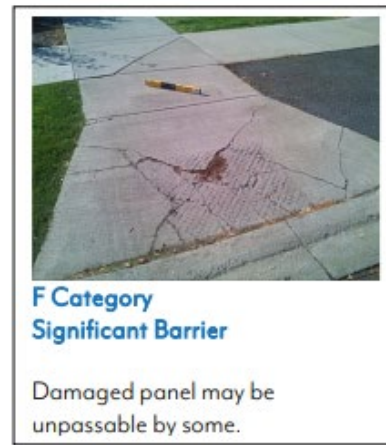
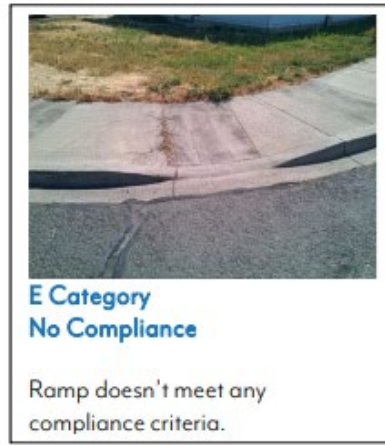
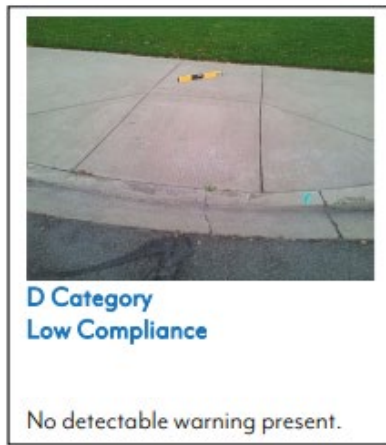
**B Category
Nearly Compliant**

Flare slope exceeds 10% requirement.



**C Category
Some Compliance**

Turning space and ramp obstructed by access cover.



ADA ramps were prioritized based on condition and accessibility demand to generate the replacement/upgrade plan for these facilities. This is a working document that is updated as projects are completed. Below is a screenshot of the document:

City of Ellensburg

ADA Self-Evaluation and Transition Plan Assistance

Total Prioritization Scores with Planning Level Unit Costs applied

June 13, 2019



CURB RAMPS											
GIS ID	Street	Cross Street	Corner	Direction	Unit Cost Condition	Planning Level Improvement Cost	ADR	BCR	Total Prioritization Score	Planned Improvement Date	Date Improvement Completed
1796	2nd	Poplar	SW	NB	0	\$0	7.30	0	0	N/A	N/A
1017	2nd	ruby	NE	NB	1	\$4,000	11.95	500	5975		
1019	2nd	ruby	NE	SB	1	\$4,000	13.15	313	4116		
1020	2nd	ruby	NW	SB	1	\$4,000	12.55	301	3778		
1018	2nd	ruby	SE	NB	1	\$4,000	12.55	500	6275	2018	2018
892	2nd	sampson	NE	SB	1	\$4,000	12.40	500	6200	2021	2021
891	2nd	sampson	NW	EB	1	\$4,000	12.70	500	6350	2021	2021
893	2nd	sampson	SE	WB	1	\$4,000	11.95	500	5975	2021	2021
890	2nd	sampson	SW	NB	1	\$4,000	12.70	301	3823	2021	2021
1016	2nd	sprague	NE	SB	1	\$4,000	13.05	500	6525	2024	2024
1013	2nd	sprague	NW	SB	1	\$4,000	12.70	500	6350	2024	2024
1015	2nd	sprague	SE	NB	1	\$4,000	13.00	500	6500	2024	2024
1014	2nd	sprague	SW	NB	1	\$4,000	13.00	500	6500	2018	2018
324	2nd	walnut	NE	WB	1	\$4,000	9.55	500	4775		
812	2nd	water	NE	SB	1	\$4,000	11.05	303	3348	2025	WATER ST OVERLY
811	2nd	water	NE	WB	1	\$4,000	10.90	301	3281	2025	WATER ST OVERLY
810	2nd	water	NW	EB	1	\$4,000	10.90	303	3303	2025	WATER ST OVERLY
809	2nd	water	NW	SB	1	\$4,000	10.60	303	3212	2025	WATER ST OVERLY
813	2nd	water	SE	NB	1	\$4,000	11.65	302	3518	2025	WATER ST OVERLY
814	2nd	water	SE	WB	1	\$4,000	11.00	302	3322	2025	WATER ST OVERLY
815	2nd	water	SW	EB	1	\$4,000	10.70	302	3231	2025	WATER ST OVERLY
816	2nd	water	SW	NB	1	\$4,000	10.60	301	3191	2025	WATER ST OVERLY
566	3rd		N	SB	1	\$4,000	2.10	501	1052		
567	3rd		S	NB	3	\$1,500	1.95	301	587		

7. How does private development help to build the transportation system?

One key thing to point out is that City codes and regulations require that development pays for improvements that benefit that development. Which means that new buildings and subdivisions constructed in the City pay their fair share and construct the new roads, sidewalks, storm drainage adjacent to and affected by the project constructed. The impacts from these improvements are not funded by general tax dollars.

8. What goals and projects are included in the 2025-2026 Biennial Budget?

The calculated cost to maintain the City's Transportation System is estimated to be \$1,970,000 annually. This assumes the following maintenance intervals:

- Tier 1 Streets (Canyon Rd., Main St., University Way, Water St) to be milled and overlaid on a 10-year cycle.
- Tier 2 Streets (5th Ave, Alder St., Capital Ave, Chestnut St., Dolarway Rd., Umptanum Rd, Mtn View Ave, Ruby St., Brick Road, Pfenning Rd., N. Water St.) on a 15-year cycle with an overlay at 10 years and a chipseal 5 years after the Overlay.
- Remaining Streets to be chip sealed on at average 10-year cycle.

The 2025 and 2026 preservation and maintenance budgets are far below the calculated costs. The City is extremely fortunate to have recently received approx. \$3 million of federal funding for the scheduled Water Street Overlay project, but there is recent uncertainty about the availability of this federal grant.

<u>Budget Item</u>	<u>2025</u>	<u>2026</u>
Street Preservation	\$525,000	\$680,000
Street Maintenance	\$296,059	\$299,727
Alley Maintenance	<u>\$108,750</u>	<u>\$110,314</u>
<i>TOTAL:</i>	<i>\$929,809</i>	<i>\$1,090,041</i>

Capital Projects (only large projects shown):

- Water St. Overlay Project (Main & Manitoba to Water & Bender)
 - Construction in 2025
 - Total Project Cost: \$3,526,000 (\$3,050,000 federal grant and \$476,000 transit funds)
- Gateway II
 - Design in 2025 and Construction anticipated for 2026
 - Design (2025) budget: \$515,000 (\$360,500 DOE Grant and \$154,500 local funds)
 - Construction (2026): \$5,125,000 (\$4,250,000 DOE Grant and \$825,000 local funds)
- Helena Ave. Improvement Design (Water St. To Cora St)
 - Design only, construction funds have not been secured
 - \$200,000 in 2025 and \$100,000 in 2026 (100% funded by federal grant)
- 3rd Ave. Pathway Project (Water St. To Depot – N. Side of Roadway)
 - Design in 2025 and Construction anticipated for 2026
 - Design (2025) budget: \$39,000 (\$19,500 TAP Grant and \$19,500 transit funds)
 - Construction (2026): \$826,000 (\$413,000 DOE Grant and \$413,000 local funds)
- Vantage Highway Shared Use Pathway (Alder St to Vista Road)
 - Design in 2025 and Construction anticipated for 2026
 - Design (2025) budget: \$325,000 (\$263,000 STBG Grant and \$62,000 local funds)
 - Construction (2026): \$1,933,000 (\$1,614,000 STBG Grant and \$319,000 local funds)

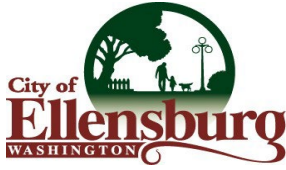
9. Ongoing Funding Challenges for the Transportation System

Transportation system funding competes with all other general government activities. The 1% limit on annual property tax and ongoing inflationary pressures forced more general government revenues to be retained to sustain most standard levels of services. As a result, a reduction of \$850,000 in sales tax transfers will be made to transportation system services which will result in a reduction in these services in 2025/2026 budget.

In 2025, the City Council will explore options for new sources of revenue, which include a ballot measure to renew the 0.2% sales and use tax from the City's Transportation Benefit District in 2025—currently used for Public Transit and related expenses—for broader use to sustain transportation system funding.

The City's current 6-Year Transportation Improvement Program is included. Some projects have secured "S" funding which means the City has funding identified and secured to move forward. While most of the projects show a "P" which means funding is "potential," but not secured. Staff strives to identify potential funding sources for these future projects, but no funding is guaranteed. The 6-Year Plan is a planning document to identify priority capital projects, however funding for these projects is secured as available.

EXHIBIT A												
CITY OF ELLENSBURG				PUBLIC HEARING DATE:		2/3/2025		Federal Grant Funding				
6-YEAR TRANSPORTATION IMPROVEMENT PLAN				ADOPTION DATE:		2/3/2025		State Grant Funding				
2025 TO 2030 (INCLUDES CURRENT WORK COMPLETED IN 2024)				RESOLUTION NO.		2025-02						
REVENUE BY YEAR (thousands)												
SOURCE				2024*	2025	2026	2027	2028	2029	2030	TOTALS	
ARTERIAL STREET				269	266	234	395	613	45	118	1,940	
REGIONAL STBG				1,167	283	2,027	0	0	0	750	4,227	
SALES TAX RESERVE				288	107	918	350	925	1,055	500	4,143	
FEDERAL SAFE ROUTES TO SCHOOL & PEDESTRIAN/BICYCLE GRANTS				0	127	3,325	0	150	1,100	250	4,952	
WSDOT SAFETY PROGRAM				0	0	0	4,350	1,800	0	0	6,150	
TRANSPORTATION IMPROVEMENT BOARD (TIB) - Grant Programs				1,327	886	950	815	1,000	3,475	2,800	11,253	
DISTRESSED COUNTY SALES/USE TAX				34	110	134	0	0	609	0	887	
1/4 CENT REAL ESTATE EXCISE TAX				855	171	459	160	722	354	22	2,743	
MAP-21 TRANSPORTATION ALTERNATIVES PROGRAMS				353	0	0	0	0	475	0	828	
DOE FISCAL YEAR WATER QUALITY GRANT				360	515	3,375	0	0	0	0	4,250	
COUNTY LODGING TAX GRANT				0	0	0	0	0	0	67	67	
LOCAL LODGING TAX FUNDS				0	0	0	0	0	0	66	66	
TRANSIT				50	20	414	865	0	0	0	1,348	
OTHER AGENCY OR CITY DEPARTMENT				1,521	330	900	1,000	500	1,062	300	5,613	
LOCAL IMPROVEMENT DISTRICT (LID) / DEFERRALS				0	0	4,700	0	3,905	695	8,200	17,500	
TRAFFIC IMPACT FEES				0	627	276	2,632	0	990	1,370	5,895	
NOT FUNDED				0	0	0	0	0	0	0	0	
TOTAL REVENUE				6,224	3,440	17,713	10,567	9,615	9,860	14,443	71,862	
EXPENDITURES BY YEAR (thousands)												
PROJECT				2024*	2025	2026	2027	2028	2029	2030	Future	TOTALS
1	S/P	Bridge Inspections		5	5	5	5	5	5	5	0	35
2	S/P	Engineering Transfer		15	15	15	15	15	15	15	0	105
3	S/P	Signal Optimization		25	25	25	25	25	25	25	0	175
4	S/P	Alley Reconstruction (Semi-Annual)		80	0	85	0	90	0	95	0	350
5	S	Pfennig Road Shared Use Pathway - 3rd Ave to Palouse to Cascades Trail		526	0	0	0	0	0	0	0	526
6	S	Brick Rd Improvements - Radio Rd to McElroy Park Trail		1,540	0	0	0	0	0	0	0	1,540
7	S	Pfennig Rd Sidewalk - 240' North of Vantage Hwy to Radio Rd		1,251	0	0	0	0	0	0	0	1,251
8	S	Alder St Sidewalk - One Side - 1st Ave to 3rd Ave (Complete Streets)		170	0	0	0	0	0	0	0	170
9	S	15th Ave Sidewalk Improvements - Cora St to Columbia St - North Side (Comp S		360	0	0	0	0	0	0	0	360
10	S	University Way Overlay - (BNSF To Cle Elum St)		1,017	0	0	0	0	0	0	0	1,017
11	S	5th Ave CBD Paverstone Sidewalk and Street Tree Impr. (N. Side Water to Main		200	0	0	0	0	0	0	0	200
12	S	Mountain View Ave and Bull Rd/Willow St Intersection Enhancements		75	750	0	0	0	0	0	0	825
13	S/P	Helena Ave Imp (Water St to 3,200' west, Cora Connection, portion in KC jurisdic		450	0	5,450	0	0	0	0	0	5,900
14	S	University Way Gateway II - Vista Rd to east City Limits		510	515	5,125	0	0	0	0	0	6,150
15	S/P	Capitol Ave Sidewalk Replacement - Main St. to Sampson St.		0	100	0	110	0	130	0	0	340
16	P	Water St Overlay - University Way to Manitoba, Manitoba from Water to Main		0	1,416	0	0	0	0	0	0	1,416
17	P	Recon. Trail and Sidewalk Extension - PTC to Bender and Hannah to Whiskey Cr		0	250	2,791	0	0	0	0	0	3,041
18	P	Canyon Rd Overlay - Umptanum to Mountain View Ave		0	0	280	0	0	0	0	0	280
19	P	Alder St Sidewalk - One Side - 3rd Ave to Craig Ave		0	0	80	0	100	0	0	0	180
20	P	1st Ave Sidewalk Improvements - Ruby St. to Sampson St. - North Side		0	0	234	0	0	0	0	0	234
21	P	Palouse to Cascades Reconnect Trail - Sanders to Airport		0	0	804	0	0	0	0	0	804
22	P	University Way Overlay - Cle Elum St to east City Limits		0	0	0	2,215	0	0	0	0	2,215
23	P	Wildcat Way and 18th Intersection Enhancements		0	0	0	756	0	0	0	0	755
24	P	Anderson Rd and Umptanum Rd Intersection Enhancements		0	0	0	1,252	0	0	0	0	1,252
25	P	University Way and Water Street Intersection Enhancements and Widening		0	0	0	3,270	0	0	0	0	3,270
26	P	Mountain View Ave and Ruby St Intersection Enhancements and Widening		0	0	0	2,920	0	0	0	0	2,920
27	P	Walnut St and 18th Bike Lane - Dean Nicholson to Alder St		0	0	0	0	150	0	0	0	150
28	P	Water St Overlay - University Way to Helena		0	0	0	0	1,550	0	0	0	1,550
29	P	Anderson Rd Sidewalk Improvements - Umptanum to 5th Ave		0	0	0	0	4,300	0	0	0	4,300
30	P	Umptanum Shared Use Pathway - Wilson Cr to IRRP		0	0	0	0	2,100	0	0	0	2,100
31	S	Vantage Highway Shared Use Pathway		0	325	1,993	0	0	0	0	0	2,318
32	P	Industrial Way Improvements - LID		0	0	0	0	1,280	0	0	0	1,280
33	P	Canyon Rd and Umptanum Rd Intersection Enhancements and Widening		0	0	0	0	0	3,390	0	0	3,390
34	S	3rd Ave. Paverstone Sidewalks and Historic Lighting		0	39	826	0	0	0	0	0	865
35	P	Capitol Ave. Sidewalk Improvements - Willow St. to Oak St.		0	0	0	0	0	1,525	0	0	1,525
36	P	Airport Rd Sidewalk Improvements - Dean Nicholson to N. City Limits		0	0	0	0	0	1,170	0	0	1,170
37	P	City to Canyon Trail - Umptanum Rd to Tjossem Rd		0	0	0	0	0	3,600	0	0	3,600
38	P	3rd Ave and Ruby St Intersection Enhancements		0	0	0	0	0	0	890	0	890
39	P	Large Scale Wayfinding Implementation Project		0	0	0	0	0	0	133	0	133
40	P	14th Ave & Wildcat Way Corridor Ped/Bike Impr. - Water St to University Way		0	0	0	0	0	0	480	0	480
41	P	Mountain View Overlay - Canyon to Willow		0	0	0	0	0	0	1,500	0	1,500
42	P	Helena Ave Extension - PTC Trail to Dry Cr Rd		0	0	0	0	0	0	4,100	0	4,100
43	P	Cora Street Ext - PTC Trail to Bender Rd (portion in KC jurisdiction)		0	0	0	0	0	0	7,200	0	7,200
44	P	Chestnut St and Walnut St Bike and Ped Improvements									263	263
45	P	8th Ave LID (University Way to Maple St)									1,061	1,061
46	P	Trail Connection - 5th Ave to University Way (near CWU)									250	250
47	P	5th and Ruby Intersection Enhancements and Widening									741	741
48	P	Anderson/Umptanum/Railroad Ave. Road Widening/Overlay									7,310	7,310
49	P	Helena Ave and Walnut St Intersection Enhancements and Widening									740	740
50	P	Circle the City Trail - Enterprise Way to Faust Rd									4,200	4,200
51	P	Main St Sidewalk Improvements - University Way to 14th Ave									1,450	1,450
52	P	Helena Ave and Water St Intersection Enhancements and Widening									936	936
53	P	Manitoba Ave and Ruby St Intersection Enhancements and Realignment									1,332	1,332
54	P	University Way and Alder St Intersection Enhancements and Widening									1,558	1,558
55	P	Currier Creek Pathway - Univ. Way to Reecer Cr Rd to Currier Cr to PTC									2,750	2,750
56	P	University Way and Main St Intersection Enhancements and Widening									3,338	3,338
57	P	Water St and Bender Rd Intersection Enhancements									966	966
58	P	Airport Rd and Bender Rd Intersection Enhancements									1,008	1,008
59	P	Capitol Ave and Chestnut St Intersection Enhancements									672	672
60	P	Canyon Rd Sidewalk - I90 to Berry Rd to Existing Sidewalk on Berry Rd									540	540
61	P	Sanders Rd and Alder St Intersection Enhancements									665	665
62	P	Capitol Ave and Willow St Intersection Enhancements									524	524
63	P	15th Ave and Cora St Intersection Enhancements									432	432
64	P	18th Ave and Alder St Intersection Enhancements									720	720
TOTAL EXPENDITURE				6,224	3,440	17,713	10,568	9,615	9,860	14,443	31,456	103,318
ARTERIAL STREET FUND BEGINNING BALANCE (01/01/2024))				1,740	1,591	1,445	1,331	1,056	563	638		
EST. GAS TAX REVENUE & SCHEDULED SALES TAX TRANSFER				120	120	120	120	120	120	120		
ARTERIAL STREET FUND ENDING BALANCE				1,591	1,445	1,331	1,056	563	638	640		



CITY OF ELLENSBURG

Transit Division

501 N Anderson St; Ellensburg, WA 98926
PH: (509) 925-8680 Fax: (509) 223-7827

February 18, 2025

To: Public Transit Advisory Committee

From: Betsy Dunbar, Transit Manager
Ryan Lyyski, Public Works and Utilities Director
Heidi Behrends Cerniwey, City Manager

Re: Ellensburg's Public Transit – Part of the City's Public Transportation System

1. Overview of Ellensburg Central Transit Information

Ellensburg Central Transit is a rural public transit system serving the general public within the city limits of Ellensburg. Operations include an accessible fixed route system for the general public, a complimentary door-to-door ADA paratransit service for riders who are unable to access the fixed route bus system due to a disability, and a 24-7 non-emergency medical transportation service called Cabulance for individuals who need an accessible vehicle to access specific medical facilities as initiated by contracted facilities. All services are fare free and are operated through a contract with HopeSource, a non-profit organization based in Ellensburg.

Ellensburg's Central Transit provides safe, reliable, equitable, and accessible transportation within the Ellensburg community. The Public Transit Advisory Committee (PTAC) is a citizen panel that advises on and advocates for transit services.

2. Transportation System Investments

In addition to public transit services, the City has invested in enhancements and expansion of transportation infrastructure and accessibility which include:

- Bus Shelters with bench seating, solar lighting and colorful bus shelter artwork from local artists.
- ADA bus stop enhancements with accessories which include signage, bus turnouts, ADA landing pads, bench seating, trash receptacles and bike racks.
- Safe streets, sidewalks, ADA ramps, connections to other modes of transportation as well as to pedestrian and biking trails.

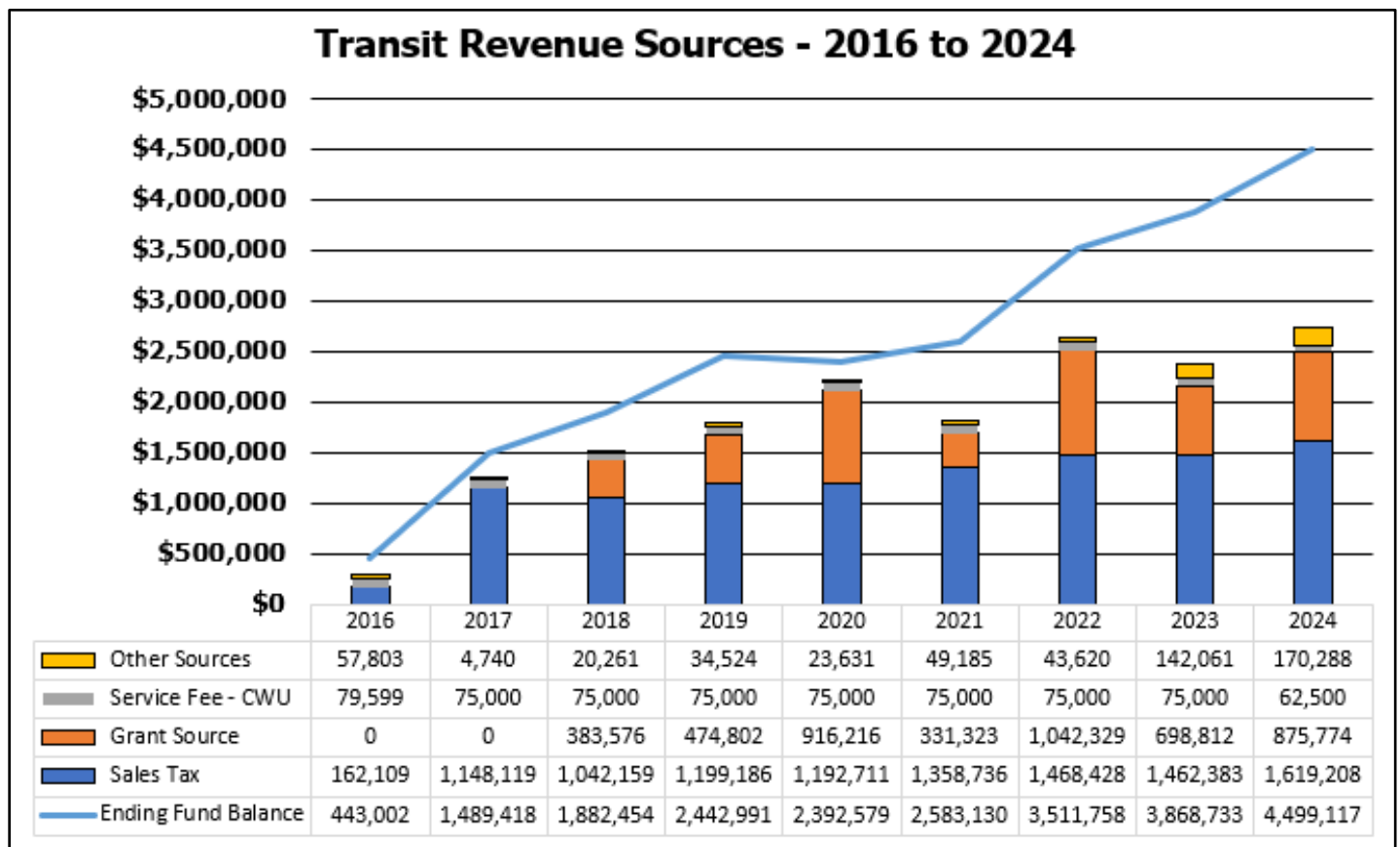
3. History of Public Transit in Ellensburg

2011	The City, ASCWU, HopeSource and WSDOT collaborated to plan, fund & operate a public transit service in Ellensburg.
2013	Transit Development Plan was completed; and is now adopted annually.
2015	Ellensburg Transit Benefit District was created by City Ordinance 4707 whereby the City Council is the official board.

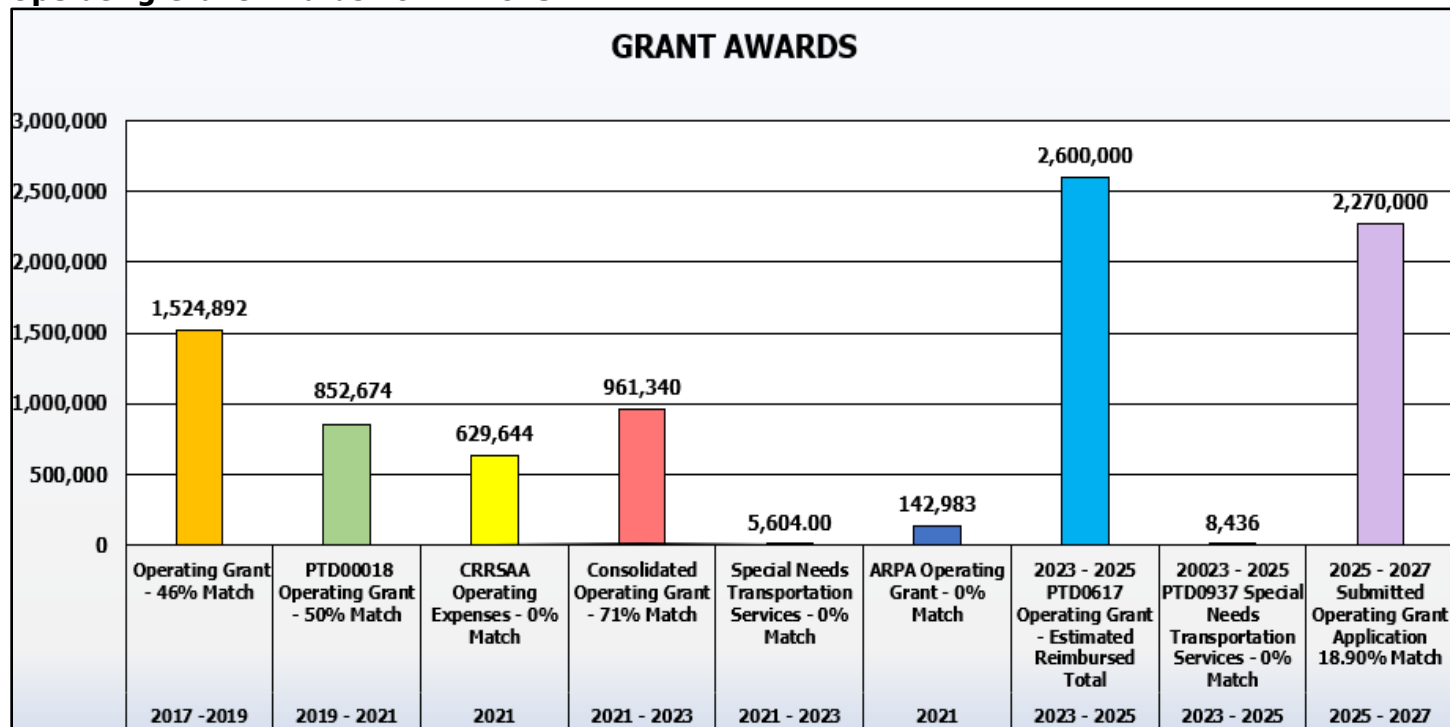
2016	Council authorized a special election for a sales & use tax of 0.02%. 63% Voter approved by Resolution 2016-03.
2017	The City assumed operation of Central Transit with 24 bus stops and 4 bus shelters.
2019	Service expanded from 2 to 5 routes, added ADA Paratransit and Cabulance services.
2020 to 2024	Added transit amenities to the bus system. Current bus stop total is 82 which includes 16 bus shelters. Updated Central Transit Logo, bus wraps, website, added a technology platform and rider apps. ADA Capital projects were also completed at bus stops as we continue to improve and refine service quality.

4. How we pay for Ellensburg Central Transit Services

Ellensburg City Council developed a Transportation Benefit District and voters approved a 0.2% Sales and Use tax in 2016 to provide revenue for public transportation system investments and transit services. Because sustaining public transit services are a priority across the nation, the City and HopeSource have both been successful in securing grants to support operations and to purchase buses. Consolidated Operating Grants have been consistently awarded and Central Washington University (CWU) contribute a total of \$75,000 annually through student fees to support the system.



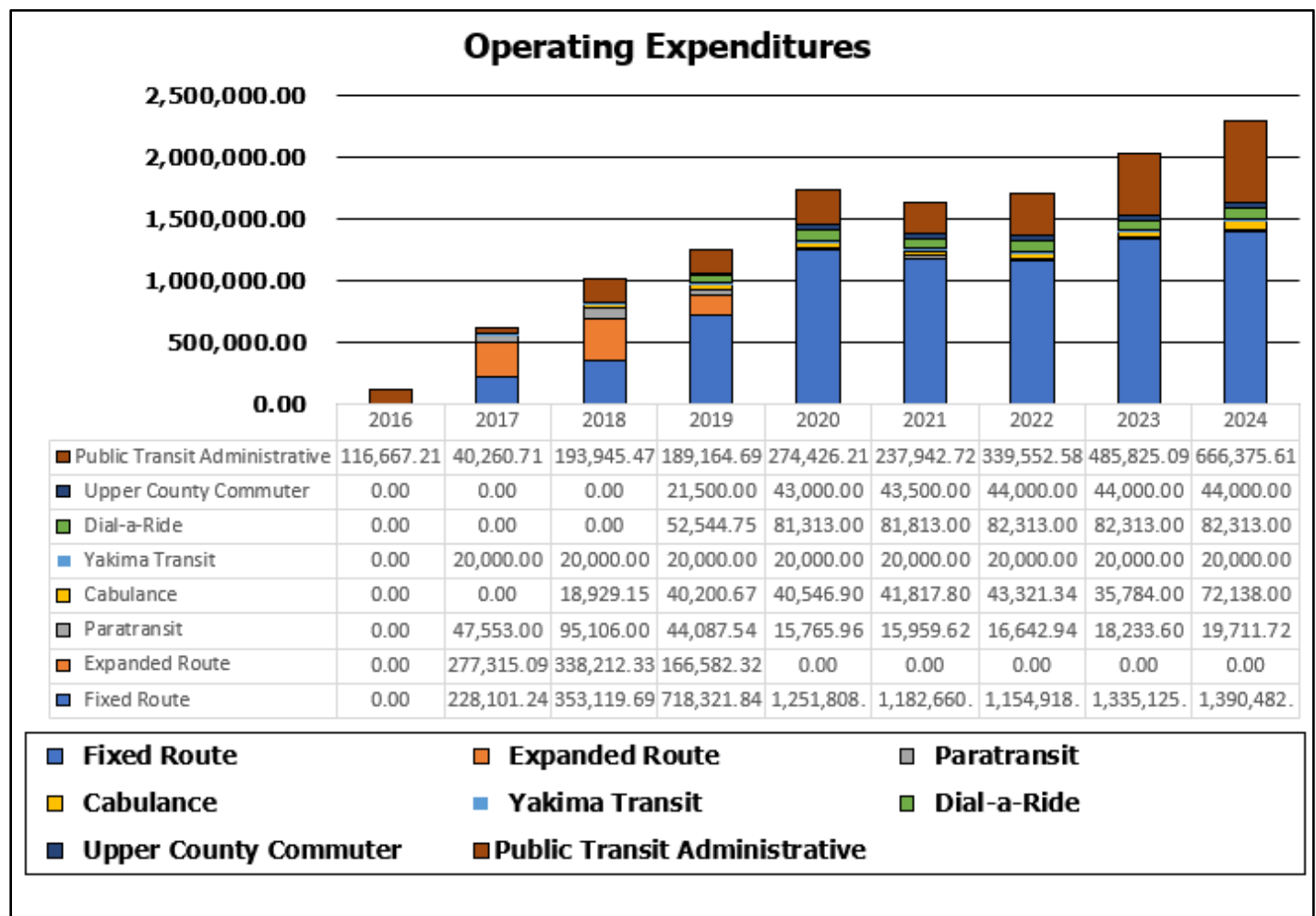
Operating Grant Awards 2017 - 2025



Note: The 2025 – 2027 Consolidated Grant Application has been submitted. *2023 – 2025 shows the estimated total reimbursement.

Also, Operating Grant funds are used only for Fixed Route and ADA Paratransit services.

5. How the Transit System Operates



Operating expenses increase over time with inflation of goods and services, CPI increases, insurance, maintenance, supplies and intergovernmental services. Administrative expenses also increase over time with wages, supplies, service improvements, insurance and other interval services and allocations.

In 2024, the operating cost for Ellensburg Central Transit totaled \$2,295,000.33.

6. Future Public Transportation Improvements

The City Council adopts a Transit Development Plan annually to evaluate needs for future operations and enhancements. Future goals include:

Capital Goals	2025	2026	2027	2028	2029
Bus Shelters with lighting	40,000	40,000	40,000	40,000	40,000
Bus Stop Seating	20,000	20,000	20,000	20,000	20,000
Artwork	14,000	14,000	14,000	14,000	14,000
Access improvement at existing bus stops & bus shelters	80,000	80,000	80,000	80,000	80,000
Movement of bus stops	5,000	5,000	-	-	-
Chargers and Utility Infrastructure			200,000	900,000	900,000
Support an intermodal transit station	-	-	-	-	Unknown

Operating Goals

- Adjust routes to better serve passengers.
- Promote transit services to the community.
- Additional route in areas with key priority/unserved populations.
- As needed, adjust routes to provide service for new housing and business developments.
- 30 minute route times.
- Adjust service based on ridership analysis.

In 2025, the City will install two new bus shelters, upgrade ADA ramp and landing pads along bus routes (Water Street Project).

In 2024, the City adopted a Zero Emissions Plan that outlines a pathway and future investments in Zero Emissions infrastructure and buses to reduce transit system operating emissions.

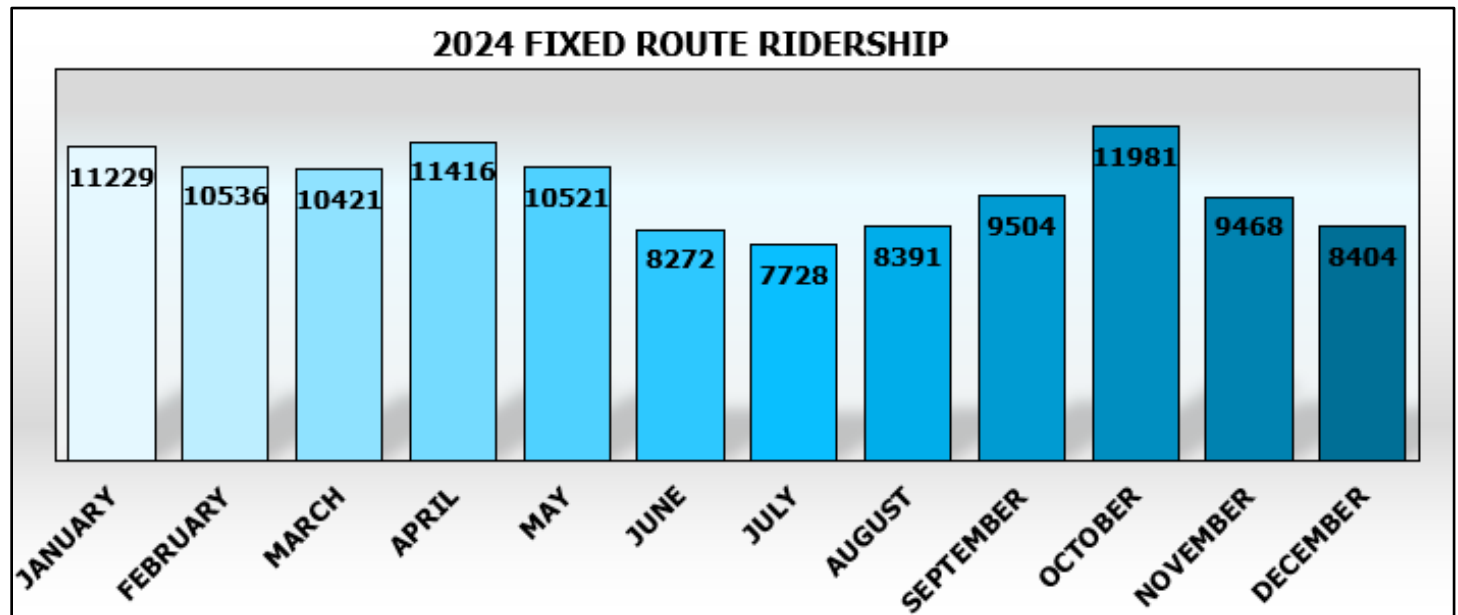
The Zero Emissions plan includes a timeframe for strategic actions which include planning, funding, infrastructure, permitting, completed infrastructure and a 2028 implemented transition.

Total estimated capital costs for the transition based on 2024 availability and pricing.

EV Vehicle Purchases (Contractor)	3,716,000
Operating & Maintenance Costs	441,774
Infrastructure Purchases (City)	1,535,563
Operating & Maintenance Costs	154,500

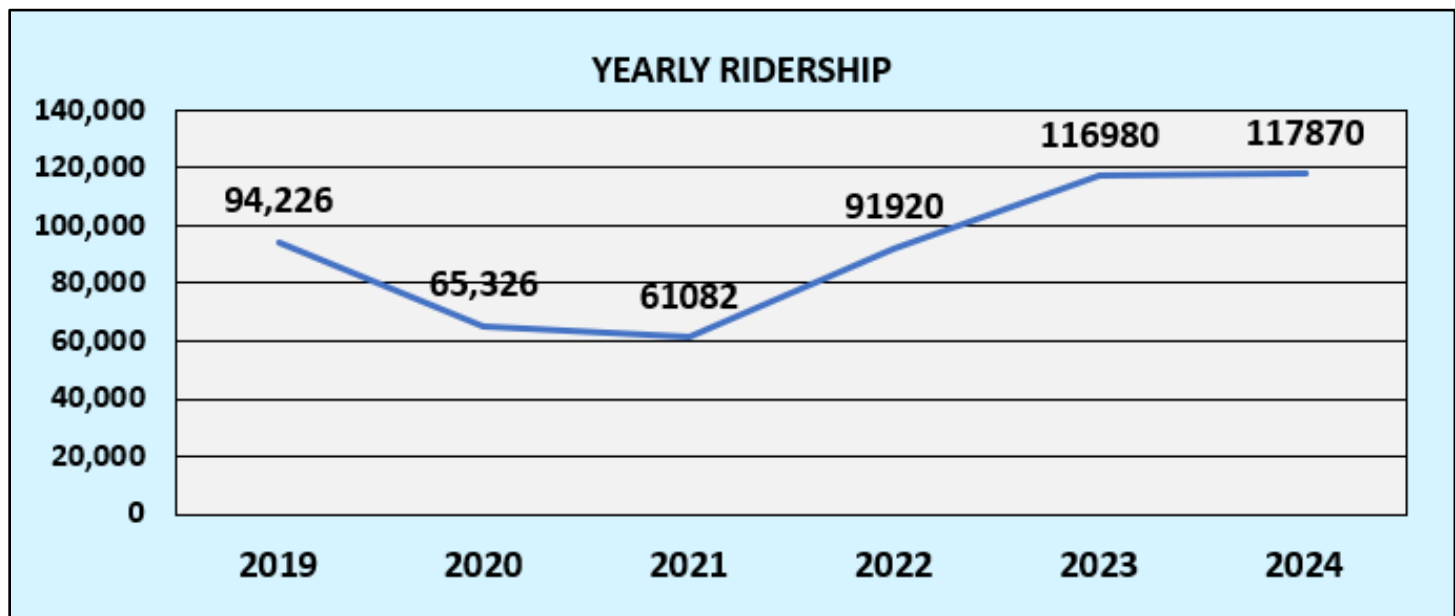
7. Ridership Statistics and Trends

Fixed Route



Fixed Route Yearly Comparison

2019		2020		2021		2022		2023		2024	
JANUARY	9635	JANUARY	10999	JANUARY	4379	JANUARY	6842	JANUARY	9989	JANUARY	11229
FEBRUARY	8978	FEBRUARY	10250	FEBRUARY	4643	FEBRUARY	6781	FEBRUARY	10002	FEBRUARY	10536
MARCH	8597	MARCH	7554	MARCH	5347	MARCH	7070	MARCH	9620	MARCH	10421
APRIL	8861	APRIL	3303	APRIL	4966	APRIL	7408	APRIL	9163	APRIL	11416
MAY	8727	MAY	3507	MAY	4809	MAY	7445	MAY	9595	MAY	10521
JUNE	6327	JUNE	3895	JUNE	4499	JUNE	6852	JUNE	9590	JUNE	8272
JULY	5915	JULY	3793	JULY	4273	JULY	5858	JULY	8594	JULY	7728
AUGUST	5897	AUGUST	3656	AUGUST	4271	AUGUST	6547	AUGUST	9180	AUGUST	8391
SEPTEMBER	6736	SEPTEMBER	4914	SEPTEMBER	5545	SEPTEMBER	8873	SEPTEMBER	10335	SEPTEMBER	9504
OCTOBER	8931	OCTOBER	5289	OCTOBER	7071	OCTOBER	10902	OCTOBER	11626	OCTOBER	11981
NOVEMBER	8372	NOVEMBER	4403	NOVEMBER	6199	NOVEMBER	9659	NOVEMBER	10121	NOVEMBER	9468
DECEMBER	7250	DECEMBER	3763	DECEMBER	5080	DECEMBER	7683	DECEMBER	9165	DECEMBER	8404
TOTAL	94,226	TOTAL	65326	TOTAL	61082	TOTAL	91920	TOTAL	116980	TOTAL	117871



Central Transit operates 5 fixed routes daily between 6:55 AM to 8:15 PM. Central Transit's system maps show the locations of each route, the direction of bus movement, scheduled stops, on demand bus stops, bus shelters and transfer service points. Bus route information is also available at www.centraltransit.org.

Route 12 A operates from 7:10 AM – 7:45 PM and serves the north and south ends of the City, Central Washington University, downtown, and the business and shopping areas on the south end of town.

Route 12 B operates from 7:40 AM to 8:15 PM and serves the north and south ends of the City, Central Washington University, downtown, and the business and shopping areas on the south end of town.

Route 13 operates from 6:57 AM to 7:15 PM and extends north to Elmview and south to senior housing and the Kittitas Valley Healthcare.

Route 14 operates from 6:55 AM to 6:45 PM and serves additional north end housing and Ellensburg High School on the southeast end.

