

# AGENDA

## AFFORDABLE HOUSING COMMISSION

### September 10, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/84292962453?pwd=aHC4rGx0rAsMLceYljgbpOUNEjJRqF.1>

Meeting ID: 842 9296 2453

Passcode: 094512

#### Accessibility

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**CITY OF ELLENSBURG  
AFFORDABLE HOUSING COMMISSION AGENDA  
Council Conference  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom  
Wednesday, September 10, 2025  
4:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
  - 3.A June 4, 2025 Regular meeting minutes
  - 3.B July 10, 2025 Joint Study Session with Planning Commission meeting minutes
- 4. New Business**
  - 4.A Review co-living housing code changes
  - 4.B ADU Info Session feedback and next steps
  - 4.C Periodic update housing goals and policies preliminary discussion
- 5. Unfinished Business**
- 6. Public Comment**
- 7. Staff Update/Discussion Items**
  - 7.A Remainder of year schedule
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Affordable Housing Commission, contact the Community Development office at 509-962-7270.



**CITY OF ELLENSBURG**

**Minutes of Affordable Housing Commission, Regular Meeting**

**Date of Meeting**

**June 4, 2025**

**Time of Meeting**

**4:30 PM**

**Place of Meeting**

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

**1. Call to Order and Roll Call of Members**

Commissioner Garzone called the meeting to order at 4:36 p.m.

Present: Courtney Garzone (arrived 4:36 p.m.), John Perrie, Delano Palmer, Dan Witkowski, Peter Stone (arrived at 4:45 p.m.)

Absent: Sarah Bedsaul (excused), Kim Funston (excused)

Others present: Dan Carlson - Community Development Director, Lily Frey - Housing Program Manager, Susan Grindle & Bill Hinkle - HopeSource, Tony Daguanno, Becky Morley & Amanda Perkins - Stewardship Development, Ann Gorman - Umpqua Bank, Dave Musial - National Equity Fund, two members of the public

Commissioner Palmer motioned to excuse the absence of Commissioner Bedsaul and Commissioner Funston. Motion passed 4-0. (Stone not present)

**2. Approval of Agenda**

Commissioner Palmer moved to approve the agenda. Motion passed 4-0 (Stone not present).

**3. Approval of Minutes**

**4. New Business**

- 4.A Pathways Place project update - HopeSource and Stewardship Development Commissioners and guests involved with the Pathways Place project discussed project developments and current challenges in the construction of affordable housing, lenders' underwriting processes, affordable housing funding sources, market potential for single-room occupancy developments, motel conversion challenges, client services needs, and tax credit financing programs. Commissioners noted interest in learning more about acquisition-rehabilitation tax credit funding.
- 4.B Review proposed AHC schedule & agenda July-December 2025  
Housing Program Manager Frey presented a suggested schedule for July-December 2025, including a joint study session with the Planning Commission on July 10, 2025, in lieu of the regular first week of July meeting and the ADU

open house in lieu of the regularly scheduled August meeting. Commissioners discussed holding the September meeting in the third week of the month to reduce conflicts with the fair, rodeo, and back to school. Commissioner Palmer moved to approve the proposed July 2025 schedule changes and review the August-September schedule change with feedback from absent commissioners.

## **5. Unfinished Business**

- 5.A Accessory Dwelling Unit (ADU) open house planning next steps  
Frey shared the revised concept note for the ADU open house based on commissioners' feedback from the previous meeting, Hal Holmes facility availability, and the draft survey. The draft survey is to gather feedback on community questions and priorities for the event. Commissioners recommended opportunities for additional public outreach, suggested ways to connect with people who could not attend the event, and recommended adding a survey question on where respondents would most likely access recordings.

## **6. Public Comment**

None.

## **7. Staff Update/Discussion Items**

- 7.A Review current incentive programs (traffic impact fee waivers, water and sewer connection fee waivers, multifamily tax exemption, density bonuses) and authorizing legislation  
Frey presented the Residential Development Incentives page on the City website and each of its programs and noted that many incentive program parameters are set by state statutes. Commissioner Garzone recommended highlighting the sources of some of these limitations on the page.

Frey updated the Commission that Addison Place is being discussed with the legal team.

The contract for the Catherine Property wetland monitoring has been executed.

This meeting was Peter Stone's last meeting. The opening will be advertised.

## **8. Commission Representative Update**

Commissioner Palmer discussed the conversion of park public restrooms for the un-housed to be able to shower.

## **9. Adjournment**

Commissioner Garzone adjourned the meeting at 6:03 p.m.



**CITY OF ELLENSBURG**

**Minutes of Affordable Housing Commission, Joint Study Session**

**Date of Meeting**

**July 10, 2025**

**Time of Meeting**

**5:45 PM**

**Place of Meeting**

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

**1. Call to Order and Roll Call of Members**

Commissioner Harrell called the Joint Planning Commission and Affordable Housing Commission meeting to order at 5:45 p.m.

Present: Sarah Bedsaul; John Perrie; Dan Witkowski; Courtney Garzone; Delano Palmer  
Absent: Kim Funston

Others Present: Lily Frey-Housing Program Manager; Stacey Henderson-Planning Manager; Dan Carlson-CDS Director; Kathy Boots-Planning Technician; David Miler-City Council Liaison; Mark Rud-Associate Planner; Michael Buehn, Ed Harrell; Sigrid Davison; Geraldine O'Mahony (arrived at 5:47 p.m.); George Bottcher; Sathy Rajendran; Joe Sheeran; two members of the public.

**2. Approval of Agenda**

The new member of the Planning Commission, Joe Sheeran, was introduced.

**3. Approval of Minutes**

- 3.A May 21, 2025 Affordable Housing Commission meeting minutes  
Commissioner Palmer motioned to approve the minutes for the Affordable Housing Commission meeting on May 21, 2025. Motion passed 5-0.

**4. New Business**

- 4.A Inclusionary zoning discussion with Mark Rud, Associate Planner  
Lily Frey provided the framework for the meeting. Mark Rud gave a presentation on the basics of Inclusionary Zoning (IZ). Rud provided research on other jurisdictions that have implemented mandatory IZ and the particulars of sample programs. The commissioners were presented with the benefits and challenges of mandatory IZ. Bonus incentives for IZ have many options to consider, such as development size, limited to certain zones, allowed density, and Multi-Family Tax Exemption. Commissioner Palmer inquired about how the programs worked for other jurisdictions or the challenges they faced. Commissioners discussed reduced parking, reduced open space, AMI percentages, parking off-site, and whether incentives would be worthwhile to

builders. Could this be a joint project with the County in zones that are in the Urban Growth Area? Commissioners would like to know if the City Council would support IZ. Commissioner Palmer stated the City Council would want more data prior to a decision to support this policy.

#### **5. Unfinished Business**

None.

#### **6. Public Comment**

None.

#### **7. Staff Update/Discussion Items**

##### **7.A Comprehensive plan update**

Stacey Henderson updated the commissions that a consultant for the Comprehensive Plan update has been hired. SCJ Alliance will start working on their studies and there will be a kick-off meeting. The City Council approved the public participation plan for the Comprehensive Plan update. A public open house will be hosted in the fall with staff available to gather data on public input on the Comprehensive Plan update. A logo is being developed, and a website is going to be created.

##### **7.B Review & approve August-September Affordable Housing Commission meeting schedule changes**

Lily Frey reviewed upcoming Affordable Housing Commission meeting dates.

##### **7.C ADU open house planning update**

Frey discussed the upcoming public Accessory Dwelling Unit presentation at Hal Holmes in August. Frey mentioned a variety of professions she would like to attend the open house. A draft flyer is being created. A press release and social media post will advertise the event.

#### **8. Commission Representative Update**

Commissioner Palmer discussed the public interest in new swimming pool and fieldhouse facilities. Commissioner Davison supports having more activities for children.

#### **9. Adjournment**

The meeting was adjourned at 6:56 p.m.



Meeting Date: September 10, 2025  
City of Ellensburg

### Affordable Housing Commission Agenda Report

**Agenda Subject:** Review co-living housing code changes  
**Submitted by:**  
**Department:** Community Development

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**Suggested Motion/Action:**

Recommend proposed Ellensburg City Code changes to Planning Commission and City Council.

**Background/Summary:**

In 2024, the Washington State Legislature passed HB 1998, which is now reflected in RCW 36.70A.535, which requires Cities and Counties to adopt regulations allowing co-living housing by the end of 2025. Co-living housing allows for renting units that may have a private or shared bathroom and have shared kitchen facilities. (They may offer a kitchenette but not a full kitchen, distinguishing them from efficiency or studio units.) The legislation includes specific provisions for where co-living housing needs to be allowed, which is any lot that would allow for six or more multifamily units and include provisions for density calculations and parking requirements. The general standard is no more restrictive than multifamily housing. While we do not expect that there will be a lot of development of this kind, there is a local example in the Verge (within the urban growth area but not the City), where tenants rent sleeping units around a shared living and kitchen area.

The proposed changes under discussion are within the Land Development Code. Our traffic impact fees section (ECC14.04.170) will also need to clarify the appropriate fees for new co-living developments.

**Previous Council Action:**

None.

**Analysis:**

The recommended changes are required for compliance with RCW 36.70A.535 by the end of 2025. (If appropriate changes are not adopted, the RCW requirements would supersede City code provisions.) The proposed do not go beyond the required language, but seek to integrate this housing type with clarification that it will be treated the same as multifamily housing. The City will request Commerce review of the proposed language to make sure it meets their requirements.

Code sections with changes include the following:

- 15.130.030 - C definitions,
- 15.130.110 - K definitions,
- 15.130.190 - S definitions,
- 15.310.040 - Use tables,

15.320.030 - Building setback and intensity standards table - Residential zones,  
15500.020 - Applicability and compliance,  
15.520.030 - Open space for nonresidential and multifamily uses, and  
15.550.040 - Computation of required off street parking spaces.

**Financial Impact:**

None expected.

Budget Adjustment: No

**Attachments:**

None

### **15.130.030 C definitions.**

*Cannabis*, for the purpose of chapter 15.370 ECC, means all parts of the plant Cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. For the purposes of this title, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted therefrom, fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. The term "cannabis" includes cannabis products and useable cannabis.

*Cannabis products*, for the purpose of chapter 15.370 ECC, means products that contain cannabis or cannabis extracts, have a measurable THC concentration greater than three-tenths of one percent, and are intended for human consumption or application, including, but not limited to, edible products, tinctures, and lotions. The term "cannabis products" does not include useable cannabis. The definition of "cannabis products" as a measurement of THC concentration only applies to the provisions of this title and shall not be considered applicable to any criminal laws related to marijuana or cannabis.

*Certificate of appropriateness* or *COA* means the approval issued by the landmark and design commission indicating the commission has reviewed the proposed changes to a landmarks register property or within a landmarks register historic district and certified the changes as not adversely affecting the historic characteristics of the property which contribute to its designation. See chapter 15.280 ECC.

*Certified local government* or *CLG* means a local government certified by the Washington State Historic Preservation Officer as having established its own historic preservation commission and a program meeting federal and state standards. See chapter 15.280 ECC.

*City* means the incorporated city of Ellensburg, county of Kittitas, state of Washington, and its appointed or elected officials.

*City clerk* means the city clerk of Ellensburg or his/her designee.

*Class of properties eligible to apply for special valuation in the city of Ellensburg* means only those properties listed on the Ellensburg landmarks register, or the National Register of Historic Places, or properties contributing to an Ellensburg landmarks register historic district, which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in chapter 84.26 RCW. Also see chapter 15.280 ECC.

*Closed record hearing* means a final decision hearing by a local government body or officer, including the legislative body, following an open record hearing on a project permit application which results in a pre-decision recommendation being made by that government body or officer. The closed record hearing is based on the record developed in the pre-decision open record hearing, with no or limited new evidence or information allowed to be submitted and the final decision is issued based on that record.

*Co-living housing* means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities, and may share bathroom facilities, with other sleeping units in the building.

*Community garden* means an open space with a series of garden plots that are used by residents of a development. It can also be a publicly accessible open space for use by residents of the neighborhood or city. The plots can be used to grow flowers, vegetables, herbs, or other plants. See ECC 15.520.030(E)(5) for community garden standards associated with multifamily developments.

*Community residential facility* means a facility that provides, on a regular basis, personal care, including dressing and eating and health-related care and services for at least five, but not more than 15 functionally disabled persons and which is not licensed under chapter 70.128 RCW. A residential care facility shall not provide the degree of care and treatment that a hospital or long-term care facility provides.

*Comprehensive plan* means the long-range plan used as a guide for the physical, economic, and social development of Ellensburg, as adopted by the Ellensburg city council on March 19, 2007, including all subsequent amendments thereto, Ordinance No. 4474, 2007.

*Conditional use* means a use which may be appropriate on a specific parcel of land within a given zoning district under certain conditions, but which is not appropriate on all parcels within the same zoning district. Such conditional uses may be permitted in such zoning districts, but only if specific provision for such conditional use is made in this title. See ECC 15.250.040 and division III.

*Conference center* means an establishment developed primarily as a meeting facility, including only facilities for recreation, overnight lodging, and related activities provided for conference participants.

*Conical surface* means, for the purpose of chapter 15.350 ECC, a surface extending outward and upward from the periphery of the horizontal surface at a slope of 20 feet upward to each one foot outward for a horizontal distance of 4,000 feet.

*Cooperative* means a group of more than one, but no more than four qualified medical marijuana patients and/or designated providers who share responsibility for growing and processing marijuana only for the medical use of the members of the cooperative.

*Council* means the duly constituted legislative authority of the city of Ellensburg.

*CPTED* means a multi-disciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts by affecting the built, social and administrative environment.

*Creation or establishment* as it pertains to chapter 15.620 ECC is the manipulation of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site where a wetland did not previously exist. Establishment results in a gain in wetland acres. Activities typically involved in excavation of upland soils to elevations that will produce a wetland hydroperiod, create hydric soils, and support growth of hydrophytic plant species.

*Critical areas* include the following areas and ecosystems: wetlands; areas with a critical recharging effect on aquifers used for potable water; fish and wildlife habitat conservation areas; frequently flooded areas; and geologically hazardous areas. See division VI.

*Critical facilities* means facilities for which even a slight chance of flooding would represent a major risk. Critical facilities include, but are not limited to, schools, hospitals, police, fire and emergency response installations, nursing homes, installations which produce, use or store hazardous materials or hazardous waste of a type and in amounts deemed to be inappropriately located in a 100-year floodplain. See division VI.

*Cultivation*, for the purpose of chapter 15.370 ECC, means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof.

*Cut-off angle* (of a luminaire) means the angle measured from the lowest point between a vertical line from the center of the lamp extended to the ground and the first line of sight at which the bare source is not visible.

### **15.130.110 K definitions.**

*Kennel or shelter* means any outdoor or indoor facility which houses four or more small domestic animals (that number not including one unweaned litter) for periods longer than 24 hours as a commercial venture, as a nonprofit organization, or for a governmental purpose. The facility may be either a separate business or an accessory use. A kennel is to be distinguished from a veterinary clinic which houses animals for periods that may exceed 24 hours as a commercial venture that is accessory to the primary medical activity performed in a veterinary clinic. See definition of "Veterinary clinic" in ECC 15.130.220.