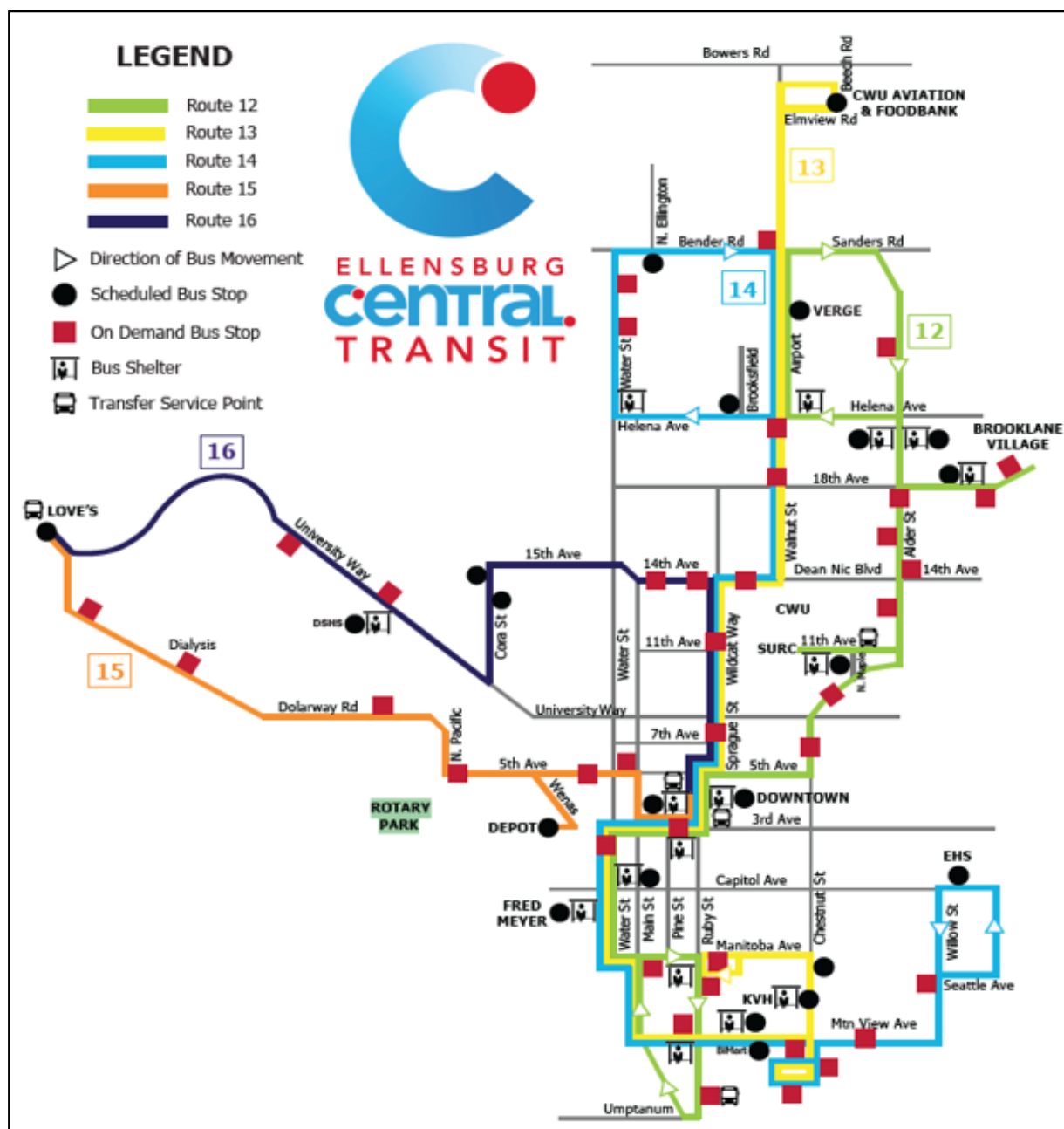
Route 15 operates from 7:58 AM to 7:21 PM and serves downtown and the west side of Ellensburg.

Route 16 operates from 7:25 AM to 6:50 PM and serves downtown and the west side of Ellensburg.

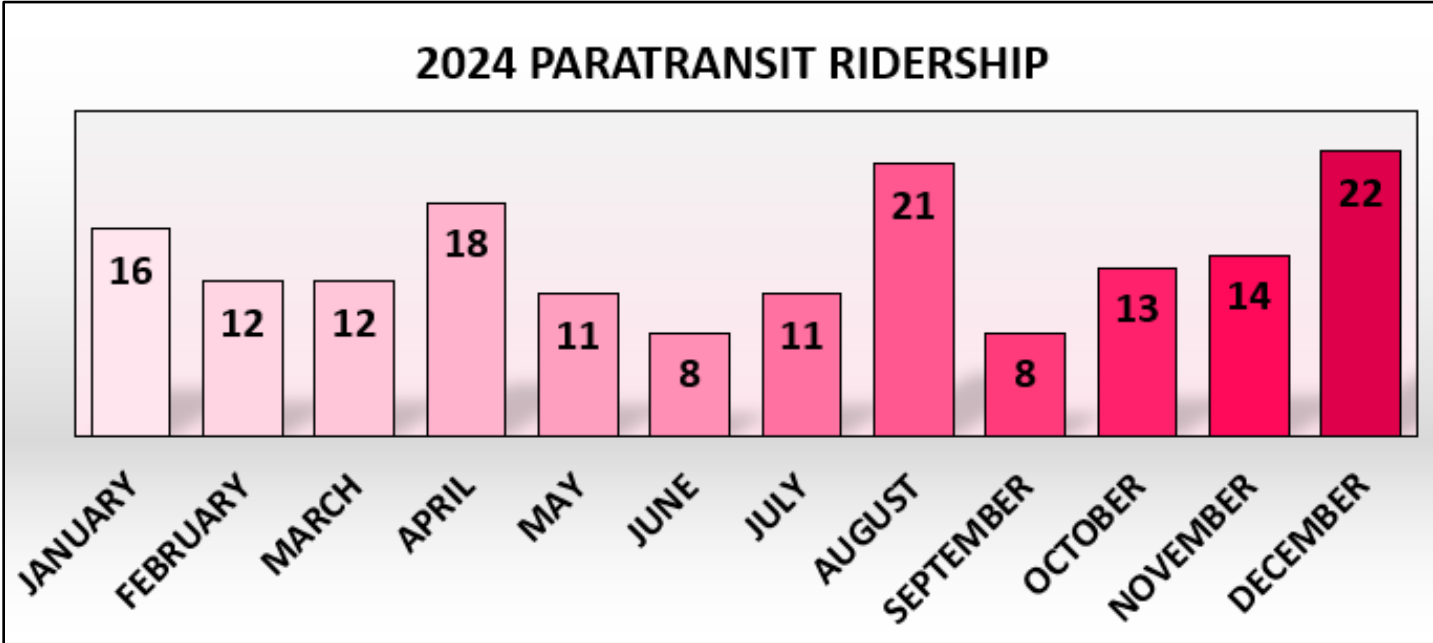
Boardings and Alightings Per Route and Per Bus Stop

Stop: Chestnut & Seattle SB (KVH)	623	243	ROUTE 13			
Stop: Cora & University Way NB	489	314	ROUTE 16			
Stop: Cora & W. Rainier SB	679	1,465	ROUTE 16			
Stop: Cora and W. Rainier NB	972	208	ROUTE 16			
Stop: Dean Nic & Walnut EB	982	1,166	ROUTES 13	ROUTE 14		
Stop: Dean Nic & Walnut WB	707	956	ROUTES 13	ROUTE 14		
Stop: 3rd Ave and Wenas (Depot)	126	97	ROUTE 15			
Stop: Dolarway & Lakeshore WB	321	432	ROUTE 15			
Stop: Dolarway & Prospect WB	13	16	ROUTE 15			
Stop: Dolarway Rd (DaVita) WB	170	169	ROUTE 15			
Stop: E 11th & N Maple	10,150	10,878	ROUTES 12A, 12B			
Stop: Helena & Airport WB	1,875	2,766	ROUTES 12A, 12B			
Stop: Helena & Brooksfield WB	354	343	ROUTE 14			
Stop: I-90 West Interchange	1,485	1,090	ROUTE 15	ROUTE 16		
Stop: KVH Urgent Care	200	441	ROUTE 13	ROUTE 14		
Stop: Manitoba & Pearl EB	410	778	ROUTES 12A, 12B			
Stop: Manitoba & Ruby EB	33	32	ROUTE 13			
Stop: Mountain View & Maple EB	270	366	ROUTE 14			
Stop: Mountain View & Maple WB	34	29	ROUTE 14			
Stop: Mountain View & Pine EB	1,536	2,357	ROUTE 13	ROUTE 14		
Stop: Mountain View & Pine WB	1,622	486	ROUTE 13	ROUTE 14		
Stop: Mtn View & Chestnut (Briarwood)	1,415	1,218	ROUTE 13	ROUTE 14		
Stop: Mtn View & Chestnut (Hearthstone)	948	928	ROUTE 13	ROUTE 14		
Stop: Mtn View & Whitman EB	297	1,333	ROUTE 13	ROUTE 14		
Stop: Mtn View & Whitman WB	1,488	414	ROUTE 13	ROUTE 14		
Stop: Ruby & 4th (Downtown) NB	17,580	8,974	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	ROUTE 16
Stop: Ruby & 4th (Downtown) SB	10,042	19,970	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	ROUTE 15
Stop: Ruby & Manitoba SB	807	1,034	ROUTES 12A, 12B			
Stop: Ruby & Umptanum SB	998	1,125	ROUTES 12A, 12B			
Stop: Sprague & 7th NB	963	497	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	ROUTE 16
Stop: Sprague & 7th SB	378	1,418	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	ROUTE 16
Stop: University & 9th EB	208	438	ROUTES 12A, 12B			
Stop: University & 9th WB	825	523	ROUTES 12A, 12B			
Stop: University Way (Crittter Care) EB	4	5	ROUTE 16			
Stop: University Way (DSHS) EB	1,339	1,524	ROUTE 16			
Stop: University Way (DSHS) WB	362	655	ROUTE 16			
Stop: University Way WB A1 - NO Longer a Stop	8	11	ROUTE 16			
Stop: Walnut & 18th NB	1,050	3,562	ROUTE 13	ROUTE 14		
Stop: Walnut & 18th SB	3,743	279	ROUTE 13	ROUTE 14		
Stop: Walnut & Helena NB	1,023	1,812	ROUTE 13	ROUTE 14		
Stop: Walnut & Helena SB	2,099	314	ROUTE 13	ROUTE 14		
Stop: Water & 26th NB	167	218	ROUTE 14			
Stop: Water & 2nd NB	1,648	708	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & 2nd SB	298	507	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & Capitol NB	7,670	4,259	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & Capitol SB	4,623	8,101	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & Greenfield NB	135	120	ROUTE 14			
Stop: Water & Helena NB	455	589	ROUTE 14			
Stop: Wildcat Way & 11th NB	819	742	ROUTE 13	ROUTE 14	ROUTE 16	
Stop: Wildcat Way & 11th SB	438	1,132	ROUTE 13	ROUTE 14	ROUTE 16	
Stop: Willow & Seattle SB	128	121	ROUTE 14			

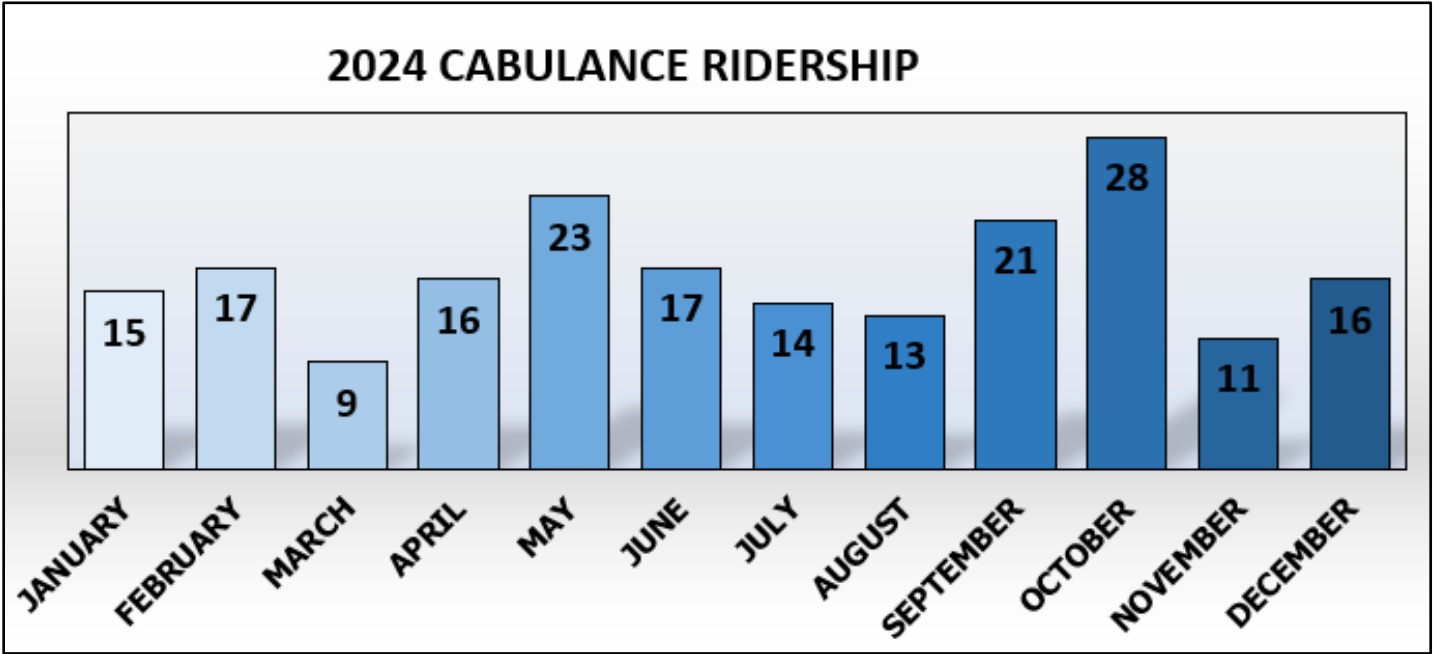
Stop: University Way (DSHS) EB	1,339	1,524	ROUTE 16			
Stop: University Way (DSHS) WB	362	655	ROUTE 16			
Stop: University Way WB A1 - NO Longer a Stop	8	11	ROUTE 16			
Stop: Walnut & 18th NB	1,050	3,562	ROUTE 13	ROUTE 14		
Stop: Walnut & 18th SB	3,743	279	ROUTE 13	ROUTE 14		
Stop: Walnut & Helena NB	1,023	1,812	ROUTE 13	ROUTE 14		
Stop: Walnut & Helena SB	2,099	314	ROUTE 13	ROUTE 14		
Stop: Water & 26th NB	167	218	ROUTE 14			
Stop: Water & 2nd NB	1,648	708	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & 2nd SB	298	507	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & Capitol NB	7,670	4,259	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & Capitol SB	4,623	8,101	ROUTES 12A, 12B	ROUTE 13	ROUTE 14	
Stop: Water & Greenfield NB	135	120	ROUTE 14			
Stop: Water & Helena NB	455	589	ROUTE 14			
Stop: Wildcat Way & 11th NB	819	742	ROUTE 13	ROUTE 14	ROUTE 16	
Stop: Wildcat Way & 11th SB	438	1,132	ROUTE 13	ROUTE 14	ROUTE 16	
Stop: Willow & Seattle SB	128	121	ROUTE 14			



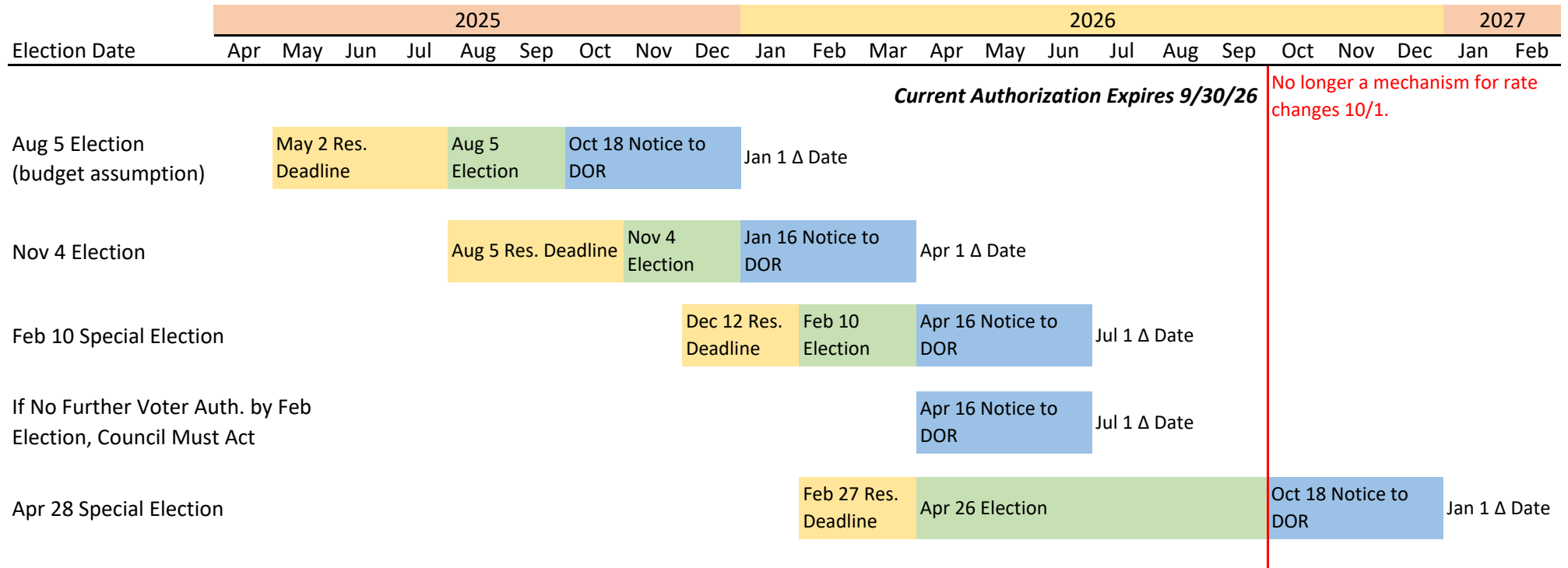
ADA PARATRANSIT



CABULANCE



Election and Sales Tax Rate Change Timelines



Key

Resolution Deadline - Last Day to Provide County Auditor resolution for ballot measure (RCW 29A.04.330)

Notice to DOR - Changes to tax rates collected must be adopted by Ordinance and provided to Dept. of Revenue 75 days before effective date (RCW 82.14.055)

Δ Date - earliest date sales tax rate change can be effective

**ELLENSBURG TRANSPORTATION BENEFIT
DISTRICT RESOLUTION NO. 2016-03**

A RESOLUTION of the Ellensburg Transportation Benefit District ("TBD" or "District"), providing for a ballot proposition to be submitted to the qualified voters of the District at a special election to be held on April 26, 2016, authorizing an additional sales and use tax within the district to be levied in an amount of up to two-tenths of one percent for a period of not more than ten years, commencing not earlier than October 1, 2016, for the purpose of paying for or financing the cost of public transportation improvements.

WHEREAS, the City of Ellensburg has established through Ordinance No. 4707, codified as Chapter 1.82 of the Ellensburg City Code ("ECC"), a Transportation Benefit District pursuant to Chapter 36.73 RCW; and

WHEREAS, Ordinance 4719 amended Chapter 1.82 ECC to provide that the City Council would thereafter assume the rights, powers, immunities, functions, and obligations of the governing board of the governing board of the TBD, thereby abolishing the board; and

WHEREAS, Central Transit, provides public transportation services operated by HopeSource through a combination of funding provided by the State of Washington, the City and the Associated Students of Central Washington University, provides bus transportation and paratransit services for persons with disabilities throughout the City; and

WHEREAS, the City of Ellensburg desires to support public transportation through a local sustainable funding source; and

WHEREAS, RCW 35.95.2721 provides that municipalities are authorized to acquire, construct, operate, and maintain public transportation systems in Washington; and

WHEREAS, with voter approval, the District may impose a sales and use tax upon the occurrence of any taxable event within the boundaries of the District to fund transportation improvements; and

WHEREAS, under RCW 36.73.015(6) and Chapter 1.82 of the Ellensburg City Code, transportation improvement funds may be used for public transportation improvements that preserve, maintain, operate, construct and reconstruct the existing public transportation system and infrastructure of the city; and

WHEREAS, the Ellensburg City Council now desires to fund the TBD and implement the public transportation improvements through the imposition by the District of a sales and use tax to be levied in an amount of up to two-tenths of one percent in

accordance with RCW 82.14.0455, consistent with Chapter 36.73 RCW, upon voter approval thereof;

WHEREAS, it is the intent of the TBD to allocate funds from the voter approved sales and use tax in a manner that supports sustainable funding and potential expansion of public transportation services and operations during the ten (10) year period of the levy; and

WHEREAS, the City provided notice of and conducted the public hearing on January 19, 2016 regarding the proposed resolution placing a measure on the April 26, 2016 special election ballot to fund the Transportation Benefit District;

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

Section 1. Tax submittal to voters. To provide the necessary funding for the transportation projects identified in Section 2 of this resolution, the City Council shall submit to the qualified electors of the district a proposition authorizing the TBD to fix and impose, for a period of not more than ten years, a sales and use tax to be levied in an amount of up to two-tenths of one percent (0.2%), commencing not earlier than October 1, 2016, pursuant to RCW 36.73.040(3)(a) and RCW 82.14.0455.

Section 2. Use of revenues and description of transportation improvements.

A. The sales and use tax revenue shall be used by the district consistent with Chapter 36.73 RCW and this resolution to fund public transportation improvements permitted by Chapter 36.73 RCW, including but not limited to, the acquisition, construction, operation, improvement, provision, maintenance, and preservation of public transportation facilities, equipment, services and programs.

B. Specifically, the transportation improvements carried out with the sales and use tax revenues must be projects or programs contained in the City of Ellensburg Public Transportation Development Plan, including:

1. The provision of public transportation services, including but not limited to, providing the personnel, equipment and maintenance necessary to operate a public transportation system in Ellensburg;

2. The service planning, marketing and public engagement for the provision of public transportation services;

3. The acquisition and replacement of public transportation vehicles, equipment and facilities, as well as the planning, design, construction and implementation of public transportation capital improvements; and

4. The implementation of transportation demand management programs.

Section 3. Ballot Proposition. The City Council hereby finds and declares that the best interests of the TBD require the submission to the qualified voters of the District a proposition of whether the TBD shall impose a sales and use tax within the limitations established in RCW 82.14.0455 for their approval or rejection. The Kittitas County Auditor as *ex officio* supervisor of elections in Kittitas County, Washington is hereby requested to call and conduct such special election to be held within the District on April 26, 2016, and to submit to the qualified electors of the District for their approval or rejection a proposition to impose a sales and use tax to be levied in the amount of up to two-tenths of one percent (0.2%) of the selling price in the case of a sales tax or value of the article used in the case of the use tax. The sales and use tax authorized by this section is in addition to any other taxes authorized by law shall be collected from those persons who are taxable by the State of Washington under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the boundaries of the District and shall be imposed for a period of not more than ten years from its first date of collection. Upon approval of the voters of the proposition hereinafter set forth **the District may use proceeds of such sales and use tax for the purposes described in this resolution.** The City Clerk is hereby authorized and directed to certify, no later than February 26, 2016, to the Director of Elections, a copy of this resolution and the following proposition to be submitted to the qualified electors at that election, in substantially the following form:

**ELLENSBURG TRANSPORTATION BENEFIT DISTRICT
ELLENSBURG, WASHINGTON
PROPOSITION 1
SALES AND USE TAX FOR
TRANSPORTATION IMPROVEMENTS**

The City Council of Ellensburg, Washington adopted Resolution No. 2016-03 concerning a sales and use tax to fund public transportation improvements within the Ellensburg Transportation Benefit District. This proposition would authorize collection of a sales and use tax at a rate of up to 0.2% of all taxable retail sales within the Ellensburg Transportation Benefit District, in accordance with RCW 82.14.0455, for a period of not more than ten years, **for the purpose of paying for or financing the costs of public transportation maintenance, operation and improvement projects identified in Resolution No. 2016-03.**

Should this proposition be approved?

YES..... ☐
NO ☐

For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the City Council hereby designates: (a) the City Clerk; and (b) the

City Attorney, as the individuals to whom such notice should be provided. The City Attorney and City Clerk are each authorized individually to approve changes to the ballot title, if any, deemed necessary by the Director of Elections.

The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's or clerical errors, references, resolution numbering, section/subsection numbers, and any reference thereto.

The proper TBD officials are authorized to perform such duties as are necessary or required by law to submit the question of whether the sales and use tax shall be imposed, as provided in this resolution, to the electors of the District at the April 26, 2016, special election.

Section 4. Severability. If any provision of this resolution shall be declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be separable from the remaining provisions and shall in no way affect the validity of the other provisions, or of the imposition or collection of the tax authorized herein.

ADOPTED by the City Council of the City of Ellensburg this 19th day of January, 2016.



Mayor

Attest:



City Clerk



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Sleep Center and Cold Weather Shelter Discussion (Public Comment Opportunity)
Submitted by: Heidi Behrends Cerniwey, City Manager
Department: City Manager

Suggested Motion/Action:

Move to discontinue siting of Sleep Center (year-round emergency shelter facility) in Ellensburg and focus efforts on establishing a seasonal Cold Weather Shelter site and services.

Background/Summary:

Levels of unsheltered persons nationwide and our community, in particular, had been rising over the past decades. According to the annual Point-in-Time (PIT) Census (conducted nationwide every January), the state saw a 21% increase in the number of unsheltered people from 2022 to 2023. The 2023 PIT Census included 35 persons living in emergency shelters and 13 unsheltered persons in Kittitas County. Data from the 2024 PIT Census for Kittitas County included 65 persons living in emergency shelters and 26 unsheltered persons. Preliminary data from the recently completed 2025 PIT Count for Kittitas County showed a drop in both sheltered and unsheltered individuals: 19 persons living in emergency shelters and 7 unsheltered persons (this data is considered preliminary and won't be finalized by the state Department of Commerce until the 3rd quarter this year).

The Kittitas Valley Ministerial Association (KVMA) began operating a Cold Weather Shelter (CWS) in 2015, utilizing volunteers in the community for staffing along with a paid manager. The CWS has been an overnight shelter operating from 7 p.m. to 7 a.m. from approximately mid-November to mid-March. KVMA has indicated for a few years now that it cannot sustain continued operation of the CWS due to a variety of factors including difficulty coordinating a sufficient number of volunteers, conflict with church usage schedules, and finding qualified managers each year. In May 2024, KVMA members voted against operating a seasonal Cold Weather Shelter.

Against this background, legal cases from the federal 9th Circuit Court of Appeals had impacted local government's ability to regulate the camping of unsheltered persons on public property. As a result, those people could not be removed from camping on public property unless there is adequate shelter space available for the person as an alternative to camping. A Washington Supreme Court case also created uncertainty about removing recreational or other vehicles being used for habitation from public lots or right-of-way.

On June 28, 2024, the U.S. Supreme Court issued its opinion in *City of Grants Pass v. Johnson* (Grants Pass). The Grants Pass opinion answered "no," to the question: Do local

ordinances imposing criminal penalties on acts like public sleeping or camping violate the Eighth Amendment's cruel and unusual punishment prohibition if they apply to unhoused persons who lack shelter options? Their reasoning was that the Eighth Amendment doesn't determine whether localities can criminally penalize acts — it only regulates what penalties a locality can impose for criminal acts. The Grants Pass decision gives local governments a greater ability to enact and enforce criminal penalties for acts like public camping or sleeping — even in localities where limited local shelter space contributes to these acts.

In consideration of these developments and community concerns regarding camping on both public and private property, a City-County Joint Study Session on "Homelessness Issues in Our Courts" was held in December 2021. This was followed by the creation of an Ad Hoc Committee on Homelessness in January 2022 with representatives from the City, County, the KVMA, non-profit organizations, behavioral health providers, and others to regularly meet and discuss pathways to assist the local unsheltered community in the City and County. In April 2022, the Committee visited the Moses Lake Sleep Center to gather information on its formation and operation. The Committee subsequently recommended the City and County establish an overnight, year-round sleep center.

At the study session on March 4, 2024, an overview of the Ellensburg Sleep Center Feasibility Analysis Report was presented by consultants to the City Council. A similar presentation was provided to the Board of Kittitas County Commissioners at their meeting on March 5, 2024. Since 2022, members and staff of the City-County Joint Ad Hoc Committee on Homelessness had been reviewing alternative sites for a Sleep Center, including all publicly owned parcels within the City and Urban Growth Area boundaries.

At the March 4, 2024, regular City Council Meeting, a Letter of Understanding with HopeSource for leasing property to the City for use as a Year-Round Sleep Center at 1200 S Ruby Street was presented for consideration. After hearing concerns from community members, the City Council deferred action on this item to the May 6, 2024, meeting and requested staff return to their March 18 meeting with a plan which provides opportunities for community members to suggest alternative locations for consideration. At the March 18 meeting, the Ellensburg City Council approved a procedure and schedule to review submissions for alternative locations and requested a local business person be added to the group that evaluates sites and makes a recommendation to the City Council for consideration. Two individuals representing businesses were invited to the Ad Hoc Committee to assist in the review process. The Ad Hoc Committee met in a public meeting on April 19, 2024, to review 43 properties which had been submitted by members of the public. The Committee created a ranking consisting of eight (8) feasible and potentially feasible properties for consideration by the City Council and County Commissioners for the siting of the proposed sleep center.

An Open House was hosted by the City/County Joint Ad Hoc Committee on Homelessness on May 22, 2024. Members of the community were invited to learn more about homelessness, the service gaps which the sleep center could fill, and proposed sites. Participants were offered an opportunity to comment on sites and a Q&A. Comments and responses to Q&A from the Open House can be found on the City website at: [Sleep Center | Ellensburg, WA \(ellensburgwa.gov\)](https://www.ellensburgwa.gov), along with other resources about the status, impacts, services, and challenges of homelessness.

Previous Council Action:

- December 9, 2021 - City-County Joint Study Session on Homelessness Issues in the Courts
- June 21, 2022 - City-County Joint Study Session which included a discussion of the Ad Hoc Committee on Homelessness's recommendations for a year-round overnight sleep center and other regulatory issues
- July 18, 2022 - Council approved motion directing staff to move forward with the development of a sleep center for people experiencing homelessness in collaboration with the County and community partners. County Commissioners also voted to approve a joint sleep center project.
- March 28, 2023 - Public Open House on Homelessness to learn about the need for a sleep center and interact with members of the Joint Ad Hoc Committee on Homelessness on issues surrounding homelessness.
- December 2023 – ECONorthwest presents study results to City Affordable Housing Commission and County Homelessness & Housing Committee
- March 4, 2024 - City Council reviewed findings from Ellensburg Sleep Center Feasibility Analysis Report at their Study Session. At their meeting the same night, City Council considered a Letter of Understanding with HopeSource for leasing property to the City for use as a Year-Round Sleep Center at 1200 S Ruby Street. Council deferred action to the May 6, 2024 meeting and requested staff return to their next meeting with a plan which provides opportunities for community members to suggest alternative locations to be considered.
- March 5, 2024 - City staff and ECONorthwest consultants presented the Sleep Center Feasibility Analysis Report and updated the Kittitas County Board of County Commissioners on the status of site selection at their March 5, 2024 meeting.
- March 18, 2024 - City Council approved a process and timeline that involved the Joint City/County Ad Hoc Committee's reviewing proposals for sites submitted by the community at a meeting of the Joint Ad Hoc Committee on Homelessness.
- April 19, 2024 - Joint Ad Hoc Committee on Homelessness site evaluation.
- May 22, 2024 - Sleep Center Open House
- June 13, 2024 - Joint City/County Special Meeting of the Ellensburg City Council and Kittitas County Board of County Commissioners (BOCC) was held to review and evaluate sites and listen to community feedback on services and potential locations. Four potential sites remained for consideration: Berry Road & Canyon Road (SE); Highway 97 (parcel 16644); Helena & Sycamore (SW); and Green Avenue. At the same meeting, County Commissioners and Council confirmed their priority for a seasonal Cold Weather Shelter for the 2024-2025 season, November through March, and work collaboratively to site and ensure services were available.
- November 4, 2024 - The City approved an agreement with the Kittitas County Event Center in the amount of \$74,400 for facility lease to serve as the 2024-2025 Cold Weather Shelter site. Kittitas County entered into an agreement with HopeSource to operate the seasonal shelter.
- May 8, 2025 - At a Joint Study Session of the Ellensburg City Council and Kittitas County Board of County Commissioners (BOCC), a seasonal 2024-2025 Cold Weather Shelter report was provided by HopeSource. Interest was expressed by

members to explore continued operations of the Cold Weather Shelter for future years, while encouraging a public-private partnership model for operations.

Analysis:

Changes in community priorities and other external factors have decreased the urgency for a year-round Sleep Center at this time:

- The recent Point in Time (PIT) Count demonstrates a downward trend in sheltered and unsheltered community members in Kittitas County. * Note: 2025 data is preliminary.

	2023	2024	2025*
Unsheltered Individuals	13	26	7
Sheltered individuals	35	65	19
Total	48	91	26

- The Grants Pass decision gives local governments a greater ability to enact and enforce criminal penalties for acts like public camping or sleeping — even in localities where limited local shelter space contributes to these acts.
- Costs for siting, developing, constructing, and operating a year-round Sleep Center have escalated. Site development costs for all remaining properties under consideration are greater than available resources. All sites require utility extensions and frontage improvements; some require property purchase and subdivision. Construction and/or purchase of individual shelters and community buildings and shower/restroom facilities have increased. Funding sources for ongoing operation of a year-round shelter would require a significant amount of local resources; state and federal options are uncertain. Errors in the original feasibility report created distrust and uncertainty for expenses to construct and operate a facility.
- Some cities are changing the models for emergency shelters. Moses Lake, which was the original model for Ellensburg's Sleep Center, is closing in 2025.
- Ellensburg's Affordable Housing Commission continues its focus to implement the Housing Action Plan and increasing affordable housing units in Ellensburg and Kittitas County. Projects include: Stuart Meadows - 18 units of owner-occupied housing; HopeSource - 87 units planned for the Pathways (with 20 units set aside for homeless or at risk of homelessness); First & Pine - 30 units (15 owner-occupied/15 rentals); other potential sites include Addison Place and Catherine Park.
- Kittitas County implemented a 0.1% sales and use tax in 2022 (with a 5-year sunset) which provides additional revenue to support a number of initiatives including behavioral health court, jail services, community builders, CWU counseling program, and comprehensive health services.
- Kittitas County is working on a draft of their 5-Year Homelessness Plan, which is required by Washington State.
- The seasonal Cold Weather Shelter (CWS) program hosted in partnership between Kittitas County and the City of Ellensburg provided life-saving access to unhoused persons during inclement winter weather. Because of harsh winter conditions, the

seasonal Cold Weather Shelter in Ellensburg provides for a critical community need, has demonstrated effectiveness in protecting people, and broader community support.

Given changes to the regulatory environment, escalating costs and unknown revenues for siting, constructing, and operating a year-round shelter, lack of community support, and a recent decline in census numbers of unhoused people in Ellensburg/Kittitas County, staff recommends discontinuing work to site and establish a year-round sleep center at this time. Staff also request Council direction to explore facilities and continued operations of the Cold Weather Shelter for future years in partnership with Kittitas County, while encouraging a public-private partnership model for operations.

Financial Impact:

Costs for future programs and services will be driven by facility, services, partnerships, and operating programs.

Budget Adjustment: No

Attachments:

None



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Consider Funding Award for HopeSource Affordable Housing Acquisition Application (Public Comment Opportunity)
Submitted by: Lily Frey, Housing Program Manager
Department: Community Development

Suggested Motion/Action:

Move to direct staff to prepare an affordable housing agreement with HopeSource for the acquisition of the property and eight housing units at 211 S. Pearl Street and approve the necessary budget adjustments.

Background/Summary:

The City of Ellensburg has had an open process for review of affordable housing project applications since 2020. In March 2025, the City issued a Notice of Funding Availability summarizing resources available for capital projects and housing services in 2025. On March 31, 2025, HopeSource submitted an application for funding in the amount of \$1,200,000 to purchase a 7,200 square-foot lot with four duplexes that are currently under construction. The project is located at the intersection of S Pearl Street and W Washington Avenue.

Kittitas County has committed \$250,000 to the project, their maximum funding available in 2025. As part of the purchase and sale agreement, HopeSource would give a property they currently own on the same block to the developer, valued at \$200,000. The City funding request is for the balance of the sale price.

On April 30, 2025, the Affordable Housing Commission (AHC) considered the project application. The Commission discussed whether additional funding sources could support the project, but none were identified. The AHC requested that HopeSource consider whether rents could be decreased to enhance affordability and whether the affordability period could be extended beyond the 25-year minimum. The AHC voted 6-1 to recommend approval of the proposal for the requested funding amount to the City Council with consideration that the applicant's final proposed rents are set as low as feasible, and the affordability period be extended as long as possible. The AHC did not request a follow-up meeting with the applicant due to the limited timeline for the sale. On May 6, 2025, HopeSource clarified that based on their analysis, they cannot reduce the property rents or increase the affordability period beyond the proposed terms for the financial sustainability of the development.

Previous Council Action:

None.

Analysis:

HopeSource Pearl Street (Addison Place) acquisition project details:

Total project budget	\$1,654,400
Target acquisition date	September 1, 2025
Total units planned	8 units (6 x studio; 2 x one-bedroom)
City funds requested	\$1,200,000
City funds/unit	\$150,000
Approximate total cost/unit	\$206,800
Approximate total cost/square foot (based on 412 SF/studio + 575 SF/1BR)	\$456

This property is currently under construction by the developer, which has entered into a purchase and sale agreement with HopeSource to acquire the property contingent on receiving grant funds to support the purchase. HopeSource proposes to self-manage the property. The proposed rents are \$886 per studio unit and \$960 per one-bedroom unit, which are within the limits for up to 60% AMI housing, as required for this funding source. No on-site services are proposed for the property.

This project meets the minimum requirements for housing and related services funding; although it does not specify any of the target population groups to serve (persons with behavioral health disabilities, veterans, senior citizens, homeless or at risk of being homeless, persons with disabilities and/or domestic violence survivors), HopeSource expects that members of these target population groups will apply for and be served by the housing units.

Financial Impact:

The Notice of Funding Availability designated up to \$2,500,000 as available for affordable housing capital projects in 2025. Fully funding this request would leave up to \$1,300,000 available for other projects. The dedicated sales and use tax funds (Housing and Related Services (0.1% voted) and Affordable and Supportive Housing sales and use tax credit) are budgeted for approximately \$800,000 in revenue annually, approximately \$725,000 of which can be allocated annually considering reserves and administrative costs.

Budget Adjustment: Yes

Attachments:

1. Proposal_COE 2025 Affordable Housing Development Application_HopeSource
2. Documentation of Site Control_Signed PSA_HopeSource
3. Project Site Plan_Pearl Street_HopeSource
4. Letter of Support_EDA
5. Letter of Support_KC Chamber



AFFORDABLE HOUSING APPLICATION

FOR CITY SALES TAX FUNDING OR PROPERTY CONTRIBUTION

APPLICATION COVER SHEET

Application Instructions

A complete application must include a signed application and the following attachments:

1. Documentation of site control (i.e. fee simple title, valid lease agreement, contract for the purchase and sale of property), not necessary if your application is limited to one of the city-owned properties
2. Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
3. Documentation to support collaboration
4. Project site/development plan

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. Please note, all funding applications are public record.

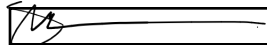
Questions

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on affordable housing funding, please contact Lily Frey at 509 962-7270 or freyl@ci.ellensburg.wa.us.

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City funding or property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City's local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City funding or property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of funding award the funds will revert back to the City's affordable housing program for reallocation.



03 / 31 / 2025

Signature of Authorized Applicant Representative

Date

Susan Grindle

CEO

Name of Authorized Applicant Representative (Please Print or Type)

Title (Please Print or Type)

1. PROJECT DESCRIPTION AND ELIGIBILITY

A. Project Name:

Agency Name:

Contact Person

Mailing Address:

City, State, Zip:

Phone:

Email:

Federal Tax ID:

Unified Business Identifier (UBI):

Pearl Street Affordable Housing

HopeSource

Bill Hinkle

606 W. 3rd Ave.

Ellensburg, WA 98926

509-925-1448

contracts@hopesource.us

91-0814544

600-263-085

B. Project Location

Primary Street Address:

City, State, Zip

Tax Parcel ID#:

211 S. Pearl St.

Ellensburg, WA 98926

927133

C. Project Activity (check all that apply)

- | | | |
|---|---|---|
| ☒ Acquisition | ☐ Demolition/Redevelopment | ☐ New Construction |
| ☐ Adaptive Reuse | ☐ Rehabilitation | ☐ Other |

If you checked Other above, please explain:

D. Type of organization or company

- | | |
|--|--|
| ☒ Nonprofit organization 501(c)(3) | ☐ Public organization |
| ☐ For profit organization | ☐ Other: <input type="text"/> |

E. Has this organization/developer previously received funding from the City of Ellensburg?

☒ Yes ☐ No If yes, please indicate funding source

F. City Assistance Request. Please indicate City sales tax funding request and/or property contribution parcel number. *If you are not applying for sales tax funding or property contribution, please indicate N/A.*

Sales tax funding request: \$ Total project budget: \$

City property contribution:
(Parcel Number)

G. Project Summary. Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project's overall purpose, scope, and intent. (300 words or less)

This project focuses on purchasing an 8-unit property under development at 211 S. Pearl St. in Ellensburg, Washington. The site will feature four two-story duplexes consisting of two one-bedroom and six studio apartments. In-unit washers and dryers are included in each apartment, and private on-site storage units are provided to tenants. Resident income will not exceed 60% AMI, with availability to serve between 30% and 50% AMI.

Overall, this project intends to alleviate cost-burdened households, especially those within vulnerable populations, stimulate the local housing inventory, and increase vacancy rates, all while promoting quality of life for residents and creating a more inclusive and supportive neighborhood environment. Priority populations to be served at this property could include seniors, individuals at risk of homelessness, those experiencing behavioral or mental health challenges, and those seeking to escape domestic violence.

H. Populations to be served. Please select the primary target population and household income for each unit or group of units requested to be funded by City sales tax and/or to be developed on a City-owned property. If a unit has the potential to be targeted to more than one population group listed, please select "multiple population groups" and describe in the notes field provided below.

PLEASE NOTE: Development proposals that serve households earning greater than 60% of AMI and no identified population group are only eligible for City assistance in the form of city-owned property contributions.

% of Area Median Income	Population group	Qty.	Unit type	Tenant monthly rent/mortgage
60%	Multiple population groups	6	Studio	\$886
60%	Multiple population groups	2	1 Bedroom	\$960
80% Above 80%	Multiple population groups None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Multiple population groups None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Multiple population groups None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Multiple population groups None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Multiple population groups None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Multiple population groups None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Multiple population groups None identified		3 Bedroom 4+ Bedroom	
Total		8		

If applicable, multiple population group notes

This project will serve multiple vulnerable population groups. Regardless of the specific populations served, all residents' income will not exceed 60% AMI. The individuals targeted include seniors, those at risk of homelessness, individuals experiencing behavioral or mental health challenges, and survivors of domestic violence. These groups have been prioritized due to their heightened vulnerability and the critical need for supportive, affordable housing options in the region.