*Kitchen means a room or part of a room which is used, intended, or designed to be used for preparing food. The kitchen includes facilities, or utility hookups for facilities, sufficient to prepare, cook, and store food, and wash*

dishes, including, at a minimum, countertops, a kitchen-style sink, space and utilities sufficient for a gas or 220/240v electric stove and oven, and a refrigerator.

(Ord. 4807 § 8, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

### **15.130.190 S definitions.**

*School* means, for the purposes of chapter 15.370 ECC, an institution of learning for minors, whether public or private, offering regular course of instruction required by the Washington Education Code. This definition includes an elementary school, middle or junior high school, or high school.

*Senior citizen assisted housing* means housing in a building consisting of two or more dwelling units restricted to occupancy by at least one occupant 62 years of age or older per unit, and must include at least two of the following support services:

1. Common dining facilities or food preparation service;
2. Group activity areas separate from dining facilities;
3. A vehicle exclusively dedicated to providing transportation services to housing occupants;
4. Have a boarding home (assisting living) license from Washington State Department of Social and Health Services.

*Senior housing* means a residential complex containing multifamily dwellings designed for and principally occupied by senior citizens (over 62 years old). For the purpose of permitted uses in ECC 15.310.040, senior housing is a type of multifamily dwelling, unless it also meets the definition of senior citizen assisted housing, set forth in this section.

*SEPA rules* means chapter 197-11 WAC, as now existing or hereafter amended by the department of ecology. See chapter 15.270 ECC.

*Shielding* means that no light rays are emitted by a fixture above the horizontal plane running through the lowest point of the fixture.

*Short plat or short subdivision plat* means the map or representation of a short subdivision, both in preliminary and final short subdivision plat form, containing all of the pertinent information as required by this title. See chapter 15.260 ECC.

*Short subdivision* means the division of land into nine or fewer lots, tracts or parcels. See chapter 15.260 ECC.

*Significant feature* means, for purposes of chapter 15.280 ECC, any physical characteristic of a landmark, landmark site, or landmark district which the commission has stipulated in the designation as important to the historic value of the property, and for which a certificate of appropriateness is required prior to alteration.

*Site development permit* means a permit, issued by the city, to develop, redevelop or partially develop a site exclusive of any required building or land use permit. A site development permit may include one or more of the following activities: paving, grading, clearing, filling, tree removal, on-site utility installation, stormwater facilities, walkways, striping, wheelstops or curbing for parking and circulation, landscaping, or restoration. See ECC 15.250.020 for applicable standards.

*Sleeping unit* means an independently rented or owned and lockable unit that provides living and sleeping space.

*Small wind energy system* means, for purposes of ECC 15.340.060, a wind energy conversion system with a rated output up to and including 20 kilowatts in residential zones and up to and including 100 kilowatts in commercial, industrial and public reserve zones and consisting of: wind turbine, tower, base and associated control or conversion electronics, as well as all anchors, guy cables and hardware.

*Special valuation for improvements to historic property or special valuation* means, for purposes of chapter 15.280 ECC, the local option program established under the authority of chapter 84.26 RCW which, once implemented, makes available to property owners a special tax valuation for rehabilitation of historic properties, under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation.

*Start of construction* includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start date of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

*Storefront* means a building located adjacent to the sidewalk and featuring nonresidential uses on the ground floor, an entry facing the sidewalk, and transparent window area along at least 70 percent of the ground floor facade between 30 inches and eight feet above grade.

*Street* means a thoroughfare including an alley which has been dedicated to the public and designated for public use as a street.

*Strip commercial development* means commercial development in a linear form along any public street. Characteristics of strip commercial development are:

1. Primary access is from one street.
2. Lot(s) are less than 300 feet deep.
3. There is little or no commercial development on the street to the rear of the lot(s).
4. Uncoordinated development of separate lots.

*Structural alteration* means any change, addition, or modification in the supporting members of a building or structure such as bearing walls, columns, beams or girders, floor joists or roof joists.

*Structure* means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground. It shall also include but not be limited to buildings, manufactured homes, walls, fences, billboards and poster panels. For the purposes of the floodplain district provisions only, as set forth in division VI, the term "structure" shall be limited to mean a walled and roofed building including a gas or liquid storage tank that is principally aboveground, as well as a manufactured home. For the purposes of airport overlay zone regulations set forth in chapter 15.350 ECC, "structure" means an object, including a mobile object, constructed or installed by man, including, but without limitation, buildings, towers, cranes, smokestacks, earth formations, and overhead transmission lines.

*Studio apartment* means a dwelling unit no larger than 500 square feet with one habitable room together with a kitchen or kitchenette and bathroom facilities.

*Subdivision* means the division of land as governed by Washington State in chapter 58.17 RCW and by chapter 15.260 ECC and other applicable sections of the LDC.

*Substantial damage* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

*Substantial improvement* means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed.

The term does not, however, include either:

1. Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
2. Any alteration of a "historic structure," listed on the National Register of Historic Places or a State Inventory of Historic Places; provided, that the alteration will not preclude the structure's continued designation as a "historic structure."

*Supplemental directional sign* is a sign that is required under the Washington State Department of Transportation "Motorist Information Sign Program" to provide supplemental direction to assist interstate travelers to locate businesses advertised on interstate information signs through the state program. Such signs shall be no more than 24 inches by 12 inches in size, shall be of similar color and design as required under the state program for motorist information signs, and may be located at off-premises locations within the city.

Table 15.310.040(A)  
Residential-Based Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	I-L	NC-MU	RC-MU	I-H	P-R	MHP
RESIDENTIAL, GENERAL															
Dwelling, single-family* (ECC 15.540.020)	P	P	P		P										P
Dwelling, cottage* (ECC 15.540.050)	P	P	P		P									A <sup>6</sup>	
Dwelling, duplex* (ECC 15.540.030)	p <sup>2</sup>	p <sup>2</sup>	P		P			p <sup>7</sup>	p <sup>7</sup>					A <sup>6</sup>	
Dwelling, townhouse* (ECC 15.540.060)	p <sup>2</sup>	p <sup>2</sup>	P	P	P	p <sup>3</sup>		p <sup>7</sup>	p <sup>7</sup>		P	P		A <sup>6</sup>	
Dwelling, multifamily*	p <sup>1,5</sup>	p <sup>1,5</sup>	P	P	P	p <sup>3</sup>	C	p <sup>7</sup>	p <sup>7</sup>		P	P		A <sup>6</sup>	



TEMPORARY LODGING														
Bed and breakfast* (ECC 15.340.010)	P	P	P	P	P				P <sup>7</sup>	P <sup>7</sup>		P	P	

**15.320.030 Building setback and intensity standards table—Residential zones.**

Table 15.320.030  
Building Setback and Intensity Standards Table—Residential Zones