I. Summary of all housing units. Please include ALL housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income. Projects proposed for City funding must serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

If applicant is applying for City funding for a mixed-income development the funding request must be proportional to the number of units that will serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%						
40%						
50%						
60%	6	2				8
70%*						
80%*						
Above 80%**						
Total						
# of ADA Compliant Units	0	0				0
Average Square feet	412	575				

*Not eligible for City funding.

**Not eligible for City-owned property contribution or City funding.

2. COMMUNITY IMPACT

A. Community impacts. The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- | | |
|--|--|
| ☒ Within ½ mile of public transit stop | ☒ Within ½ mile of senior center |
| ☐ Within ½ mile of park or recreation area | ☒ Within ½ mile of grocery store with fresh food |
| ☒ Within ½ mile of public school | ☒ Within ½ mile of medical services |
| ☐ Other <input type="text"/> | |

B. Housing needs and financial stability. Please describe how this project will address housing needs in Ellensburg including opportunities for beneficiaries to build financial stability. (200 words or less)

This project will increase the availability of affordable housing in Ellensburg for extremely low and very low-income households, addressing the city's need to add an average of 333 units per year through 2035 to accommodate population growth. By providing stable, affordable housing, the project creates a foundation for residents to focus on achieving long-term stability.

Residents can receive specific and inclusive support, including care management, transportation services, and other services focused on stabilization and positive advancement. This project is driven by HopeSource's mission to move people to self-sufficiency by providing access to housing, employment, education, economic development, and vital services. HopeSource's reputable wraparound services, tailored to meet the needs of those who access them, will support residents.

C. Sense of place and community. Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community. (100 words or less)

Located near the downtown Ellensburg core, this project offers proximity to various community amenities, including grocery stores, banks, gas stations, medical and urgent care, the library, city parks, and locally owned businesses. The Kittitas County Connector and Central Transit bus stops are within a mile of the site, providing vital access to the community's commercial, retail, social, and support services.

D. Other community impacts. Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. (200 words or less)

By offering affordable housing options to these priority populations, this project intends to foster a sense of community and reduce social isolation; promote healthier living by ensuring access to necessary services; stimulate the local economy through increased spending available from households that are no longer cost-burdened; and reduce the risk of homelessness among these vulnerable populations who are at a higher risk of displacement. This leads to more stability and security overall, contributing to the vitality and sustainability of the greater Ellensburg community.

3. RETENTION OF AFFORDABILITY

A. Please indicate how this project will help to retain affordable housing units in the community. Please note a *minimum* 20-year period of affordability will be required for any housing projects receiving City funding or *minimum* 40-year period of affordability for property contribution. (200 words or less)

HopeSource owns and manages over 1,100 units of homeless and affordable housing. All projects have maintained their affordability over the years, are fully funded, and have sufficient operating reserves to support the structures and serve the populations as intended. HopeSource has developed many projects, including extended affordability periods of up to 50 years. HopeSource will ensure affordability retention for at least 25 years for this project.

B. Describe how you plan to monitor and report on affordability requirements. (200 words or less)

HopeSource cooperates with funders on annual reviews of eligibility and compliance. This includes file reviews by auditors and site visits by third-party asset managers. HopeSource has never had any significant findings regarding residents' eligibility or deficiencies in property maintenance.

4. PROPERTY MANAGEMENT AND DEVELOPMENT

A. Architect (if known)

Firm Name

Contact Person and Title

Phone

Email

B. General Contractor (if known)

Firm Name

Contact Person and Title

Phone

Email

C. Property Management Firm (as applicable)

Firm Name

Contact Person and Title

Phone

Email

5. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

A. Project Applicant/Developer Experience. For completed projects, list only projects completed in the last five years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed							
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Placed in service date	Type of financing
Multifamily Single family	Rehabilitation Acquisition	Owner	Ellensburg, WA	19	2023	2023	Legislative Appropriation
Multifamily Single family	New construction Rehabilitation Acquisition	Developer/Owner	Yakima, WA	256	2023	2023	LIHTC/HTF/Permanent Loan
Multifamily Single family	Rehabilitation Acquisition	Developer/Owner	Scattered Site	190	2022	2023	USDA/LIHTC/HTF
Multifamily Single family	New construction Rehabilitation Acquisition	Developer/Owner	Ellensburg, WA	54	2021	2022	HOME/LIHTC
Multifamily Single family	Rehabilitation Acquisition	Owner	Ellensburg, WA	18	2021	2021	Kittitas County Commercial Lo

Project Pipeline						
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Type of financing
Multifamily Single family	New construction Rehabilitation Acquisition	Developer/Owner	Cle Elum, WA	48	2023	HTF/LIHTC/Commercial Loan/Kittitas County
Multifamily Single family	New construction Rehabilitation Acquisition	Developer/Owner	Ellensburg, WA	12	2024	CPF
Multifamily Single family	New construction Rehabilitation Acquisition	Developer/Owner	Ellensburg, WA	167	2024	LIHTC

B. Project Property Management Firm Experience. Please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Population Served	Effective date of management contract	End date (current if still managing)
Polaris	Cle Elum, WA	14	Homeless/Low-income	01/01/210	N/A
Evergreen	Cle Elum, WA	5	Low-income	04/08/2014	N/A
Pine Place	Ellensburg, WA	19	50%AMI, Homeless youth	02/01/2023	N/A

6. LEVERAGE AND COLLABORATION

A. Financing Sources. Please complete all information applicable to your project. Include all financing term assumptions even if they are funder's standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
HopeSource	Applicant Bank City funds City property	\$204,400	\$204,400	N/A	N/A	N/A	N/A	N/A
Kittitas County	City funds City property County State	\$250,000	\$0	3/28/2025	6/1/2025	Grant	N/A	N/A
City of Ellensburg	Applicant Bank City funds City property	\$1,200,000	\$0	3/28/2025	6/1/2025	Grant	N/A	N/A
	State Federal Fannie/Freddy/Sallie Private investor							
TOTAL		1,654,400						
CITY FUNDS REQUESTED		1,200,000						

B. Please describe how the City funds/property contribution requested will be leveraged. What other funds are expected, how will the city funds/property contribution be used to leverage other funds?

A combination of potential funding sources will support this project. HopeSource will contribute its current property on Pearl Street, valued at \$200,000, and additional associated costs. HopeSource is seeking \$250,000 from affordable housing funds available through Kittitas County. HopeSource continues to seek appropriate funding for all aspects of the project.

C. Please describe active partnerships, collaboration and/or in-kind contributions and/or volunteers/pro-bono services that support project development. Examples might include membership on advisory groups, in-kind, volunteer time or financial contributions, sharing data or best practices, and/or soliciting input from community partners. Please focus your narrative on contributions to the proposed project, not for the agency in general.

HopeSource's key partners are pivotal in offering sustainable, affordable housing options throughout a multi-county service area. While not all of these partners have directly collaborated on the project at this stage of development, they actively support HopeSource's endeavor to provide continued affordable housing stock to vulnerable populations. This diversified network of partners strengthens this project's foundation and enhances the impact of services on the community. Community resources already actively in place and with a strong history of HopeSource collaboration include the Housing Authority, offering housing vouchers for qualified households; Central Washington Healthcare with mental health supportive housing; WorkSource with employment specialists and resources; DSHS-SNAP with temporary financial benefits that provide security as clients construct their safety net; the Social Security SOAR program that assists in moving from disability to ability; Central Washington Disability Resources and Elmview who offer training and disability support; FISH who offers food and social support; and Aging and Long-Term Care and Medicaid to serve seniors by providing medical, social, and community services and appointments.

7. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed. For each new task you enter in this form, also enter the appropriate category in the “Category” column. For tasks that require additional details, please enter the details only in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option	9/1/25	
Site Control	Closing	9/1/25	
Feasibility/Due Diligence	SEPA	N/A	
Financing	Appraisal	N/A	
Financing	Financial underwriting	N/A	
Financing	Application(s) for other funding source(s)	1/24/25	Application for County funds.
Design/Permitting	Preliminary drawings completed	1/26/24	
Design/Permitting	Site plan approval	1/26/24	
Design/Permitting	Building/civil permit submitted	1/26/24	
Design/Permitting	Building/civil permits issued	10/18/24	
Design/Permitting	Other agency permits issued	N/A	
Construction	Selection of general contractor	1/26/24	
Construction	Begin construction	10/18/24	
Construction	Issued certificate of occupancy	9/1/25	
Occupancy	Selection of management firm	N/A	
Occupancy	Begin leasing	9/1/25	Full occupancy expected by 10/31/25

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

	\$ amount	% of total project cost	City funds	Applicant funds	Bank funds	Other funds
Cost Category						
Acquisition Costs (existing structures, land, closing costs, etc.)	\$1,650,000	99.73%	\$1,200,000	\$200,000	N/A	\$250,000
Construction Costs (demo, new, rehab, overhead/profit, site work, infrastructure costs, etc.)	N/A	N/A	N/A	N/A	N/A	N/A
Soft Costs (appraisal, legal, tech. experts, enviro. studies, project management, other consultant)	\$4,400	0.27%	N/A	\$4,400	N/A	N/A
Other Development Costs (permits, utility hook-ups, etc.)	N/A	N/A	N/A	N/A	N/A	N/A
Financing Costs (loans, legal fees, etc.)	N/A	N/A	N/A	N/A	N/A	N/A
Operational or Reserve Costs	N/A	N/A	N/A	N/A	N/A	N/A
Total Project Cost	\$1,654,400	100%	\$1,200,000	\$204,400	N/A	\$250,000

C. Budget Narrative. As necessary, include budget narrative to support and/or supplement the information included in the budget tables above (100 words or less)

The requested \$1,200,000 will support the purchase of this project's property to be used as affordable housing stock. Applicant funds include property contribution valued at \$200,000 and soft costs associated with the acquisition process.

8. ATTACHMENTS TO APPLICATION

- ☒ Documentation of site control (not necessary if project proposal is limited to city-owned property)
- ☒ Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
- ☒ Documentation to support collaboration
- ☒ Project site/development plan

REAL ESTATE PURCHASE AND SALE AGREEMENT

28th THIS REAL ESTATE PURCHASE AND SALE AGREEMENT is made and entered into this day of March, 2025, by and between Evergreen Village, LLC, a limited liability company, (hereinafter "Seller") and HopeSource, a Washington nonprofit corporation (hereinafter "Purchaser").

A. WHEREAS, Seller is the owner of that certain real property located in Kittitas County at 211 S Pearl St, Ellensburg, Washington and legally described as follows:

Lot 7 and the South 10 Feet of Lot 8, Block 31, MURRAY ADDITION TO THE CITY OF ELLENSBURG, in the County of Kittitas, State of Washington, as per plat thereof recorded in Book 1 of Plats, page 15, records of said County.

Assessor's Property Tax Parcel/Account Number(s): 927133

A COMPLETE LEGAL DESCRIPTION WILL BE PROVIDED PRIOR TO CLOSING

Commonly referred to as Kittitas County Tax Parcel No. 927133 (hereinafter referred to as the "Property").

B. WHEREAS Seller desires to sell and Purchaser desires to purchase the Property all as is hereinafter set forth;

NOW, THEREFORE, in consideration of the foregoing, payment of the purchase price and the mutual covenants hereinafter set forth, the parties hereby agree as follows:

1. Purchase Price: Seller agrees to sell and Purchaser agrees to purchase the Property for a total purchase price of One Million Five Hundred Thousand and no/100 dollars (\$1,500,000.00), One Million Three Hundred Thousand (\$1,300,000.00) of which will be paid in cash in closing. The remainder of the purchase price will be satisfied by the transfer of the real property located at 205 S Pearl Street, Ellensburg, WA 98926 to the Seller, at a value of Two Hundred Thousand and no/100 (\$200,000.00), legally described as follows:

Lot 10, Block 31, MURRAY'S ADDITION TO THE CITY OF ELLENSBURG, as per plat thereof recorded in Volume 1 of Plats, page 15, records of Kittitas County, State of Washington.

2. Earnest Money: Purchaser hereby deposits, and receipt is hereby acknowledged of \$500.00 paid or delivered as earnest money in part payment of the purchase price for the aforescribed real estate, to be delivered within a week of mutual acceptance of this agreement. All of the Earnest Money is applicable to the Purchase Price at Closing. Earnest Money and this Agreement shall be held by AmeriTitle for the benefit of the parties hereto.

3. Contingencies: Purchaser's obligations to purchase the Property is specifically subject to and contingent upon the following terms and conditions:

3.1. Grant Contingency. This Agreement is contingent upon Purchaser obtaining grants for the entire cash portion of the purchase price. The application for and acceptance of said grants shall be at Purchaser's sole discretion. If all such funds are not available to the Purchaser within five (5) days of the Closing Date, the Purchaser may, at Purchaser's sole discretion, give written notice of that fact to Seller. In this event, the Closing Agent shall immediately return all Earnest Money to the

INITIALS:
Purchaser: /Date: 3-28-25
Purchaser: /Date:
Seller: MS /Date: 3/28
Seller: /Date:

John P. Winbauer
Lathrop, Winbauer, Harrel & Slothower L.L.P.
Attorneys at Law
PO Box 1088/415 East Mountain View Avenue, Suite 302
Ellensburg, WA 98926
Tel (509) 925-6916

Purchaser and this Agreement shall terminate.

3.2. Inspection Contingency. This Agreement is contingent upon the finished construction, with occupancy permits issued, on the property of four (4) two-story duplexes with a total of eight (8) units. Seller agrees to permit inspections required by Purchaser, including but not limited to structural, pest, heating, plumbing, roof, electrical, septic, construction materials selections and fit and finish. Seller is not obligated to pay for such inspections unless otherwise agreed.

3.2.1. This Agreement is conditioned on Purchaser's subjective satisfaction with inspections of the Property and the improvements on the Property. The Purchaser's inspections may include, at Purchaser's option and without limitation, the structural, mechanical and general condition of the improvements to the Property, compliance with building and zoning codes, an inspection of the Property for hazardous materials, a pest inspection, and a soils/stability inspection.

3.3. Purchaser's Obligations. All inspections are to be (a) ordered by Purchaser, (b) performed by inspectors of Purchaser's choice, and (c) completed at Purchaser's expense. Purchaser shall not alter the Property or any improvements on the Property without first obtaining Seller's permission. Purchaser is solely responsible for interviewing and selecting all inspectors. Purchaser shall restore the Property and all improvements on the Property to the same condition they were in prior to the inspection. Purchaser shall be responsible for all damages resulting from any inspection of the Property performed on Purchaser's behalf.

3.4. PURCHASER'S NOTICE. This inspection contingency SHALL CONCLUSIVELY BE DEEMED WAIVED unless within thirty (30) days after written notification by Seller to Purchaser that the improvements are completed and occupancy permits issued (the "Initial Inspection Period"), Purchaser gives notice (1) approving the inspection and waiving this contingency; (2) disapproving the inspection and terminating the Agreement; (3) that Purchaser will conduct additional inspections; or (4) proposing repairs to the property or modifications to the Agreement. If Purchaser disapproves the inspection and terminates the Agreement, the Earnest Money shall be refunded to Purchaser. If Purchaser proposes repairs to the property or modifications to the Agreement, including adjustments to the purchase price or credits for repairs to be performed after Closing, the parties shall negotiate as set forth in paragraph 3.6 below.

ATTENTION PURCHASER: If Purchaser fails to give timely notice, then this inspection contingency shall be deemed waived and Seller shall not be obligated to make any repairs or modifications.

3.5. Additional Inspections. Purchaser may obtain further evaluation of any item by a specialist at Purchaser's option and expense if, on or before the end of the Initial Inspection Period, Purchaser provides Seller written notice that Purchaser will seek additional inspections. If Purchaser gives timely notice of additional inspections, Purchaser shall have ten (10) days after giving the notice to obtain the additional inspection(s).

3.6. Purchaser's Requests for Repairs or Modifications. If Purchaser requests repairs or modifications under paragraph 3.3 above, the parties shall negotiate as set forth in this paragraph 3.6. All requests, responses, and replies made in accordance with the following procedures are irrevocable for the time period provided

3.6.1. Seller's Response to Request for Repairs or Modifications. Seller shall have 3 days after receipt of Purchaser's request for repairs or modifications to give notice that Seller agrees to the repairs or modifications proposed by Purchaser; (b) agrees to some of the repairs or modifications

Page 2 of 8

INITIALS: 
Purchaser: _____ /Date: 3-28-25 Seller: MS /Date: 3/28
Purchaser: _____ /Date: _____ Seller: _____ /Date: _____

proposed by Purchaser; (c) rejects all repairs or modifications proposed by Purchaser; or (d) offers different or additional repairs or modifications. If Seller agrees to the terms of Purchaser's request for repairs or modifications, this contingency shall be satisfied and Purchaser's Reply shall not be necessary. If Seller does not agree to all of Purchaser's repairs or modifications, Purchaser shall have an opportunity to reply, as follows:

3.6.2. Purchaser's Reply. If Seller does not agree to all of the repairs or modifications proposed by Purchaser, Purchaser shall have 3 days from either the day Purchaser receives Seller's response or, if Seller fails to respond, the day Seller's response period ends, whichever is earlier, to (a) accept the Seller's response at which time this contingency shall be satisfied; (b) agree with the Seller on other remedies; or (c) disapprove the inspection and terminate the Agreement, in which event, the Earnest Money shall be refunded to Purchaser.

ATTENTION PURCHASER: These time periods for negotiating repairs or modifications shall not repeat. The parties must either reach a written agreement or Purchaser must terminate this Agreement by the Purchaser's Reply deadline set forth above. Purchaser's inaction during Purchaser's reply period shall result in waiver of this inspection condition, in which case Seller shall not be obligated to make any repairs or modifications whatsoever AND THIS CONTINGENCY SHALL BE DEEMED WAIVED.

3.7. Repairs. If Seller agrees to make the repairs proposed by Purchaser, then repairs shall be accomplished at Seller's expense in a commercially reasonable manner and in accordance with all applicable laws no fewer than 3 days prior to the Closing Date. In the case of hazardous materials, "repair" means removal or treatment (including but not limited to removal or, at Seller's option, decommissioning of any oil storage tanks) of the hazardous material at Seller's expense as recommended by and under the direction of a professional selected by Seller. Seller's repairs are subject to re-inspection and approval, prior to Closing, by the inspector who recommended the repair, if Purchaser elects to order and pay for such re-inspection. If Purchaser agrees to pay for any repairs prior to Closing, the parties are advised to seek the counsel of an attorney to review the terms of that agreement.

3.8. Oil Storage Tanks. Any inspection regarding oil storage tanks or contamination from such tanks shall be limited solely to determining the presence or non-presence of oil storage tanks on the Property, unless otherwise agreed in writing by Purchaser and Seller.

3.9. Unless otherwise provided in this Agreement, all contingencies and conditions require notice in writing of acceptance, non-acceptance, or waiver within the time limits specified in this Agreement. When a parties' failure to provide effective notice of acceptance, non-acceptance, or waiver causes this Agreement to be terminable by the other party, said termination shall be effective five (5) business days after notice by the terminating party to the other party of the intent to terminate. Nothing in this paragraph shall expand or alter a parties' right to terminate or the other party's remedies for wrongful termination or failure to close.

4. Title:

4.1. Title Insurance: Title insurance shall be issued by AmeriTitle. Purchaser shall pay the cost of Standard Form Title Insurance. Within five (5) days of the Effective Date of this Agreement, Seller shall arrange for the Closing Agent at Purchaser's expense, to apply for a preliminary commitment ("Commitment") for an ALTA form Owner's Policy for title insurance ("Policy") with inflation protection, endorsements, if available at no additional charge, to be issued by the above title company. Purchaser shall pay title insurance and cancellation fees.

Page 3 of 8

INITIALS: 
Purchaser: _____ /Date: 3-28-25 Seller: MS /Date: 3/28
Purchaser: _____ /Date: _____ Seller: _____ /Date: _____

4.2. Extended Title Insurance: Seller's title to the Property is to be free and clear of all liens, encumbrances or defects except for those reservations, restrictions, covenants, easements, and rights of way apparent and/or of record which are acceptable to Purchaser. Rights reserved in federal patents or state deeds, building or use restrictions general to the district, existing easements not inconsistent with Purchaser's intended use, and building or zoning regulations or provisions, shall not be deemed encumbrances or defects. Encumbrances to be discharged by Seller may be paid out of purchase money at date of closing. If title cannot be made so insurable by Closing, and if Purchaser does not elect to waive any exceptions to the coverage which are not consistent with this subparagraph, this Agreement shall terminate and Purchaser's earnest money shall be refunded, at Purchaser's option.

4.3. Title Insurance Exceptions/Exclusions: Seller's title to the Property is to be free and clear of all liens, encumbrances or defects except for those reservations, restrictions, covenants, easements, and rights of way apparent and/or of record which are acceptable to Purchaser. Rights reserved in federal patents or state deeds, building or use restrictions general to the district, existing easements not inconsistent with Purchaser's intended use, and building or zoning regulations or provisions, shall not be deemed encumbrances or defects. The sewer line issues detailed in Paragraph 3.2 shall not be deemed encumbrances or defects. Encumbrances to be discharged by Seller may be paid out of purchase money at date of closing. If title cannot be made so insurable by Closing, and if Purchaser does not elect to waive any exceptions to the coverage which are not consistent with this subparagraph, this Agreement shall terminate and Purchaser's earnest money shall be refunded, at Purchaser's option.

5. Default:

5.1. Purchaser Default: In the event Purchaser fails, without legal excuse, to complete the purchase of the Property, then the Earnest Money shall be forfeited to the Seller as the sole and exclusive remedy available to Seller for such failure on the part of the Purchaser to close the purchase of the Property or otherwise fail to complete the purchase of the Property.

Purchaser Initials: MS

5.2. Seller Default: In the event Seller fails, without legal excuse, to complete the purchase of the Property, then the refundable Earnest Money shall be refunded to the Purchaser as the sole and exclusive remedy available to Purchaser for such failure on the part of the Seller to close the sale of the Property or otherwise fail to complete the sale of the Property.

Seller Initials: MS

6. Closing:

6.1. Date of Closing: For purposes of this Agreement, "date of closing" shall be construed as the date upon which all appropriate documents are recorded and proceeds of this sale are available for disbursement to Seller. Funds held in reserve accounts pursuant to escrow instructions shall be deemed, for purposes of this definition, as available for disbursement to Seller.

6.2. Place and Time of Closing: The sale shall be closed in the offices of AmeriTitle (hereinafter the "Closing Agent"), within fourteen (14) days after completion of financing, if financing is called for herein, but in any event not later than the **1st day of September 2025, which shall be the Termination Date.**

Page 4 of 8

INITIALS: MS
Purchaser: MS /Date: 3-28-25 Seller: MS /Date: 3/28
Purchaser: _____ /Date: _____ Seller: _____ /Date: _____

6.3. Prorations at Closing: All taxes for the current year, rents, insurance, interest, mortgage reserves, water and other utilities constitutes liens (and other such amounts) shall be prorated as of the date of closing. Irrigation assessments, if any, shall be prorated on the basis of a 30-day month, 183 day irrigation season (April 15 to October 15). Any tenant security deposits shall be transferred by Sellers to Purchasers outside of closing.

6.4. Obligations of Purchaser and Seller at Closing: Purchaser and Seller shall deposit with the Closing Agent all instruments, documents, and monies necessary to transfer the Property from Seller to Purchaser and close the sale in accordance with this Agreement.

6.5. Payment of Closing Costs:

<u>PURCHASER</u>	<u>COST OR EXPENSE</u>	<u>SELLER</u>
	Seller's attorney's fees, if any	X
X	Purchaser's attorney's fees, if any	
	Premium due for Standard Policy of Title Insurance	X
X	Premium due for Extended Policy of Title Insurance	
X	Survey, if required in order to obtain extended coverage	
	Real Estate Excise Tax	X
	Recording fees to clear / un-encumber title	X
X	Recording fees for deed	
½	Title Company closing or escrow charges	½
½	Document Prep Fees	½

7. Form of Conveyance: Seller shall convey the Property to Purchaser by Statutory Warranty Deed free of encumbrances or defects except those otherwise noted herein.

8. Possession: Seller shall deliver possession of the Property to Purchaser at closing. Possession shall be deemed given when Seller has vacated the premises and delivered keys to Purchaser.

9. Condition of Property: Purchaser offers to purchase the Property in its present condition on the terms noted. Seller hereby warrants that to the best of their knowledge the premises described herein and the improvements thereon do not materially violate the applicable building or zoning regulations and that the company and its principals are unaware of any material defect in the premises or improvements thereon.

10. Residential Property. The Seller shall provide Purchaser with a completed *Real Property Transfer Disclosure Statement* within five (5) days of the Effective Date of this Agreement. Purchaser shall then have three (3) days from the receipt thereof to rescind this offer to purchase by delivering a separate, signed, written statement of rescission to the Seller by 5:00 p.m. of the third business day following receipt of said disclosure statement. If the Purchaser chooses to close despite the disclosure statement, then the Purchaser is considered to have approved and accepted the disclosure statement.

11. Improvements: All attached floor coverings, attached television antenna, window screens, screen doors, storm windows, storm doors, plumbing and lighting fixtures (except floor, standing, and swag lamps), shades, blinds, curtain rods, attached bathroom fixtures, trees, plants, shrubbery, water heating apparatus and fixtures, awnings, ventilating, cooling and heating systems, and built in and "drop in" ranges (but excepting all other ranges) that are now on the premises shall be included in the sale unless otherwise

Page 5 of 8

INITIALS: 
Purchaser: _____ /Date: 3-28-25 Seller: MS /Date: 3/28
Purchaser: _____ /Date: _____ Seller: _____ /Date: _____

provided herein. The following appliances or personal property that are now on the premises are not a part of this sale: None.

12. Risk of Loss: If prior to closing, the improvements on the Property or the Property shall be destroyed or materially damaged by fire or other casualty, Purchaser may terminate this Agreement and this Agreement shall then become null and void. In the event Purchaser terminates this Agreement under this paragraph, the earnest money shall be refunded to Purchaser.

13. Attorney Fees: If either party to this Agreement is required to retain an attorney to enforce any provision of this Agreement, whether or not a legal proceeding is commenced, the substantially prevailing party shall be entitled to reasonable attorneys' fees and costs of suit, including, but not limited to filing fees, service fees, deposition costs and any expert witness costs regardless of whether at trial, on appeal, in any bankruptcy proceeding, arbitration matter, with or without resort to suit.

14. Governing Law and Venue: This Agreement shall be interpreted, construed and enforced according to the laws of the State of Washington. Venue of any lawsuit arising out of this Agreement shall be in Kittitas County, Washington.

15. Notices: Subject to the requirements of any applicable statute, any notices required or permitted by law or under this Agreement shall be in writing and shall be (i) personally delivered, (ii) sent by first class certified or registered mail, return receipt requested, with postage prepaid, or (iii) dispatched by email or facsimile transmission (accompanied with reasonable evidence of receipt of transmission and with a confirmation copy mailed no later than the date after transmission) to the parties' addresses set forth herein. Either party may change such address for notice. All notices which are so addressed and paid for shall be deemed effective when personally delivered, or, if mailed, on the earlier of receipt of three (3) days after deposit thereof in the U. S. mail.

16. Time of Performance: Time is of the essence of this Agreement and of all acts required to be done and performed by the parties hereto, including, but not limited to, the proper tender of each of the sums required by the terms hereof to be paid.

17. Section Headings: The word or words appearing at the commencement of sections and subsections of this Agreement are included only as a guide to the contents thereof and are not to be considered as controlling, enlarging or restricting the language or meaning of those sections or subsections.

18. Invalidity: In the event any portion of this Agreement should be held to be invalid by any court of competent jurisdiction, such holding shall not affect the remaining provisions hereof unless the court's ruling includes a determination that the principal purpose and intent of this Agreement are thereby defeated.

19. Legal Relationships: The parties to this Agreement execute the same solely as a seller and a purchaser. No partnership, joint venture, or joint undertaking shall be construed from these presents and except as herein specifically provided neither party shall have the right to make any representation for, act on behalf of, or be liable for the debts of the other. All terms, covenants and conditions to be observed and performed by either of the parties hereto shall be joint and several if entered into by more than one person on behalf of such party, and a default by any one or more of such persons shall be deemed a default on the part of the party with whom said person or persons are identified. No third party is intended to be benefited by this Agreement. Any married person executing this Agreement hereby pledges his or her separate property and such person's and his or her spouse's marital communities in satisfaction hereof.

Page 6 of 8

INITIALS:  /Date: 5-28-25
Purchaser: _____ /Date: _____ Seller: MS /Date: 3/28
Purchaser: _____ /Date: _____ Seller: _____ /Date: _____

20. Assignment; Successors: Neither the Purchaser nor the Seller may sell, transfer, assign, pledge or encumber its interest in this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld. A purported sale, transfer, assignment, pledge or encumbrance shall be null and void and of no force or effect. Subject to the restrictions contained herein, the rights and obligations of the Seller and Purchaser shall inure to the benefit of and be binding upon their respective estates, heirs, executors, administrators, successors, successor-in-trust, and assigns.

21. Entire Agreement: All understandings and agreements, written and verbal, previously existing between the parties, if any, are merged into this Agreement which alone fully and completely expresses agreement of the parties, and the same is entered into after full investigation, neither party relying upon any statement or representation made by the other not embodied herein. This Agreement may be modified only by a written amendment executed by all parties.

22. Interpretation: This Agreement has been reviewed by both parties and each party has had the opportunity to consult with independent counsel with respect to the terms hereof and has done so to the extent that such party desired. No stricter construction or interpretation of the terms hereof shall be applied against either party as the drafter hereof.

23. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original instrument. All such counterparts together shall constitute a fully executed Agreement.

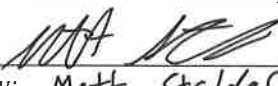
24. Amendment: This Agreement may not be modified or amended except by the written agreement of the parties.

25. Effective Date: When used in this Agreement, the term "Effective Date" is the date the last party to execute this Agreement executes it as disclosed by the respective date appearing below each party's signature. Each party authorizes the endorsement of such date for administrative reference in the space provided in the Agreement's heading.

26. Representation: Seller agrees that John P. Winbauer and Lathrop, Winbauer, Harrel and Slothower, LLP represents the interests of the Purchaser ONLY in this transaction and has not offered or given any legal advice or legal representation whatsoever to Seller regarding this transaction. .

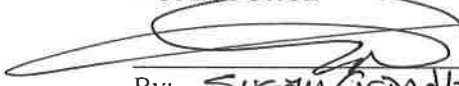
IN WITNESS WHEREOF the parties have signed and delivered this Agreement as of the day and year first above written.

SELLER:
EVERGREEN VILLAGE, LLC


By: Matt Stalder
It's: partner

DATE: 3/28, 2025

PURCHASER:
HOPESOURCE


By: Susan Grindle
It's: CEO

DATE: March 28, 2025

INITIALS:  /Date: 3-28-25 Seller: MS /Date: 3/28
Purchaser: _____ /Date: _____ Seller: _____ /Date: _____

ADDRESS:

2000 E Quartz Mountain Dr
Ellensburg, WA 98926

Phone: 509-929-4820

Other: _____

Email: staldernwa@gmail.com

ADDRESS:

606 W 3rd Ave
Ellensburg, WA 98926

Phone: _____

Other: _____

Email: _____

Page 8 of 8

INITIALS:

Purchaser: 

/Date: 3-28-25

Purchaser: _____

/Date: _____

Seller: MS

/Date: 3/28

Seller: _____

/Date: _____

Reviewed for
building code
compliance

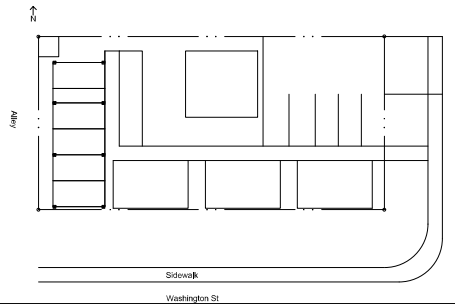
City of Ellensburg

Chuck Doan
6/27/2024

RECEIVED 5/17/24
COMMUNITY DEVELOPMENT
B24-022

Applicable ECC

- 15.300.040(C)-Multifamily in RM Zone
- 15.320.030-Street Frontage Setbacks: Property Line to Sidewalk (15.320.100(B))
 - Carport Alley Setback 5'
 - North Side Yard Setback 5'
- 15.320.030-Building Height <35'
- 15.510.080(C)-Walks to Entries off Sidewalk
 - (D)-Entries Covered
 - (E)-18% Transparent Facade
 - (F)- Landscape Street Standard in ROW on frontages
 - (G)-33% Frontage Occupied by Driveway, Parking to have Visual Fence and Setback Landscaping to Break Up View
- 15.520.030- 372 sq ft of Open Space Required-160 sq ft of Private Decks+ 225 sq ft of Qualifying Landscaped Open Space
- 15.550.040-1.5 Spaces/1-Bed x 2 = 3 Required
 - 1.2 Spaces/Studio x 6 = 7 Required
 - 10 Required, 10 Provided
- 15.520.040- Multiple Access Paths on Each Street Frontage
- 15.520.050-Parking Access off Pearl St and Alley
- 15.520.060-Refuse Service to have Landscape Buffer/Fencing Around
- 15.520.070-Landscaping will be Used in ROW setback, all over 15'
- 15.520.080-Landscaping will Enhance Pedestrian Streetscape, Sidewalk and Corner Radius will need to be Improved to ADA and Public Works Specs
- 15.520.070(B)(1)(a)-5' Wide Planter Strip with Type C Landscaping along Pearl St
- 15.520.070(B)(1)(d)-5' Wide Planter Strip with Type D Landscaping with rebuilt 6-8' Fence Continuous along Northern Property Line, Allowable Break in Landscaping for Vehicular Access
- 15.530.030(D)(1)-For Buildings Visible from Street, Repetitive Window Pattern
 - (2)-Modulation With Building Material, Exterior Decks, Columns
 - (3)- Roof line Modulation, Broken up Intervals



IRC Prescriptive Code Path

Const. Type: VA

Occupancy: R-3

Total Building Area: 3,889 ft²

Seismic Category: C

Floor: Live Load 40 PSF- Dead Load 25 PSF

Roof: Live Load 50 PSF- Dead Load 25 PSF

Deck: Live Load 40 PSF- Dead Load 20 PSF

Foundation

R401.4.1-Assumed Undisturbed Ground at 1,500 PSF

Bearing Capacity

R403.1(1)-Footing Dimensions

R608-Foundation Wall

R403.1.6-Sill Plate Connection To Concrete

R506.1- 4" Floor Slab

R317.1- Pressure Treated Plates Used on Concrete

Framing

R602.3(5)- All Stud Spacing at 16" OC

Lumber Used in Accordance with R602

Table R602.3(1)- Wall Shear Nailing in Accordance w/ Line

30 & 36

Table R602.10.4-WSP,GB Sheathing

R602.10.5-All Wall Panels to be 48" Placed Vertically

R806.1-Ventilation Calculated

R807.1-Attic Access Given

Mechanical

Ventilation Specs Given

Life Safety

R302.3.1-Floor Ceiling Assembly 1 hr Rated, 1st Floor

Walls 1 hr Rated

R310-R310.2.5-Operational Egress Windows Shall be 5'x4'

Sliders,

10 sq ft clear opening, 37" from Floor to Sill

R311.7.5-Treads shall be min. 10" and 7.75" Max Riser

R312.1-Pickets at 4" Spacing Creating Guard Rail

R314.3.4-Interconnected Smoke Detectors Supplied

IFC304-Dumpster with Lid Shall be Greater than 5' from Building

TABLE OF CONTENTS:

C-Cover

A0-Site Plan

A1-Studio Duplex Plan

A2-1-Bed Duplex Plan

A3-Storage Units Plan

A4-Duplex Cross Sections

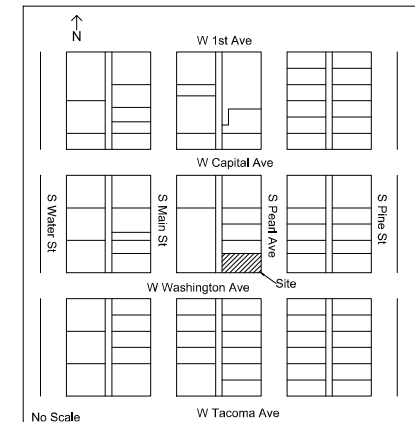
A5-Duplex Elevations

A6-Carport Design

A7-Mechanical/ Schedules

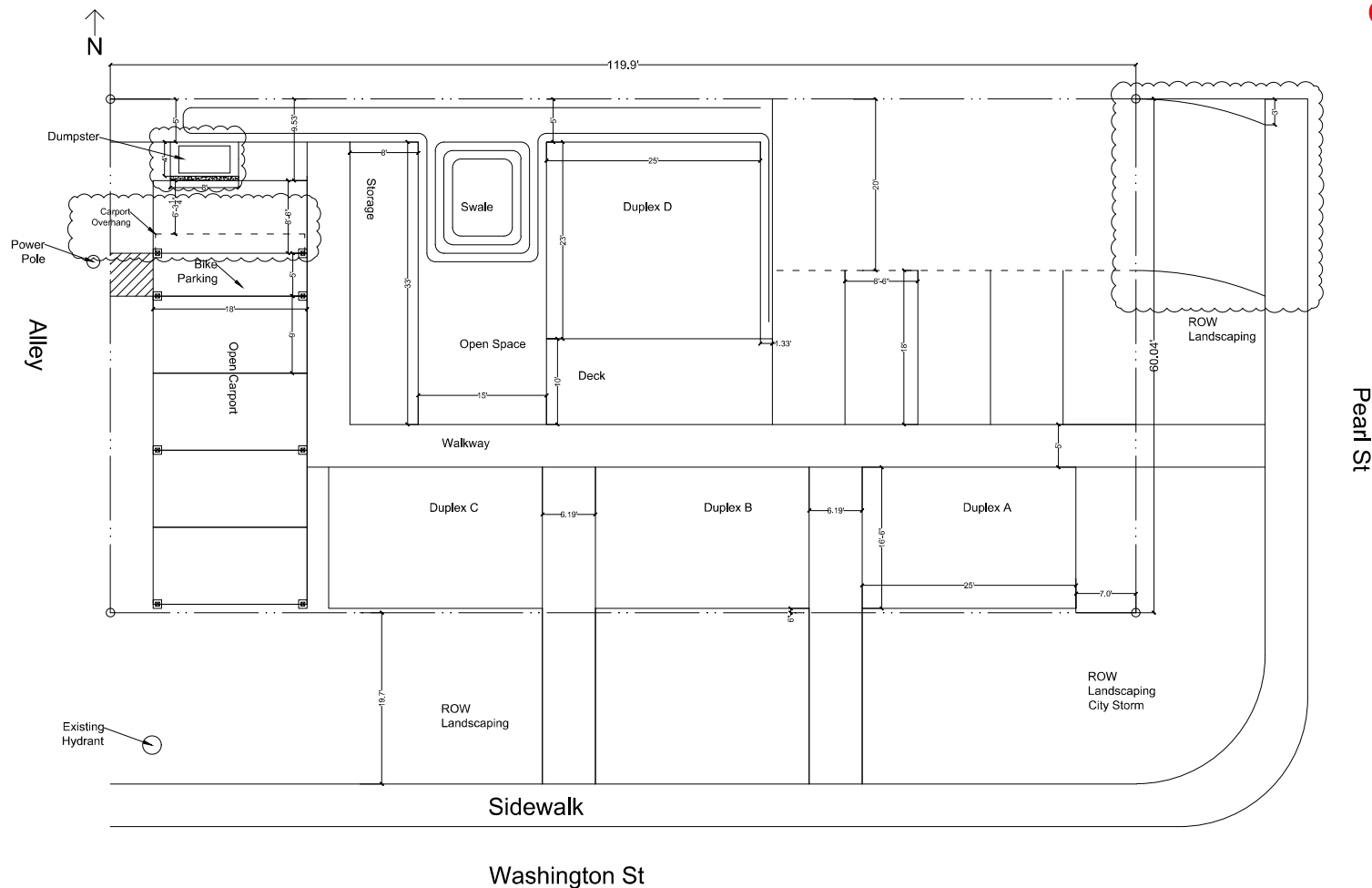
A8-Egress Plan

A9-Landscape Plan



#	Date	Revision	Notes	Description	Date: 3/12/2024	Project	C
					By: Matt Stalder	Pearl Street Apartments	
					Contact: 509-929-4820 staldermw@gmail.com		
					2000 E Quartz Mtn Dr		
							SCALE

Reviewed for
building code
compliance
City of Ellensburg
Chuck Doan
6/27/2024



#	Date	Revision
1	3/11	Adjusted driveway location
1	3/11	Moved Dumpster
1	3/20	Moved Dumpster

Notes
Dumpster moved and carport shortened with non combustible wall between See A9 for detail

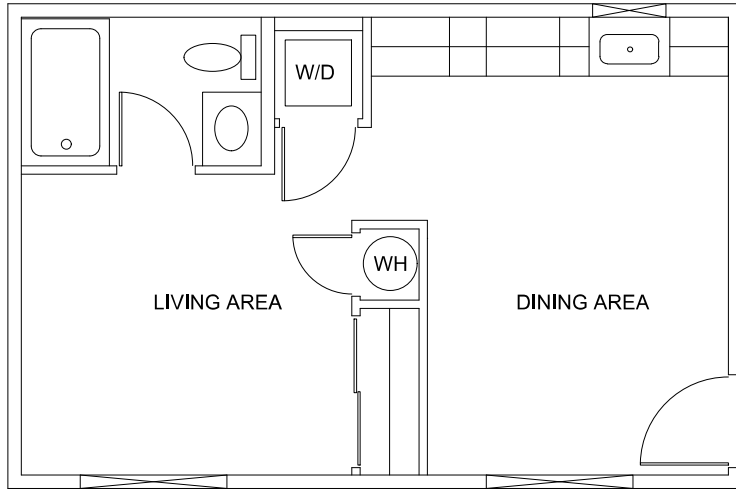
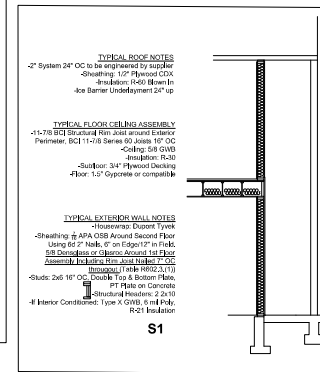
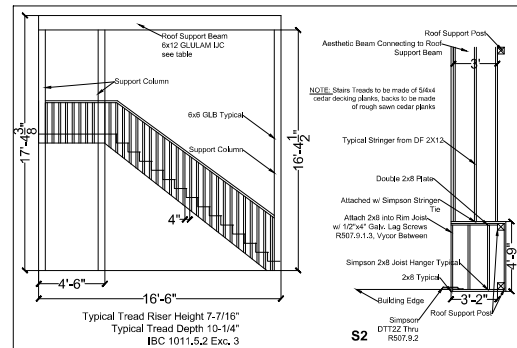
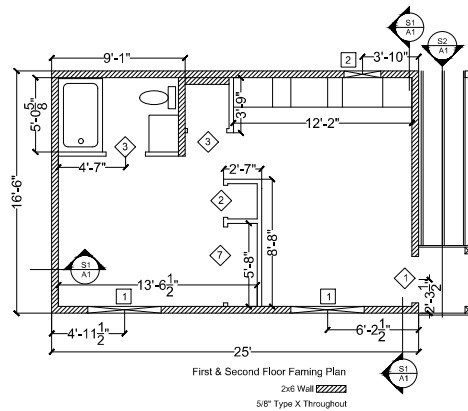
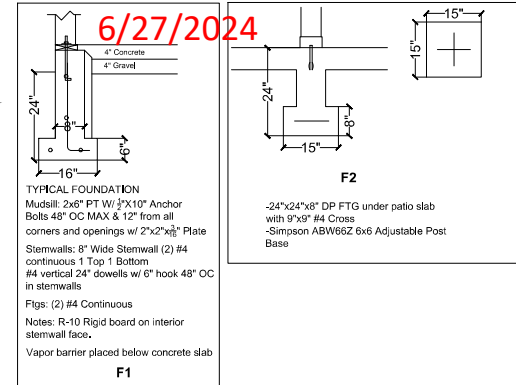
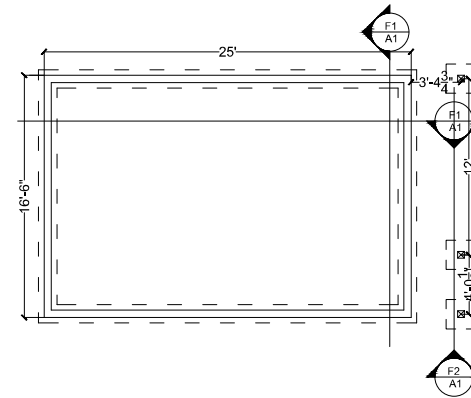
Description
Site Plan- See Engineered Civil Set for Details See Landscaping for Aesthetic Details