Topic	R-S	R-L	R-M	R-H
<b>DEVELOPMENT INTENSITY AND CONFIGURATION</b>				
Minimum lot area	None <sup>1</sup>	None <sup>1</sup>	None <sup>1</sup>	None <sup>1</sup>
Minimum frontage	None <sup>1,2</sup>	None <sup>1,2</sup>	None <sup>1,2</sup>	None <sup>1,2</sup>
Density, minimum (ECC 15.320.050)		6 du/acre <sup>3</sup>	8 du/acre <sup>3</sup>	15 du/acre
Density, maximum (base) <sup>8</sup> (ECC 15.320.050)	6 du/acre <sup>12</sup>	8 du/acre <sup>12</sup>	No limit	No limit
Density, maximum with bonus (see chapter 15.330 ECC)	12 du/acre <sup>4</sup>	16 du/acre <sup>4</sup>	No limit	No limit
Maximum building height	35 ft	35 ft	35 ft <sup>5</sup>	45 ft <sup>5</sup>
<b>BUILDING PLACEMENT (see ECC 15.320.070 through 15.320.120)</b>				
Minimum front yard setback <sup>6, 7</sup>	15 ft	15 ft	15 ft	15 ft
Garage front yard setback	22 ft	22 ft	22 ft	22 ft
Minimum rear yard setback	20 ft	20 ft	20 ft	20 ft
Minimum rear yard setback, accessory buildings (including garages)	5 ft <sup>10</sup>	5 ft <sup>10</sup>	5 ft <sup>10</sup>	5 ft <sup>10</sup>
Minimum rear yard setback, detached accessory dwelling unit (see ECC 15.540.040)	5 ft <sup>10</sup>	5 ft <sup>10</sup>	5 ft <sup>10</sup>	5 ft <sup>10</sup>
Minimum side yard setback (includes corner lot interior lot line) <sup>9</sup>	5 ft/10 ft <sup>11</sup>	5 ft/10 ft <sup>11</sup>	5 ft/10 ft <sup>11</sup>	5 ft/10 ft <sup>11</sup>
Minimum side yard setback (corner lot exterior lot line)	10 ft	10 ft	10 ft	10 ft
Minimum garage side yard setback (corner lot exterior lot line)	22 ft	22 ft	22 ft	22 ft

#### Development conditions:

1. Lot sizes may be variable provided they are sized and shaped sufficient to accommodate permitted uses and conform to applicable design and density standards.
2. New lots shall have access directly to a public right-of-way or may obtain access from a courtyard access (ECC 15.420.050(C)) or shared driveway (ECC 15.420.060(A)(2)).
3. The density minimum shall apply only to new subdivisions greater than one acre in size.
4. Exception: Projects complying with net zero energy provisions may exceed the maximum density limits as set forth in ECC 15.330.020(A).
5. For buildings, or portions thereof, with pitched roofs, the maximum height may be increased by five feet. Applicable roof slopes must be at least 4:12 to qualify for this additional height.
6. Porches and covered entries may project up to six feet into the front yard.
7. No front yard is required for buildings adjacent to designated "storefront streets."
8. Base maximum density refers to the maximum density allowed without utilizing density bonuses. Per ECC 15.310.040, duplexes and townhomes are permitted in R-S and R-L zones on preexisting legal lots of record as of December 31, 2021, notwithstanding the maximum density requirements of this chapter. For lots recorded after this date, duplexes and townhomes must meet the density standards of this chapter.
9. Townhouses and zero lot line homes are exempt from side yard standards internal to a development. However, such uses shall meet applicable side yard standards for adjacent lots outside of the development.
10. Accessory buildings or accessory dwelling units, where built on top of an existing garage, may be built to a property line abutting an alley, provided sufficient turning movement and emergency vehicle access is provided within the alley.
11. For lots 6,000 square feet or less, the minimum side yard shall be five feet on each side. E
12. Co-living housing sleeping units are calculated as 0.25 dwelling units for the purpose of maximum density calculations in the R-S and R-L zones.

#### **15.500.020 Applicability and compliance.**

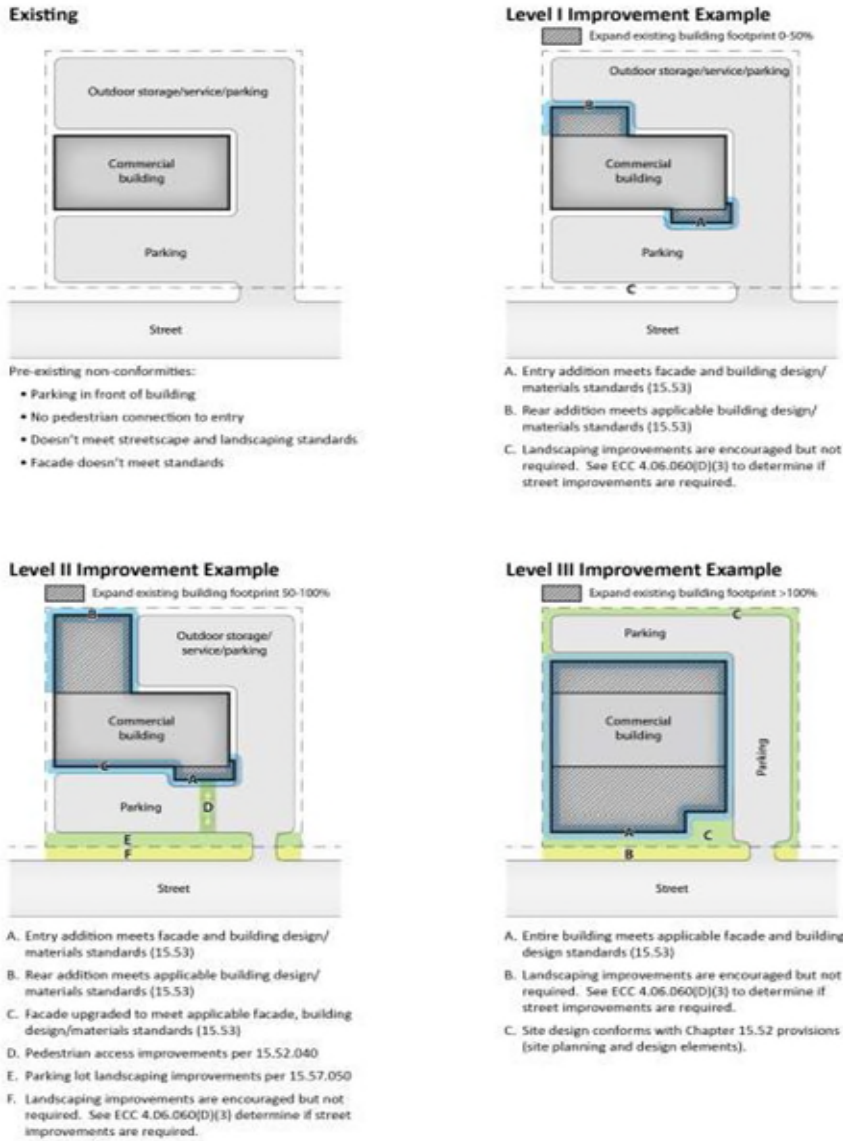
The project design provisions in this division generally apply to all new development within the city, including building additions, site improvements, and new signage. However, since each chapter herein addresses different design and development elements, the applicability of each chapter is clarified at the beginning of the chapter. For instance, some chapters may only apply to new commercial and multifamily development, while individual sections in chapter 15.540 ECC only apply to specific housing types. Co-living housing is considered multifamily for the purpose of this Division.

It's also important to note that these standards are intended to supplement other provisions of this title and other existing city codes applicable to developments. Where there is a conflict between the provisions of this division and other codes, the provisions herein shall apply.

For building additions, remodels, and site improvements, three different thresholds have been established to gauge how the standards herein are applied to such projects. See figure 15.500.020 for examples of site development and the respective types of improvements required under each of the three levels of improvements.

- A. Level I improvements include all exterior remodels, building additions, and/or site improvements commenced within a three-year period (based on the date of permit issuance) that affect the exterior appearance of the building/site and/or increase the building's footprint by up to 50 percent. The requirement for such improvements is only that the proposed improvements meet the standards and do not lead to further nonconformance with the standards. For example, if a property owner decides to replace a building facade's siding, then the siding shall meet the applicable exterior building material standards, but elements such as building articulation would not be required.
- B. Level II improvements include all improvements commenced within a three-year period (based on the date of permit issuance) that increase the building's footprint by more than 50 percent, but not greater than 100 percent. All standards that do not involve repositioning the building or reconfiguring site development shall apply to level II improvements. For example, if a property owner of an existing home in the R-O zone wants to convert the home to an office and build an addition equaling 75 percent of the current building's footprint, then the following elements shall apply:
  - 1. The location and design of the addition/remodel shall be consistent with the site orientation standards (chapter 15.510 ECC), which address building frontages, entries, parking lot location, and front yard landscaping. For such developments seeking additions to buildings where off-street parking location currently does not comply with applicable parking location standards, building additions are allowed provided they do not increase any current nonconformity and generally bring the project closer into conformance with the standards. (See chapter 15.550 ECC, off-street parking).
  - 2. Comply with applicable site planning and design elements (chapter 15.520 ECC).
  - 3. Comply with all building design provisions of chapter 15.530 ECC, except architectural scale and materials provisions related to the existing portion of the building where no exterior changes are proposed. The entire building shall comply with building elements/details, materials, and blank wall treatment standards of ECC 15.530.060.
  - 4. Comply with the off-street parking, signage, and landscaping provisions of chapters 15.550 through 15.570 ECC that relate to proposed improvements.
- C. Level III improvements include all improvements commenced within a three-year period (based on the date of permit issuance) that increase the building's footprint by more than 100 percent. Such developments shall conform to all applicable standards.

The application review procedures for new development are addressed in division II of this title. For procedures associated with new developments requiring a building permit, see ECC 15.250.030 (design review).



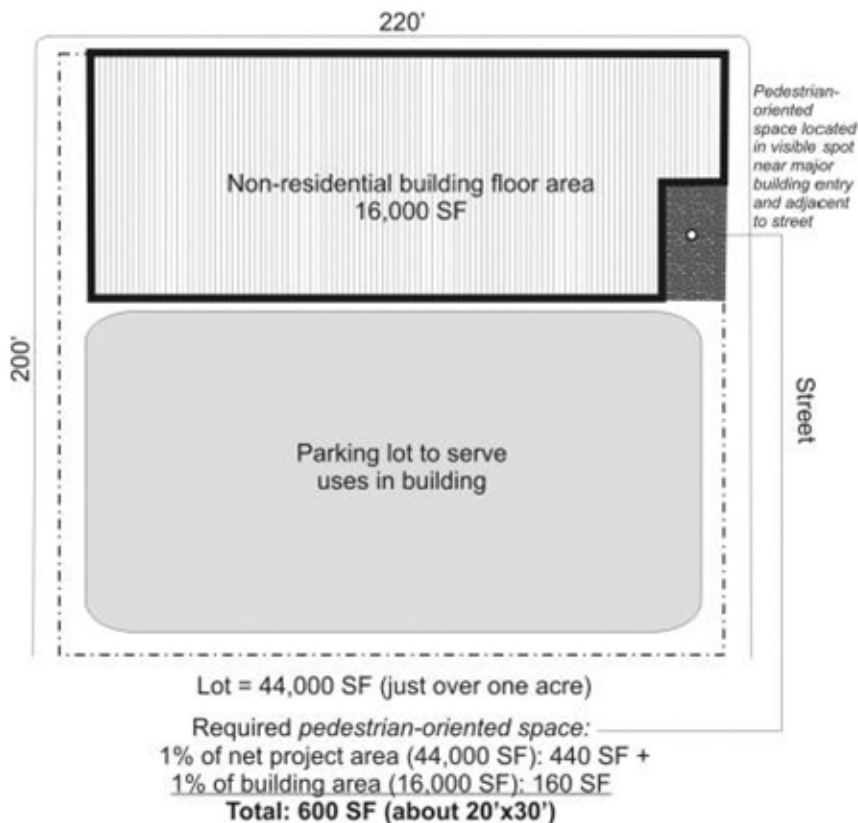
**Figure 15.500.020. Examples of site development and the respective types of improvements required under each of the three levels of improvements.**

**15.520.030 Open space for nonresidential and multifamily uses.**

A. *Purpose.*

1. To enrich the pedestrian environment in Ellensburg;
2. To provide accessible, safe, convenient, and usable on-site open space for residential uses;
3. To promote the health of residents by providing access to on-site open space for recreational activities, physical exercise, and/or food production;
4. To create open spaces that enhance the residential setting; and

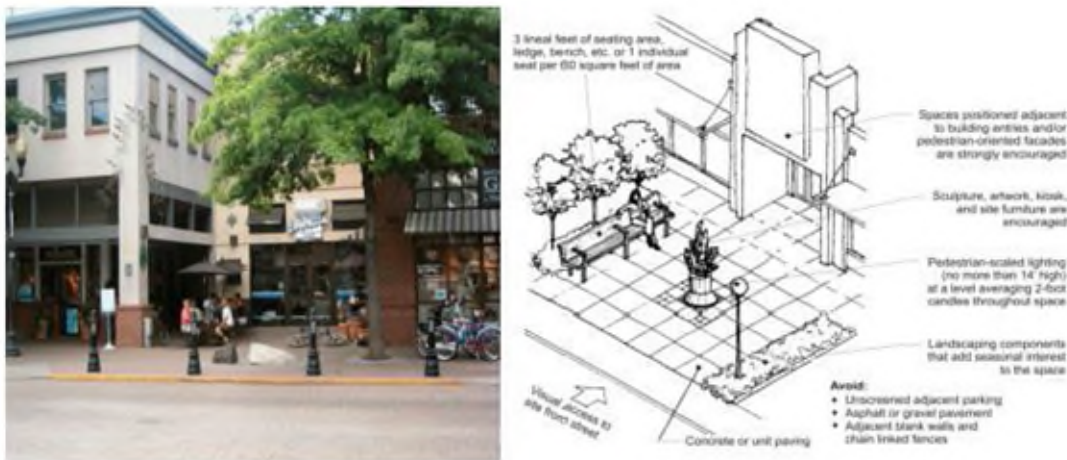
5. To provide for pedestrian-oriented open space in conjunction with large scale commercial development.
- B. *Open space requirements for nonresidential uses.* (See figure 15.520.030(B)). All nonresidential development on sites outside of the I-H zone more than one acre in size, including commercial portions of mixed use development, shall provide pedestrian-oriented space equal to at least one percent of the net project area plus one percent of the gross nonresidential building floor area, exclusive of structured parking. The intent is to mitigate the impacts of large scale commercial development, provide outdoor spaces for resting, dining, and socializing, and to contribute to the desired pedestrian-oriented character of commercial areas and the economic viability of Ellensburg. The one percent standard is modest with respect to building and parking areas, provides for proportionality, and the standards provide flexibility in how the standard can be met. Buildings used entirely for storage purposes are exempt from this standard. Pedestrian-oriented space shall comply with the design provisions of subsection (C) of this section. The applicable open space(s) shall be maintained by the property owner.



**Figure 15.520.030(B). Illustrating the amount of open space required for nonresidential development.**

- C. *Pedestrian-oriented space design criteria.* These spaces, as required per subsection (B) of this section, are intended to be publicly accessible spaces that enliven the pedestrian environment by providing (1) opportunities for outdoor dining, socializing, relaxing and (2) visual amenities that contribute to the character of commercial areas. Design criteria for pedestrian-oriented space:
1. Sidewalk area, where widened beyond minimum requirements, shall count as pedestrian-oriented open space. The additional sidewalk area may be used for outdoor dining and temporary display of retail goods. The standards in subsections (C)(2) through (4) of this section shall not apply to sidewalks, where used as usable open space.