Date: 5/16/2024
By: Matt Stalder
Contact: 509-929-4820 staldermw@gmail.com 2000 E Quartz Mtn Dr

Project
Pearl Street Apartments

A0
SCALE 1:75

Chuck Doan
6/27/2024

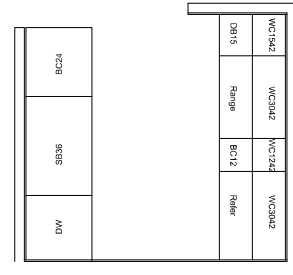
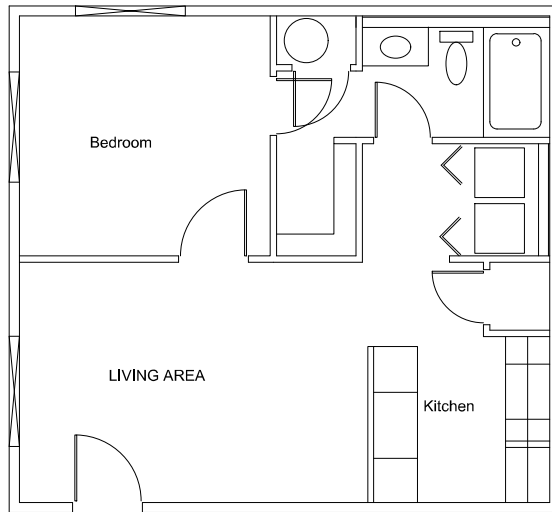

$$1/2"=1'-0"$$


EXETER WALLS			
GA FILE NO. BW #105	GENERIC		1 HOUR FIRE
GYPSUM WALLBOARD, GYPSUM SHEATHING, WOOD STUDS			
EXTERIOR SIDE: One layer 4" type X 5/8" type X gypsum sheathing applied parallel to studs with 1/2" wood studs 24" o.c. with 1/2" galvanized roofing nails 1/2" o.c. vertical joints and 7" o.c. intermediate studs top and bottom panels. Joints of gypsum sheathing may be left untreated. Exterior cladding to be attached through sheathing to studs.			
INTERIOR SIDE: One layer 5/8" type X gypsum wallboard, water-resistant gypsum backing board, or gypsum veneer base applied parallel or at right angles to studs with 16 d corner nails 1 1/2" long, 1/2" x 1/2" sheels, 1/4" x 7/8" heads 7" o.c. (LOAD-BEARING)			
Thickness:	7 pf	Varies	
Average Weight:		See WP 3510	
Fire Test:	UL C1020/E-7-47, 48, 9-17,65, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000	UL Design (J214)	

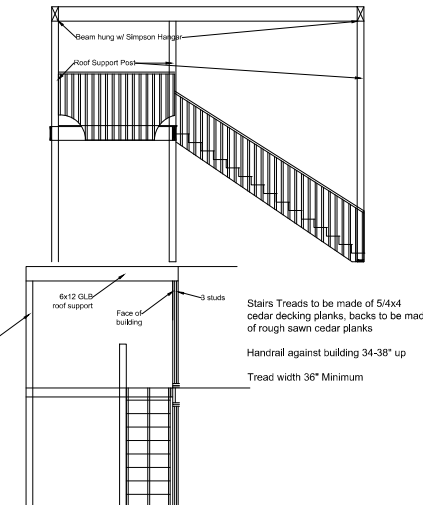
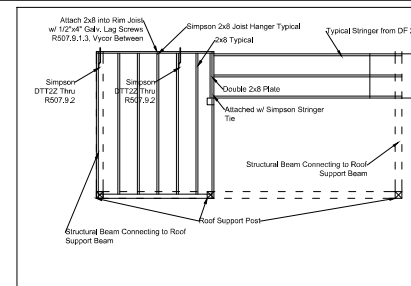
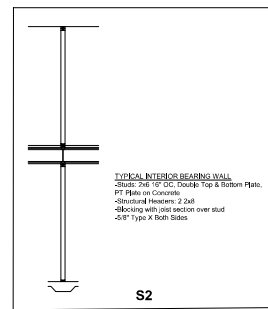
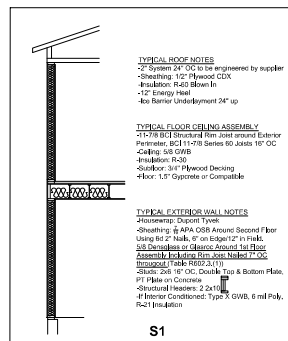
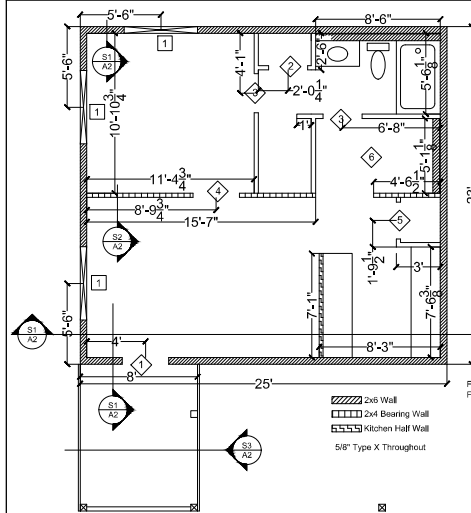
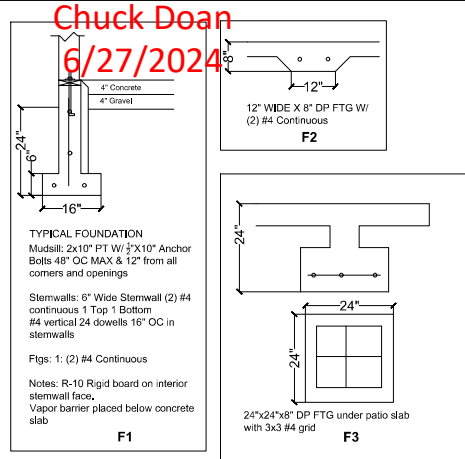
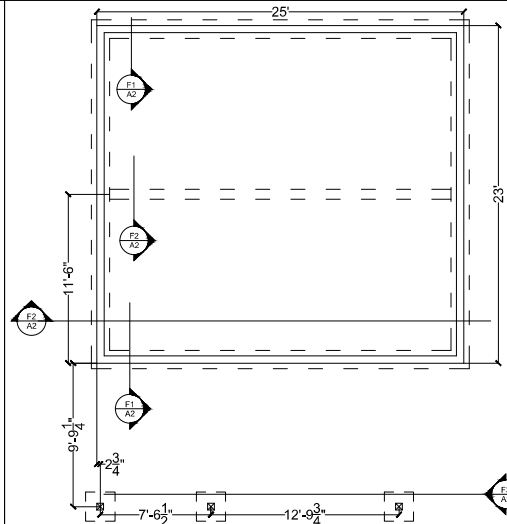
[illegible]

#	Date	Revision	Notes	Description	Date: 3/12/2024	Project	A1
1	3/11	Reduced Footprint to 16.5'x25'			By: Matt Stalder		
					Contact: 509-929-4820 staldermw@gmail.com		
					2000 E Quartz Mtn Dr		
							SCALE 1/4"=1'-0"

Chuck Doan
6/27/2024



3/8"=1'-0"



#	Date	Revision

Notes

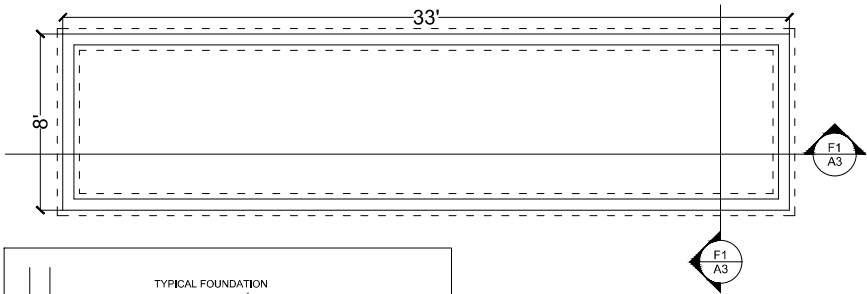
Description
Building D- 1-Bed Duplex Design

Date: 3/12/2024
By: Matt Stalder
Contact: 509-929-4820
staldermw@gmail.com
2000 E Quartz Mtn Dr

Project
Pearl Street Apartments

A2
SCALE 1/4"=1'-0"

Chuck Doan
6/27/2024



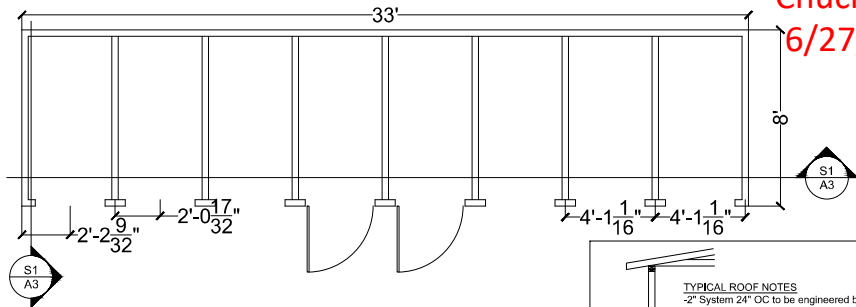
TYPICAL FOUNDATION
Mudslit: 2x6" PT W/ 2"x10" Anchor
Bolts 48" OC MAX & 12" from all
corners and openings w/ 2"x2"x8" Plate

Stemwalls: 6" Wide Stemwall (2) #4
continuous 1 Top 1 Bottom
#4 vertical 24" dowels w/ 3" hook 48" OC in stemwalls

Figs: (2) #4 Continuous

Vapor barrier placed below concrete slab

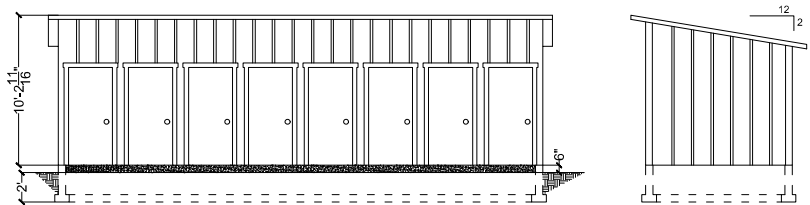
F1



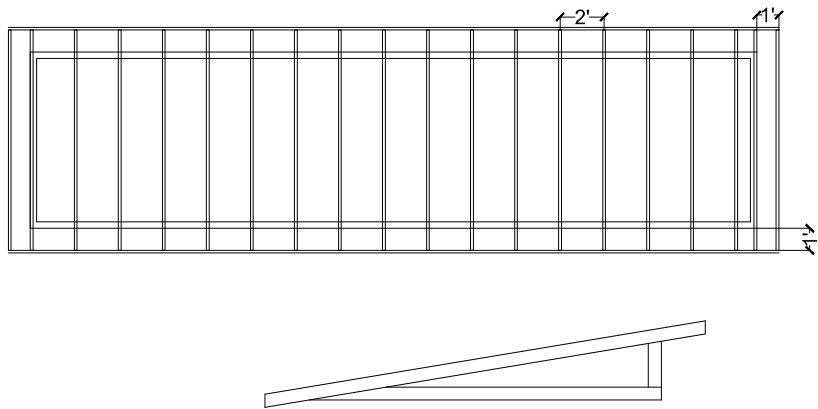
TYPICAL ROOF NOTES
-2" System 24" OC to be engineered by supplier
-Sheathing: 1/2" Plywood CDX
-Ice Barrier Underlayment 24" up

TYPICAL EXTERIOR WALL NOTES
-Housewrap: Dupont Tyvek
-Sheathing: 5/8" APA OSB
-Studs: 2x4 16" OC, Double Top & Bottom Plate,
PT Plate on Concrete
-Structural Headers: 2 x10

S1



TYPICAL SIDING NOTES
-LP SmartTrim Board & Bat siding Typical
-Typical Door Codel exterior 3-0 R-H Swing



1/4"=1'-0"

#	Date	Revision

Notes

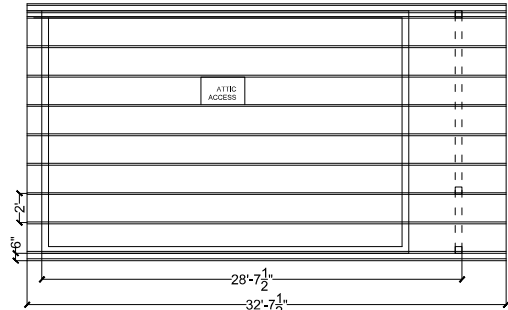
Description
Storage Unit Design

Date: 3/12/2024
By: Matt Stalder
Contact: 509-929-4820 staldermw@gmail.com 2000 E Quartz Mtn Dr

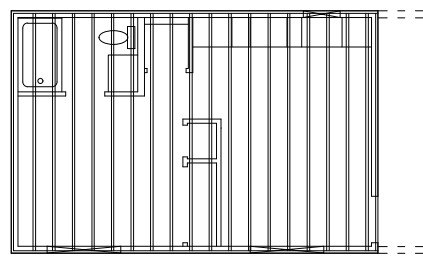
Project
Pearl Street Apartments

A3
SCALE 3/8"=1'-0"

Chuck Doan
6/27/2024

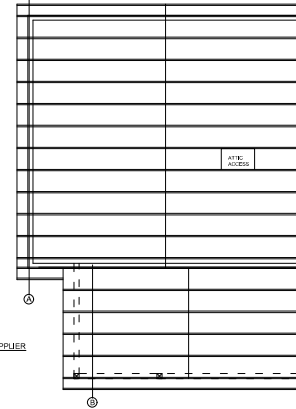


- 2/12 Pitch Shed Roof
- 2" System 24" OC TO BE ENGINEERED BY SUPPLIER
- Sheathing: 1/2" Plywood CDX
- Ice Barrier Underlayment 24" up
- Cut Tails to 6" at Property Line on East Building
- 12" Energy Heel

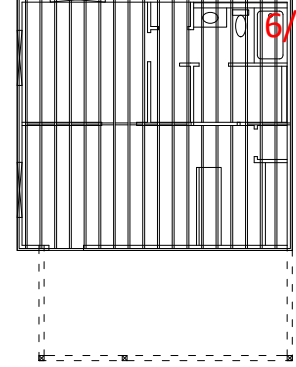


- BCI 2" Rim Joist Around Perimeter
- 11-7/8" I Joists BCI Series 60 16" OC
- 6X6 Columns, 6x12 roof support beam
- Engineering to be done by supplier for joists, column and beam plans

Building A-C Studio Duplex Truss Plan



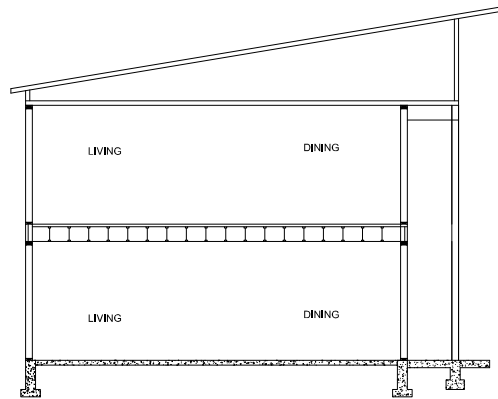
- 4/12 Pitch Shed Roof
- 2" System 24" OC TO BE ENGINEERED BY SUPPLIER
- Sheathing: 1/2" Plywood CDX
- Ice Barrier Underlayment 24" up
- 12" Energy Heel



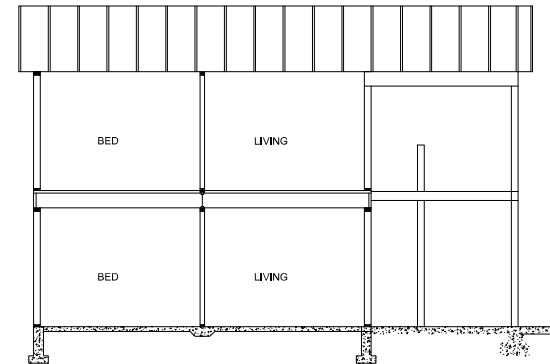
- BCI 2" Rim Joist Around Perimeter
- 11-7/8" I Joists BCI Series 60 16" OC
- 6X6 Columns, 6x12 roof support beam
- Engineering to be done by supplier for joists, column and beam plans

Building D 1-Bed Duplex Truss Plan

3/16"=1'-0"



Building A-C Studio Duplex Cross Section



Building D 1-Bed Duplex Cross Section

#	Date	Revision

Notes

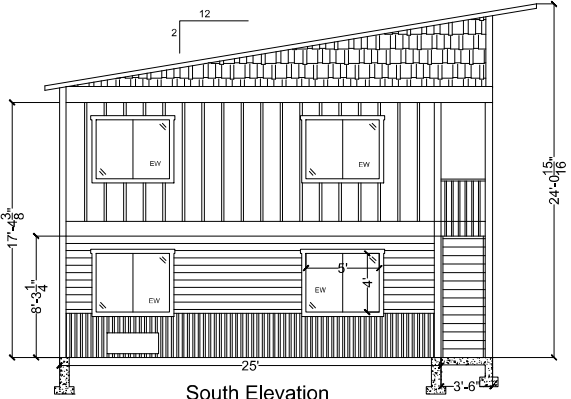
Description
Duplex Truss Plan/Cross Section

Date: 3/12/2024
By: Matt Stalder
Contact: 509-929-4820 staldermw@gmail.com 2000 E Quartz Mtn Dr

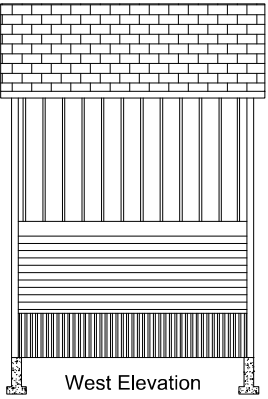
Project
Pearl Street Apartments

A4
SCALE 1/4"=1'-0"

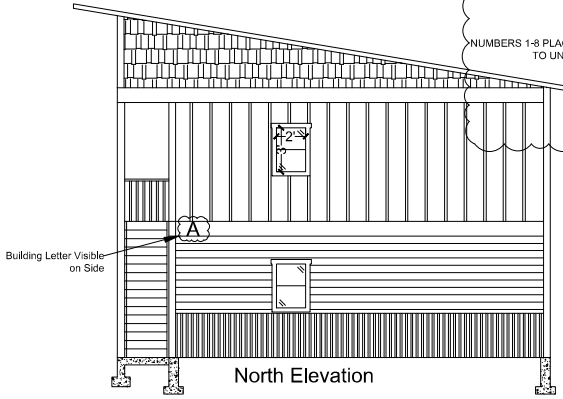
Chuck Doan
6/27/2024



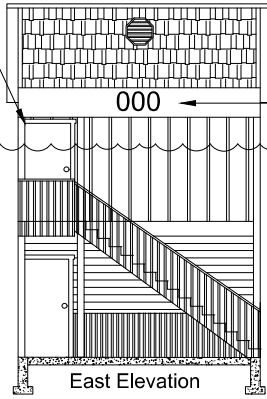
South Elevation



West Elevation



North Elevation



East Elevation

TYPICAL SIDING NOTES

- Hardi Plank lap siding above Corrugated Steel Skirting
- LP SmartTrim Board & Bat siding Typical above LP SmartTrim Bellyband
- LP SmartTrim on Corners, Doors and Windows

TYPICAL ROOF

- Ice Shield to be Fully Adhered to Membrane Extending from Fascia to 24" Inside face of Exterior Walls at all Eaves
- 2x4 Venting Block Each
- Soffited Each Side
- Pabco Premier Comp. Shingles
- 24" Octagon Cedar Vent Gable

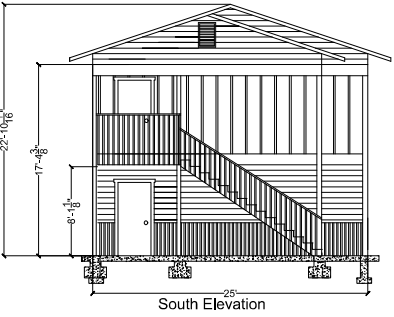
NUMBERS 1-8 PLACED NEXT TO UNIT DOORS

000

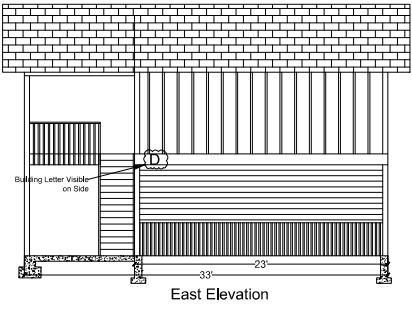
16" ADDRESS LETTERS ON BUILDING FACING PEARL ST

Building A-C Studio Duplex

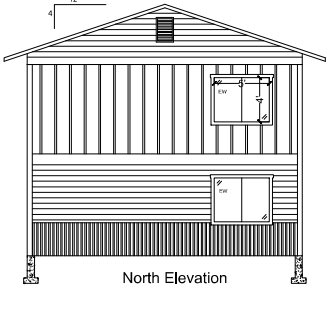
1/4"=1'-0"



South Elevation



East Elevation



North Elevation



West Elevation

TYPICAL SIDING NOTES

- Hardi Plank lap siding above Corrugated Steel Skirting
- LP SmartTrim Board & Bat siding Typical above LP SmartTrim Bellyband
- LP SmartTrim on Corners, Doors and Windows

TYPICAL ROOF

- Ice Shield to be Fully Adhered to Membrane Extending from Fascia to 24" Inside face of Exterior Walls at all Eaves
- 2x4 Venting Block Every Other
- Soffited Each Side
- Pabco Premier Comp. Shingles
- 2x4 Venting
- 14"x24" Cedar Vent Gable
- Cable Vent/Bird Blocks/Ridge Vent Total 8.1 sq ft (5.5 Required on a 1/150 ratio)

Building D 1-Bed Duplex

3/16"=1'-0"

#	Date	Revision
1	3/11	Building A Studio Elevation Updated

Notes
16" Address numbers added to Building A facing Pearl St for readdressing property
Building ID Letters Placed on Side

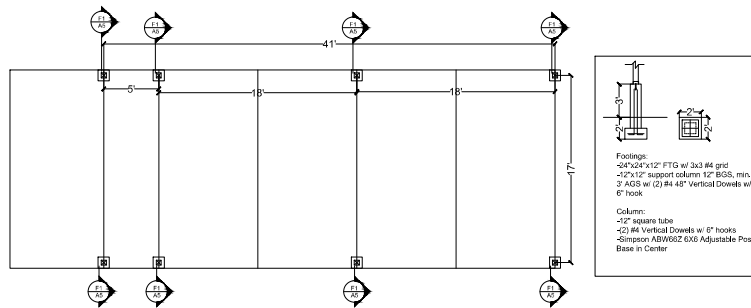
Description
Elevations

Date: 3/12/2024
By: Matt Stalder
Contact: 509-929-4820
staldermw@gmail.com
2000 E Quartz Mtn Dr

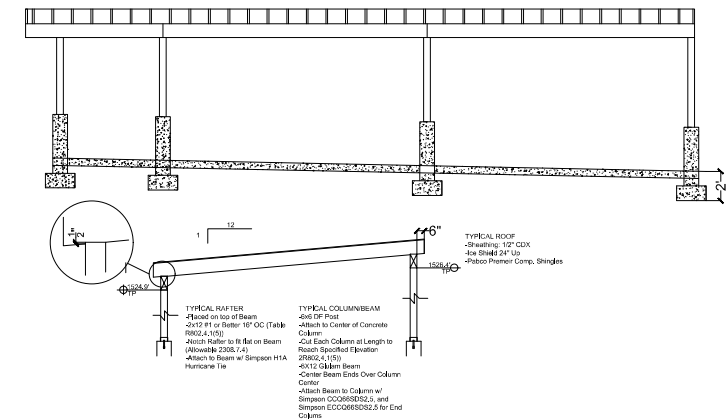
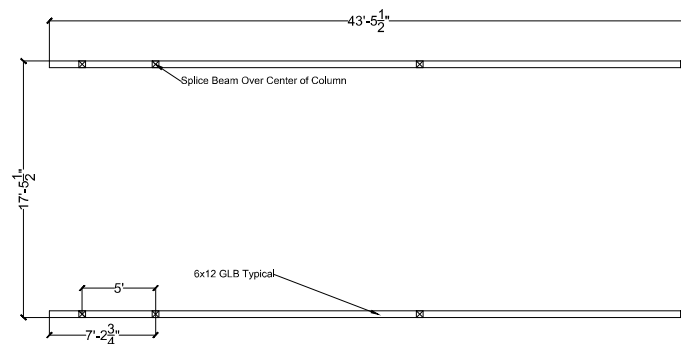
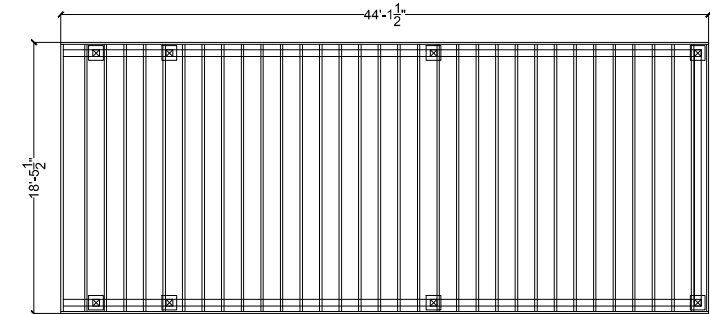
Project
Pearl Street Apartments

A5
SCALE

Chuck Doan
6/27/2024

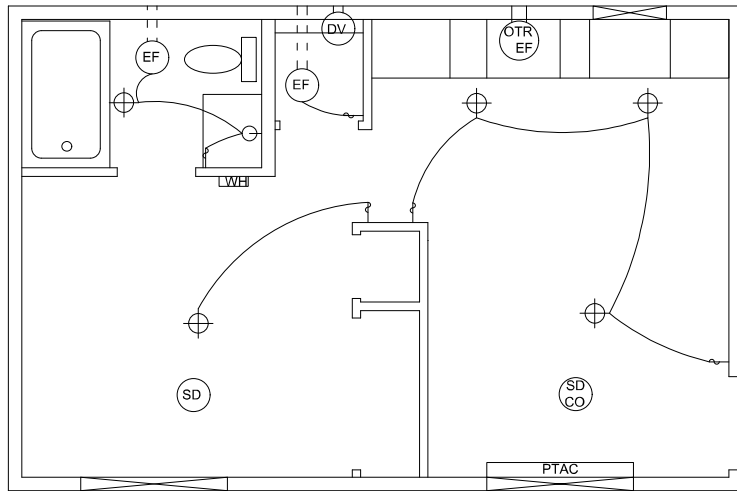


3/16"=1'-0"

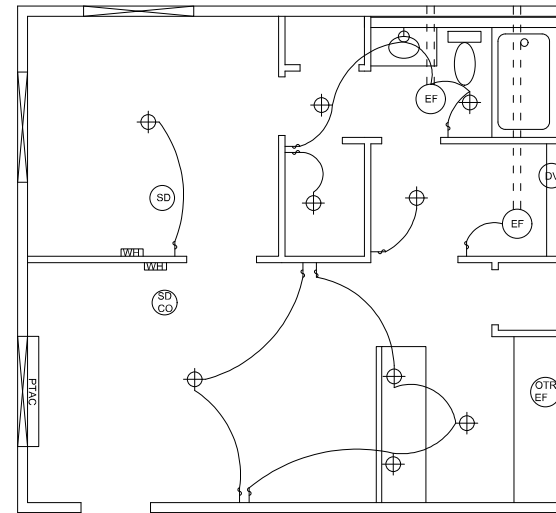


#	Date	Revision	Notes	Description	Date: 5/17/2024	Project	A6 SCALE 1/4"=1'-0"
				Carport Design	By: Matt Stalder	Pearl Street Apartments	
					Contact: 509-929-4820 staldermw@gmail.com		
					2000 E Quartz Mtn Dr		

Chuck Doan
6/27/2024



1/2"=1'-0"



3/8"=1'-0"

Ventilation Specs			
Area/ Appliance	CFM	Run Length	Duct
Dryer	Product CFM	<15 ft (35' max M1506.4-5)	4" 28 Gauge Metal (M1506.4-1-3)
Range Hood	100 Intermittent	<5 ft (Table M1506.2)	6" 28 Gauge Metal (M1505-1506)
Bathroom Exhaust	50 Intermittent	<10 ft (114' max M1506.2)	4" 28 Gauge Metal (M1505-1507)
Dryer Room	50 Intermittent	<10 ft (114' max M1506.2)	4" 28 Gauge Metal (M1505-1507)

Unit Ventilation		
Unit	Whole Unit CFM	Reference
Studio/ 1 Bed	Minimum 30 Intermittent	Table 1507.3.3(1)

Heating/Cooling	
Main Unit	Backup Heat
Trane Heat Pump PTAC	1 240V 2000W Cadet Wall Heater

Legend	
Symbol	Backup Heat
PTAC	PTAC Unit
RWH	Cadet Wall Heater
EF	Exhaust Fan
PP	Over the Range Exhaust Fan
DV	Dryer Vent
SD	Smoke Detector
CO	Smoke/CO Detector

Water Sizing Calcs (Table A 103.1)			
Fixtures	Quantity	Private	Total
Shower Tub	2/8	4	8/32
Clothes Washer	2/8	4	8/32
Dishwasher	2/8	1.5	3/12
Kitchen Sink	2/8	1	2/8
Lavatory	2/8	1	2/8
Shower Head	2/8	2	4/16
Toilet	2/8	2	4/16
Total			31/124
Estimated Continuous Flow (GPM)			2045
Water Meter Size			1"

Drain Size UPC Ch. 7			
Fixtures	Quantity	Private	Total
Shower Tub	2/8	2	4/16
Clothes Washer	2/8	3	6/24
Kitchen Sink	2/8	1	2/8
Lavatory	2/8	1	2/8
Shower Head	2/8	2	4/16
Toilet	2/8	3	6/24
Total			24/96
Waste Main Size			4"6"

Door Schedule				
Call Out	Type	Width	Height	U-Factor
1	Exterior Fiberglass	3'-0"	6'-8"	.16
2	Interior Hall Core	2'-0"	6'-8"	N/A
3	Interior Hall Core	2'-6"	6'-8"	N/A
4	Interior Hall Core	3'-0"	6'-8"	N/A
5	Interior Hall Core	2'-4"	6'-8"	N/A
6	French Door	5'-0"	6'-8"	N/A
7	Slider	5'-0"	6'-8"	N/A

Window Schedule				
Call Out	Type	Width	Height	U-Factor
1	Slider	5'-0"	4'-0"	0.2or Better
2	Single Hung	2'-0"	3'-0"	0.2 or Better

Fenestration Calcs, Duplex A				
Call Out	Area	Count	Total Area	Penetration
1	20 ft²	6	120 ft²	1,664 ft²
2	6 ft²	2	12 ft²	1,473 ft²

Fenestration Calcs, Duplex B				
Call Out	Area	Count	Total Area	Penetration
1	20 ft²	4	80 ft²	1,473 ft²
2	6 ft²	2	12 ft²	1,473 ft²

PLUMBING/MECH/ELECT. NOTES

1. SLOPE ALL SEWERS @ 1/4" PER FOOT UNLESS APPROVED BY LOCAL JURISDICTION. LINES 4" AND LARGER MAY BE SLOPED AT 1/8" PER FOOT UPON APPROVAL OF LOCAL JURISDICTION AND COMPLYING WITH REDUCED FIXTURE UNIT CAPACITY PER THE UPC.
2. FOR THE PURPOSES OF CLEARNESS AND LEGIBILITY, DRAWINGS ARE DIAGRAMMATIC AND FOR DESIGN INTENT ONLY. CONTRACTOR MUST VERIFY ALL DIMENSIONS BY FIELD MEASUREMENT BEFORE BEGINNING ANY FABRICATION OR CONSTRUCTION.
3. ALL WORK SHALL BE COMPLETED IN STRICT ACCORDANCE WITH THE CURRENT STATE AND LOCAL PLUMBING CODES AND ORDINANCES.
4. CONTRACTOR SHALL INSTALL ALL EQUIPMENT IN STRICT ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.
5. COORDINATE EXACT LOCATION OF PIPING WITH OTHER TRADES.
6. ALL SOIL PIPING SHALL BE SCH 40 ABS OR PVC WITH SOLVENT FITTINGS OR DWV CAST IRON WITH NO HUB FITTINGS.
7. ALL VENT PIPING SHALL BE ABOVE FLOOD RIM LEVEL OF HIGHEST FIXTURE BEFORE CONNECTION TO COMMON VENTS.
8. HORIZONTAL DRAINAGE PIPE SHALL BE PROVIDED WITH A CLEANOUT AT ITS UPPER TERMINAL AND EACH RUN OF PIPING THAT IS MORE THAN 100' IN TOTAL DEVELOPED LENGTH. CLEANOUTS SHALL BE PROVIDED IN A DRAINAGE LINE FOR EACH AGGREGATE HORIZONTAL CHANGE OF DIRECTION EXCEEDING ONE HUNDRED THIRTY FIVE DEGREES.
9. THE CONTRACTOR SHALL PROVIDE FIRE CAULKING AT ALL PIPING PENETRATIONS OF FIRE RATED ASSEMBLIES OR PROVIDE FIRE RATED SEALS FOR NON-RATED PLASTIC PIPING PENETRATIONS OF RATED ASSEMBLIES AS REQUIRED.
10. AN EXTERIOR LIGHT SHALL BE PROVIDED OVER EACH EXTERIOR LANDING AND STAIRCASE.

#	Date	Revision

Notes

Description
Mechanical/ Schedules

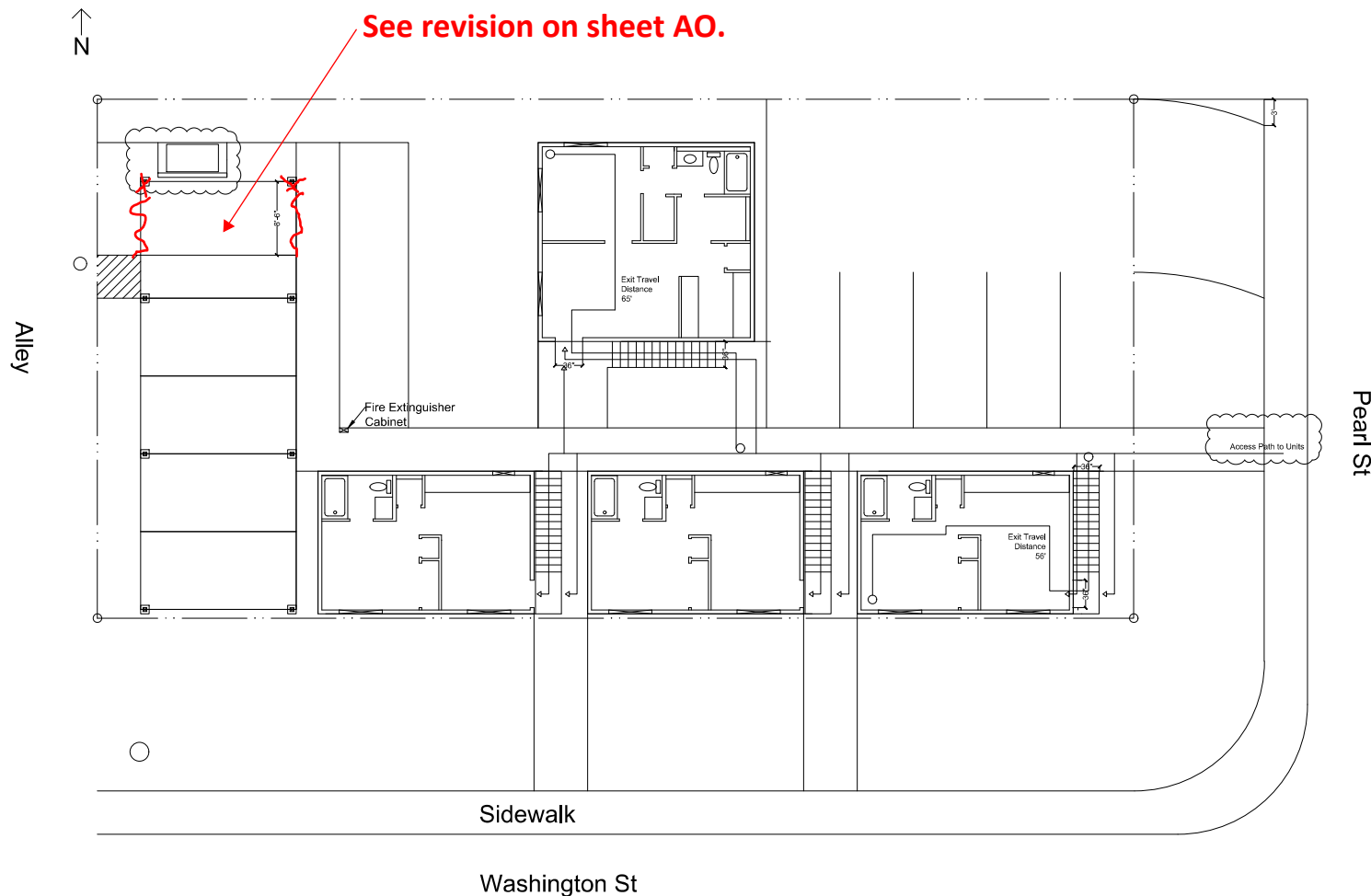
Date: 3/12/2024
By: Matt Stalder
Contact: 509-929-4820
staldermw@gmail.com
2000 E Quartz Mtn Dr

Project
Pearl Street Apartments

A7
SCALE

Reviewed for
building code
compliance

City of Ellensburg
Chuck Doan
6/27/2024



#	Date	Revision

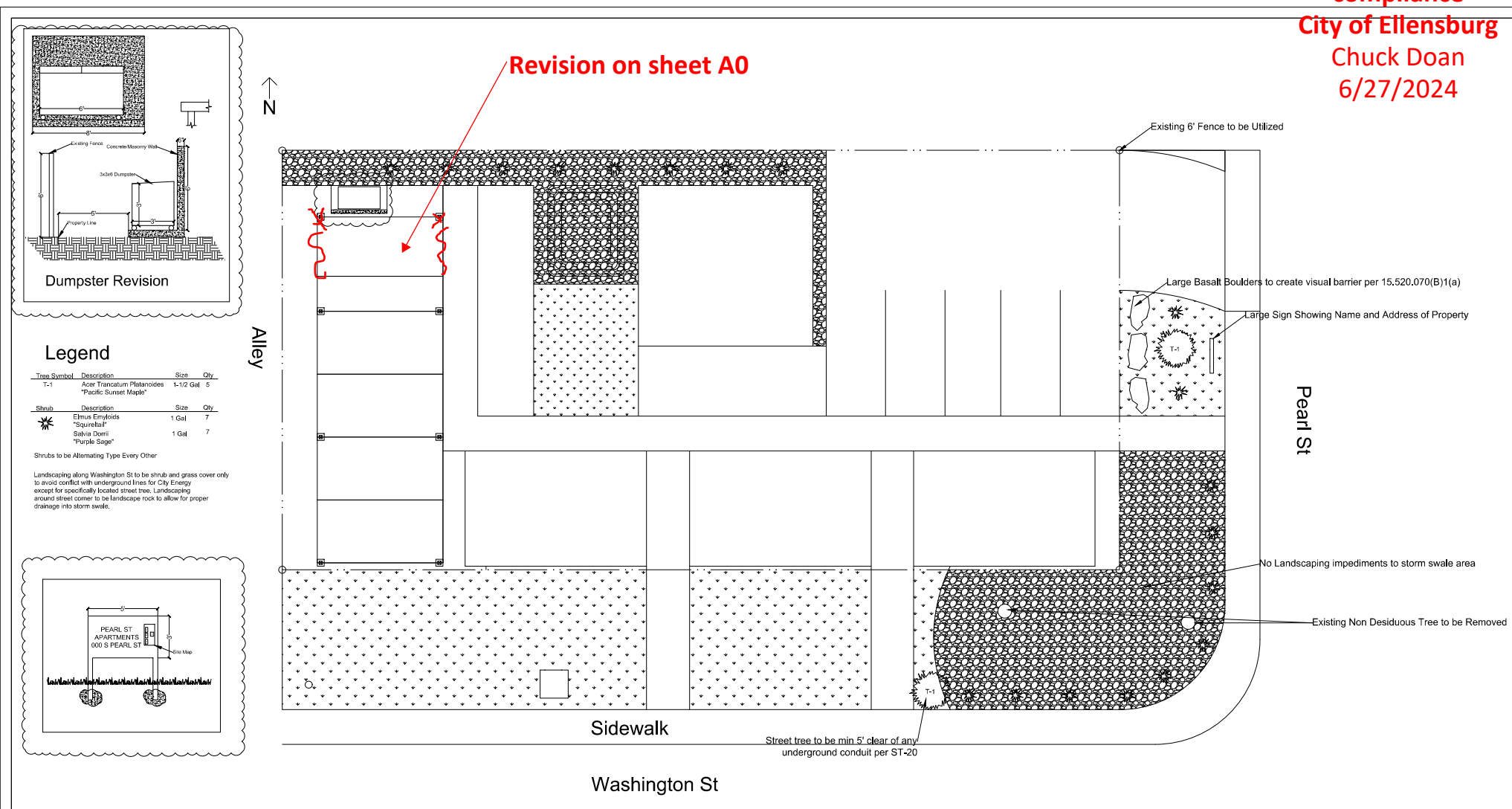
Notes

Description
Egress Plan

Date: 3/20/2024
By: Matt Stalder
Contact: 509-929-4820 staldermw@gmail.com 2000 E Quartz Mtn Dr

Project
Pearl Street Apartments

A8
SCALE 1:75



#	Date	Revision
1	3/19	Adjusted Dumpster Location/Added Masonry Wall

Notes

Description
Landscape Plan

Date: 3/20/2024
By: Matt Stalder
Contact: 509-929-4820 staldermw@gmail.com 2000 E Quartz Mtn Dr

Project
Pearl Street Apartments

A9
SCALE 1:75



January 24, 2025

Susan Grindle, CEO
HopeSource
606 W. 3rd Ave.
Ellensburg, WA 98926

Dear Ms. Grindle,

The Ellensburg Downtown Association is in full support of HopeSource and their application for the Affordable Housing Grant. Our support of this project is an extension of our unwavering commitment to serving those in need within Kittitas County.

HopeSource's mission and vision align with our goals to create a safe, healthy, and thriving community. The proposed project builds on existing efforts to address the growing need for affordable housing, paired with essential support services that empower community members.

This comprehensive approach equips individuals with tools for sustainable well-being and strengthens the resilience of our community. Through our collaboration with HopeSource, we have seen the success of such initiatives in fostering self-sufficiency and positive outcomes for those we serve.

The Ellensburg Downtown Association is committed to collaborating with HopeSource in any capacity needed, in a shared effort to make Ellensburg an equitable place for all to live and gather. We fully support the success of this project and offer our complete endorsement of HopeSource's application for this grant.

Please contact me at Director@ellensburgdowntown.org or 509-962-6246 and if you require any further information or assistance.

Sincerely,

Teresa Chanes
Executive Director



509-962-6246



109 E. 3rd Ave #1
Ellensburg, WA 98926



Director@ellensburgdowntown.org



January 21st, 2025

Susan Grindle, CEO
HopeSource
606 W. 3rd Ave.
Ellensburg, WA 98926

Dear Ms. Grindle,

On behalf of the Kittitas County Chamber of Commerce, I am pleased to express support for HopeSource's grant application for the affordable housing project currently under construction at 211 S. Pearl Street.

This project, which consists of four two-story duplexes, two one-bedroom apartments, and six studio apartments, addresses the critical need for affordable housing in the community. With the inclusion of ten on-site parking spaces and a planned timeline to be lease-ready by the beginning of the fourth quarter this year, this initiative represents a timely and essential solution to housing challenges in Kittitas County.

The Chamber recognizes the significant impact this project will have in providing stable and accessible housing options for individuals and families in need. This type of development strengthens the foundation of our community by addressing housing insecurity and creating opportunities for residents to establish long-term stability and success.

We applaud HopeSource's commitment to this effort and its dedication to enhancing the quality of life in Kittitas County. If there is any additional information we can provide or insights we can share to support this important project, please do not hesitate to reach out to me directly at 509-925-2002 or amy@kittitascountychamber.com.

Sincerely,

President/CEO
Kittitas County Chamber of Commerce

609 N Main Street
Ellensburg, WA 98926
(888) 925-2204



CONNECT WITH US
KittitasCountyChamber.com
(509) 925-2002



Meeting Date: May 19, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Professional Services Agreement with SCJ Alliance for Consultant Services for the 2026 Comprehensive Plan Periodic Update (Public Comment Opportunity)

Submitted by: Dan Carlson, Community Development Director

Department: Community Development

Suggested Motion/Action:

Move to approve the professional services agreement with SCJ Alliance for consultant services for the 2026 Comprehensive Plan Periodic Update and authorize the City Manager to sign the agreement in substantially similar form, and approve the necessary budget adjustments.

Background/Summary:

Comprehensive plans are a twenty-year plan for our community, to articulate a community vision about how we want to grow, develop, and change. Ellensburg is a fully planning City under the Growth Management Act (GMA), and therefore, is required to conduct a thorough review of our Comprehensive Plan every ten years (referred to as a periodic update). Important reasons to update this plan include the incorporation of new population, housing, and employment projections, as well as new zoning and land use needs.

In order to adequately update the Comprehensive Plan, extensive studies are required, such as traffic studies, land capacity analysis, and climate studies, to name a few. In addition to obtaining accurate and important community data, it's important to gain community input. An extensive public participation plan has been developed to receive input from the community, and this plan will come to Council in an upcoming meeting for adoption. Periodic update work also includes updating the current comprehensive plan and development regulations to reflect new state requirements, and updating the needs of the community based on findings from the studies and outreach.

The Washington State Legislature recently adopted SSB 5558, which extends the deadline for completing the periodic update to December 31, 2026. Completing this work thoroughly, accurately, and with extensive public participation, will require specialized work, knowledge, and technology, to ensure that our community creates a successful 20-year plan reflecting community needs and goals. In order to help the City Community Development Department keep up on current planning and community needs while accommodating the extra workload of the comprehensive plan periodic update, it is important to hire a qualified planning consultant team to help support this process.

The Community Development Department issued a request for qualifications (RFQ) in the Daily Record and Seattle Daily Journal of Commerce on March 4, 2025 and March 11, 2025,

requesting qualifications for consultants who can support staff during the Periodic Update process. Qualifications were due March 25, 2025, and Statements of Qualifications (SOQ) were received from the following consultant teams:

- FACET Northwest
- BERK Consulting
- BHC Consultants
- Beckwith Consulting
- Nexus
- SCJ Alliance
- Central Washington University

City staff reviewed and scored the seven SOQs using a standard scoring sheet developed from criteria in the RFQ. From this scoring process, three consultant teams were selected to interview. An interview panel made up of staff interviewed all three consultant teams, using the same question list and scoring sheets. Consultant teams interviewed in person and remotely, and staff was able to meet all main teams and subconsultant teams during the interviews. With the top score, SCJ Alliance was selected.

SCJ Alliance provided several examples of comparable projects, including their City of Medina Middle Housing Land Use study, Woodinville Comp Plan Periodic Update, and City of Lake Forest Park Comprehensive Plan Update. Their team includes Fehr and Peers for transportation planning, Cascadia Consulting Group for Climate Element development, and Leland Consulting Group who specializes in land capacity, housing, and economic development.

Previous Council Action:

City Council previously adopted the 2025-2026 Community Development budget, which includes funds for professional services for the Comprehensive Plan Periodic Update.

Analysis:

The City has been awarded a total of \$275,000 in Department of Commerce grant funding to help support the periodic update, including a Periodic Update Grant in the amount of \$125,000 and a Climate Planning Grant in the amount of \$150,000.

As seen in Exhibit A, Scope of Work, a thorough write-up of required work including public meetings, marketing, and reporting has been developed as required for Ellensburg's periodic update. SCJ Alliance has accounted for state and grant reporting requirements, special studies required, and a robust public engagement plan. This scope of work was developed through their experience and expertise, research and audit of current work done in Ellensburg, and meetings with City staff to understand how they can best help support us.

With Exhibit B, Project Schedule, SCJ Alliance has developed a detailed and collaborative project schedule, including deliverables, major grant checkpoints, meetings with staff, and public and data gathering time. SCJ has clearly demonstrated and communicated their successful approach to large projects such as this, with clear scope of work, deliverables, and communication up front.

Exhibit C, Payment Agreement, sets forth the consultant's standard billing rates.

Exhibit D, SCJ has provided a clear breakdown of the budget per task. Clear communication with City staff has ensured that this proposed budget and cost breakdown aligns with grant deliverables and requirements.

Minor adjustments may still be made to the wording of the Agreement, but the final version signed by the City Manager will be substantially similar to the attached document.

Financial Impact:

The maximum contract amount is \$530,516.35. The Community Development 2025-2026 budget includes a total of \$338,995 for professional services for completion of the periodic update. The City has been awarded a total of \$275,000 in Department of Commerce grant funding to help support the periodic update, including a Periodic Update Grant in the amount of \$125,000 and a Climate Planning Grant in the amount of \$150,000. The department has realized a savings of \$42,000 in 2025 for Planning Manager and Senior Planner vacancies. Staff is requesting that the remaining \$149,521.35 be funded from General Fund and relevant restricted fund balances.

Budget Adjustment: Yes

Attachments:

1. SCJ PSA
2. Exhibit A_Eburg Comp Plan Scope of Work
3. Exhibit B - 2025 Eburg Comp Plan Schedule
4. Exhibit C - Billing Rate Schedule
5. Exhibit D - Ellensburg Comp Plan-EIS Budget
6. SCJ Alliance - City of Ellensburg 2026 Comprehensive Plan Periodic Update SOQ

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
SCJ Alliance**

RELATING TO: 2026 Comprehensive Plan Periodic Update

THIS COST PLUS FIXED FEE AGREEMENT is made and entered into this 20 day of May, 2025 ("Effective Date"), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the "CITY") and Shea, Carr & Jewell, Inc. (dba SCJ Alliance), a Corporation authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the 2026 Periodic Comprehensive Plan Update project.

1.2. The CITY has solicited for such professional services as required by law, including RCW Chapter 39.80 if applicable.

1.3. CONSULTANT represents that it is available and able to provide qualified personnel and facilities necessary for the work and services contemplated herein, and can accomplish the work and services within the required time period and in accordance with CITY's specifications, WSDOT Standard Specifications (as applicable), and professional standards.

1.4. CONSULTANT agrees to perform the work and services specified herein in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the above representations and the terms, conditions, covenants, and agreements set forth below, the parties hereto agree as follows:

2. SCOPE OF WORK.

2.1. The scope of professional services to be performed and the results to be achieved by the CONSULTANT shall be as detailed in the attached Exhibit A and shall include all services and material necessary to accomplish the work ("Services").

2.2. The CITY may review the CONSULTANT'S work product, and if it is not satisfactory, the CONSULTANT shall make such changes as may be required by the CITY. Such changes shall not constitute "Extra Work" as related in Section 13 of this Agreement.

2.3. The CONSULTANT agrees that all services performed under this Agreement shall be in accordance with the standards of the profession and in compliance with applicable federal, state and local laws.

2.4. The Scope of Work may be amended upon written approval of both parties.

3. TIME OF PERFORMANCE. The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend through December 31, 2026. The work shall be completed in accordance with the schedule set forth in the attached Exhibit B.

4. PAYMENT. The CITY shall pay the CONSULTANT as set forth in this section of the Agreement. Such payment shall be full compensation for work performed, services rendered, and all labor, materials, supplies, equipment and incidentals necessary to complete the work.

4.1. Payment shall be on the basis of the CONSULTANT'S standard billing rates multiplied by the actual hours worked, cost for actual labor, overhead and profit plus CONSULTANT'S direct non-salary reimbursable costs for cost plus fixed fee agreements or based on percentage of completed work for lump sum agreements, as set forth in the attached Exhibit C.

4.2. The CONSULTANT shall submit invoices to the CITY on a monthly basis. Invoices shall detail the work, hours, employee name, and hourly rate; shall itemize with receipts and invoices the non-salary direct costs; shall indicate the specific task or activity in the Scope of Work to which the costs are related; and shall indicate the cumulative total for each task.

4.3. The CITY shall review the invoices and make payment for the portion of the project or tasks that have been completed less the amounts previously paid.

4.4. The CONSULTANT invoices are due and payable within 30 days of receipt. In the event of a disputed billing, only the disputed portion will be withheld from payment.

4.5. Final payment for the balance due to the CONSULTANT will be made after the completion of the work and acceptance by the CITY.

4.6. Payment for "Extra Work" performed under Section 13 of this Agreement shall be as agreed to by the parties in writing.

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this

Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of \$530,516.35. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

5.2. The budget for each task is as set forth in the attached Exhibit D. Budgets for task(s) may be modified upon mutual agreement between the two parties, but in any event, the total payment to CONSULTANT shall not exceed the maximum amount per Section 5.1 above.

6. RELATIONSHIP OF PARTIES.

6.1. The relationship created by this Agreement is that of owner-independent contractor. Neither the CONSULTANT nor CONSULTANT's employees are employees of the CITY and are not entitled to the benefits provided by the CITY to its employees. The CONSULTANT, as an independent contractor, has the authority to control and direct the performance of the details of the services to be provided. No employee, agent, representative or subconsultant of CONSULTANT shall be or shall be deemed to be the employee, agent representative or subconsultant of the CITY. The CONSULTANT shall assume full responsibility for all wages, along with any Federal, State, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, Social Security, and income tax, payable as a result of work performed under this Agreement.

6.2. Employees of the CONSULTANT, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the CONSULTANT only and not of the CITY, and claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the CONSULTANT'S employees while so engaged, on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT. On or before the Effective Date, CONSULTANT shall file, maintain and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish CONSULTANT's status as an independent contractor.

7. WORK PRODUCT AND DOCUMENTS.

7.1. The work product and all documents produced under this Agreement shall be furnished by the CONSULTANT to the CITY, and upon completion of the work shall become the property of the CITY, for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT, except that the CONSULTANT may retain one copy of the work product and documents for its records. The CONSULTANT will be responsible for the accuracy of the work, even though the work has been accepted by the CITY.

7.2. In the event that the CONSULTANT shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the CONSULTANT, along with a summary of work as of the date of default or termination, shall become the property of the CITY. Upon request, the CONSULTANT shall tender the work product and summary to the CITY. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the CITY.

7.3. CONSULTANT will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of CONSULTANT.

8. RECORDS. As a public agency, the CITY is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that CONSULTANT keeps records that are deemed public records and are needed for the CITY to respond to a request under the Act, as determined by the CITY, CONSULTANT agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, CONSULTANT shall retain records associated with this Agreement in accordance with the applicable retention schedule. CONSULTANT also agrees to indemnify and hold the CITY harmless from any claims or losses caused by CONSULTANT'S failure to make records available to the CITY as provided in this Agreement.

9. NONDISCRIMINATION. The CONSULTANT shall conduct its business in a manner, which assures fair, equal and non-discriminatory treatment of all persons, in particular:

9.1. The CONSULTANT shall maintain open hiring and employment practices and will welcome applications for employment in all positions, from qualified individuals who are members of minorities protected by federal equal opportunity/affirmative action requirements; and,

9.2. The CONSULTANT shall comply with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all persons without discrimination as to any person's race, creed, color, religion, national origin, status as a military veteran, marital status, gender, sexual orientation, disability or other legally protected classification.

10. SUBCONTRACTING.

10.1. Other than as specified in the attached Exhibit A, the CONSULTANT shall not additionally sublet or assign any of the work covered by this Agreement without the written consent of the CITY.

10.2. In all solicitation either by competitive bidding or negotiation made by the

CONSULTANT for work to be performed pursuant to a subcontractor, including procurement of materials and equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of CONSULTANT's obligations under this Agreement, including the nondiscrimination requirements.

10.3. In performing this Agreement, the CONSULTANT shall not subcontract with or employ any CITY employee without the CITY's written consent.

11. SUPERVISION, INSPECTION AND PERFORMANCE.

11.1. Even though CONSULTANT is an independent contractor with the authority to control and direct the performance and details of the Services, the Services must meet the approval of CITY and shall be subject to CITY's general right of inspection and supervision to secure the satisfactory completion of this Agreement.

11.2. CONSULTANT represents that it has or will obtain all personnel necessary to perform the Services and that such personnel shall be qualified, experienced, and licensed as may be necessary or required by applicable laws and regulations to perform the Services. All Services shall be performed by CONSULTANT, its employees, or by subconsultants whose selection has been authorized by CITY; provided that CITY's authorization shall not relieve CONSULTANT or its subconsultants from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. CONSULTANT shall ensure that all contractual duties, requirements and obligations that CONSULTANT owes to CITY shall also be owed to CITY by CONSULTANT's subconsultants retained to perform the Services.

11.3. CONSULTANT shall be responsible for the professional quality, technical adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. CONSULTANT shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. CONSULTANT shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared under this Agreement.

12. CHANGES IN WORK. Other than changes directed by the CITY as set forth in Section 1 above, either party may request changes in the scope of work. Such changes shall not become part of this Agreement unless and until mutually agreed upon and incorporated herein by written amendments to this Agreement executed by both parties.

13. EXTRA WORK. The CITY may desire to have the CONSULTANT perform work or render services in connection with this project, in addition to the Scope of Work set forth in Exhibit A and minor revisions to satisfactorily completed work. Such work shall

be considered as “Extra Work” and shall be addressed in a written supplement to this Agreement. The CITY shall not be responsible for paying for such extra work unless and until the written supplement is executed by both parties.

14. TERMINATION.

14.1. The CITY may terminate this Agreement in whole or in part whenever the CITY determines, in its sole discretion that such termination is in the best interests of the CITY, upon not less than ten (10) days’ written notice to the CONSULTANT. Written notice will be by certified mail sent to the consultant’s designated representative at the address provided by the CONSULTANT. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the CONSULTANT for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work.

14.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if CONSULTANT substantially fails to fulfill any or all of its material obligations through no fault of CITY. If CITY terminates all or part of this Agreement for default, CITY shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to CONSULTANT using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work, and (b) any payment due to CONSULTANT at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of CONSULTANT’s default. In such event, CITY shall consider the actual costs incurred by CONSULTANT in performing the Services to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services or deliverables were in a form or of a type which is usable and suitable to CITY at the date of termination, the cost to CITY of either completing the Services itself or employing another firm to complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which affect the value to CITY of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the budget set forth in the attached Exhibit D. This provision shall not preclude CITY from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

14.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the CONSULTANT, which, when added to any payments previously made, shall compensate the CONSULTANT for the portion of work completed. Whenever the Agreement is terminated in accordance with this Section 14, the CONSULTANT shall be entitled to payment for actual work performed up to the termination date. Upon such termination, whether for convenience or default, an equitable adjustment in the contract price will be made by the CITY for partially completed items of work, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination under this Section 14 shall not constitute a breach of the Agreement by the CITY.

15. INDEMNIFICATION/HOLD HARMLESS.

15.1. CONSULTANT shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

15.2. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

15.3. The provisions of this section shall survive the expiration or termination of this Agreement. Further, the indemnity obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by CITY of or for any Services performed by CONSULTANT shall not be grounds for avoidance of any Indemnity Obligations.

16. INSURANCE.

16.1. The CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, employees or subcontractors.

16.2. CONSULTANT'S maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or in equity.

16.3. Minimum Scope of Insurance. CONSULTANT shall obtain insurance of the types described below:

16.3.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If

necessary, the policy shall be endorsed to provide contract liability coverage; and,

16.3.2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The CITY shall be named or added as an additional insured under the Consultant's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

16.3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington; and

16.3.4. Professional Liability insurance appropriate to the CONSULTANT's profession.

16.4. Minimum Amounts of Insurance. CONSULTANT shall maintain the following insurance limits:

16.4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

16.4.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

16.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

16.5. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

16.5.1. The CONSULTANT's insurance coverage shall be primary insurance with respect to the CITY. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

16.5.2. Any payment of deductible or self-insured retention shall be the sole responsibility of the CONSULTANT.

16.5.3. The CONSULTANT'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

16.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

16.7. **Verification of Coverage.** CONSULTANT shall furnish the CITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the CONSULTANT before commencement of the work.

16.8. **Cancellation.** CONSULTANT will provide notice to the CITY of any cancellation of coverage by no later than three (3) days after CONSULTANT is notified by its insurer that coverage will or has been canceled, whichever occurs earliest.

16.9. **CITY Full Availability of CONSULTANT Limits.** If the CONSULTANT maintains higher insurance limits than the minimum amounts shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this Agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

17. APPLICABLE LAW/VENUE. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, and in the event of dispute the venue of any litigation brought hereunder shall be Kittitas County.

18. NOTICE. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, or at such other address as given pursuant to this Section, and shall be effective on the next business day if sent by registered or certified mail or deposited with an overnight delivery service.

City of Ellensburg
Department of Community Development
Attention: Stacey Henderson- Planning Manager
501 N. Anderson
Ellensburg, WA 98926

SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516

19. ENTIRE AGREEMENT. The written terms and provisions of this Agreement, together with all referenced Exhibits, supersede all prior verbal statements of any officer or other representative of CITY, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the referenced Exhibits.

20. PRIORITY OF DOCUMENTS. In the event that the language and provisions of this Agreement are contrary to or conflict with any language or provisions set forth in any exhibit to this Agreement, the language and provisions of this Agreement shall

control, and the contrary or conflicting language or provisions of the exhibit(s) shall be disregarded and shall be considered void.

21. MODIFICATION. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of CITY and CONSULTANT.

22. ASSIGNMENT. Any assignment of this Agreement by CONSULTANT without the prior written consent of CITY shall be void.

23. WAIVER. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

24. THIRD-PARTY BENEFICIARIES. There are no third-party beneficiaries to this Agreement.

25. EXHIBITS AND SIGNATURES. This Agreement, including its exhibits, constitutes the entire Agreement, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following exhibits are hereby made a part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – Schedule for the Work

Exhibit C – Consultant Labor Costs and Non-salary Reimbursable Costs

Exhibit D – Budget for Each Task

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

CONSULTANT:

By: _____

Printed
Name: _____

Title: _____

Tax ID#: _____

THE CITY OF ELLENSBURG:

By: _____

Printed
Name: _____

Title: _____

ATTEST: _____
Clerk

Approved as to Form:

City Attorney

EXHIBIT A

City of Ellensburg Comp Plan & EIS

Scope of Work

Phase 1: SCJ Project Management

SCJ Alliance will oversee all aspects of the Ellensburg Comprehensive Plan Periodic Update project with a focus on clear communication, structured coordination, and diligent tracking of scope, schedule, and budget. Our consultant team has already met with Ellensburg City staff to review the project scope, timeline, budget, and deliverables, and establish a shared understanding of expectations. Through this meeting we were able to establish communication protocols, ensuring team members will be prepared to address project issues effectively, including guidance on who to inform and who to contact for support.

To maintain ongoing alignment, the consultant team will hold bi-monthly check-in calls with the County's project manager and provide detailed progress reports each month. These reports will document the status of both the scope of work and budget expenditure, keeping all stakeholders informed.

1.1 – Kickoff meeting

A kickoff meeting will be held with City staff to review the proposed process, schedule, and key requirements. This will provide a thorough understanding of requirements for the GMA Compliance checklist, confirm the overall project schedule, and begin the gathering of information/feedback on current issues. Time will be reserved for meeting with local officials to ensure we understand the specific challenges facing the community in development of the new Comprehensive Plan.

1.2 – Project Management

- Ongoing Management – SCJ Alliance will provide continuous project management, keeping the project on track and facilitating coordination across all project phases. Regular communication with city staff will be a priority, ensuring alignment and clarity at each stage.
- Billing and Invoicing – We will manage invoicing and monthly billing to maintain financial transparency.
- Project Administrative Support– Our team will provide administrative support for tasks such as document filing, contract management, and other project-related needs.

1.3 – Client Check-in Meetings

- The City and the consultant will meet on a regular basis, at the intervals agreed upon by the both parties.

Deliverables:

- Kickoff meeting with staff and all consultant team members
- Participation in monthly check-in calls, monthly invoices, and progress reports

- Project accounting/administrative support

Phase 2: Existing Conditions and GMA Audit

This work establishes an understanding of the existing conditions for Ellensburg and an assessment of the current comprehensive plan policies for compliance with the current Growth Management Act (GMA) requirements. We will conduct a GMA checklist audit of the existing comprehensive plan, the critical areas ordinance, and development regulations to identify areas where the new plan and new regulations will need to come into compliance with the GMA.

Task 2.1 – Existing Conditions & GMA Audit

- Compile and analyze demographic information throughout the plan. This will include population projections and analysis of housing needs.
- Review relevant regional and local plans, including the Kittitas County Comprehensive Plan, to ensure alignment.
- Prepare an Existing Conditions Demographic Report based on baseline analysis.
- Conduct an audit of existing plans and documents for compliance with the GMA, including:
 - 2017 Comprehensive Plan
 - Title 15 Land Development Code
 - Critical Areas Ordinance
 - 2024 Sustainability and Energy Plan
 - Kittitas County Multi-jurisdictional Hazard Mitigation Plan
 - Any other existing climate-related policies and plans. (See more detailed information on the climate audit in Phase 5.)
- Perform existing conditions analysis of transportation facilities (conducted as part of Phase 6).

Task 2.5 – Data Gathering for Capital Facilities and Utilities

SCJ Alliance will coordinate with City staff to gather the pertinent information for future development of the Capital Facilities & Utilities element of the City's Comprehensive Plan. To ensure that SCJ has the most up-to-date information, we will be requesting City input on the Capital Facilities Plan that supports the city's planned growth, focusing on the next six years and the sources of funding. Additionally, we will request any projects planned up to 2046 that have already been identified.

Deliverables:

- Existing Conditions Report
- GMA Checklist for Existing Comp Plan, Critical Areas and Development Regulations
- Data gathering to inform Capital Facilities & Utilities element

Phase 3: Baseline - LELAND CONSULTING GROUP

This phase represents the tasks that Leland Consulting Group (Leland), specifically, will perform related to updating demographic, housing and economic data points.

See Attached Supplemental Scope of Work for full breakdown of work to be performed by Leland Consulting Group

Phase 4: Engagement

The Approach

SCJ will coordinate with Staff to carry out a detailed and effective public engagement program with the Ellensburg community, identified stakeholders, Planning Commission and City Council. Engagement efforts will be a combination of in-person and virtual formats. The City may choose to conduct additional outreach activities beyond those carried out by the consultant team.

SCJ will utilize the City's existing branding to develop consistent branding for the Comprehensive Plan marketing and outreach.

Task 4.1 – Public Participation Plan Review

The City previously adopted a Public Participation Plan (PPP) to guide the public outreach for the Comprehensive Plan. SCJ will coordinate with City staff, Cascadia and Fehr & Peers to provide feedback on the PPP and determine which activities will be conducted. The focus will be on early involvement from the public and regular check-ins with city staff, the Planning Commission, and updates to City Council as requested. No matter the community engagement methodology selected, the goal is that Public Participation Plan will meet the requirements and intent of RCW 36.70A.140.

Task 4.2 – Community Engagement Platforms

- **Project Website:** City staff will create a "Project HQ" page on the City website that will be linked to Social Pinpoint. Select content will be developed by SCJ as appropriate to announce events and describe project progress. This will occur throughout the duration of the project.
- **Social Media.** Our team will coordinate with the City staff on its website and social media platforms (Facebook, X, and Instagram). SCJ will produce content for City Staff to share.
- **Social Pinpoint Community Engagement Platform:** This is a comprehensive online platform that is also compatible with mobile devices. It facilitates meaningful and accessible engagement opportunities that bring the community together.

Through Social Pinpoint, the engagement platform will offer the following:

- **Map-based surveys.** Respondents will be able to interact with a web map to identify locations where they have thoughts, questions, or comments. This can help communities identify and prioritize planning projects such as park improvements, street improvements, non-motorized projects, or dangerous intersections.
 - **Project Hubs.** Social Pinpoint can act as the project website, offering a landing page for general project information, as well as interactive community engagement components.
 - **Other engagement opportunities.** Social Pinpoint offers a variety of engagement tools, helping to facilitate online public engagement in a way that works for your community.
- **Surveys:** A community survey will be drafted and distributed in multiple methods throughout the community to gather information and feedback from community members on the future of Ellensburg.
 - a. We will aim to distribute the survey to a wide range of diverse community members.

- b. We will summarize the results from the survey and use them to inform the direction of the plan.

Task 4.3 – Public Engagement Activities

Our team will coordinate with the City on a variety of public engagement activities identified in the Public Participation Plan. The activities listed below will be carried out the by the consultant team. The City may carry out other activities identified in the PPP.

- **Open Houses (in person)**

- 2 Open House Events - Periodic Update Kick-off with public, and mid-cycle event
- Cascadia to attend 2 in person events, 1 online – in separate scope and budget
- Fehr & Peers host additional events specific to Transportation planning

Note: First open house to be hosted by SCJ, Cascadia and Fehr & Peers

- **Stakeholder Interviews.** SCJ will conduct stakeholder interviews with the various groups identified in the Public Participation Plan. The interviews will be held via Zoom, and will focus on identifying key themes and community values early in the project.
- **Community-wide surveys.** Surveys will be developed for outreach to the public, including:
 - Community Visioning survey
 - Topic-focused surveys
- **Content and Material Production.** SCJ will produce materials and surveys for Information booths at existing events, such as:
 - Farmers Market
 - County Fair & Rodeo
 - Bite of the Burg
 - First Friday Art Walks
 - Ellensburg Holiday Market

City Staff will attend events using materials produced by the consultant team.

Phase 4: Understanding

1. SCJ will coordinate with City staff, as necessary, and will provide the materials needed for public engagement events.
2. City staff may elect to attend community events identified in the PPP, at which the consultants will not be present.
3. SCJ will coordinate with the City to solicit public involvement through collaboration with the City, community groups, and other organizations.
4. The City will provide the tools necessary for multi-lingual communication. Cascadia has multilingual services available upon request.
5. The City will attend

Task 4 Deliverables:

- Review adopted public engagement plan
- SCJ to produce content for website and social media, and materials for events, including surveys.
- Host an open house meeting with the public to kick off the Comp Plan
- Conduct Stakeholder interviews and develop a themes summary report
- Use of Social Pinpoint for project website, with options for map-based and other surveys
- SCJ to attend a limited number of the public engagement events as described above
- Summary reports of the public events will be provided to the city, and the results integrated into the Comp Plan goals and policies as appropriate

Phase 5: Comprehensive Plan Draft & Policy Framework

This phase includes the preparation of the first draft of the Comprehensive Plan and development of a new policy framework. The draft will be revised based on findings from meetings with the city, the existing conditions report, supporting plans, the GMA checklist audit, other audits, and the public outreach. The draft will include all GMA-required elements of the comprehensive plan.

Task 4.1 – Comprehensive Plan Outline

SCJ will review the existing Comprehensive Plan outline and make updates as necessary to ensure it includes all necessary elements. The information and background data needed for each section will be identified. This task will involve close coordination with City Staff.

Task 4.2 – Vision, Goals, and Priorities

In May 2024, the Ellensburg City Council adopted the Strategic Vision 2024-2029 through Resolution No. 2024-14. The Strategic Pillars for Council's Vision are as follows:

1. Sustainable Economic Development
2. Infrastructure and Energy
3. Safety, Civic Engagement, and Cultural Inclusion
4. Affordable Housing and Living
5. Dedicated Parks and Recreation Resources

Our team will draw on this document to guide development of the comprehensive plan. Additionally, the existing Community Value statements in the Introduction chapter will be updated drawing on community feedback received during the various community engagement efforts.

Task 4.3 – Policy Framework Analysis and Updated Maps

SCJ will conduct a comprehensive review of the existing Comprehensive Plan to evaluate the goals and policies, ensuring consistency across all elements of the Ellensburg Comprehensive Plan. SCJ will identify necessary updates to the City's zoning and future land use maps, collaborating closely with the City's GIS Coordinator to

ensure accuracy and alignment. Additionally, this task will ensure consistency and compliance with the Land Development Code.

Task 4.4 – Draft Plan Elements

Each element of the Comprehensive Plan will be updated in coordination with City staff, Leland, Cascadia, and Fehr & Peers. The narrative section of each element will be updated with data gathered during Phases 2 and 3. Goals and policies will be updated for compliance with GMA requirements, and they will also be a reflection of City Council's Strategic Vision, and will also incorporate community feedback receiving during the public participation process.

Drafts will be presented to Ellensburg City staff for initial review and refined prior to release for public review. The initial drafts will be text-only for easy review and commenting; public review drafts will be formatted with graphic elements.

- **Land Use Element:** This element will be updated with baseline demographic data collected in Phase 3, including the updated land capacity analysis and growth projections provided by the COG. The data will be provided by Leland Consulting.
- **Housing:** Leland Consulting will provide the information necessary to inform the Housing Element. City Staff will update this to be consistent with recently adopted legislation and Leland will review and provide recommendations.
- **Transportation:** Fehr Peers will develop and analyze the data for incorporation into this element. This will include updating inventory, volumes, and performance information.
- **Capital Facilities and Utilities:** During Phase 2, SCJ will gather existing data on the capital facilities and utilities. We will review current plans and recommend changes to ensure consistency with other plan elements, other adopted plans while paying attention to potential growth and infrastructure needs. SCJ will coordinate with public works and utilities staff and other providers.
- **Parks and Recreation:** The Parks & Recreation element currently adopts the most current PROS plan by reference. SCJ will coordinate with Parks & Recreation to take the same approach for this update.
- **Economic Development:** Leland Consulting will develop the economic baseline analysis developed in phase 3 and provide the information to City Staff to craft an updated element. Leland will review and provide feedback on the City-produced element.
- **Environment:** Cascadia will audit this element to determine whether to merge with the climate element or remain a distinct chapter. If it remains, this element will be updated to reflect current conditions and provide reference to the new Climate Element.
- **Historic Preservation:** City Staff will coordinate with the Landmarks & Design Commission to review this element and make recommended updates. SCJ will review the city produced document.
- **Diversity, Equity & Inclusion:** Currently there is an annual amendment request to remove this element from the Comp Plan. If it remains, the DEI Commission will guide the update, and the consultant team will remain flexible integrating policies into other chapters.
- **Climate:** Cascadia Consulting will develop this new element following the steps outlined in Phase 6.

In addition to strong collaboration with City staff on each of the elements, SCJ also recommends coordination with the following City Advisory Commissions: Planning, Affordable Housing, Environmental, Landmarks & Design, Diversity, Equity & Inclusion, and the Utility Advisory Committee.

As draft elements are developed, SCJ will request that the City review the draft Plan Elements and provide feedback. Requested edits will be made prior to advancing to any subsequent and final drafts.

Deliverables:

- Comprehensive Plan Outline
- Confirmed Vision
- Policy Framework Analysis
- Draft Comprehensive Plan Elements

Phase 6: Climate Element Development – CASCADIA CONSULTING GROUP

Cascadia will develop this new element, and the associated goals and policies based on the policy audit, best practices, and engagement outcomes. The process will be iterative, ensuring staff and stakeholder input. Cascadia will also integrate climate goals and policies within the broader Comprehensive Plan, ensuring alignment with other elements

See attached Supplemental Scope of Work for full breakdown of work to be performed by Cascadia Consulting

Phase 7: Transportation Element – Fehr & Peers

This phase represents the tasks that Fehr & Peers specifically, will perform for updating the Transportation Element of the Comprehensive Plan as well as the Transportation Chapter of the Environmental Impact Statement.

See attached Supplemental Scope of Work for full breakdown of work to be performed by Fehr & Peers

Phase 8: Environmental Review

For the existing Comprehensive Plan, the City issued the State Environmental Policy Act (SEPA) Supplemental Environmental Impact Statement to the Final Environmental Impact Statement for the City of Ellensburg Comprehensive Plan on December 8, 2017. As a means of staying compliant with GMA requirements, SCJ will take the City through preparation of a new environmental impact assessment.

This process will follow the guidance provided in the Washington Administrative Code (WAC) for developing, reviewing, and certifying a Programmatic Environmental Impact Statement (EIS). Specifically, WAC 197-11-210 outlines the integration of SEPA with the Growth Management Act (GMA). To streamline the process, SCJ will utilize data and information gathered throughout the comprehensive planning process to develop both the Draft

EIS (DEIS) and Final EIS (FEIS). The specific steps for advertising, scoping, drafting, and publishing the EIS are detailed below.

Task 8.1 – Scoping and Preparing the DEIS

This task includes collaboration with City Staff and the Planning Commission to define the actions to be analyzed in the EIS, followed by issuance of a scoping notice and Determination of Significance. This will be followed by a public scoping meeting.

Task 8.2 – Preparing Draft EIS and Response to Comments

This task involves the development of baseline environmental conditions, and the drafting of a draft EIS and Notice of Availability. At the conclusion of the comment period, the City would forward all received comments to the SCJ consultant team for review. Any comments received from the public will be compiled in a summary matrix with responses provided.

Task 8.3 – Final EIS and Response to Comments

Based on the feedback received during the initial phase, SCJ will update the DEIS and incorporate additional information as needed to complete a preliminary Final EIS. Once the City has reviewed and provided comment, SCJ will deliver a finalized FEIS, ready for publication and distribution.

Phase 8 Deliverables:

- Draft Scoping Notice/Determination of Significance
- Final Scoping Notice/Determination of Significance
- City Review Draft Environmental Impact Statement (DEIS)
- Public Draft Environmental Impact Statement (DEIS)
- Comment-response matrix addressing public comments
- City Review Draft of Final Environmental Impact Statement (FEIS)
- Final Environmental Impact Statement (FEIS)

This tailored approach ensures that the SEPA process is fully integrated with the Ellensburg Comprehensive Plan, providing a structured pathway for public and agency engagement while meeting all regulatory requirements.

Phase 8 Assumptions:

- The EIS will analyze a No Action Alternative and two action alternatives.
- The EIS will analyze up to eight relevant elements of the environment. Elements will be agreed upon by the City of Ellensburg and SCJ Alliance. We anticipate that elements will include land use, transportation, utilities, and housing, among others.
- SCJ Alliance will respond to up to 40 comment letters on the Draft EIS.
- Up to two SCJ Alliance staff members will participate in the public scoping meeting and the public meeting on the draft EIS

- The City of Ellensburg will provide GIS data and existing studies and reports that will inform the analysis in the EIS
- The City of Ellensburg will be responsible for distribution of public notice and for logistics (such as booking a venue and advertising) for public meetings

Phase 9: Final Comprehensive Plan

This phase includes the preparation of the final Comprehensive Plan draft, ensuring compliance with GMA requirements. This task will include compiling all the gathered information through research, analysis, public outreach, and coordination with the city, as well as formatting, graphics, and proofreading.

Task 9.1 – Draft Documents for Rollout

This task is focused on providing a final draft of the Comprehensive Plan, accompanied by an updated GMA checklist demonstrating compliance with all required elements.

Task 9.2 – Public Rollout

This task involves presenting the draft Comprehensive Plan to the community via a combined workshop with the Planning Commission and City Council. The workshop will solicit comments and public feedback on the final draft of the Comprehensive Plan. SCJ will make revisions to the plan based on feedback received during the rollout. SCJ Attendance will be online.

Task 9.3 – Final Comprehensive Plan

This task involves production of the final Comprehensive Plan document in final format. This document will be ready for submission to the Department of Commerce for the 60-day Comment Period and for public hearings.

Task 9.4 – Adoption Support

SCJ will assist in the adoption process as follows:

- Agenda report materials for Planning Commission – City Staff to prepare, SCJ to review
- Attendance at PC Public Hearing (online)
- Agenda report materials for City Council – SCJ to review
- Attendance at City Council public hearing (online)

Phase 9 - Understanding

1. The City will submit the Comprehensive Plan Periodic Update to the Department of Commerce for a 60-day review and intent to adopt.

Deliverables:

1. Final Comprehensive Plan Draft per GMA requirements

2. Support with agenda reports for inclusion in Planning Commission and City Council agenda packets.

Phase 10: Regulation Updates

Typically, the adoption of code amendments comes on the heels of Comprehensive Plan adoption, as the guiding document which provides the policy framework for other regulatory documents. This final phase consists of drafting proposed amendments to the Critical Areas Ordinance and development regulations for compliance with the GMA checklist and recently enacted housing legislation. Ultimately, we will produce a technical memo that outlines both required and recommended updates to the City Code.

Task 10.1 – Gap Analysis

This task consists of reviewing Title 15 of the Ellensburg City Code, including the Critical Area Ordinance of Division VI to ensure conformance with the GMA checklist and recently enacted housing legislation. Any gaps identified will be captured in a gap analysis matrix in MS Excel format. A technical report with recommended code updates will be provided to the client in MS Word format. One or more meetings will be held with City staff to discuss and ensure agreement prior to proceeding with Task 9.2 – Code Drafting

Task 10.2 – Development Code Drafting

The bulk of the task is concentrated on code drafting specific to the development regulations. Upon concurrence with City staff on the necessary code revisions, SCJ will finalize the amendments to the City Code, including a scrub of the code to ensure any cross references are updated based on any proposed amendments to Title 15. The work will be completed in Word utilizing Track Changes. If requested, and depending on budget, SCJ Alliance will prepare the regulations in ordinance strike-draft format.

Task 10.3 – Critical Areas Ordinance Drafting

The work of this task will mirror the work of Task 10.2 but the focus will be on updating the Critical Areas Ordinance.

Phase 9 Deliverables:

- Gap analysis in MS Excel format
- Draft Text of recommended code revisions in MS Word w/TrackChanges
- Technical memo outlining the recommended Development Code and Critical Areas Ordinance updates, with precise language, to implement the new Comprehensive Plan
- Updated regulations in MS Word w/TrackChanges
- Draft ordinance prepared in strike-draft format (if requested)

Ellensburg Comprehensive Plan

Leland Consulting Group Scope of Work

DRAFT v2 2025-05-07

As part of SCJ's team undertaking the Ellensburg Comprehensive Plan Update, this Scope of Work represents the tasks that Leland Consulting Group (Leland), specifically, will perform. The task numbers in this scope correspond with the numbering in SCJ's scope.

3.1 Project Management

- Leland will attend the project kickoff meeting (in-person)
- Billing, invoicing, administrative support
- Leland will attend monthly check-in meetings as needed.

3.2 Update Demographic and Housing Information

- Leland will assist the City in updating its demographic and housing background information to comply with new GMA requirements.
- The City will primarily be responsible for updating the recent Housing Needs Assessment (HNA). Leland will assist the City in ensuring the HNA meets the latest Department of Commerce required data points and checklists and provide data as needed to ensure compliance.
- Leland will conduct a Racially Disparate Impacts (RDI) background analysis and review of existing housing goals and policies, as required by recent GMA updates.
- Leland will draft Adequate Provisions checklists, using Commerce templates, to analyze potential barriers to production of various housing types (including ADUs, middle housing, and low- and mid-rise multifamily housing) in the City. Staff will assist in providing data on potential process barriers to housing production for inclusion in the Adequate Provisions tables.
- In addition to the Adequate Provisions tables, Leland and SCJ will conduct an assessment of Ellensburg's recent regulatory changes allowing increased middle housing types in the city, and recommend additional regulatory changes that could help increase production of middle housing, including drawing on case studies of other jurisdictions.

TASK 3.2 LCG DELIVERABLES:

- Review of Housing Needs Assessment (Word)
- Racially Disparate Impacts background report and policy review (Word)
- Adequate Provisions checklists (Word)
- Middle Housing Recommendation report (Word)

3.3 Economic Baseline Analysis

- Leland will work with the City to update the background section of the Economic Development Element. Working from a baseline of the previous plan's background section, Leland will identify the data points

and update them using the most recent available data, including producing charts, graphs, and tables as needed. Leland will work with the city to produce additional data points as needed for the background section.

- The city will be responsible for drafting the text of the Economic Development element background chapter as well as updating the Economic Development goals and policies. Leland can provide a review of the background chapter and Goals and Policies if requested by the city.

TASK 3.3 LCG DELIVERABLES:

- Updated data for Economic Development background chapter (Excel/Word)
- Review of Economic Development Element (Word)

3.4 Land Capacity Analysis

- Using City, County, and State GIS data, Leland will analyze land capacity for new jobs and housing units to meet allocated growth targets developed by the Kittitas County Conference of Governments (COG), including housing for all income bands as required by recent updates to the GMA. The LCA will be conducted using the COG's Land Capacity Analysis Methodology, developed to ensure consistency in LCAs across the county.
- This spatial analysis will account for net developable land, critical areas, current or projected infrastructure constraints, and assumed housing and job densities based on current development regulations, past development trends, and expected future trends, to determine whether Ellensburg can meet future projected housing needs.
- If there is not sufficient capacity to meet Ellensburg's required housing targets by income band, Leland will provide recommendations on zoning changes that can increase housing capacity at the required income bands, including re-running the LCA up to two times with proposed land use changes to accommodate housing targets and show compliance with GMA requirements.
- Leland will present results of the LCA to the Planning Commission (virtual)
- The land capacity analysis results will inform development of an updated Future Land Use Map (FLUM).