2. The following design elements are required for pedestrian-oriented open space:
  - a. Spaces shall be physically and visually accessible from the adjacent street or major internal vehicle or pedestrian route. Spaces shall be in locations that the intended user can easily access and use, rather than simply left-over or undevelopable spaces where very little pedestrian traffic is anticipated;
  - b. Paved walking surfaces of either concrete or approved unit paving;
  - c. Pedestrian-scaled lighting (no more than 14 feet in height) at a level averaging at least two foot-candles throughout the space. Lighting may be on-site or building-mounted lighting (see chapter 15.580 ECC, outdoor lighting, for additional lighting requirements);
  - d. At least three feet of seating area (bench, ledge, etc.) or one individual seat per 60 square feet of plaza area or open space. This provision may be relaxed or waived where there are provisions for movable seating that meet the purpose of the standard;
  - e. Spaces shall be positioned in areas with significant pedestrian traffic to provide interest and security—such as adjacent to a building entry; and
  - f. Landscaping that adds visual or seasonal interest to the space.



**Figure 15.520.030(C). Examples of pedestrian-oriented open spaces.**

3. The following features are encouraged in pedestrian-oriented space:
  - a. Pedestrian amenities such as a water feature, drinking fountain, and/or distinctive paving or artwork;
  - b. Provide pedestrian-oriented facades on some or all buildings facing the space;
  - c. Consideration of the sun angle at noon and the wind pattern in the design of the space;
  - d. Transitional zones along building edges to allow for outdoor eating areas and a planted buffer;
  - e. Movable seating;
  - f. Incorporation of water treatment features such as rain gardens or the use of an area over a vault as a pedestrian-oriented space; and
  - g. Weather protection, especially weather protection that can be moved or altered to accommodate conditions.

4. The following features are prohibited within pedestrian-oriented space:
  - a. Asphalt or gravel pavement, except where continuous gravel or asphalt paths intersect with the space;
  - b. Adjacent chain link fences;
  - c. Adjacent unscreened blank walls; and
  - d. Adjacent dumpsters or service areas.
  
- D. *Open space requirements for multifamily uses.* All multifamily development, including multifamily portions of mixed use development, shall provide open space at least equal to ten percent of the building living space, not counting corridors, lobbies, etc. For example, for an eight-unit development where the units average 1,000 square feet, the minimum required open space shall be 800 square feet. The applicable open space(s) shall be maintained by the property owner or homeowners' association, where applicable, per ECC 15.290.020. The required open space may be provided in a combination of the following ways:
  1. One hundred percent of the required open space may be in the form of common open space available to all residents and meeting the requirements of subsection (E)(1) of this section. Common open space may be in the form of courtyards, front porches, patios, play areas, gardens or similar spaces;
  2. Up to 50 percent of the required open space may be provided by private or common balconies meeting the requirements of subsection (E)(2) of this section;
  3. For mixed-use buildings up to 50 percent of the required open space may be provided by common indoor recreation areas meeting the requirements of subsection (E)(3) of this section;
  4. For mixed-use buildings, up to 50 percent of the required open space may be provided by shared roof decks located on the top of buildings which are available to all residents and meet the requirements of subsection (E)(4) of this section; and/or
  5. Up to 25 percent of the required open space may be provided by community garden areas meeting the requirements of subsection (E)(5) of this section.
  6. For co-living housing, one hundred percent of the required open space may be in the form of shared kitchen and living spaces (such as lounge/social rooms, fitness rooms, libraries, workshops and similar amenities) available to all residents.
  
- E. *Multifamily open space design criteria.*
  1. *Common open space.* Such spaces include landscaped courtyards or decks, front porches, gardens with pathways, children's play areas, or other multi-purpose recreational and/or green spaces. Special requirements and recommendations for common open spaces include the following:
    - a. Required setback areas shall not count towards the open space requirement unless they are portions of a space that meets the dimensional and design requirements and guidelines set forth below;
    - b. Space shall be large enough to provide functional leisure or recreational activity. To meet this requirement, no dimension shall be less than 15 feet in width (except for front porches);
    - c. Spaces (particularly children's play areas) shall be visible from at least some dwelling units and positioned near pedestrian activity;
    - d. Spaces shall feature paths, landscaping, seating, lighting and other pedestrian amenities to make the area more functional and enjoyable;
    - e. Individual entries may be provided onto common open space from adjacent ground floor residential units, where applicable. Small, semi-private open spaces for adjacent ground floor units that maintain visual access to the common area are encouraged to enliven the

- space. Low walls or hedges (less than three feet in height) are encouraged to provide clear definition of semi-private and common spaces;
- f. Separate common space from ground floor windows, automobile circulation, service areas and parking lots by utilizing landscaping, low-level fencing, and/or other treatments that enhance safety and privacy (both for common open space and dwelling units);
  - g. Space should be oriented to receive sunlight, facing east, west, or (preferably) south, when possible;
  - h. Space should be sited to minimize impacts from prevailing winds;
  - i. Stairways, stair landings and above grade walkways shall not encroach into minimum required common open space areas. An atrium roof covering may be built over a courtyard to provide weather protection provided it does not obstruct natural light inside the courtyard; and
  - j. Shared front porches qualify as common open space provided:
    - i. No dimension is less than eight feet; and
    - ii. The porches are accessible to all residents.



**Figure 15.520.030(D)(1). Examples of common open space.**

2. *Private balconies and decks.* Such spaces shall be at least 35 square feet, with no dimension less than four feet, to provide a space usable for human activity. The space shall meet ADA standards. This standard also applies to individual front porches if counted toward townhouse open space requirements.
3. *Indoor recreational areas.* Such spaces shall meet the following conditions:
  - a. The space shall meet ADA standards and shall be located in a visible area, such as near an entrance, lobby, or high traffic corridors; and
  - b. Space shall be designed specifically to serve interior recreational functions and not merely be leftover unrentable space used to meet the open space requirement. Such space shall include amenities and design elements that will encourage use by residents.
4. *Shared rooftop decks.* Such spaces shall meet the following requirements:
  - a. Space shall be ADA accessible to all dwelling units;
  - b. Space shall provide amenities such as seating areas, landscaping, and/or other features that encourage use;
  - c. Space shall feature hard surfacing appropriate to encourage resident use; and

- d. Space shall incorporate features that provide for the safety of residents, such as enclosures, railings, and appropriate lighting levels.
- 5. *Community gardens.* (See figure 15.520.030(D)(2)). Such spaces shall meet the following conditions:
  - a. All spaces shall be located to receive at least six hours of natural sunlight per day in summer months.
  - b. All spaces shall have access to irrigation.
  - c. All spaces shall have tillable soil to a depth of one foot, minimum.
  - d. Spaces may be provided in shared or private yard areas, at ground level, on balconies, or on rooftop decks.
  - e. Where some or all of the community garden is within shared common open space, a management program shall be required setting forth the following provisions:
    - i. Access to interested residents meeting minimum space requirements set forth herein;
    - ii. Provisions for space management and maintenance; and
    - iii. No additional fees shall be assessed to space users beyond standard homeowners' association or resident maintenance fees.
  - f. Standards where community garden space is provided within shared common open spaces:
    - i. Walkways between planting beds shall be at least two feet wide; and
    - ii. Planting beds shall be raised above surface level. For ground level spaces, planting beds shall be raised at least six inches. For rooftop spaces, planting beds shall be raised by at least 18 inches.