TASK 2.4 LCG DELIVERABLES:

- Land Capacity Analysis methodology and results report (Word)
- Presentation materials on LCA results (PPT)

3.5 Review of Housing, Economic Development, and Land Use Elements

- Leland will assist SCJ in updating the Housing and Economic Development Elements of the Plan. The background analysis detailed above in 3.2, 3.3, and 3.4 will be integrated into the elements.
- Leland will work with SCJ and Staff to review Housing & Economic Development Goal and Policy updates to ensure consistency with new Department of Commerce guidelines and GMA requirements and make suggestions as appropriate.
- Leland will address Staff and Commission comments on the Housing and Economic Development element portions drafted by Leland, up to two rounds of consolidated comments.
- Leland will review the Land Use Element and coordinate with SCJ to ensure housing targets and capacity are accurately reflected in the Land Use Element.

TASK 2.2 LCG DELIVERABLES:

- Review of Housing, Economic Development, and Land Use Elements (Word)

3.6 Final Document Review

- Leland will address comments or questions as needed during the production of final documents and adoption process.

Cascadia Subcontract Scope of Work

Related SOW and budget is for Phase 5 of the Comprehensive Plan update/Engagement.

Phase 6 Tasks

Task 1: Project management and Kick-off

Ensure the project moves forward in an efficient and timely manner toward completion of city goals and grant and other obligations. All PM deliverables will be provided to the Prime (SCJ Alliance).

Approximate Schedule: June 2025 - June 2026

Anticipated Deliverables:

- Monthly Invoices and Progress Reports;
- Agendas for meetings (as appropriate);
- City kickoff meeting participation

Task 2: Climate Engagement

Cascadia will assist in Public Engagement with specific Climate Engagement needs. Cascadia will provide feedback and content for the PPP, attend up to 2 in person events, 1 online event, develop climate outreach materials, and participate in the following internal meetings:

- 2 Planning Commission Meetings
- 1 Council Meeting
- Facilitate up to 5 Environmental Commission meetings

Approximate Schedule: June 2025 - June 2026

Anticipated Deliverables:

- Public facing outreach materials

Task 3: Explore Climate Impacts

Consistent with changes in the GMA (RCW 36.70A.070) and the Department of Commerce's Climate Element Planning Guidance, Cascadia will assess climate change impacts on key physical, social, and environmental assets, pulling from relevant plans, policies, and other resources as well as any other identified during this process. Drawing from Cascadia's extensive experience working with jurisdictions to identify and evaluate

climate impacts and hazards, Cascadia will use the best available science and credible resources to identify observed and projected climate trends relevant to the City of Ellensburg, focusing on impacts such as stormwater flooding and slope stability, heat events, wildfire, smoke, drought, and other climate-related risks. Cascadia anticipates using resources from the University of Washington Climate Impacts Group and other sources, including Climate Mapping for a Resilient Washington, Northwest Climate Assessment Report, the National Climate Assessment, and other relevant studies and datasets.

This task includes two optional subtasks in lieu of a Vulnerability Assessment. There would need to be a determination of what the client would want to proceed with. Optional tasks include:

- Optional Task: Add adaptation recommendation section that will help inform the climate element (\$5,525)
- Optional Task: Add a section on community vulnerability to climate hazards (\$6,250)

Approximate Schedule: June 2025 - October 2025

Anticipated Deliverables:

- Climate Impact Summary memorandum

TASK 4: AUDIT POLICIES

To better understand what climate planning the City of Ellensburg has completed to date, Cascadia will complete an audit of existing plans, policies, and regulations including, but not limited to, the City's Comprehensive Plan, Hazard Mitigation Plan, and Shoreline Master Program. An initial list will be vetted by City Staff before being finalized.

Acknowledging not all City programs, policies, and initiatives are easily accessible through written documentation Cascadia will supplement policy review with up to 5 interviews with City Staff and/or key partners as budget and time allow.

Cascadia will organize the review into a database and summarize findings in a Policy Audit memorandum that clearly identifies all planning documents/resources and compiles key climate related goals and policies of potential relevance to the City. The database and report will also collate key climate resilience considerations that existing measures address within priority sectors. The database and memo will be used to identify policy trends, gaps, opportunities, and barriers in the existing policies and will include policy recommendations for the Climate Element.

Approximate Schedule: June 2025 – November 2025

Anticipated Deliverables:

- Policy audit database
- Plan and Policy Audit Memo

TASK 5: CLIMATE ELEMENT DEVELOPMENT

Cascadia will develop tailored Climate Element goals and policies that comply with HB1181 requirements. It is anticipated that the City will include resilience and GHG emission reduction policies, which will draw from existing policies based on the policy audit (Task 5.3), use Commerce's menu of strategies to fill in the identified gaps, and integrate engagement outcomes with staff, City leadership, and the public. Cascadia will engage staff and stakeholders in reviewing and finalizing goals and policies (see Engagement task).

The final Climate Element can either be developed as a standalone element, integrated into other relevant elements, or a combination of the two. Cascadia will develop a public draft document and incorporate any feedback into the final.

Approximate Schedule: November 2025 - March 2026

Anticipated Deliverables:

- Draft and Comprehensive Plan (final) Climate Element

City of Ellensburg Transportation Element Support

SCOPE OF WORK

The transportation element (TE) is a local functional plan that will inform and support the long range transportation vision of Ellensburg's Comprehensive Plan. The creation of the TE will be heavily influenced by the other elements of the Ellensburg Comprehensive Plan, including Land Use, Housing, and Economic Development. The plan is needed to guide the City's transportation investments and to ensure that transportation decision making is consistent with the City's other priorities. This Scope represents the technical work and document creation that would be needed to create a TE. It also includes analysis and documentation for transportation portions of an Environmental Impact Statement (EIS), with overall EIS creation led by SCJ Alliance.

Task 1: Project Management, Workshops, and Outreach Support

Fehr & Peers will perform project management tasks related to our work on the TE and EIS. This will include monthly invoices and progress reports, plus up to 20 staff hours for virtual project team meetings throughout the course of the project.

To ensure that this TE is aligned with City values, as well as fiscal and political realities, the Consultant will hold three 2-hour workshops with City Staff to solicit feedback in the following areas:

- Project kick off & Plan Goals (in person)
- Transportation Opportunities & Constraints (findings of existing conditions, virtual)
- Project List (virtual)

Fehr & Peers will also provide outreach and council support:

- Up to 20 hours of staff time for transportation related outreach support, including materials for an online open house hosted by SCJ Alliance
- One Fehr & Peers staff will attend one in person public outreach event
- Three total presentations (virtual) to the Transportation Advisory Committee, Planning Commission and/or City Council

Task 2: Transportation Needs Assessment

We will use the results of the first task to determine a set of key transportation issues. Once the key transportation issues are identified, including areas warranting special handling, we will review state, regional, and City requirements/guidelines for guidance in how to address these issues. We will use these findings to conduct a needs assessment for the following transportation modes and programs:

- Vehicle congestion and weekday PM peak hour level of service calculations (up to 30 intersection and/or roadway facilities)
- Multimodal networks (e.g. biking, walking, transit)
- Network connectivity and completeness
- Freight and truck mobility
- Safety

We will compile available data related to City modal networks, including but not limited to: projects completed since the previous Comprehensive Plan, Active Transportation Plan data, current transit schedules, recent Transportation Improvement Program lists, WSDOT improvement projects, data and findings from the on-going Transportation Safety Action Plan, and other input from City staff. The Consultant will update maps and descriptions of existing conditions within the current TE to create a user-friendly inventory of baseline conditions.

This needs assessment will include an evaluation of existing conditions, as well as anticipated future conditions, based on the modeling performed in Task C. This task includes data costs for weekday PM peak period (4-6PM) turning movement counts at up to 30 intersections.

Deliverable: The consultant will develop a memo, which summarizes existing conditions for auto, freight, transit, bike, and pedestrian modes. The memo will include maps and descriptions of existing facilities, safety data, and auto operations at intersections and/or roadway facilities.

Task 3: Travel Modeling / Future Conditions

We will develop forecasts of future traffic growth using adopted land use projections (consistent with the Land Use element) and identified transportation improvement projects. We will develop future year forecasts for up to three land use scenarios leveraging the Kittitas County model. The land use assumptions for each of the three scenarios will be compiled at the traffic analysis zone (TAZ) level by SCJ Alliance and provided to Fehr & Peers

Deliverable: The consultant will develop a memo, which summarizes the modeling methods, assumptions, and findings.

Task 4: Policy Development

The purpose of this task is to update, refine, and condense the city's existing set of transportation policies. The resulting set of policies will be concise, user friendly, and internally consistent with other elements of the plan. These policies will guide the development of the overall TE.

As part of the policy review, we will review and recommend potential updates to the City of Ellensburg's current Level of Service (LOS) policies. The selection of an LOS standard and methodology will guide the transportation improvements to be included in the TE, six-year transportation improvement program, and long range 20-year project list.

Additionally, Fehr & Peers will develop policies and goals related to vehicle miles traveled (VMT) per capita and greenhouse gas (GHG) emissions reductions goals, as required by new state law. This will build on the work of the City's Sustainability and Energy Plan.

Deliverable: The consultant will develop a memo that includes the recommended set of goals and policies for inclusion in the TE.

Task 5: Developing Project Lists

Based on the results from the above tasks, we will recommend additional transportation improvements. These improvements will address needs identified for all modes (as described in Tasks 2 and 3) and follow the goals and policies established in Task 4. No new cost estimating is assumed as part of this task.

Deliverable: The consultant will develop a memo, which includes the 20-year project list, as well as description of how projects were evaluated and selected.

Task 6: Document Production

Fehr & Peers will compile the information and memos developed in previous tasks into a TE document. The document will be concise, user friendly, and utilize graphics to summarize analytical results, while also conveying the necessary information to fulfill the scope items described above. Fehr & Peers will revise the draft TE based on one consolidated set of comments from the City.

Fehr & Peers will also provide transportation information, maps, and text for the EIS, which will be led by SCJ Alliance.

Deliverables: Draft and Final Transportation Element, EIS Transportation sections content.

Exhibit B - Comp Plan Adoption Schedule

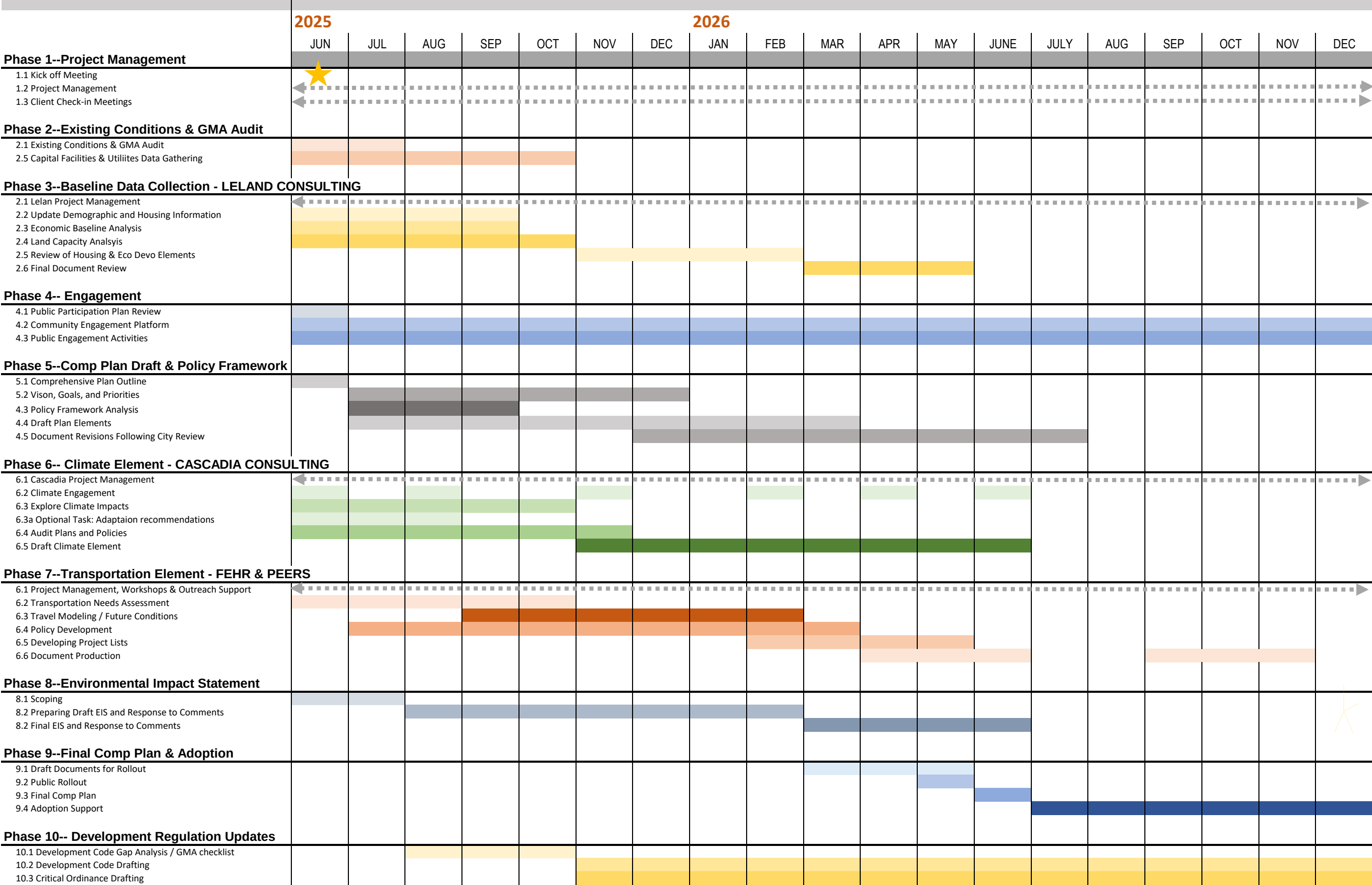




Exhibit C

SCJ Alliance Billing Rate Schedule – 2025

Classification	Hourly Billing Rate
Principal	\$220 - \$430
Senior Consultant	\$200 - \$425
Senior Project Manager	\$190 - \$325
PM3 Project Manager	\$170 - \$285
PM2 Project Manager	\$160 - \$275
PM1 Project Manager	\$135 - \$240
Senior Engineer	\$155 - \$240
E4 Engineer	\$150 - \$220
E3 Engineer	\$130 - \$185
E2 Engineer	\$120 - \$160
E1 Engineer	\$110 - \$155
Senior Landscape Architect	\$135 - \$200
L4 Landscape	\$130 - \$180
L3 Landscape	\$115 - \$165
L2 Landscape	\$105 - \$140
L1 Landscape	\$100 - \$130
Senior Planner	\$180 - \$265
P4 Planner	\$135 - \$190
P3 Planner	\$120 - \$175
P2 Planner	\$105 - \$160
P1 Planner	\$100 - \$145
Senior Technician	\$135 - \$215
T4 Technician	\$115 - \$165
T3 Technician	\$100 - \$150
T2 Technician	\$95 - \$145
T1 Technician	\$80 - \$125
Construction Inspector	\$145 - \$230
Graphic Designer	\$100 - \$180
PC 2 Project Coordinator	\$115 - \$155
PC 1 Project Coordinator	\$100 - \$140
Project Accountant	\$100 - \$200

Direct project expenses are billed at cost plus 10%

PHASE AND TASK SUMMARY TABLE



Ellensburg Comprehensive Plan & EIS

Project #: 25-00165

Phase #	Phase Title	SCJ Hours	Total Cost
SCJ Labor			
PHASE 01	SCJ Project Management		
Task 01	Kick-off Meeting	22	\$4,100.00
Task 02	Project Management	48	\$10,260.00
Task 03	Client check-in meetings	28	\$6,776.00
Phase Total:		98	\$21,136.00
PHASE 02	Existing Conditions and GMA Audit		
Task 01	Existing Conditions and GMA Audit	26	\$3,670.00
Task 02	Capital Facilities and Utilities Data Gathering	43	\$5,633.00
Phase Total:		69	\$9,303.00
PHASE 03	Baseline Data Collection (See Leland Consulting Group Budget)		
Task 01	Project Management	0	\$0.00
Task 02	Update Demographic and Housing Information	0	\$0.00
Task 03	Economic Baseline Analysis	0	\$0.00
Task 04	Land Capacity Analysis	0	\$0.00
Task 05	Review Housing & Economic Development Elements	0	\$0.00
Task 06	Final Document Review	0	\$0.00
Phase Total:		0	\$0.00
PHASE 04	Engagement		
Task 01	Public Participation Plan Review	17	\$2,182.00
Task 02	Community Engagement Platform	64	\$7,816.00
Task 03	Public Engagement Activities	116	\$17,010.00
Phase Total:		197	\$27,008.00
PHASE 05	Comp Plan Draft and Policy Framework		
Task 01	Comprehensive Plan Outline	4	\$656.00
Task 02	Vision, Goals, and Priorities	22	\$2,664.00
Task 03	Policy Framework Analysis	26	\$2,872.00
Task 04	Draft Comprehensive Plan Elements	108	\$15,650.00
Task 05	Document Revisions	44	\$5,584.00
Phase Total:		204	\$27,426.00
PHASE 06	Climate Element (See Cascadia Consulting Budget)		
Task 01	Project Management	0	\$0.00
Task 02	Climate Engagement	0	\$0.00
Task 03	Explore Climate Impacts	0	\$0.00
Task 04	Audit Plans and Policies	0	\$0.00
Task 05	Climate Element	0	\$0.00
Phase Total:		0	\$0.00
PHASE 07	Transportation Element (See Fehr & Peers Budget)		
Task 01	Project Management, Workshops and Outreach Support	0	\$0.00
Task 02	Transportation Needs Assessment	0	\$0.00
Task 03	Travel Modeling / Future Conditions	0	\$0.00
Task 04	Policy Development	0	\$0.00
Task 05	Developing Project Lists	0	\$0.00
Task 06	Document Production	0	\$0.00
Phase Total:		0	\$0.00
PHASE 08	Environmental Impact Statement		
Task 01	Scoping	72	\$15,334.00
Task 02	Preparing Draft EIS and Response to Comments	346	\$60,160.00
Task 03	Final EIS	174	\$31,234.00
Phase Total:		592	\$106,728.00
PHASE 09	Final Comp Plan and Adoption		
Task 01	Draft Documents for Rollout	24	\$4,152.00
Task 02	Public Rollout	36	\$1,632.00
Task 03	Final Comp Plan	26	\$3,248.00
Task 04	Adoption Support	10	\$2,420.00
Phase Total:		72	\$11,452.00
PHASE 10	Development Code Updates		
Task 01	Development Code Gap Analysis	41	\$5,832.00
Task 02	Development Code Amendments Drafting	48	\$6,950.00
Task 03	Critical Area Ordinance Drafting	54	\$7,556.00
Phase Total:		143	\$20,338.00
Subtotal:			\$223,391.00
Subconsultants			
PHASE 03	Leland Consulting		\$32,940.00
PHASE 06	Cascadia Consulting		\$111,735.00
PHASE 07	Fehr & Peers		\$147,180.00
	Subconsultant Markup:		\$14,592.75
Subtotal:			\$306,447.75
Reimbursable Expenses			
Phase 99	Reimbursable Expenses:		
	Copies, Printing, etc.		\$0.00
	Mileage		\$677.60
	Expenses Markup:		\$0.00
Subtotal:			\$677.60
Management Reserve Fund (MRF)			
Phase 98	MRF		\$0.00
Total:			\$530,516.35

Ellensburg Comprehensive Plan Update

Budget: \$32,940.00

3 Baseline Data Collection - Leland

- 3.1 Project Management
- 3.2 Update Demographic and Housing Information
- 3.3 Economic Baseline Analysis
- 3.4 Land Capacity Analysis
- 3.5 Review of Housing, Economic Development, and Land Use Elements
- 3.6 Final Document Review

Hours

Fee

Subconsultant Multiplier (10%)

Total

Leland Consulting Group

Firm Budget:

\$32,940.00

Zahas Managing Principal \$250	Senior Analyst \$175	Analyst \$165	Admin \$140	Labor	Expenses	Expense Description	Total
				\$32,190.00	\$750.00		\$32,940.00
2	24		4	\$5,260.00	\$750.00	Travel	\$6,010.00
2	16	16		\$5,940.00			\$5,940.00
2	8	12		\$3,880.00			\$3,880.00
1	40	8		\$8,570.00			\$8,570.00
2	16	12		\$5,280.00			\$5,280.00
2	12	4		\$3,260.00			\$3,260.00
11	116	52	4				
\$2,750.00	\$20,300.00	\$8,580.00	\$560.00	\$32,190.00	\$750.00		\$32,940.00
							\$32,940.00

Cascadia Subcontract Budget for Ellensburg Comp Plan

Budget for Phase 6 Climate Planning Tasks

Task	Total Hours	Labor	Expenses	Total Project	NOTES
1 Project Management	37	\$6,890	\$0	\$6,890	
2 Climate Engagement	129	\$21,710	\$1,020	\$22,730	Expense for mileage and hotel for in person events
3 Explore Climate Impacts	117	\$18,695	\$0	\$18,695	
Optional: Add adaptation recommendation section that will help inform the climate element	35	\$5,525	-	\$5,525	in lieu of a VA - this would provide key adaptation recommendations per hazard based on assessment; would highlight intersection with the Climate Element
Optional: Add a section on community vulnerability to climate hazards	40	\$6,250	-	\$6,250	in lieu of a VA - this would provide more insight into the social vulnerabilities in Ellensburg
Total Task 3 Explore Climate Impacts with Optional Tasks	192	\$30,470	-	\$30,470	
4 Audit Plans and Policies	128	\$20,530	\$0	\$20,530	
5 Climate Element	192	\$31,115	\$0	\$31,115	
TOTAL WITHOUT OPTIONAL TASKS	603	\$98,940	\$1,020	\$99,960	
TOTAL WITH OPTIONAL TASKS	678	\$110,715	\$1,020	\$111,735	

Fee Proposal for Ellensburg Transportation Element

	Fehr & Peers						Labor Hours	Direct Costs	Total
	Project Manager	Principal-in-Charge	Senior Modeler	Project Planner/Engineer	Graphics/GIS	Project Coordinator			
Tasks	\$250	\$350	\$265	\$150	\$205	\$135			
Task 1 - Project Management, Workshops, and Outreach Support									
1.1 Project Management	40	8				20	68	\$1,090	\$16,590
1.2 Workshops	10	6		20	4	5	45	\$640	\$9,735
1.3 Outreach Support	20	2		20	12	7	61	\$850	\$12,955
Task 2 - Transportation Needs Assessment									
2.1 Existing Conditions (Includes count costs)	20	4	4	100	12	18	158	\$7,910	\$35,260
Task 3 - Travel Modeling/Future Conditions									
3.1 Travel Modeling/Future Conditions	10	2	12	60	6	11	101	\$1,270	\$19,365
Task 4 - Policy Development									
4.1 Policy Development	12	8		24		6	50	\$710	\$10,920
Task 5 - Developing Project Lists									
5.1 Developing Project Lists	10	4		30	6	6	56	\$730	\$11,170
Task 6 - Document Production									
6.1 Draft TE and EIS Content	20	8		40	20	11	99	\$1,360	\$20,745
6.2 Final TE and EIS Content	10	4		20	10	6	50	\$680	\$10,440
Total for all Tasks	152	46	16	314	70	90	688	\$15,240	\$147,180

Notes:

This fee proposal is valid for a period of 90 days from the proposal submittal date.

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded

Mileage is billed at the IRS rate plus 10% handling fee

Rates and non-key staff are subject to change at any time, without notice, and within the total budget shown



City of Ellensburg 2026 Comprehensive Plan Periodic Update



Submitted to: City of Ellensburg
Submitted by: SCJ Alliance
March 25, 2025



2026 Comprehensive Plan Periodic Update

Table of Contents

Cover Letter1

Key Personnel and Firm Qualifications.....2

 About Our Subconsultant Team 3

 Team Experience 4

 Organizational Chart..... 5

 Team Resumes..... 6

Proposed Approach.....20

 Teaming Partner Roles 21

 Project Management and Communication Expectations..... 22

Project Management22

Scope of Work.....23

 Creative Engagement Techniques..... 27

 Schedule..... 32

Relevant Project Experience and References34

Cover Letter



SCJ ALLIANCE

March 25, 2025

City of Ellensburg Community Development Department
Attn: Stacey Henderson, Planning Manager
501 N. Anderson Street
Ellensburg, WA 98926
Email: comdev@ci.ellensburg.wa.us

8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
ph: 360.352.1465
fax: 360.352.1509
www.scjalliance.com

Re: Ellensburg 2026 Comprehensive Plan Periodic Update

Dear Ms. Henderson and Members of the Selection Committee,

Our team is thrilled to present our proposal to collaborate with the City of Ellensburg on the preparation of the 2026 Comprehensive Plan Periodic Update.

Leading this effort with the greatest enthusiasm is your project manager, **Kirsten Peterson**, who brings seven years of experience as a former Community Development Director for Ellensburg, along with a genuine passion for the community. Kirsten's unique insight into Ellensburg's goals and challenges, along with her deep understanding of its operations, key stakeholders, and planning processes, enables her to immediately engage and lead the project with confidence.

At **SCJ Alliance (SCJ)**, we are dedicated to creating comprehensive plans that reflect community values while guiding sustainable growth. Our team is made up of experts across multiple planning disciplines and we're ready to hit the ground running, supported by a network of outstanding partners. In addition to a robust planning group, SCJ is a multi-disciplinary firm with expertise in landscape architecture, transportation, civil engineering, and urban design.

As urban strategists, **Leland Consulting Group (LCG)** leads in strategic, market, financial, and economic elements that make special and economically viable places. LCG will be leading the housing and economic development elements while supporting land use scenarios and land capacity analysis.

Cascadia Consulting Group (Cascadia) is at the forefront of climate element development in Washington and will take the lead on this element. Having worked directly with the Department of Commerce to test and refine the HB 1181 Climate Element guidance, they will provide unparalleled guidance for this element.

Fehr & Peers, with their experience developing the Transportation Element during the 2017 Periodic Update, is well poised to create innovative transportation solutions that meet the community's current and future needs.

Together, we have the specialized knowledge needed to navigate the state's GMA and planning requirements. We are committed to delivering a comprehensive plan that positions Ellensburg for long-term success while capturing the values and aspirations of its residents. Thank you for considering our team for this important project; we look forward to the opportunity to collaborate with you.

Sincerely,

Kirsten Peterson
Project Manager

Genevieve Dial
Principal-in-Charge

Key Personnel and Firm Qualifications



100%

Employee-owned

SCJ Alliance (SCJ) is a multidisciplinary planning and engineering firm specializing in solving complex issues that challenge developing communities. We provide a broad range of professional services to public- and private-sector clients, including land use and environmental planning, traffic safety, transportation planning and design, community outreach and facilitation, civil engineering, urban design, and landscape architecture.

SCJ creatively integrates community planning, transportation planning, and multimodal engineering, serving the unique character of each of our client communities. The multidisciplinary nature of our firm and our strong working relationships with each other help us to see possibilities when others cannot and to make maximum effective use of the technical skills and creativity of our team. The City of Ellensburg will benefit from our innovative perspectives, in-depth understanding of all elements of comprehensive planning, and engaging public outreach strategies that integrate well with the technical work needed for a successful plan.

Anticipate. Envision. Create.

SCJ was formed in 2006 with a mission to serve communities by helping them address infrastructure challenges through creative engineering and planning solutions. When approaching projects, we use a three-step strategy that we know serves our clients well: we **anticipate** emerging challenges and opportunities, work with clients to **envision** projects to enhance the livability of their community, and then **create** a plan that achieves the goals and vision identified through this process.

Our Details

8730 Tallon Lane NE, Suite 200
Lacey, WA 98516

Ph: 360.352.1465
Fax: 360.352.1509
www.scjalliance.com

Federal ID: 20-4834444

UBI: 602612261

Year Founded: 2006

Staff: 140

Office Locations: Washington, Colorado, Montana

Areas of Expertise

- ◆ Comprehensive Planning
- ◆ Land Use Planning & Design
- ◆ Transportation Planning & Design
- ◆ Environmental Engineering & Permitting
- ◆ Landscape Architecture
- ◆ Parks and Trails
- ◆ Civil Engineering
- ◆ Public Outreach & Facilitation
- ◆ Master Planning
- ◆ Stormwater/Drainage/Flood Control
- ◆ Parking & Circulation
- ◆ Site Design
- ◆ ADA Compliance

About Our Subconsultant Team



Leland Consulting Group (Leland) partners with exceptional public and private leaders who envision bold futures for their downtowns, neighborhoods, employment centers, and cities. Leland refines and helps realize those visions, delivering strategies that have resulted in built projects across more than 250 communities nationwide—projects that enhance quality of life through thriving downtowns, vibrant shopping districts, welcoming neighborhoods, and dynamic employment centers.

As urban strategists, Leland maintains a clear focus on the big picture while providing deep expertise in the strategic, market, financial, and economic components that make projects successful. The firm understands that special, economically viable places emerge from the combination of quality design, strong market fundamentals, developer capacity, and financial strength. In every engagement, Leland works closely with public and private champions to build consensus, foster collaboration, and overcome challenges.

Established in 1989, Leland brings more than 36 years of experience in real estate and urban planning, serving public and private sector clients across the United States.

Areas of expertise:

- ◆ Market Research and Strategies
- ◆ Financial Analysis
- ◆ Economic Impact Analysis
- ◆ Economic Development Strategies
- ◆ Public-Private Partnership Negotiation and Facilitation
- ◆ Housing Strategies
- ◆ Development Conceptualization



Since its founding in 1993, **Cascadia Consulting Group (Cascadia)** has worked with public, corporate, nonprofit, and tribal clients to advance projects that benefit their communities and the environment. Cascadia's expertise cuts across all aspects of climate analysis and planning—including greenhouse gas emissions, vulnerability analyses, strategy development, and community co-design. They have extensive experience applying these skills to help local governments across Washington implement measures to reduce their emissions while building resiliency to climate impacts. Recent work includes developing climate elements for the cities of Auburn, Spokane, Walla Walla, East Wenatchee, Marysville, Gig Harbor, Lake Forest Park, as well as Chelan and Douglas counties, Clallam County, Skagit County, Thurston County, Spokane County, and Whatcom County. With this deep experience, Cascadia is ready to hit the ground running to provide unparalleled guidance around upcoming Commerce requirements, help break down each new requirement, and provide capacity to support decision-making—all while equipping Ellensburg with the tools it needs to implement these policies.



Since 1985, **Fehr & Peers** has worked with communities across the country to shape transportation futures. They focus on delivering creative, yet implementable transportation plans, strategies, and solutions backed by a strong culture of applied innovation and client-centric collaboration. Fehr & Peers has extensive experience in delivering well over 50 transportation elements and comprehensive plans throughout the state. Many of these plans have included customized travel demand models, intersection operations analyses, concurrency management systems, and multimodal LOS analyses. All of these plans have been fully compliant with the Growth Management Act (GMA), supporting communities in right-sizing their transportation investments to advance critical community mobility goals.

Team Experience

We have provided an organizational chart of our SCJ and partner team members who have been carefully selected for their skillsets to carry out the various tasks for the Ellensburg Comprehensive Plan. You will note within the bios provided for each of the key personnel selected for this project that our combined team members have extensive experience with GMA requirements and working with communities to stay in compliance with recent housing legislation.

Principal-in-Charge **Genevieve Dial** brings deep expertise in GMA requirements for comprehensive planning—gained through her role as a former senior planner for the Washington State Department of Commerce—where she provided technical assistance and GMA guidance to more than 50 Eastern Washington jurisdictions. She has also led state trainings on adaptive management for critical areas. Your project manager, **Kirsten Peterson**, offers firsthand experience from her work as a local government planner, collaborating directly with Commerce representatives. She is well-versed in submitting grant applications, managing deliverables through the State’s online portal, and completing A19 invoicing and other state expenditure forms. Kirsten’s experience includes preparing Commerce deliverables for housing action plans, comprehensive plan updates, development regulations, critical area ordinance updates, and most recently, middle housing regulations.

Our team members’ resumes highlight projects that we have worked on as a demonstration of our individual and collective experience in the following:

- ♦ Advanced knowledge of and experience working with the Washington State Growth Management Act, specifically implementing recent legislative requirements, including:
 - ♦ HB 1220 (housing by income bands, etc.)
 - ♦ HB 1042 (conversion of commercial to multi-family)
 - ♦ HB 1337 (ADU allowances)
 - ♦ HB 1110 and HB 2321 (middle housing)
 - ♦ HB 1293 and SB 5290 (related to permitting processes)
 - ♦ SB 5412 (SEPA categorical exemptions)
 - ♦ HB 1181 (climate resiliency)
- ♦ Experience working with Department of Commerce and their representatives
- ♦ Experience designing and implementing various public engagement plans
- ♦ Experience preparing comprehensive plans and associated development regulations that are in compliance with all requirements of the GMA Periodic Update checklist
- ♦ Experience with developing Climate Plans in compliance with HB 1181

Our relevant project experience also highlights a history of consultant and subconsultants successfully working together. For instance, SCJ and Leland recently wrapped up a 2024 project for the Lake Forest Park Comprehensive Plan, and we are now working together to finalize the Middle Housing updates mandated for them as a Tier 3 city.

Firm	Contact	# of Employees for this Project
SCJ Alliance	Kirsten Peterson	7
Leland Consulting Group	David Fiske	2
Cascadia Consulting Group	Nicole Gutierrez	4
Fehr & Peers	Daniel Dye	3

Organizational Chart



Genevieve Dial
Principal-in-Charge



Kirsten Peterson
Project Manager



Whitney Holm, PE
Capital Facilities and Utilities



Laura Barker, AICP
Policy Analysis



Spencer Easton
Environmental Planning



Malissa Paulsen
Stakeholder Engagement



Zoë Tapert
Code Updates



Daniel Dye, PE
Transportation Engineering



Kendra Breiland, AICP
Transportation Planning



Siddharth Sivakumar
Transportation Planning



David Fiske
Market and Housing
Analysis Lead



Andrew Oliver
Market and Housing
Analysis Support



Nicole Gutierrez
Climate Policy



Meg Horst
Climate Policy

Company Key: SCJ Alliance Leland Consulting Group Cascadia Consulting Group Fehr & Peers



Education

BA, English, University of Utah

Memberships/Affiliations

American Planning Association (APA)

Experience

19 years

Expertise

- ◆ Grant Writing & Implementation
- ◆ Comprehensive Plans
- ◆ Housing Actions Plans
- ◆ Development Code Regulations
- ◆ Code Writing
- ◆ Stakeholder Engagement
- ◆ Public Outreach
- ◆ Meeting Facilitation
- ◆ Current Planning
- ◆ Land Use Permitting

Kirsten Peterson

Project Manager

As the former Community Development Director for the City of Ellensburg, Kirsten has an in-depth knowledge of the Ellensburg community and the operations of the City government. More importantly, she comes to you with a great desire and passion to continue serving the community she loves so much. With her planning background in Washington state, she has first-hand experience tackling the challenges confronting local jurisdictions, navigating the tricky terrain of meeting regulatory requirements following the adoption of new State housing legislation. She has experience preparing various Commerce grants and meeting the State reporting requirements. She has a deep love of community, and as a certified Community Heart & Soul Coach® with the Orton Family Foundation, Kirsten understands the importance of going to community members where they are to find out what matters most to them. Kirsten has utilized the Heart & Soul methodology to help craft comprehensive plans in both Cortez, CO and Ellensburg, WA, with state awards granted for both efforts. Her code writing experience was amplified after several years working on code amendments to the Ellensburg City Code following Comprehensive Plan adoption. Her collaboration with MRSC on code updates earned her a spot as a guest presenter on a 2022 MRSC webinar entitled “Tips for Writing Good and Effective Development Code Provisions”. She has since assisted with Code updates for the City of Moses Lake, and more recently with the middle housing mandates for the cities of Tumwater, Medina, and various other small communities in western Washington.

Relevant Experience

- ◆ **2024 Comprehensive Plan – Lake Forest Park, WA.** This effort includes integrated updates to the six-year Capital Improvement Plan and 20-year capital facilities and utilities planning, ensuring alignment with new Growth Management Act requirements and regional policies. The plan emphasizes equity, climate resilience, and infrastructure reliability, with a focus on serving historically underserved communities.
- ◆ **Middle Housing Land Use Code Updates – Medina, WA.** Kirsten is leading this project as the project manager for the City of Medina’s Middle Housing Land Use Code Updates. SCJ is helping the City comply with new state legislation on middle housing and ADUs while preserving neighborhood character through close collaboration with staff, elected officials, and the public. The team developed user-friendly regulations supported by public engagement, 3D graphics, and tailored code language to guide implementation across varying lot sizes..

Additional Experience

- ◆ 2017 Comprehensive Plan Periodic Update – Ellensburg, WA
- ◆ Housing Action Plan – Ellensburg, WA
- ◆ Development Code Amendments and Area-Wide Rezoning – Ellensburg, WA
- ◆ Middle Housing Code Amendments – Tumwater, WA
- ◆ Middle Housing Code Amendments – Ruston, WA
- ◆ Comprehensive Plan Periodic Update – Shelton, WA
- ◆ Unified Development Code updates – Moses Lake, WA



Genevieve Dial

Principal-in-Charge

With over 15 years of diverse planning background in the public and private sector, Genevieve is prepared to lead efforts to build resilient, thriving communities. Genevieve's experience is varied across the many spectrums of planning with knowledge of comprehensive and long-range planning, critical areas, tribal coordination, civilian-military land use, small town and rural lands planning, housing needs assessments, parks, recreation and open space planning, land acquisition, grant writing, and policy work. In her public sector career, Genevieve spent over six years as a senior planner with the Washington State Department of Commerce, providing technical assistance to communities implementing the GMA through comprehensive plans and development regulations. Genevieve is keenly aware of the periodic update requirements associated with a comprehensive plan, including state guidelines and legislative requirements.

Relevant Experience

- ♦ **Senior Planner offering technical assistance and GMA Guidance to over 50 Eastern Washington Jurisdictions in Lincoln, Pend Oreille, Stevens, and Ferry Counties.**
- ♦ **Senior Planner overseeing development of statewide guidance for Rural Housing Policies and ADU Guidance in Washington State.**
- ♦ **Comprehensive Plan Updates and Parks, Open Space and Recreation Plans – College Place, Metaline, Lone, Coulee Dam**

Additional Experience

- ♦ Low Impact Development Guidance – Puget Sound, WA
- ♦ Town Redevelopment and Wildfire Recovery Plan – Malden, WA
- ♦ Developed and Hosted Critical Areas Adaptive Management Training Series – Washington State

Education

MA, Urban and Regional Planning
Eastern Washington University

BA, Environmental Studies
and Sustainability
The Evergreen State College

Memberships/Affiliations

American Planning Association (APA)

Experience

19 years

Expertise

- ♦ Long-Range Planning
- ♦ Grants
- ♦ Public Engagement
- ♦ Tribal Coordination
- ♦ Critical Areas



Whitney Holm, PE

Capital Facilities and Utilities

Whitney has 17 years of experience in site and civil engineering and transportation design, with expertise in stormwater management, low-impact design (LID), utilities, and roadway design. Her experience in stormwater, sewer and water includes master planning through design through construction support. Her overall civil experience contributes to her expertise as a development reviewer. Her keen eye for detail and understanding of the City's manuals make her an efficient and effective reviewer.

Relevant Experience

- ♦ **Pleasant Harbor Master Planned Resort Review – Jefferson County, WA.** Whitney served as the civil lead on this master-planned resort that involved extensive documentation, complex regulations, and a comprehensive review that encompassed water and sewer systems, grading, erosion control, stormwater collection, conveyance, and retention facilities.
- ♦ **Washington State Department of Enterprise Systems (DES) Desmond Drive Feasibility Study – Lacey, WA.** As project manager, Whitney provided a predesign study report and cost estimate to evaluate the possibility of building an EV charging hub at undeveloped, DES-owned land by Desmond Drive in Lacey. This work included civil, structural, electrical, and architectural consultants' engagement.

Additional Experience

- ♦ Alder Street Trail Concepts – Ellensburg, WA
- ♦ Chelan Northshore Trail Plan – Chelan, WA
- ♦ Denny Creek Franklin Falls Parking Expansion, USDA USFS On-Call – North Bend, WA
- ♦ On-Call General Engineering and Planning Services – Olympia, WA
- ♦ On-Call King County Parks – Seattle, WA
- ♦ On-Call Engineering and Planning – Thurston County, WA
- ♦ Intercity Transit On-Call Engineering Services – Thurston County, WA
- ♦ Taylor Way Rehabilitation – Tacoma, WA

Education

BS, Civil Engineering
Saint Martin's University

Licenses/Registrations

Professional Engineer, WA #48811

Memberships/Affiliations

Leadership Thurston County

Experience

17 years

Expertise

- ♦ Community Master Planning
- ♦ Engineering/Utilities
- ♦ Stormwater Management
- ♦ ADA Design
- ♦ Low Impact Design
- ♦ Park Design



Laura Barker, AICP

Policy Analysis

In her role on this project, Laura will lead policy analysis efforts to ensure Ellensburg's Comprehensive Plan aligns with the community's values and long-term vision. With a passion for creating accessible, impactful plans, Laura specializes in developing policy frameworks that balance growth management, housing needs, and economic development while honoring each community's unique character. She excels at translating complex regulatory language into clear, user-friendly guidance that supports informed decision-making.

A strong collaborator, Laura works closely with stakeholders to align policies with community goals. She is proficient in ArcGIS, SketchUp, and Adobe Creative Suite, allowing her to produce maps and informational graphics that clarify policy concepts and enhance public engagement. Laura has successfully guided multiple jurisdictions through comprehensive plan updates, ensuring policies are clear, actionable, and aligned with state and local priorities.

Relevant Experience

- ♦ **Development Code and Zoning Map Update – Moses Lake, WA.** The update of Moses Lake's development code streamlined the existing regulations, including the addition of graphics to help clarify the development process for all users. Laura produced diagrams illustrating the dimensional standards for all residential zones.
- ♦ **Periodic Comprehensive Plan and Development Regulations Update – Woodinville, WA.** Laura is supporting the City of Woodinville in updating its comprehensive plan and development regulations to align with state requirements and community priorities. Her work includes analyzing land use policies, refining zoning standards, and developing graphics to enhance clarity and usability.

Additional Experience

- ♦ Periodic Comprehensive Plan and Development Regulations Update – Chehalis, WA
- ♦ Periodic Comprehensive Plan and Zoning Code Update – McCleary, WA
- ♦ Periodic Comprehensive Plan Update – Mason County, WA
- ♦ Periodic Comprehensive Plan Update – Wilkeson, WA
- ♦ Periodic Comprehensive Plan Update – Kittitas County, WA

Education

Bachelor of Landscape Architecture
North Carolina State University

Master of Urban Planning
University of Washington

Licenses/Registrations

American Institute of Certified Planners
(AICP) #36968

Memberships/Affiliations

American Planning Association (APA)

Experience

18 years

Expertise

- ♦ Comprehensive Planning
- ♦ Analysis Mapping
- ♦ Regulatory Updates



Spencer Easton

Environmental Planning

Spencer is an environmental planner with 17 years of professional experience in SEPA compliance and environmental impact analysis. Spencer has managed SEPA review for a wide range of public projects, including comprehensive plan, recreational, water infrastructure, and school projects. He regularly authors sections of both programmatic and project-level NEPA and SEPA Environmental Impact Statements and manages SEPA documentation projects. Spencer is currently leading the EIS process for two comprehensive plans which will be completed in 2025 (Mason County and the City of Shelton) and contributing to multiple other comprehensive plan SEPA documents. Spencer also has extensive experience with floodplain management planning with a focus on collaborative and multi-benefit projects. Spencer follows a collaborative approach to planning, combining subject matter understanding and expertise with meaningful engagement with clients and their partners

Relevant Experience

- ♦ **Mason County Comprehensive Plan – Mason County, WA.** Spencer is leading the development of an EIS on the Mason County Comprehensive Plan, which is analyzing the impacts of projected growth on land use, utilities, water resources, recreation, and cultural and historic resources, among other topics.
- ♦ **King County Comprehensive Flood Hazard Management Plan Environmental Impact Statement – King County, WA*.** Spencer was the project manager for development of a programmatic EIS for King County's Flood Plan update.
- ♦ **Yakima River Basin Integrated Water Resource Management Plan Programmatic Environmental Impact Statement – Benton, Kittitas, Klickitat, and Yakima Counties, WA*.** Spencer was the primary author of the utilities and environmental justice elements of a programmatic EIS for the Yakima Basin Plan.

Additional Experience

- ♦ City of Shelton Comprehensive Plan – Shelton, WA
- ♦ Whatcom County Comprehensive Plan – Whatcom County, WA
- ♦ Sobering Center SEPA Checklist – King County, WA
- ♦ 180th Street Connector Land Use Memorandum – Arlington, WA
- ♦ Chehalis Basin Flood Damage Reduction Project EIS – Chehalis, WA*
- ♦ Seattle Center Arena EIS – Seattle, WA*
- ♦ SEPA Support for Seattle Public Schools – Seattle, WA*

**at a previous firm*

Education

BA, Liberal Arts, The Evergreen State College

Certifications

Certified Floodplain Manager (CFM)

Memberships/Affiliations

Association of State Floodplain Managers

Northwest Floodplain Managers Association

Experience

17 years

Expertise

- ♦ SEPA
- ♦ EIS
- ♦ Floodplain Management



Zoë Tapert

Code Updates

Zoë's role on this project centers the code and policy updates. Her work is driven by her passion for proactive planning with communities. She consistently prioritizes clear communication and a high level of organization in any planning process. Zoë is recognized for her ability to simplify complex policies and challenging topics, breaking them down to ensure everyone has a clear understanding across perspectives. Her approach emphasizes accessibility and collaboration, with a focus on addressing various code and policy interpretations. Her experience includes updating development code and policies for state legislative requirements, drafting various comprehensive plan elements, providing GIS analysis, as well as engagement opportunities that draw from her previous career in grassroots community organizing and event planning.

Relevant Experience

- ♦ **Comprehensive Plan Update – Lake Forest Park, WA.** Zoë assisted in the comprehensive planning process of Lake Forest Park's comprehensive plan by providing a thorough policy analysis and review against new state legislative requirements. In collaboration with planning commissioners, with local government officials and community stakeholders, the project evaluated existing policies, identified key issues, and provided policies to accommodate future growth and development. Zoë specifically helped the City with policies across elements for their climate and equity lens, ensuring the comprehensive plan aligned with both local needs and state regulations, fostering informed decision-making and long-term planning for the community's future.
- ♦ **Middle Housing Code Updates – Medina, WA.** Zoë worked closely with the City of Medina's Staff and Planning Commission to drive a successful record breaking community engagement effort focused on middle housing. By leveraging online surveys, in-person events, community toolkits, and peer-to-peer messaging, the project ensured broad public participation. This approach led to the City effectively communicating proposed code changes, gather valuable input from residents, and maintain a positive productive environment throughout the process.

Additional Experience

- ♦ Bonney Lake Mobility Plan – Bonney Lake, WA
- ♦ Comprehensive Plan Update – Woodinville, WA
- ♦ Comprehensive Plan Update – Newcastle, WA
- ♦ Siska Indian Band Comprehensive Community Plan Update – Lytton, BC
- ♦ Transit Network Adaptation for Extreme Heat – Kelowna, BC
- ♦ Comprehensive Plan Update – Snohomish, WA

Education

Master in Community and Regional Planning, Indigenous Community Planning
University of British Columbia

BA, Environmental Ethics & Policy
University of Portland

Memberships/Affiliations

American Planning Association (APA)
Planning Association of Washington (PAW)

Experience

1 year

Expertise

- ♦ Comprehensive Planning
- ♦ Rural and Urban Planning
- ♦ Active Transportation
- ♦ Infrastructure and Land Use Planning
- ♦ Climate Resilient Communities



Malissa Paulsen

Stakeholder Engagement

Malissa collaborates with diverse jurisdictions and stakeholders to keep the public, working groups, city council, and planning commission informed and engaged throughout every stage of a project. She is passionate about creating user-friendly plans and documents that are both accessible and impactful. With strong written communication and presentation skills, along with expertise in digital design and graphic communication, Malissa brings clarity and creativity to her work. She thrives in interdisciplinary teams, ensuring projects stay on track and meet deadlines. Her experience spans a wide range of planning efforts, from current planning and consistency reviews to housing action plans and urban design guidelines for municipal clients.

Relevant Experience

- ♦ **Mason County Comprehensive Plan – Mason County, WA.** Key tasks include updating zoning and development regulations, ensuring compliance with state laws like the Growth Management Act, incorporating Best Available Science for critical areas, and coordinating with local jurisdictions, tribal nations, and stakeholders to support sustainable growth and community needs.
- ♦ **Ruston Comprehensive Plan – Ruston, WA.** Key tasks include updating zoning and development regulations, ensuring compliance with state laws like the Growth Management Act, incorporating Best Available Science for critical areas, and coordinating with local jurisdictions, tribal nations, and stakeholders to support sustainable growth and community needs.
- ♦ **Shelton Comprehensive Plan – Shelton, WA.** Key tasks include updating zoning and development regulations, ensuring compliance with state laws like the Growth Management Act, incorporating Best Available Science for critical areas, and coordinating with local jurisdictions, tribal nations, and stakeholders to support sustainable growth and community needs.

Additional Experience

- ♦ Colville Critical Areas Ordinance Update, Colville, WA
- ♦ Periodic Comprehensive Plan and Zoning Code Update – McCleary, WA
- ♦ Tenino Comprehensive Plan Update – Tenino, WA
- ♦ Landscape Code Update – Tumwater, WA
- ♦ Comprehensive Plan Update – Auburn, WA
- ♦ On-Call Planning Services – Tenino, WA

Education

BS, Urban Planning
Arizona State University

BS, Environmental Studies and Policy
Central Washington University

Certifications

Certified Floodplain Manager (CFM)

Experience

6 years

Expertise

- ♦ Public Engagement
- ♦ GMA Regulations
- ♦ Critical Area Ordinances
- ♦ SEPA/NEPA



David Fiske

Market and Housing Analysis Lead

David is an urban planner and project manager that has spent his career working at various scales in both the US and Asia Pacific to coordinate and implement visions for sustainable urban development. He brings a communicative approach to projects that emphasizes well-informed, collaborative action, providing project leadership and technical assistance that helps communities effectively and strategically plan for the future. With a strong belief that project success is tied to relationship building through mutual understanding, David works to clearly communicate data-driven insights to his clients, partners, and project stakeholders in order to ground aspirational goals in market realities and actionable strategies. He has worked with regional and municipal governments, international development agencies, NGOs, real estate developers, and citizen groups on projects ranging from comprehensive plans, corridor and downtown revitalization, transit-oriented development, and neighborhood economic development, always with a focus on providing practical, innovative solutions that make a lasting impact in the communities he serves.

Education

Master of Urban and Regional Planning
Portland State University
BA, Political Science
Oregon State University

Memberships/Affiliations

Urban Land Institute
International Society of City and
Regional Planners

Experience

10 years

Expertise

- ◆ Market Analysis
- ◆ Housing Analysis
- ◆ Urban Planning
- ◆ Transit-Oriented Development

Relevant Experience

- ◆ **Comprehensive Plan Update – Lake Forest Park, WA.** David served as the project manager for Leland as a part of a multidisciplinary team led by SCJ to assist the City of Lake Forest Park in updating their Comprehensive Plan. David engaged with City leaders throughout the process to guide discussions around an updated housing needs assessment that has led to policy and development regulation recommendations to support a more diverse mix of housing that will better accommodate households of all backgrounds and income, while also complying with new statewide housing legislation.
- ◆ **Building Opportunity for Housing Phase II – Spokane, WA.** Led by David, Leland (as part of an interdisciplinary team continuing work on the residential housing code) evaluated feasibility challenges impacting the City's vision for the Residential Multifamily and High-Density zones and recommended changes that would improve development feasibility.
- ◆ **Comprehensive Plan Update – Shoreline, WA.** David led the Leland team in updating the City of Shoreline's Comprehensive Plan housing and economic development elements. His work included a citywide land capacity analysis, a housing needs assessment by income to meet new GMA requirements, and updated goals, policies, and strategies for the 20-year plan. He also facilitated community workshops that helped shift the city's economic focus toward neighborhood commercial nodes and balancing housing demand with business growth.

Additional Experience

- ◆ Comprehensive Plan Update – Mountlake Terrace, WA
- ◆ Comprehensive Plan Update – Woodinville, WA
- ◆ Economic Development Strategy – Mountlake Terrace, WA
- ◆ Comprehensive Plan Update – Walla Walla, WA
- ◆ East Omak Industrial Site Readiness Report – Omak, WA
- ◆ Comprehensive Plan Update – San Juan County, WA
- ◆ Division Street TOD Plan – Spokane, WA



Andrew Oliver

Market and Housing Analysis Support

Andrew is a planner with a passion for helping to create more equitable and sustainable cities and regions through understanding the relationships between land use, access to housing and transportation, and the economics of development. He is particularly interested in housing policy and improving housing affordability for all through systemic and thoughtful planning and effective data analysis and communication. Andrew has experience throughout Washington working on Comprehensive Plans, Housing Action Plans, and Subarea Plans and is well versed in the GMA. At Leland Consulting Group, Andrew supports the firm's principals and associates with a variety of research, writing, mapping, and data analysis tasks. Before joining the firm, he worked for JM Goldson, a community planning firm in Boston, working on housing production plans for a number of Massachusetts municipalities.

Relevant Experience

- ◆ **Comprehensive Plan Update – Whatcom County, WA.** Andrew is supporting the 2025 Comprehensive Plan Update by updating the County's Land Capacity Analysis methodology and tool to align with HB 1220 (2021), coordinating housing needs by income band across the County, cities, and UGAs, and assisting with housing allocations. Leland is contributing to the Housing Element update, analyzing housing needs and racially disparate impacts, and advising on economic aspects of other Plan elements.
- ◆ **Comprehensive Plan Update – Mill Creek, WA.** Andrew supported the 2024 Comprehensive Plan Update by developing growth forecasts and scenarios to help the City meet housing targets, with a focus on the Mill Creek Boulevard Subarea and its future rezoning for mixed-use development. He also updated Housing Goals and Policies to reflect current needs and state requirements and worked with the team, Planning Commission, and City staff to add a new Economic Development element to the plan.
- ◆ **Housing Action Plans – Washington Communities.** Andrew has worked on multiple Housing Action Plans in Washington, providing a range of services analyzing communities' housing needs and markets and assisting with evaluations of buildable residential land, informed by one-on-one interviews with local developers, landowners, and affordable housing advocates. The communities include Mattawa, Kettle Falls, Anacortes, Chewelah, Ritzville, and Port Orchard.

Additional Experience

- ◆ Comprehensive Plan Update – Shoreline, WA
- ◆ Comprehensive Plan Update – Lynnwood, WA
- ◆ East Omak Industrial Site Readiness Report – Omak, WA
- ◆ Comprehensive Plan Update – Lake Forest Park, WA
- ◆ Comprehensive Plan Update – Mount Vernon, WA
- ◆ Comprehensive Plan Update – Anacortes, WA
- ◆ Comprehensive and Subarea Plans – Port Orchard, WA
- ◆ Housing Policy Analysis – Liberty Lake, WA

Education

Master of Urban and Regional Planning
Portland State University

Bachelor of Music, Jazz Studies
Portland State University

BA, French
Portland State University

Memberships/Affiliations

American Planning Association

Experience

4 years

Expertise

- ◆ Economic Development
- ◆ Housing Policy
- ◆ Data Analysis



Nicole Guttierrez

Climate Policy

Since joining Cascadia Consulting in 2022, Nicole has collaborated closely with local Washington governments at various stages of the climate planning process, guiding the development of climate and sustainability policies for comprehensive plans. She leads climate policy research and climate action planning projects across Cascadia's portfolio, and supported a pilot program with the Department of Commerce to develop and test Climate Element guidance. She has managed and supported climate elements for the cities of Auburn, Kenmore, Renton, Federal Way, East Wenatchee, Walla Walla, and Woodinville and counties including San Juan County, Thurston County, and Skagit County. Nicole brings experience from her previous position managing complex water resource projects where she engaged with stakeholders and investigated solutions related to water quantity issues.

Relevant Experience

- ♦ **East Wenatchee Climate Element and Vulnerability Assessment – East Wenatchee, WA.** Cascadia supported the development of the East Wenatchee Climate Element by leading the Climate Impacts Summary and Vulnerability Assessment report. As project manager, Nicole oversaw the review and analysis of key documents, ensuring a thorough evaluation of relevant data, policies, programs, and stakeholder input.
- ♦ **King County Cities Climate Collaborative Model Comprehensive Planning Policies – King County, WA.** Cascadia worked with a coalition of King County cities to build model climate and sustainability policies for use in Comprehensive Planning. As a policy analyst and writer, Nicole supported the research and development of a set of model policies to guide the integration of climate considerations into local Comprehensive Plans within King County. Nicole has since led the development of climate elements and policy for other King County jurisdictions including Auburn, Kenmore, Federal Way, Renton, and Woodinville.
- ♦ **Climate Pilot Program – WA Department of Commerce.** Cascadia led a pilot program with the Department of Commerce to develop and test guidance and tools to assist local governments in integrating climate change into their comprehensive plans. As project support, Nicole helped coordinate assistance to several communities to implement the draft Climate Change Element and evaluated the effectiveness of the current program.

Additional Experience

- ♦ City of Spokane Valley Climate Element – Spokane Valley, WA
- ♦ City of Renton Climate Element – Renton, WA
- ♦ City of Auburn Climate Program Plan – Auburn WA
- ♦ City of Kenmore Climate Element – Kenmore, WA
- ♦ City of Woodinville Climate Action Plan and Policy Integration – Woodinville, WA
- ♦ San Juan County Climate Element and Action Plan – San Juan County, WA
- ♦ Skagit County Climate Element – Skagit County, WA
- ♦ Thurston County Climate Element – Thurston County, WA

Education

BS, Conservation and Wildlife Biology
University of Rhode Island

Experience

10 years

Expertise

- ♦ Project Management
- ♦ Climate Focused Engagement
- ♦ Climate Policy
- ♦ Climate Planning



Meg Horst

Climate Policy

Meg has over 15 years of experience in urban and land use planning, with an emphasis on climate change, environmental justice, and food systems. At Cascadia, Meg supports climate change preparedness and hazard mitigation planning for Clallam County's Climate Element (WA), leads a climate and health vulnerability assessment for Chelan and Douglas Counties (WA), supports policy review and development for a community land use plan in Tigard (OR), and provides public outreach for Spokane's Climate Element (WA). Prior to Cascadia, Meg was the Director of the Masters of Urban and Regional Planning Program at Portland State University and an Associate Professor at the Nohad A. Toulon School of Urban Studies & Planning. Meg has published dozens of peer-reviewed journal articles on the intersection of land use, planning, climate change, agriculture, and food justice.

Relevant Experience

- ♦ **Climate Element and Hazard Mitigation Plan Update – Clallam County, WA.** Vulnerability Assessment Lead. Leading the development of a climate vulnerability assessment, integrating climate change science into the County's Hazard Mitigation Plan update and new Climate Element.
- ♦ **Climate Element and Comprehensive Plan Update – City of Spokane, WA.** Outreach Lead. Leading a public outreach effort with the City of Spokane to gather public input and community priorities to inform the development of the City's inaugural Climate Element.
- ♦ **Climate Vulnerability Assessment – Chelan and Douglas Counties, WA.** Project Manager. Leading the development of a climate vulnerability assessment to analyze health vulnerabilities to climate change for communities and systems in Chelan and Douglas Counties.

Additional Experience

- ♦ Community Land Use Plan – City of Tigard, OR
- ♦ Environmental Justice Assessment – Puget Sound Partnership, WA

Education

PhD, Urban Design and Planning
University of Washington

MA, Urban Design and Planning
University of Washington

BA, Environmental Studies and
Human Development
Eckerd College

Memberships/Affiliations

American Planning Association (APA)
Member and Faculty Liaison, Oregon

Portland Clean Energy Community
Benefits Fund Grants Committee,
Co-Chair

Experience

15 years

Expertise

- ♦ Climate Vulnerability Assessments
- ♦ Urban and Regional Planning
- ♦ Community Engagement
- ♦ Climate Adaptation and Implementation



Daniel Dye, PE

Transportation Engineering

Daniel is an Associate Transportation Engineer with experience in a variety of transportation projects throughout Washington. His experience includes long-range transportation planning, impact fee programs, parking analysis, traffic operations analysis, and travel demand modeling. Daniel serves clients throughout the state and connects technical experts to help clients solve their transportation issues. His recent experience includes long range transportation plan updates, updating or implementing transportation impact fee programs for communities, assisting various agencies with peer reviewing traffic studies, and managing other on-call services for agency clients. Daniel helped open the Fehr & Peers Tacoma office in 2019 and enjoys serving South Sound clients

Relevant Experience

- ♦ **Transportation Element – Thurston County, WA.** Thurston County is updating their Comprehensive Plan to accommodate growth through 2045. Fehr & Peers is assisting Thurston County Public Works and Thurston County Planning on updates to the Transportation Element (TE) as part of the Comprehensive Plan update. The update includes new safety and multimodal analyses, incorporates new state requirements such as vehicle miles of travel reduction goals and policies, and examines changes in the County's transportation network since the last update.
- ♦ **Transportation Element 2016 – 2017 and Impact Fee Update – Ellensburg, WA.** Fehr & Peers developed the Transportation Element for the City of Ellensburg. The element considered all modes of travel in Ellensburg and built on the past element, as well as other documents such as the City's Non-Motorized Plan. As part of the project, the existing transportation network, constraints, key destinations, and the character of Ellensburg were considered, and a plan for the next twenty years was developed. One of the challenges to the transportation network was high projected population growth over the plan's horizon. Goals and policies were implemented to focus the plan and these led to quantitative scoring metrics to prioritize the multimodal project list. The plan required coordination with Kittitas County, WSDOT, and local transit operators. Fehr & Peers assisted the City of Ellensburg with an update to their Transportation Impact Fee program. Services provided included project list creation and refinement, travel demand modeling, Level of Service analysis, creation of a Rate Study and Fee Schedule, and presentation to the Ellensburg City Council.
- ♦ **Transportation Element, EIS, and Impact Fee Update – Puyallup, WA.** Fehr & Peers is assisting with the City of Puyallup Comprehensive Plan Periodic Update by developing a Transportation Element (TE) that incorporated the key elements of the 2016 TE that spoke to important City priorities, including safety, climate change, and equity. We also developed a customized version of the regional trip-based travel demand model developed by the PSRC, which calibrated and validated to 2023 travel conditions within the City of Puyallup, as well as helped update the City's transportation impact fee program.

Additional Experience

- ♦ Lacey Depot District Study – Lacey, WA
- ♦ Upper Kittitas Traffic Modeling – Kittitas County, WA
- ♦ Transportation Element – Kittitas County, WA

Education

MS, Civil Engineering
University of Alabama

BS, Civil Engineering
University of Alabama

Licenses/Registrations

Professional Engineer, WA #20100391

Memberships/Affiliations

American Public Works Association
(APWA)

Experience

9 years

Expertise

- ♦ Transportation Planning
- ♦ Transportation Engineering
- ♦ Long-Range Planning



Kendra Breiland, AICP

Transportation Planning

Kendra specializes in comprehensive planning, multimodal planning, and fee program development. Over the past decade, she has led citywide and countywide transportation plans for over 25 jurisdictions, including Thurston County and the Cities of Kent, Puyallup, Issaquah, and Tigard, Oregon. She has also led downtown mobility plans and safe streets studies for suburban communities like for Burien and Lake Forest Park. She has a strong working knowledge of GMA as well as HB 1181 requirements. Kendra excels on projects that require flexibility, creativity, and interaction with diverse stakeholders.

Relevant Experience

- ♦ **Transportation Element 2016 – 2017 and Impact Fee Update – Ellensburg, WA.** Fehr & Peers developed the Transportation Element for the City of Ellensburg. The element considered all modes of travel in Ellensburg and built on the past element, as well as other documents such as the City's Non-Motorized Plan. As part of the project, the existing transportation network, constraints, key destinations, and the character of Ellensburg were considered, and a plan for the next twenty years was developed. One of the challenges to the transportation network was high projected population growth over the plan's horizon. Goals and policies were implemented to focus the plan and these led to quantitative scoring metrics to prioritize the multimodal project list. The plan required coordination with Kittitas County, WSDOT, and local transit operators. Fehr & Peers assisted the City of Ellensburg with an update to their Transportation Impact Fee program. Services provided included project list creation and refinement, travel demand modeling, Level of Service analysis, creation of a Rate Study and Fee Schedule, and presentation to the Ellensburg City Council.
- ♦ **Transportation Element – Woodinville, WA.** Fehr & Peers updated the Woodinville Transportation plan, the long-range planning document describing the City's transportation goals, policies, and priorities for the next 20 years. The update included extensive community outreach, including online open houses and a storefront studio. Fehr & Peers customized the PSRC travel demand model to forecast travel behavior including planned growth through 2044. Other components of the plan update included: traffic operations analysis, active transportation planning, and an update to the City's transportation impact fee program.

Additional Experience

- ♦ Transportation Element and Impact Fee Update – Puyallup, WA
- ♦ Bothell Transportation Element – Bothell, WA
- ♦ Transportation Element – Shoreline, WA

Education

M.A., Urban Planning, University of California, Los Angeles

B.S., Environmental Policy Analysis, University of California, Davis

Licenses/Registrations

American Institute of Certified Planners (AICP) #023713

Memberships/Affiliations

Women's Transportation Seminar (WTS)

American Planning Association (APA), Washington State Chapter

Experience

18 years

Expertise

- ♦ Comprehensive Planning
- ♦ Multimodal Planning
- ♦ Growth Management Act (GMA)



Siddharth Sivakumar

Transportation Planning

Siddharth is a transportation planner with a wide range of project experience in Atlanta and the Puget Sound Region. His areas of focus include spatial analysis with application to bicycle/pedestrian analysis, accessibility, safety and comprehensive planning. He has worked as the lead analyst on over six transportation element projects in Washington and worked in all elements of project delivery with expertise in incorporating innovative approaches. He is interested in leveraging data analytics to assist cities in making data-informed decisions for better outcomes in safety and connectivity.

Relevant Experience

- ♦ **Transportation Master Plan & Transportation Impact Fees – Tumwater, WA.** Fehr & Peers worked with the City of Tumwater to update both their Transportation Master Plan (TMP) and their Transportation Impact Fee (TIF) program. The TMP is a 20-year vision for how Tumwater can prioritize investments in their transportation system to accommodate growth and all modes of travel. The TIF program can help Tumwater pay for the transportation project needed to help accommodate this growth.
- ♦ **Bothell Transportation Element – Bothell, WA.** Fehr & Peers assisted the City of Bothell with an update of the Transportation Element of the comprehensive plan. Fehr & Peers worked with City staff to identify the study issues and a review of existing goals and policies, with particular attention to levels of service and concurrency, pedestrian and bicycle facility needs, the role of transit, and functional street classifications. Fehr & Peers prepared planning level cost estimates, a 20-year capital improvement program and criteria for prioritizing future transportation investments.

Additional Experience

- ♦ Transportation Element – Thurston County, WA
- ♦ Lacey Transportation Element – Lacey, WA
- ♦ Tukwila Transportation Element – Tukwila, WA

Education

MS, City and Regional Planning/
GIS and Technology
Georgia Institute of Technology
BS, Architecture
National Institute of Technology, Trichy

Experience

2 years

Expertise

- ♦ Spatial Analysis
- ♦ Comprehensive Planning
- ♦ Data Analytics

Proposed Approach

The following table outlines our understanding of the project tasks, potential challenges, and our approach for executing the work within the required schedule. Following the table, we provide a general description of our team’s collaborative approach for completing the Periodic Update. Finally, we present a more detailed scope of work to be conducted.

TASKS OVERVIEW	CHALLENGES	EXECUTING TARGETED SCHEDULE
◆ Comprehensive policy review and update ◆ Land use analysis and alternatives development ◆ Coordinate with environment, transportation, housing, utilities, and other city plans ◆ Inclusive, engaging, and comprehensive community outreach ◆ Integrate environmental, shoreline, climate, and economic development elements ◆ Aligning the plan with the GMA and SEPA/EIS requirements ◆ Conduct timely project management ◆ Assist with Commerce contract management (timely submittal of progress reports and deliverables, etc. to City and Commerce)	◆ Adoption of Comprehensive Plan and the EIS within a concentrated timeline ◆ Ensuring consistency with existing city plans and legalities ◆ Coordinating consistency of goals with the Climate Action Plan that will be developed concurrently ◆ Balancing diverse community needs and interests ◆ Developing localized strategies for responding to market trends ◆ Creating a Public Participation Plan that reaches previously “missing voices” in the community ◆ Establishing a clear path for community goals and values ◆ Integrating feedback from multiple stakeholders and coordinating with external consultants ◆ Establishing relationships with local tribes for effective participation in plan development	◆ Initiate project in May 2025, immediately after contract finalization ◆ Develop a detailed project timeline with milestones, and clear expectations for both SCJ and city staff ◆ Schedule regular check-ins and progress updates with city staff and stakeholders ◆ Use agile project management techniques to address issues promptly and keep the project on track ◆ Aim for completion and submission of Commerce 60-day review by March/April 2026, ahead of the June 30, 2026 adoption deadline

In addition to understanding the project needs, schedule, and proposed tasks, our approach emphasizes the following:

Collaboration with Our Teaming Partners – Leland Consulting Group, Cascadia Consulting Group, and Fehr & Peers

We have well-established working relationships with each of these firms, having collaborated on multiple long-range planning projects. Our team is ready to immediately engage and cross-collaborate on surveys, meetings, outreach, and materials sharing to ensure ease, consistency, and continuity throughout the project.

Proven, Comprehensive, and Inclusive Public Participation

Our team employs a variety of engagement tools and strategies to ensure we reach the full spectrum of community members. We tailor engagement efforts to be inclusive, far-reaching, and accessible, with multiple formats and approaches available. We look forward to working with the City of Ellensburg to select the most effective strategies for your community.

Graphic and Visual Planning Expertise

We use GIS mapping, modeling, illustrative graphics, visual preference surveys, conceptual diagrams, tables, charts, and infographics to communicate complex information in a clear and inclusive manner. All mapping deliverables will comply with GMA and Commerce requirements and will be consistent with:

- ◆ Ellensburg’s Capital Facilities Plans
- ◆ The upcoming climate resilience goals to be developed as part of the Climate Change Element

As the lead consultant, SCJ will coordinate the work of all project partners to deliver a high-quality, on-time, and on-budget project. We will lead the completion of the entire Comprehensive Plan Periodic Update, take the lead on the coordinated public engagement plan, draft elements not covered by our partners, and work with City staff to develop and maintain the project schedule. The detailed work of each project phase is outlined in the Scope of Work, and our project management and communication expectations are summarized below.

Teaming Partner Roles



As urban strategists, Leland keeps the big picture in view while providing deep expertise in market, financial, and economic analysis. They will lead the collection of baseline data for Land Capacity, Housing, and Economic Development to inform multiple elements of the Comprehensive Plan. Their work will focus on:

- ◆ Housing Needs Assessment and Adequate Provisions
- ◆ Racially Disparate Impacts Assessment
- ◆ Economic Baseline Analysis
- ◆ Land Capacity Analysis
- ◆ Drafting amendments to the Housing and Economic Development Elements



Cascadia is at the forefront of Climate Element development in Washington, having worked directly with the Department of Commerce and the King County-Cities Climate Collaborative (K4C) to test and refine the HB 1181 Climate Element guidance and have developed climate element policies for dozens of local jurisdictions. With their unparalleled experience across climate and growth planning topics, they have a strong understanding of what works, and what doesn't, when it comes to developing relevant and impactful climate resilience elements. In alignment with Commerce guidance and Climate Element requirements, the following approach will be tailored and refined in collaboration with the City and the teaming partners:

- ◆ Climate Element Public Engagement Strategy
- ◆ Exploration of Climate Impacts
- ◆ Audit of Ellensburg's Climate-Related Plans and Policies
- ◆ Climate Vulnerability and Risk Assessment
- ◆ Drafting the Climate Element

Although listed as Phase 5 in the Scope of Work, Cascadia's work will occur concurrently with the data gathering in Phase 2, public engagement in Phase 3, and drafting of the comprehensive plan elements in Phase 4.



Fehr & Peers will continue an almost decade old relationship as trusted transportation advisors that deeply understand the unique characteristics of Ellensburg's transportation system. They will collaborate with City staff, officials, and community members to create a feasible and forward-thinking Transportation Element. Their approach includes:

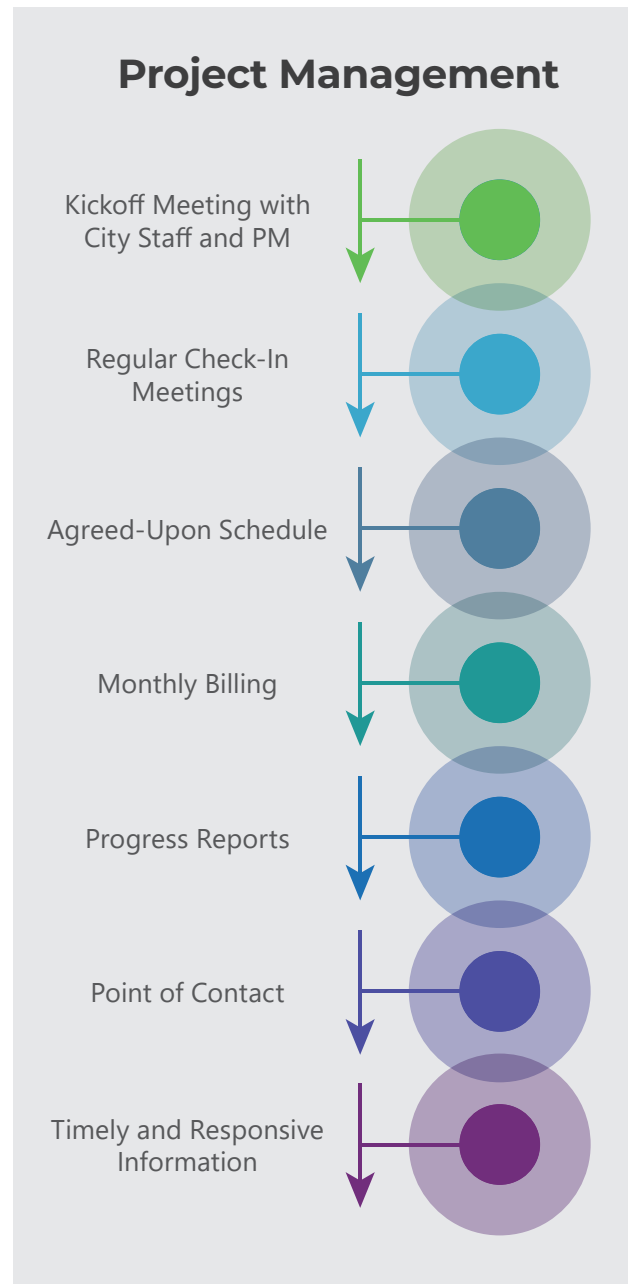
- ◆ Analysis of Existing Transportation Data
- ◆ Development of Future Travel Model Forecasts
- ◆ Assessment of Active and Motorized Transportation Needs
- ◆ Development of a Layered Network Prioritizing Safety and Connectivity
- ◆ Refinement of Level of Service (LOS) Policies
- ◆ Community Engagement
- ◆ Policy Updates to Ensure a Comprehensive and Adaptable Plan

Their work, listed under Phase 5 in the Scope of Work, will also be conducted in parallel with Phases 2, 3, and 4.

Project Management and Communication Expectations

While project manager Kirsten Peterson is well-versed in Ellensburg’s needs, we also prioritize clear project management, communication, and quality control. Given the compressed timeline, mutual understanding and responsiveness will be key. To achieve this, we propose the following:

- ♦ **Kickoff Meeting with City Staff and Project Manager.** We will hold an initial meeting to confirm tasks and deliverables, ensuring that our proposed approach aligns with the City’s needs. Key team members from SCJ and our partnering firms will attend, and we request that City staff invite any stakeholders they wish to include. The goal is to finalize an agreed-upon scope and budget.
- ♦ **Regular Check-In Meetings.** At the kick-off meeting, we will agree on the frequency of check-ins. Most clients prefer monthly meetings ranging from 15 minutes to one hour. SCJ’s project manager and pertinent staff will attend, with other team members joining as needed.
- ♦ **Agreed-Upon Schedule.** A proposed schedule has been included with our submission. During the kick-off meeting, we will review and finalize this schedule. While the timeline is tight, we are open to adjustments by mutual agreement to ensure alignment with Ellensburg’s needs.
- ♦ **Monthly Billing.** SCJ will track time spent on each project phase and submit monthly invoices with summaries of work completed. Remittance terms will be outlined in the contract. Before the kick-off meeting, we will coordinate to ensure invoice phases match City or Department of Commerce contract structures.
- ♦ **Progress Reports.** Each monthly invoice will include a summary of completed work. If the City desires more detailed reporting, we are happy to collaborate on the format and frequency of those updates.
- ♦ **Point of Contact.** Kirsten Peterson will serve as SCJ’s primary point of contact. We request that the City designate a primary point of contact for the project (e.g., Planning Manager Stacey Henderson or another staff member), along with names, titles, emails, and phone numbers for key contacts.
- ♦ **Timely and Responsive Information.** SCJ will request data and background materials from the City and will set mutually agreed-upon deadlines for submittal. In turn, we will meet deliverable deadlines and communicate promptly about any potential schedule impacts from either side.



We will also provide draft deliverables for City review and work with staff to set appropriate review and feedback timelines. Ultimately, our greatest expectation is to form a true partnership with the City of Ellensburg. We are committed to keeping the community’s needs at the forefront, with a flexible, adaptable, and talented team excited to support this important project.

Scope of Work



Phase 1: Project Management

SCJ will oversee all aspects of the project, focusing on clear communication, structured coordination, and diligent tracking of scope, schedule, and budget. Our consultant team will start by meeting with Ellensburg City staff to review the project scope, timeline, budget, and deliverables and establish a shared understanding of expectations. This initial meeting will set communication protocols, ensuring team members are prepared to address project issues effectively, including guidance on who to inform and who to contact for support.

To maintain ongoing alignment, the consultant team will hold monthly check-in calls with the City's project manager and provide detailed progress reports each month. These reports will document the status of the scope of work and budget expenditure, keeping all stakeholders informed.

1.1 Kickoff Meeting

A kickoff meeting will be held with City staff to review the proposed process, schedule, and key requirements. This will provide a thorough understanding of the requirements for the GMA Compliance checklist, confirm the overall project schedule, and begin gathering of information/feedback on current issues. Time will also be reserved for meeting with local officials to ensure we understand the specific challenges facing the community in developing the new Comprehensive Plan.

1.2 Project Management

- ♦ **Ongoing Management** – SCJ will provide continuous project management, keeping the project on track and facilitating coordination across all project phases. Regular communication with City staff will be a priority, ensuring alignment and clarity at each stage.
- ♦ **Billing and Invoicing** – We will manage invoicing and monthly billing to maintain financial transparency.
- ♦ **Project Administrative Support** – Our team will provide administrative support for tasks such as document filing, contract management, and other project-related needs.

1.3 Client Check-In Meetings

The City and SCJ will meet on a regular basis at mutually agreed upon intervals.

Phase 1 Deliverables:

- » Kickoff meeting with staff
- » Participation in monthly check-in calls, monthly invoices, and progress reports



Phase 2: Baseline

This phase includes a demographic update, including establishing population forecasts and a review of relevant regional and local plans. This work establishes a baseline of understanding for Ellensburg and an assessment of the existing comprehensive plan's policy for compliance with the current GMA requirements. We will conduct a GMA checklist audit of the existing comprehensive plan, the critical areas ordinance, and development regulations to identify areas where the new plan and new regulations will need to come into compliance with the GMA.

2.1 Existing Conditions and GMA Audit

- ♦ Compile and analyze demographic information throughout the plan. This will include population projections and analysis of housing needs.
- ♦ Review relevant regional and local plans, including the Kittitas County Comprehensive Plan, to ensure alignment.
- ♦ Prepare an Existing Conditions Demographic Report based on baseline analysis.
- ♦ Conduct an audit of existing plans and documents for compliance with the GMA, including:
 - ♦ 2017 Comprehensive Plan
 - ♦ Title 15 Land Development Code
 - ♦ Critical Areas Ordinance
 - ♦ 2024 Sustainability and Energy Plan
 - ♦ Kittitas County Multi-Jurisdictional Hazard Mitigation Plan
 - ♦ Any other existing climate-related policies and plans (See more detailed information on the climate audit in Phase 5)
- ♦ Perform existing conditions analysis of transportation facilities (to be completed in Phase 6)

2.2 Housing Needs Assessment, Racially Disparate Impacts, and Adequate Provisions

Leland will assist the City in updating its demographic and housing information to comply with new GMA requirements to update Ellensburg's housing element. This includes an updated housing needs assessment (HNA) and an Adequate Provisions analysis of barriers to housing production, as well as an assessment of Racially Disparate Impacts in access to housing, as required by HB 1220, primarily utilizing U.S. Census and other state and local data sources.

2.3 Economic Baseline Analysis

Leland will work with City staff to identify the need for an economic baseline analysis that meets the needs of this comprehensive plan update. Key topics may include local demographic drivers, workforce and labor, real estate market analysis, retail demand, housing and its relation to economic growth, key industries, and a high-level assessment of current and future infrastructure projects.

This analysis will set a baseline of existing conditions grounded in factual real estate, demographic, employment, and economic data utilizing the U.S. Census, ESRI Business Analyst, CoStar, and various other state and regional data sources.

2.4 Land Capacity Analysis

- ♦ Using City-provided GIS data, Leland will analyze land capacity for new jobs and housing units to meet allocated growth targets, including housing for all income groups as required by the GMA.
- ♦ This spatial analysis will account for net developable land, critical areas, current or projected infrastructure level-of-service (LOS), and assumed housing and job densities based on current development regulations and past development trends to determine whether Ellensburg can meet future projected population needs, as determined by Kittitas County Conference of Governments (COG) growth allocations. Leland will coordinate with the Kittitas County COG, as needed, to determine Ellensburg's future projected population growth and growth allocations.
- ♦ The land capacity analysis results will inform development of an updated Future Land Use Map (FLUM).

2.5 Data Gathering for Capital Facilities and Utilities

SCJ will coordinate with City staff to gather the pertinent information for future development of the Capital Facilities & Utilities element of the City's Comprehensive Plan. To ensure that SCJ has the most up-to-date information, we will request City input on the Capital Facilities Plan that supports the city's planned growth, focusing on the next six years and the funding sources. Additionally, we will request any projects planned up to 2046 that have already been identified.

Phase 2 Deliverables:

- » Existing Conditions Report
- » GMA Checklist for Existing Comp Plan, Critical Areas and Development Regulations
- » Housing Needs Assessment and Adequate Provisions
- » Economic Baseline Analysis
- » Future land use map with land capacity analysis supporting growth
- » Data gathering to inform Capital Facilities & Utilities element



Phase 3: Engagement

Your town is not just a Place. It's Home. Your town's unique character, along with the deep emotional connection felt by the people who live there, is your town's Heart & Soul. The Community Heart & Soul methodology was utilized during the 2017 Periodic Update process and we will be offering this methodology as an optional, community-focused approach for public participation during this upcoming periodic update. However, we recognize that not every community chooses this path, so we also provide other standardized engagement methods that effectively meet GMA guidelines and local goals. SCJ will work with the City to determine the appropriate path and to identify the appropriate roles and responsibilities for this phase.

The Approach

SCJ will coordinate with staff to finalize a detailed and effective public engagement program with the Ellensburg community, identified stakeholders, Planning Commission and City Council. Engagement efforts will be a combination of in-person and virtual formats. If Heart & Soul is utilized, story-telling and story-sharing will be a large component of the engagement process.

3.1 Public Participation Plan

SCJ will review the Public Participation Plan that was developed for the 2017 Comprehensive Plan and propose appropriate updates for engaging with the public. The updated Public Participation Plan will outline the timeframe, purpose, and participants for each engagement activity, focusing on early involvement from the public and regular check-ins with City staff, the Planning Commission, and updates to City Council as requested. The Plan will be developed in partnership with City staff, Cascadia and Fehr & Peers. No matter the community engagement methodology selected, the Public Participation Plan will meet the requirements and intent of RCW 36.70A.140.

3.1.a. Climate Element Public Engagement Strategy

Hearing from the community is key to developing relevant and impactful climate policy. Cascadia will integrate climate engagement into the broader Comprehensive Plan public engagement approach while also conducting targeted outreach for the Climate Element. Efforts will prioritize culturally relevant engagement, and engaging with frontline, overburdened communities. Cascadia will support SCJ and Ellensburg staff in developing a comprehensive public engagement strategy using a variety of methods.

3.2 Orientation Interviews

To kick off the comprehensive plan, orientation interviews (up to 20 interviews) will be held to identify key themes and community values early in the project. These interviews, which can coincide with any other community initiatives, will involve key groups, stakeholders, staff, and residents to identify core values, issues, and potential solutions.

If the City would like to again utilize the Heart & Soul methodology, the objective will be to update the existing “Heart & Soul Statements” which would continue to be utilized as the guiding principles for the work of not only the Comprehensive Plan but also other community initiatives and programs.