**Figure 15.520.030(D)(2). Community garden example.**

#### **15.550.040 Computation of required off-street parking spaces.**

- A. *Spaces required.* Except as modified in subsections below, off-street parking areas shall contain at a minimum the number of parking spaces as stipulated in the following table. Off-street parking ratios

expressed as number of spaces per square feet means the usable or net square footage of floor area, exclusive of nonpublic areas. Nonpublic areas include but are not limited to building maintenance areas, storage areas, closets or restrooms. If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the nearest whole number with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Table 15.550.040(A)  
Computation of Required Off-Street Parking Spaces

Category of land use <sup>1</sup>	Minimum parking spaces required
<b>RESIDENTIAL/LODGING</b>	
Dwelling, single-family	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted for single-family units.
1 <sup>st</sup> accessory dwelling unit	None required
2 <sup>nd</sup> accessory dwelling unit	1.0 per dwelling unit
Apartment:	
Duplex	2.0 per dwelling unit; for structures containing more than 6 bedrooms, 1 additional space for each bedroom in excess of 6 shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted for duplex dwelling units.
Townhouse	1.0 per dwelling unit for 1-2 bedroom units. 2.0 per dwelling unit for units with 3-4 bedrooms; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided
Studio units	1.0 per dwelling unit
Studio and 1-bedroom units in C-C zone outside of the downtown historic district	0.7 per dwelling unit
1-bedroom units	1.0 per dwelling unit
2-bedroom residential units and larger in C-C zone outside of the downtown historic district	0.7 per bedroom
2-bedroom units or larger	1.0 per bedroom

Cottage housing	1.0 per dwelling unit
Senior housing	1.0 per dwelling unit (this may be reduced based on the characteristics of the use)
Adult family home	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided.
Senior citizen assisted housing	1.0 per 2 dwelling or sleeping units
Community residential facilities	1.0 per 2 bedrooms
Boarding houses, lodging houses	1.0 per bedroom
<u>Co-living housing</u>	<u>0.25 per sleeping unit</u>
Hotel/motels (where restaurants and conference facilities are included, see standards for applicable use)	1.0 per guest room
Bed and breakfast guesthouse	1.0 per guest room, plus 2.0 per facility
GENERAL RETAIL AND SERVICE	
Offices, banks, medical clinics, supermarkets, retail shops, department stores, or similar uses	1.0 per 300 square feet of gross floor area
General retail or service use with drive-in facility	Same parking for retail and service as provided herein, plus sufficient off-street drive-through stacking area to accommodate 3 vehicles without negatively impacting other required parking areas, ingress and egress into such parking areas, or traffic on public streets
Day care facility	1.0 per employee plus 1.0 temporary loading parking per each 8 full-day equivalent children
FOOD AND BEVERAGE	
Restaurant, taverns, or similar uses where patrons sit down for service	1.0 per 200 square feet of gross floor area for sit-down facilities with a minimum number of 5 spaces required
Drive-in restaurant	Same parking as restaurant plus sufficient off-street drive-through stacking area to accommodate 6 vehicles without negatively impacting other required

	parking areas, ingress and egress into such parking areas, or traffic on public streets
Drive-in coffee stand	2.0 per facility plus sufficient off-street drive-through stacking area to accommodate 6 vehicles without negatively impacting other required parking areas, ingress and egress into such parking areas, or traffic on public streets
<b>PLACES OF ASSEMBLY</b>	
Churches, funeral homes, mortuaries, clubs, lodges, museums, auditoriums, theaters, conference facilities, public or commercial recreational facilities, or similar uses	0.25 per person of maximum occupancy as established by the fire marshal with a minimum of 5 spaces required
<b>INDUSTRIAL AND LAND CONSUMPTIVE USES</b>	
Wholesale trade, warehousing (including miniwarehouse facilities), processing and manufacturing facilities, heavy equipment repair, lumber yard, car sales, or similar land consumptive but low traffic generation uses	1.0 per 1,500 square feet of gross floor area for structures up to 20,000 square feet in gross size with a minimum of 5 spaces required OR 1.0 per 2,000 square feet of gross floor area for structures greater than 20,000 square feet in gross size. NOTE: For vehicle sales lots, the sales area is not considered to be a parking facility and does not have to comply with the requirements of this chapter. However, all required parking must be designed and reserved for customer parking only.
<b>PUBLIC AND QUASI-PUBLIC USES</b>	
Hospital	1.5 per each 5 beds with a minimum of 5 spaces required
Elementary and junior high schools	1.0 per classroom, plus 1 per 50 students
High schools, college or university, trade school, or business school	1.0 per classroom, plus 1 per 10 students
Governmental office	1.0 per 350 square feet of gross floor area

Notes:

- A. In those situations where a particular use is not specifically mentioned in this table, the requirements for off-street parking shall be determined by the director and in accordance with the most comparable use listed.
- B. *Uses in the C-C zone.* There are no off-street parking requirements for any uses in the C-C zone, except residential uses located outside of the downtown historic district shall provide at least 0.7 parking spaces per bedroom (studio apartments shall be considered a one-bedroom apartment).
- C. *Shell building permit applications.* When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitations of the shell permit. When the range of possible uses results in different parking requirements, the director shall establish the amount of parking based on a likely range of uses.  
  
For example, an applicant submits a permit for a 5,000-square-foot shell building in the C-H zone. The zone allows for a range of retail, personal, and general service retail uses. Most permitted uses in this zone fall in the category of general retail and service uses in table 15.550.040(A) which requires one space per 300 square feet of gross floor area. Restaurants require more parking (one space per 200 square feet of gross floor area). While the director might find it unreasonable to require parking for the "worst case scenario" in terms of possible use types, he or she will typically choose a requirement that falls between the possible use scenarios. In this case, the odds are that most possible uses fall in the general retail and service use category with a lower parking requirement, though a slightly higher parking requirement would make sense given the possibility of a use such as a restaurant, which requires greater parking. Thus, a compromise standard, requiring a minimum of one space per 275 square feet of gross floor area, would be reasonable in this instance.
- D. *Other provisions of code.* Where other provisions of this code stipulate reduced minimum parking requirements, those provisions shall apply.
- E. *Bicycle parking.* Multifamily and nonresidential developments shall provide for bicycle parking per the standards below:
  - 1. Amount of bicycle parking.

Table 15.550.040(B)  
Computation of Required Off-Street Bicycle Parking Spaces

Category of land use	Minimum parking spaces required
Single-family dwelling	None
Multifamily dwelling	0.5 space per dwelling unit (units with private garages are exempt)
Hotel/motels	1.0 per 20 guest rooms
Offices, banks, medical clinics, supermarkets, retail shops, department stores, or similar uses	1.0 per 5,000 square feet of gross floor area for up to 50,000 square feet, then 1.0 per 10,000 square feet beyond 50,000
Restaurant, taverns, or similar uses where patrons sit down for service	1.0 per 800 square feet of gross floor area
All other uses	1.0 per 5 required vehicle parking spaces

2. Parking location and design—Nonresidential uses. Bicycle facilities for patrons shall be located within 100 feet of the building entrance and located in safe, visible areas that do not impede pedestrian or vehicle traffic flow. Proper lighting of area is required per chapter 15.580 ECC.
  3. Parking location and design—Residential uses. Bicycle facilities for residents shall be located within 100 feet of all building or individual unit entrances and located on the ground level in safe, visible areas that do not impede pedestrian or vehicle traffic flow. Proper lighting of area is required per chapter 15.580 ECC.
  4. Bicycle parking hardware shall be installed according to its manufacturer's instructions, allowing adequate clearance for bicycles and their riders.
  5. Projects in the C-C zone may contribute to a bicycle parking fund (subject to establishment by the city) maintained by the city in lieu of required parking set forth in table 15.550.040(B). Calculation of the required fund contributions will be based on the cost to purchase, install, and maintain bicycle parking and associated improvements. The cost will be adjusted annually by the city. The fund will be used by the city to provide bicycle parking in the C-C zone and in other locations within the city.
- F. *Primary use.* The minimum number of parking spaces shall be computed based on the primary uses on the property, except as stated in subsection (G) of this section that addresses accessory uses. When there are two or more separate primary uses on a property, the required off-street parking for the property is the sum of the required parking for the individual primary uses.
- G. *Accessory use.* When more than 20 percent of the gross floor area on a property is in an accessory use, the required off-street parking shall be calculated separately for the accessory use and for the primary use and then added together for the total required off-street parking. When 20 percent or less of the gross floor area on a property is in an accessory use, the required off-street parking shall be calculated on the gross floor area of the building as if it were all under the primary use.