3.3 Community Survey, Project Website, Social Media, and Community Engagement Platform

- ♦ **Survey:** A community survey will be drafted and distributed in multiple methods throughout the community to gather information and feedback from community members on the future of Ellensburg.
 - a. We will aim to distribute the survey to a wide range of diverse community members.
 - b. We will summarize the results from the survey and use them to inform the direction of the plan.
- ♦ **Project Website and Social Media:** Our team will coordinate with the City staff on its website and social media platforms. City staff will develop select content as appropriate to announce events and describe project progress. This will occur throughout the duration of the project.
- ♦ **Social Pinpoint Community Engagement Platform:** This is a comprehensive online platform that is also compatible with mobile devices. It facilitates meaningful and accessible engagement opportunities that bring the community together. Through Social Pinpoint, the engagement platform can offer the following:
 - ♦ **Map-based surveys.** Respondents will be able to interact with a web map to identify locations where they have thoughts, questions, or comments.

This can help communities identify and prioritize planning projects such as park improvements, street improvements, non-motorized projects, or dangerous intersections.

- ♦ **Project Hubs.** Social Pinpoint can act as the project website, offering a landing page for general project information, as well as interactive community engagement components.
- ♦ **Other engagement opportunities.** Social Pinpoint offers a variety of engagement tools, helping to facilitate online public engagement in a way that works for your community.

3.4 Public Engagement Activities

Our team will schedule, coordinate, and invite the public to engage in the development of the new Comprehensive Plan. In Task 3.1, we develop a comprehensive public participation plan that meets people where they are to achieve broad and inclusive public participation from all who live, play, and work in Ellensburg. Where possible, we would propose attendance at existing community events, such as the Farmer’s Market, events sponsored by the Downtown Ellensburg Association, or those taking place at Morgan Middle School. We expect a minimum of two different public events at which SCJ would be present.



However, the number of events can be determined in collaboration with the City. City staff and other key individuals will also play an active role in public engagement activities. We have highlighted a variety of creative community engagement opportunities (see page 27) that can be tailored specifically for the Ellensburg community. This ‘buffet’ of options allows us to work collaboratively with the City to develop the most effective outreach plan. At a minimum, we anticipate SCJ’s participation in events focusing on the following key project milestones:

- ◆ **Event 1:** Existing Conditions & Vision for 2046
- ◆ **Event 2:** Rollout of the Draft Plan for public comment

3.5 – Community Heart & Soul (Optional)

If the Community Heart & Soul methodology is selected, engagement activities will expand based on community-specific needs, with an emphasis on volunteer involvement and collaboration with City staff, community-based organizations and local community members. SCJ’s role will be to coach and support the Heart & Soul Community Advisory Team, fostering grassroots engagement with a more authentic connection to residents. If this methodology is selected, SCJ will work with the City to revise the PPP.

This grassroots approach, when done effectively, can establish guiding principles for other local organizations, nonprofits, and agencies, which may adopt the Heart & Soul framework to better serve the Ellensburg community. Within the Comprehensive Plan, the existing Heart & Soul statements in the introductory section would be updated, serving as a foundation for goals and policies across various plan elements.

Phase 3 Understanding

- ◆ SCJ will coordinate with City staff, as necessary, and will provide the materials needed for public engagement events.
- ◆ SCJ will solicit public involvement through collaboration with the City, local groups, community centers (such as Hal Holmes), and other organizations.
- ◆ SCJ will offer coaching support for the Community Heart & Soul process, should this methodology be chosen.
- ◆ The City will provide the tools necessary for multi-lingual communication.

Phase 3 Deliverables:

- » Provide the City with an updated public engagement plan
- » Up to 20 orientation interviews and interview themes summary report
- » Community survey available in virtual and hard-copy formats
- » If selected, use of Social Pinpoint for project website, with options for map-based and other surveys
- » SCJ to plan public engagement events as outlined in the public engagement plan
- » SCJ to attend a limited number of the public engagement events as determined by the City
- » Summary reports of the public events will be provided to the city, and the results integrated into the Comp Plan goals and policies as appropriate

Optionable Community Heart & Soul Deliverables:

- » Coaching and materials for Heart & Soul Community Advisory Committee
- » Development of Community Network Analysis
- » Development of engagement materials for events
- » Story-gathering
- » Updated Heart & Soul Statements

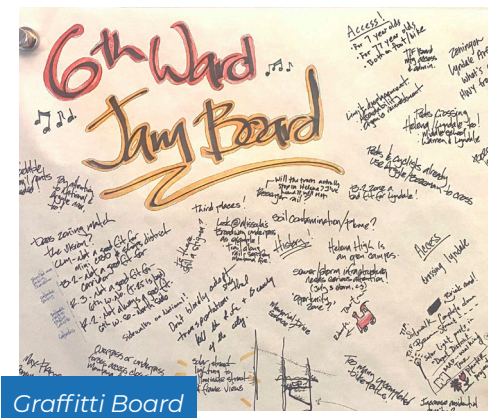


Community Heart & Soul is a resident-driven process that engages the entire population of a town in identifying what they love most about their community, what future they want for it, and how to achieve it.

Creative Engagement Techniques

We use many creative engagement techniques tailored to each of our clients and their unique needs. Our team loves working with communities that embrace engagement with a creative lens tailored to their local needs.

- ♦ **Penny Poll:** Seek creative engagement methods, such as penny polls, in which participants place pennies in buckets to vote on community priorities.
- ♦ **Engagement of All Ages and Life Stages:** Meet people where they are to create opportunities for hard-to-reach populations. We provide childcare or activities for kids so parents can participate and engage youth through schools, non-profits, youth groups, and STEAM activities.
- ♦ **Community Art Project:** Utilize a public space to create a graffiti wall, mural, or public art piece where residents can contribute ideas visually. This is especially useful in community visioning exercises.
- ♦ **3D Middle Housing Monopoly:** SCJ created an interactive tool called “Missing Middle Monopoly” using 3D-printed housing models. This tool helps local leaders, staff, and stakeholders visualize and discuss housing types, regulations, and their impact on the City’s neighborhoods.
- ♦ **Mobile Studio/Pop-Up Series:** Use tailored events like mobile studios or pop-up series to engage the community in evaluating design and strategy options based on interview results and community needs.
- ♦ **Storefront Studio:** Set up a transparent storefront studio for several days to gather feedback, engage with the community, and advance the plan.
- ♦ **More Traditional Engagement Techniques:** In addition to some of our more innovative techniques and tools, we also utilize traditional engagement techniques, such as:
 - ◇ Targeted Seminars
 - ◇ Stakeholder Advisory Committees/Work Groups
 - ◇ Neighborhood Councils
 - ◇ Public Workshops
 - ◇ Website (standard or interactive)
 - ◇ Open Houses
 - ◇ Questionnaires
 - ◇ Visual Preference Surveys
 - ◇ Utilization of Local Champions
 - ◇ Online Participation (Facebook Live, Zoom, Teams, YouTube, and live streaming)
 - ◇ Social Media





Phase 4: Comprehensive Plan Draft and Policy Framework

This phase includes the preparation of the first draft of the Comprehensive Plan and development of a new policy framework. The draft will be revised based on findings from meetings with the City, the existing conditions report, supporting plans, the GMA checklist audit, other audits, and the public outreach. The draft will include all GMA-required elements of the comprehensive plan.

4.1 Comprehensive Plan Outline

SCJ will review the existing Comprehensive Plan outline and make updates as necessary to ensure it includes all necessary elements. The information and background data needed for each section will be identified. This task will involve close coordination with City staff.

4.2 Vision, Goals, and Priorities

In May 2024, the Ellensburg City Council adopted the Strategic Vision 2024-2029 through Resolution No. 2024-14. The Strategic Pillars for Council's Vision are as follows:

1. Sustainable Economic Development
2. Infrastructure and Energy
3. Safety, Civic Engagement, and Cultural Inclusion
4. Affordable Housing and Living
5. Dedicated Parks and Recreation Resources

Our team will draw on this document to guide development of the comprehensive plan. Additionally, if the Heart & Soul methodology is used, the Heart & Soul statements in the Introduction chapter will be updated drawing on the various community engagement efforts.

4.3 Policy Framework Analysis and Updated Maps

SCJ will conduct a comprehensive review of the existing Comprehensive Plan to evaluate the goals and policies, ensuring consistency across all elements of the Ellensburg Comprehensive Plan. SCJ will identify necessary updates to the City's zoning and future land use maps, collaborating closely with the City's GIS Coordinator to ensure accuracy and alignment. Additionally, this task will ensure consistency with the adopted Shoreline Master Program, and compliance with the Land Development Code.

4.4 Draft Plan Elements

Each element of the Comprehensive Plan will be updated in coordination with City staff, Leland, Cascadia, and Fehr & Peers. The narrative section of each element will be updated with data gathered during Phase 2 Baseline. Goals and policies will be updated for compliance with GMA requirements, and they will also be a reflection of the City

Council's Strategic Vision, also incorporating community feedback receiving during the public participation process.

Drafts will be presented to Ellensburg City staff for initial review and refined prior to release for public review. The initial drafts will be text-only for easy review and commenting; public review drafts will formatted with graphic elements.

- ◆ **Land Use Element:** This element will be updated with baseline demographic data collected in Phase 2, including the updated land capacity analysis and growth projections provided by the COG. The data will be provided by Leland Consulting.
- ◆ **Housing:** Leland will draw on the information of the Housing Needs Assessment and update this element to be consistent with recently adopted legislation.
- ◆ **Transportation:** Fehr & Peers will develop and analyze the data for incorporation into this element. This will include updating inventory, volumes, and performance information.
- ◆ **Capital Facilities and Utilities:** SCJ will review current plans and recommend changes to ensure consistency with other plan elements, other adopted plans while paying attention to potential growth and infrastructure needs. SCJ will coordinate with public works and utilities staff and other providers.
- ◆ **Parks and Recreation:** The Parks and Recreation element currently adopts the most current PROS plan by reference. In consideration of the RFQ for a new PROS Plan, SCJ anticipates working with staff and the Parks & Recreation Commission to determine the desired approach for the Parks and Recreation element in relation to the PROS plan.
- ◆ **Economic Development:** Leland will draw on the economic baseline analysis developed in Phase 2 and will make recommended updates to the existing element in coordination with City staff.
- ◆ **Environment:** This element will be updated to reflect current conditions and provide reference to the new Climate Element. Goals, Policies, and Programs will be updated to reflect recent work of the City.
- ◆ **Historic Preservation:** SCJ will coordinate with City staff to identify any necessary updates to this section. A review by the Landmarks & Design Commission is also recommended.
- ◆ **Diversity, Equity, and Inclusion (DEI):** SCJ will coordinate with City staff and the DEI Commission to review the efficacy of existing programs and identify opportunities for updates to this element.
- ◆ **Climate:** Cascadia will develop this new element following the steps outlined in Phase 5.

In addition to strong collaboration with City staff on each of the elements, SCJ also recommends coordination with the following City Advisory Commissions: Planning, Affordable Housing, Environmental, Landmarks & Design, Diversity, Equity & Inclusion, and the Utility Advisory Committee.

As draft elements are developed, SCJ will request that the City review the draft Plan Elements and provide feedback. Requested edits will be made prior to advancing to any subsequent and final drafts.

Phase 4 Deliverables:

- » Comprehensive Plan outline
- » Confirmed vision
- » Updated Heart & Soul statements
- » Policy framework analysis
- » Draft comprehensive plan elements



Phase 5: Climate Element Development

Cascadia will develop this new element and associated goals and policies based on the policy audit (Task 5.2), best practices, and engagement outcomes. The process will be iterative, ensuring staff and stakeholder input. Cascadia will integrate climate goals and policies within the broader Comprehensive Plan, ensuring alignment with other elements.

5.1 Explore Climate Impacts

Cascadia will assess climate change impacts on the city and key assets, using best available science and resources like the UW Climate Impacts Group and Climate Mapping for a Resilient Washington. The analysis will focus on climate risks such as flooding, heat events, wildfire, and drought.

5.2 Audit Plans and Policies

Cascadia will audit Ellensburg’s climate-related policies and plans, including the Ellensburg 2024 Sustainability and Energy Plan, the existing Environment Element of the Comprehensive Plan, Kittitas County Multi-jurisdictional Hazard Mitigation Plan, and Regional Shoreline Master Program - which will be supplemented by staff interviews. The purpose will be to identify policy gaps, opportunities, and barriers. Findings will be organized in a database and summarized in a Policy Analysis Memorandum.

5.3 Assess Climate Vulnerability and Risk

Although conducting a vulnerability and risk assessment is not mandatory per Commerce guidance, it provides a key opportunity to identify climate risks, prioritize actions, and tailor climate resilience policies. Cascadia will work with City staff to determine the best assessment approach based on budget and timing constraints.

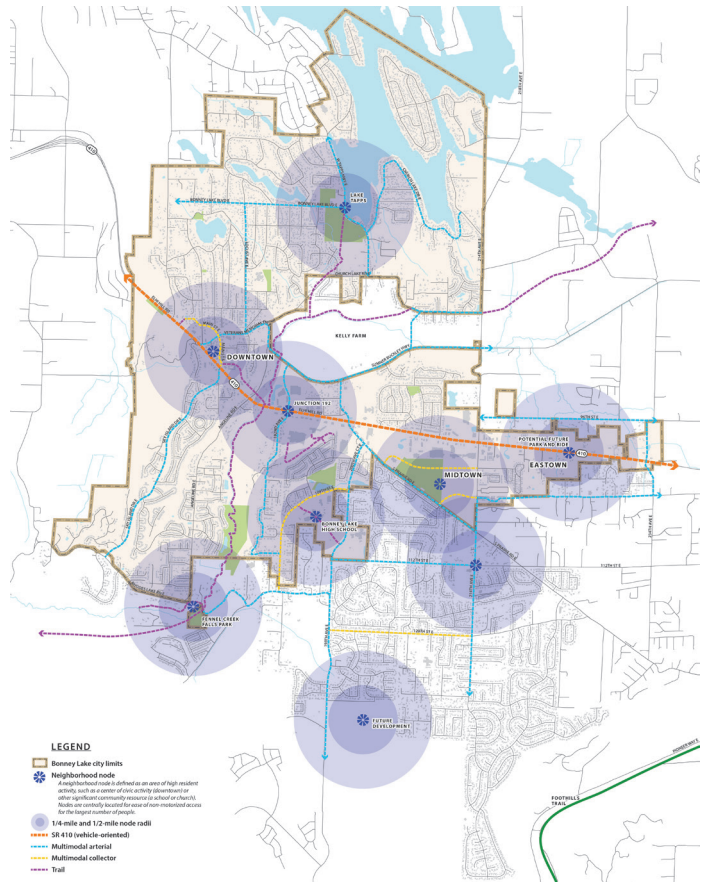


Phase 6: Transportation Element

Fehr & Peers will develop this new element and associated goals and policies based on the policy audit (Task 2.1), best practices, and engagement outcomes. Ellensburg is experiencing rapid growth, necessitating a long-term transportation plan that balances development with quality of life. Fehr & Peers will continue an almost decade-old relationship as trusted transportation advisors who deeply understand the unique characteristics of Ellensburg’s transportation system. We will collaborate with City staff, officials, and community members to create a feasible and forward-thinking Transportation Element. Our approach includes structured project administration, data analysis, community engagement, and policy updates to ensure a comprehensive and adaptable plan.

6.1 Transportation Element Coordination

Effective project coordination is essential for managing shifting objectives, which will be overseen by Transportation Element project manager Daniel Dye. A kick-off meeting with City staff will establish the Transportation Element scope, schedule, and communication protocols, followed by biweekly check-ins to maintain coordination. Regular progress reports and proactive issue resolution will ensure smooth execution. Community engagement will be a priority, starting with an early online open house and aligning outreach efforts with the broader Comprehensive Plan.



6.2 Technical Analysis and Future Conditions Assessment

To guide future investments, Fehr & Peers will analyze existing transportation data, identify policy conflicts, and integrate new growth targets. The updated Transportation Element will include future travel model forecasts, assess active and motorized transportation needs, and develop a layered network that prioritizes safety and connectivity. Additionally, the team will refine level of service (LOS) policies through collaboration with City staff, ensuring they align with multimodal goals. A workshop will further explore LOS standards and concurrency requirements, helping the City maintain transportation performance as it grows.

6.3 Project Development and Plan Compliance

Safety and ensuring good stewardship of transportation funds will be key aspects of the plan, with the integration of the City's first Transportation Safety Action Plan (TSAP) being a top priority. Fehr & Peers will also work with the City to respond to new legislative requirements for transportation elements. Ensuring consistency with previous plans and policy checklists will be integrated throughout the project, bolstered by Fehr & Peers' deep experience leading Ellensburg's current Transportation Element, Active Transportation Plan, several Transportation Impact Fee updates, ongoing development review, and the TSAP.

Phase 6 Deliverables:

- » Draft Transportation Element
- » Final Transportation Element



Phase 7: Environmental Review

For the existing Comprehensive Plan, the City issued the State Environmental Policy Act (SEPA) Supplemental Environmental Impact Statement to the Final Environmental Impact Statement for the City of Ellensburg Comprehensive Plan on December 8, 2017. As a means of staying compliant with GMA requirements, SCJ will take the City through preparation of a new environmental impact assessment.

This process will follow the guidance provided in the Washington Administrative Code (WAC) for developing, reviewing, and certifying a Programmatic Environmental Impact Statement (EIS). Specifically, WAC 197-11-210 outlines the integration of SEPA with the Growth Management Act (GMA). To streamline the process, SCJ will utilize data and information gathered throughout the comprehensive planning process to develop both the Draft EIS (DEIS) and Final EIS (FEIS). The specific steps for advertising, scoping, drafting, and publishing the EIS are detailed as follows:

7.1 Scoping Notice and Preparing the DEIS

This task includes collaboration with City staff and the Planning Commission to define the actions to be analyzed in the EIS, followed by issuance of a scoping notice and Determination of Significance. This will be followed by a public scoping meeting, the development of baseline environmental conditions, and the drafting of a draft EIS and Notice of Availability. At the conclusion of the comment period, the County would forward all received comments to the consultant team for review.

7.2 Final EIS and Response to Comments

In this task, the team will create a summary matrix of all comments received, with responses provided. Based on the feedback received, we will update the DEIS and incorporate additional information as needed to complete a preliminary FEIS. Once the County has reviewed and provided comment, the consultant team will deliver a finalized FEIS, ready for publication and distribution.

This tailored approach ensures that the SEPA process is fully integrated with the Ellensburg Comprehensive Plan, providing a structured pathway for public and agency engagement while meeting all regulatory requirements.

Assumptions:

- ♦ The EIS will analyze a No Action Alternative and two action alternatives.
- ♦ The EIS will analyze up to eight relevant elements of the environment to be agreed upon by the City of Ellensburg and SCJ. We anticipate that elements will include land use, transportation, utilities, and housing, among others.
- ♦ SCJ will respond to up to 40 comment letters on the Draft EIS.
- ♦ Up to two SCJ staff members will participate in the public scoping meeting and the public meeting on the Draft EIS.
- ♦ The City of Ellensburg will provide GIS data and existing studies and reports that will inform the analysis in the EIS.
- ♦ The City of Ellensburg will be responsible for distribution of public notice and for logistics (such as booking a venue and advertising) for public meetings.

Phase 7 Deliverables:

- » Draft Scoping Notice/Determination of Significance
- » Final Scoping Notice/Determination of Significance
- » City Review Draft Environmental Impact Statement (DEIS)
- » Public Draft Environmental Impact Statement (DEIS)
- » Comment-response matrix addressing public comments
- » City Review Draft of Final Environmental Impact Statement (FEIS)
- » Final Environmental Impact Statement (FEIS)



Phase 9 Adoption

This phase involves presenting the draft Comprehensive Plan to the community via a combined workshop with the Planning Commission and City Council. The workshop will solicit comments and public feedback on the final draft of the Comprehensive Plan.

SCJ will revise the plan based on discussions during the rollout before presenting the updated draft to the Planning Commission for their recommendation to the City Council. SCJ will then make additional revisions as appropriate. This phase will culminate in an adoption hearing before the City Council.

9.1 Adoption of the Comprehensive Plan

- ♦ Combined rollout meeting with the Planning Commission, City Council, and the public to present the final Comprehensive Plan and recommendations for Development Code updates.
- ♦ Final updates to the Comprehensive Plan following the rollout meeting.
- ♦ Planning Commission hearing recommending adoption to the City Council.
- ♦ City Council adoption meeting.

Phase 9 Deliverables:

- » Agenda reports for inclusion in Planning Commission and City Council agenda packets
- » Final comprehensive plan per GMA requirements



Phase 8: Final Comprehensive Plan

This phase includes the preparation of the final Comprehensive Plan draft, ensuring compliance with GMA requirements. The final draft will include all elements to comply with GMA requirements. This task will include compiling all the gathered information through research, analysis, public outreach, and coordination with the City, as well as formatting, graphics, and proofreading.

8.1 Final Documents

- ♦ A final, proofread draft of the Comprehensive Plan will be provided to the City.
- ♦ Staff reports for inclusion in Planning Commission and City Council agenda packets.

Phase 8 Understanding

1. The City will submit the Comprehensive Plan Periodic Update to the Department of Commerce for a 60-day review and intent to adopt.

Phase 8 Deliverables:

- » Final Comprehensive Plan Draft
- » Up to two meetings for EIS guidance
- » Staff reports for inclusion in Planning Commission and City Council agenda packets



Phase 10: Regulation Updates

Typically, the adoption of code amendments comes on the heels of Comprehensive Plan adoption, as the guiding document which provides the policy framework for other regulatory documents. This final phase consists of drafting proposed amendments to the Critical Areas Ordinance and development regulations for compliance with the GMA checklist and recently enacted housing legislation. Ultimately, we will produce a technical memo that outlines both required and recommended updates to the City Code.

10.1 Gap Analysis

This task consists of reviewing Title 15 of the Ellensburg City Code, including the Critical Area Ordinance of Division VI to ensure conformance with the GMA checklist and recently enacted housing legislation. Any gaps identified will be captured in a gap analysis matrix in MS Excel format. Proposed recommendations will then be incorporated into a Word document utilizing TrackChanges to document proposed coded amendments. A summary report will be provided to the client, and one or more meetings will be held with City staff to discuss and ensure agreement prior to proceeding with Task 9.2 Code Drafting.

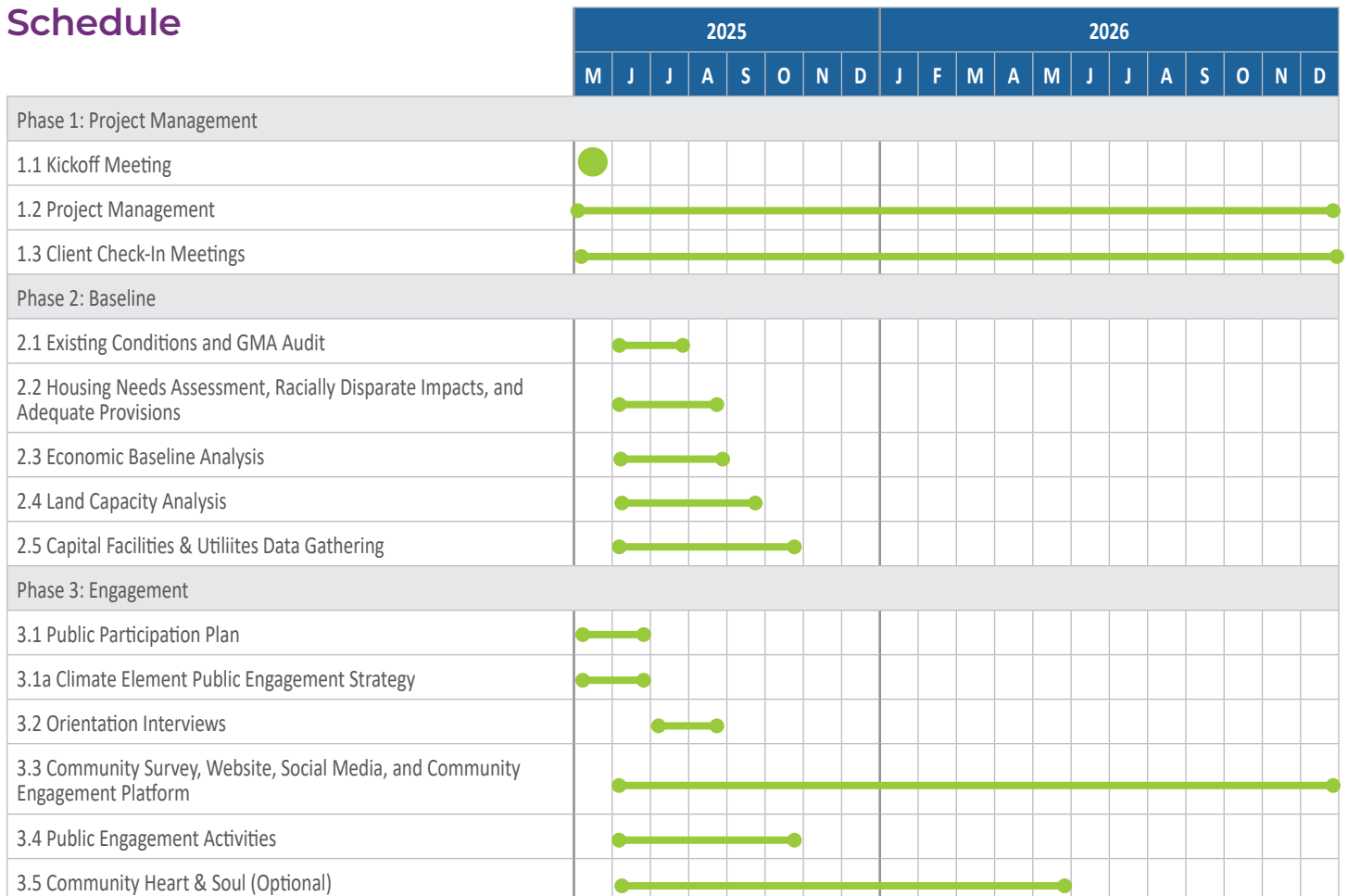
10.2 Code Drafting

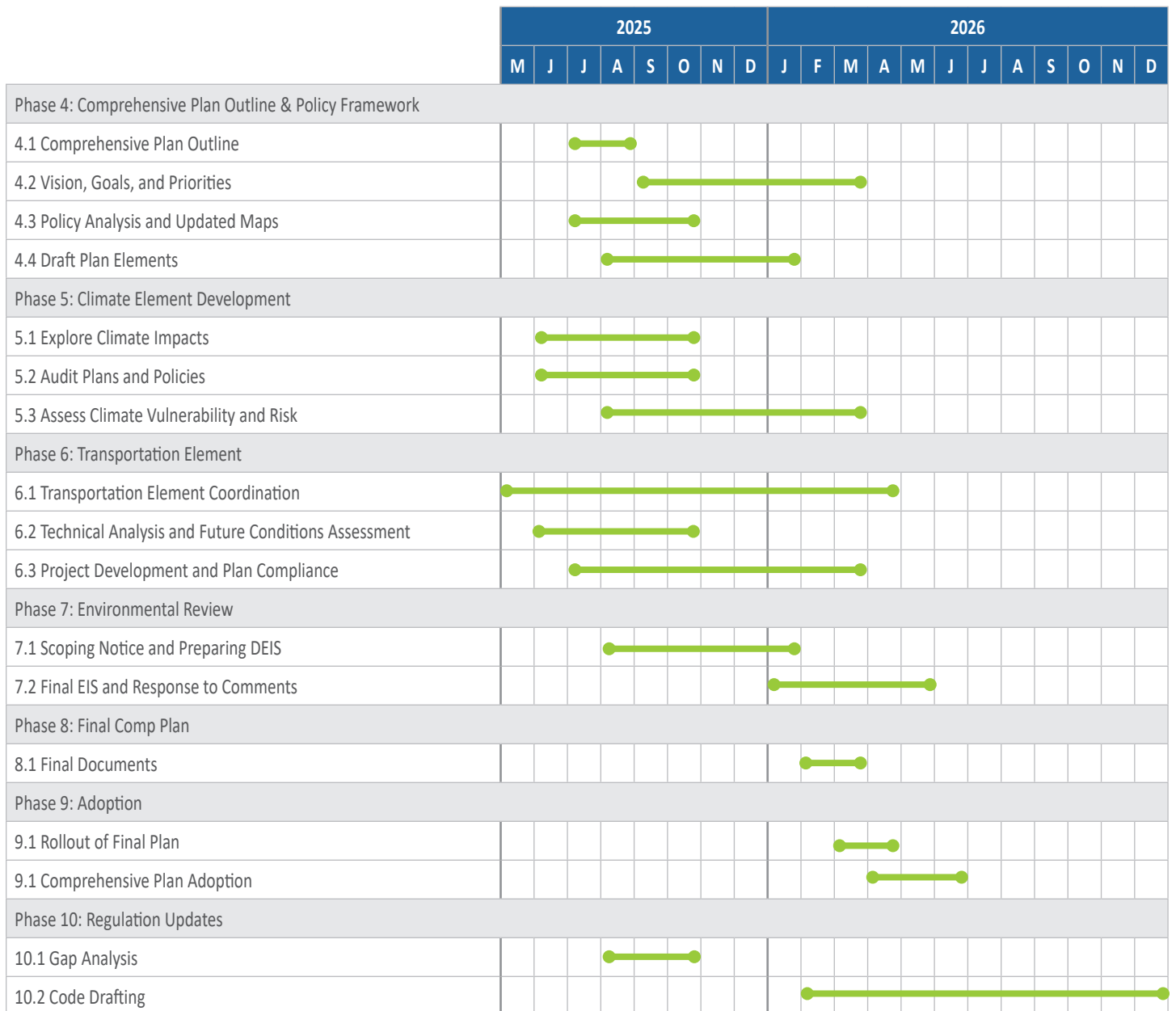
The bulk of the task is concentrated on code drafting. Upon concurrence with City staff on the necessary code revisions, SCJ will finalize the amendments to the City Code, including a scrub of the code to ensure any cross references are updated based on any proposed amendments to Title 15. The work will be completed in Microsoft Word utilizing Track Changes. If requested, and depending on budget, SCJ will prepare the regulations in ordinance strike-draft format.

Phase 10 Deliverables:

- » Gap analysis in MS Excel format
- » Draft text of recommended code revisions in MS Word w/TrackChanges
- » Technical memo outlining the recommended Development Code and Critical Areas Ordinance updates, with precise language, to implement the new Comprehensive Plan
- » Draft ordinance prepared in strike-draft format

Schedule





Relevant Project Experience and References



2024 Comprehensive Plan Update

SCJ is leading Lake Forest Park's comprehensive plan update, including integrated updates to the six-year Capital Improvement Plan and 20-year capital facilities and utilities planning. Our multidisciplinary team is working closely together to deliver a product consistent with new Growth Management Act Requirements, Puget Sound Regional Council's Multicounty Planning Policies, and King County's Countywide Planning Policies. Special considerations for capital facilities planning from regional policy requirements include addressing historical disparities in planning and investment and prioritizing projects that provide a more excellent range of services and facilities in underserved communities. The team also incorporates climate policies in advance of State climate planning requirements. It includes recommendations related to system resilience, redundancy, and continuity of operations for future capital facilities and utility projects.

Click [here](#) for the Comprehensive Plan

Client: City of Lake Forest Park

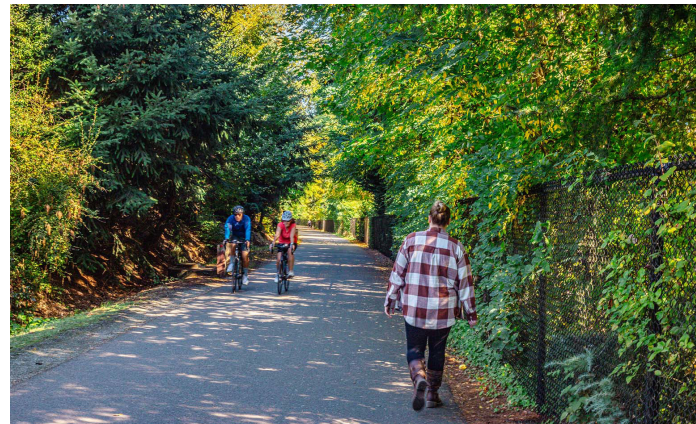
Dates: October 2023 – December 2024

Estimated/Final Costs: \$219,902/\$246,436

Team: Kirsten Peterson, Laura Barker, Zoe Tapert, Leland Consulting Group

Relevance: GMA Compliance, Climate Policy

Contact: Mark Hofman, Community Development Director
206.957.2824 | mhofman@cityoflfp.gov





Woodinville 2044 Comprehensive Plan Periodic Update

SCJ led the periodic update of the Woodinville Comprehensive Plan and the Critical Areas Ordinance (CAO). As a requirement of the update, SCJ led City staff through a scenario-building effort to determine the City's future preferred growth scenario. The preferred scenario determines where zoning and land use may be adjusted to meet Puget Sound Regional Council's (PSRC) growth targets for increased housing and employment opportunities, which has a trickle-down effect on other elements, such as transportation, capital facilities, housing, parks, and utilities, to name a few. Finally, SCJ updated the out-of-date CAO to meet the best available science and requirements. The project result was a comprehensive plan, and the CAO was accepted by the Washington State Department of Commerce and adopted by the Woodinville City Council.

Click [here](#) for Woodinville's Comprehensive Plan

Client: City of Woodinville

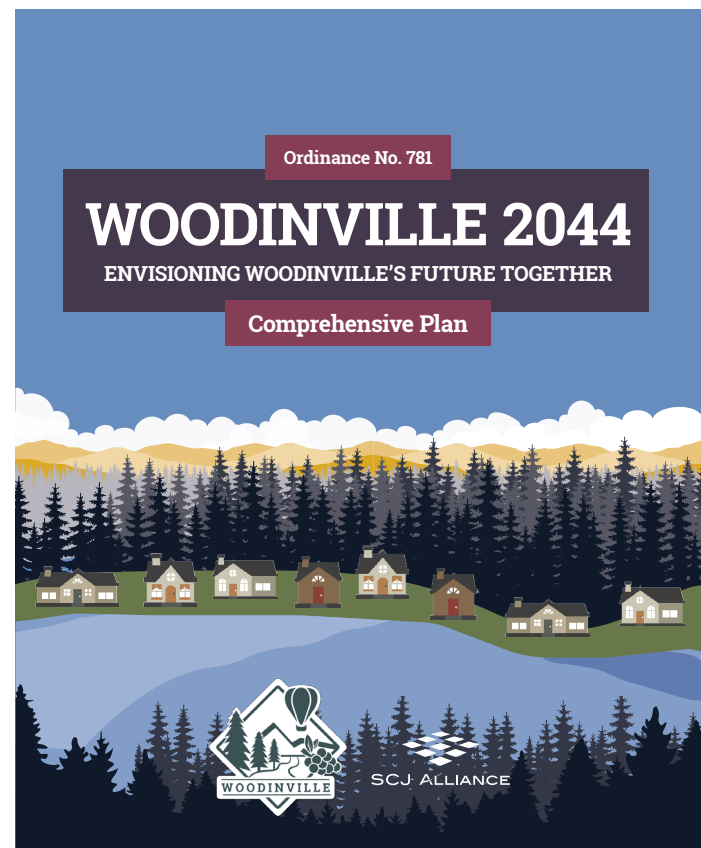
Dates: January 2023 – March 2025

Estimated/Final Costs: \$326,217/\$312,952

Team: Laura Barker, Zoe Tapert, Leland Consulting Group, Fehr & Peers

Relevance: GMA Compliance, Climate Policy

Contact: Chista Kouretchian, Contract Manager
425.877.2288 | chistak@ci.woodinville.wa.us



Medina Middle Housing Land Use

The City of Medina hired SCJ to lead the development regulation updates to comply with recent State legislation relating to middle housing, accessory dwelling units, and subdivisions. SCJ worked closely with City staff to determine the City's preferred approach to address these requirements.

As part of the development of these code updates, SCJ participated in a rigorous collaborative effort with both the City Council and Planning Commission to comply while maintaining the valued character of local neighborhoods. This project included a robust public engagement process involving a dedicated online platform, social media posts, in-person public forums, and numerous forms of print materials like postcard mailers, boards, flyers, and trifold pamphlets. To make the changes easily understandable to the public, SCJ created three-dimensional graphics representing examples of how these code updates could be implemented in Medina, and what options residents had based on different typical lot sizes across the city.

SCJ's work included various items, such as:

- ◆ A technical memorandum summarizing the relevant legislation and clearly outlining the requirements and recommendations for Medina as a Tier 3 city.
- ◆ A matrix of 3D diagrams showing potential development scenarios across a range of lot sizes, demonstrating ADU and different middle housing standards. The diagrams also reflected requirements for parking, setbacks, heights, and lot coverage.
- ◆ 3D renderings based on existing Medina neighborhoods showing the integration of ADUs and middle housing into the local fabric, and how those can enhance housing supply without significantly altering the neighborhood character.
- ◆ Updated development regulation documents tailored to the City's vision while maintaining compliance with state legislation.
- ◆ A list of subjects for the City to continue developing with local input to further enhance the integration of state legislation into the local code. The list included topics such as on-street parking, lighting, tree canopy, traffic mitigation, and noise, among others.



Client: City of Medina

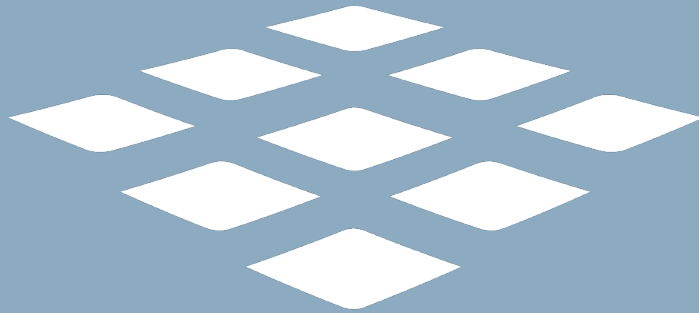
Dates: September 2024 – Present

Estimated/Final Costs: \$94,226/\$89,672

Team: Kirsten Peterson, Zoe Tapert

Relevance: Development Code Updates to Meet New Housing Legislation

Contact: Steve Burns, City Manager
425.233.6412 | sburns@medina-wa.gov



SCJ ALLIANCE



MANAGER'S REPORT

DATE: May 19, 2025

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Federal Grant Awarded for Library/Hal Holmes HVAC Replacement

The City was awarded \$1,620,000 in federal Community Development Block Grant (CDBG) funds for the Ellensburg Public Library and Hal Holmes Community Center HVAC (heating ventilation and air conditioning) replacement project. We will use remaining facility maintenance bond funds as a match.

2. Bike Month Event on May 31

This May, the City of Ellensburg and community partners will celebrate National Bike Month with bike activities and giveaways from 9 a.m. to 12 p.m. on Saturday, May 31, and a month-long bike ride raffle.

Bike Month activities on May 31 will be based at Unity Park, located at 4th Avenue and Pearl Street. There will be free youth helmets and fitting, bike bell and bike light giveaways, safety resources, and local trail information. The Independent Order of Odd Fellows (IOOF) will be giving away free, used reconditioned bikes (sizes vary). Bring old bike tubes for recycling and donate any extra bike parts. Bring your bike for bike handling fun and games. Challenge a friend to a stationary bike race!

A month-long bike ride raffle starts May 1. Download the free Adventure Labs app and set up an account. During the month of May, participate in any of the Ellensburg Bike Month rides and earn 1 raffle ticket per ride. Each participant must have their own account. Pick up your raffle tickets at the Bicycle Event at Unity Park on May 31 or stop by the Unity Park Visitor Information Center during the month of May (hours below). Raffle prizes include one (1) Specialized Roubaix high performance road bike - gently used and donated by the IOOF (pictured), one (1) \$250 Recycle Shop gift card, one (1) \$100 Recycle Shop gift card, and a Kittitas Valley Memorial Pool pass. *Bike Month participants assume responsibility for their own safety and health during all related activities and are also responsible for any property damage or injury they cause. The City of Ellensburg and other partner organizations are not responsible for any injuries or damages that may occur to or by participants.*

Unity Park Visitor Information Center hours in May:
Fridays - 4PM - 8PM

Sat - 9AM - 5PM
Sun - 12PM - 5PM

Adventure Labs: <https://labs.geocaching.com/goto/7eb9719c-02c3-4ff1-95e3-7b820524de28>

3. Register for Ellensburg Academy on May 27

Ellensburg Academy is a series of civic education workshops designed to inform residents and community stakeholders about the operations of City government and what is involved in delivering and maintaining services to Ellensburg. The series is free to attend and open to all. [Register for 2025 sessions](#) on the City website.

Next session is scheduled for Tuesday, May 27, 2025, in the City Council Chambers, 6 p.m. Topics include: City 101, What Happens When You Flush – Virtual Tour of Wastewater Treatment, and Day in the Life of a Patrol Officer. Accommodation is available upon request.

4. Gang Awareness Community Presentation on May 29

In response to feedback from the Ellensburg Police Department Community Survey and several requests from the community, EPD is hosting a Gang Awareness Community Presentation on May 29, 2025, from 6-8 p.m., at Hal Homes Community Center, 209 N. Ruby St., Ellensburg, WA. The presentation will cover reasons gangs develop; identification of current gangs in our area; and what we can all do to address the concerns gangs pose to our community. For those unable to attend, the session will be recorded and shared on the City of Ellensburg YouTube page. Note: The material is age-appropriate for children, but there may be unscripted questions from the community that could require parental discretion.

We hope to see you there! Your involvement helps make Ellensburg a safer place for everyone.

5. Next Coffee with Council on May 31

The next Coffee with Council will be held on Saturday, May 31st from 10 am to noon at Unity Park during the Bike Month Event.

6. Take the Parking Survey before May 31

The City's Parking Team meets monthly to monitor and maximize Downtown parking. The Team issued a Parking Survey to measure perceptions and challenges for people who visit our Downtown: www.ellensburgwa.gov/parkingsurvey

7. Touch A Truck on June 18

The City's Public Works and Energy Services Departments are hosting the Touch A Truck event on Wednesday, June 18, 2025, from 11:00 a.m. to 2:30 p.m. at Rotary Park. The event is free, fun, and informative, and open to all ages. The City Public Works and Energy Services Department offices will be closed from 8:00 a.m. through the Touch-a-Truck event on June 18. This closure will allow employees to be onsite and assist with the event.

The Kittitas County Chapter of the Evergreen Mountain Bike Alliance, in partnership with local bike shops, will be conducting a “Bike Rodeo” at the Touch-a-Truck event. Bicyclists ages 5 to 12 can participate in a skills course and non-competitive fun, as well as have their bikes inspected and tuned-up, and their helmets fitted.

8. Apply to Serve on a City Advisory Board or Commission

Help make a difference in your community and apply to join a City advisory board or commission! Multiple positions have terms expiring in May 2025, and some have current vacancies. Visit the City website for more information: [Boards & Commissions | Ellensburg, WA](#) Note: Some positions may have specific eligibility requirements.

9. Preview of June 2 City Council Meeting Agenda

Scheduled agenda items for the June 2, 2025, regular City Council meeting is a public hearing for a site-specific rezone application, DEI Commission Grants, and Holiday Recognition Policy, plus a professional services agreement for a consultant to facilitate the Parks and Open Space Plan Update, including a funding plan. Tentatively scheduled is a property transfer agreement with Kittitas County, Central Washington University, and the City and a discussion on a public private partnership to build the Fieldhouse facility. As a reminder, the regular study session (from June 2) was rescheduled to June 16 at 6:00 p.m. as a Joint City Council and DEI Commission Study Session.