Examples:

1. A 40,000-square-foot building containing a 30,000-square-foot warehouse space (75 percent of total) and a 10,000-square-foot accessory office space (25 percent of total). The minimum parking requirement would be calculated separately for the office use and the warehouse use and then added together.
  2. The same 40,000-square-foot building containing a 35,000-square-foot warehouse space (88 percent of total) and a 5,000-square-foot accessory office space (12 percent of total). The required parking would be based solely on the gross floor area of the building as if it were all the primary use (40,000 square feet).
- H. *On-street parking.* On-street parking immediately adjacent to the property may be counted towards the parking requirement for nonresidential uses.
- I. *Off-site parking.* Off-site parking is not permitted for residential uses outside of the C-C zone, except for guest parking provisions associated with local access streets per ECC 15.410.040(B)(2). For nonresidential uses, a maximum of 25 percent of the required off-street parking for a building or use may be located on a separate lot of record. Specifically:
1. The location of the off-site parking shall be within 600 feet of any property line of the property for which the off-site parking is provided.
  2. Off-site parking facilities are subject to applicable design provisions in this division, including site orientation standards in chapter 15.510 ECC, site planning and design elements in chapter 15.520 ECC, and landscaping standards in chapter 15.570 ECC.
  3. There shall be sidewalks or paved pedestrian paths between the off-site parking site and the use for which the off-site parking is provided.

4. There shall be adequate lighting to provide safe walking between the off-site parking and the use for which the off-site parking is provided.
5. The owner of the off-site parking property shall execute a covenant in a form acceptable to the city attorney that shall clearly:
  - a. Identify the legal description of the property that is to benefit from the off-site parking lot and the legal description of the off-site property that is to be encumbered in whole or in part by the covenant.
  - b. Specify the terms and conditions of such encumbrance.
  - c. Clearly state that the terms of the covenant cannot be modified or revoked without the written consent of the city council.
  - d. The covenant shall be recorded with the Kittitas County auditor's office to run as a deed restriction on both the benefited and encumbered properties as long as the business requiring these off-street parking spaces is in operation. A copy of the recorded covenant shall be provided to the community development department.
- J. *Required access.* All required off-street parking must have direct and unobstructed access to ingress and egress from a public street, and stacked or tandem parking shall not be counted toward meeting the required off-street parking requirements in any zoning district except for ~~single-family residential structures and duplex dwelling units~~ as per table 15.550.040(A).
- K. *Setback areas.*
  1. Required off-street parking spaces may extend into the rear yard setbacks in the R-L, R-M, R-O, and R-H zoning districts. Required parking may not extend into required open space. If the lot abuts an alley, parking shall be set back five feet from the alley line. Single-family residences located in any of the R-L, R-M, R-O, and R-H zoning districts are allowed to locate the minimum required two off-street parking spaces within the setback areas or required open space area. Any additional parking spaces must be located outside of the required open space and setback areas.
  2. At locations where single-family residential parking is permitted within setback or required open space, provisions shall be made to prevent this parking from encroaching upon adjacent sidewalks. For the purposes of this requirement there shall be a minimum of 22 feet between adjacent structures and sidewalks to allow for parking clearance when required parking for single family residential development is sited on the required building setback(s) or open space.
- L. *Garages.* Required off-street parking that is provided in garages or carports shall be credited toward the required off-street parking spaces except that no stacked or tandem parking that blocks off those garages or carport parking spaces from direct or unobstructed access to ingress or egress to a public street shall be credited toward the required parking spaces except for single-family residential structures and duplex structures as set forth in table 15.550.040(A).
- M. *Handicapped parking.* Off-street parking and access for the physically handicapped shall be provided in accordance with the Uniform Building Code.
- N. *Fire lane standards.* Fire lanes may be required by the fire codes and by Kittitas Valley fire and rescue within off-street parking facilities. Such fire lanes, including dimensions, width, location, etc., shall be installed as required by the fire code or Kittitas Valley fire and rescue and shall remain in effect throughout the life of the parking facility.
- O. *Change in use.* Changes in use to a different land use category shall provide the minimum off-street parking for the new general land use category.

## ADU Info Session Feedback – Survey Results (9 responses)

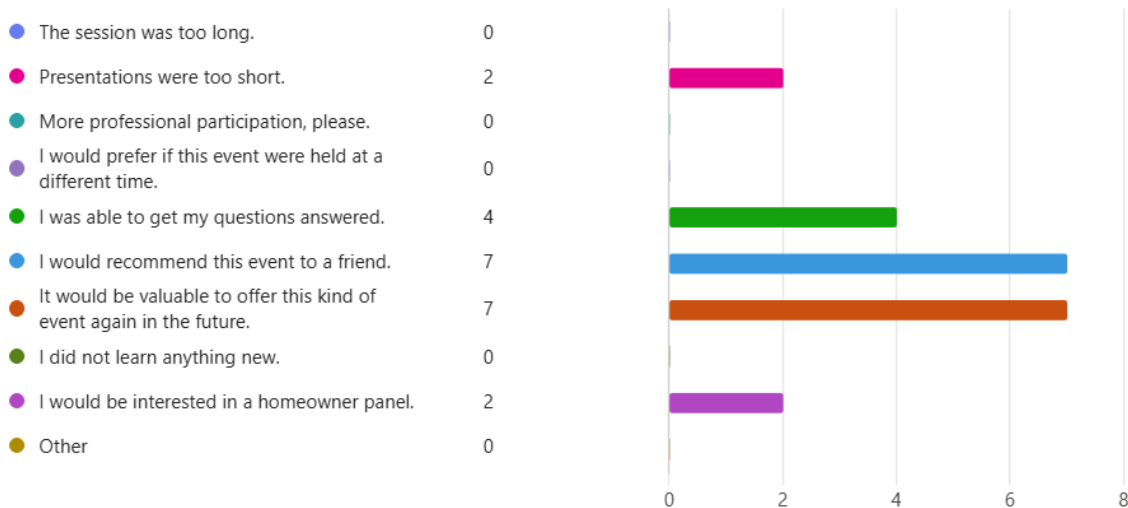
1. How would you rate this event overall?

[More details](#)



2. Please select any feedback that applies.

[More details](#)



3. What did you like?

- Loved the variety of presentations
- Short and efficient, with option to have any question afterward.
- Hearing expertise in a concise, easy to follow way.
- Variety of people available to answer questions
- The people
- It was great to hear from different points of the industry from architects and city planners to financing and contractors.
- Variety of information shared

4. How could we improve?

- More details on city requirements for square footage, etc would be helpful!
- Not much to improve on. Well done.

- Some presenters were referring to things that weren't entirely clear to someone who has not been through this process before.
- I think showing examples of projects in Ellensburg would be great
- A song and dance
- Better advertising. I heard about it through a friend but it would be great to get something in the mail? I would ay pop up in my feed but I feel like it gets buried there.
- More detail about the process, include specific examples or case studies

5. Do you have any other feedback?

- Thanks for doing this!
- Nope
- Thank you
- Thank you!
- Would love to attend more of this type of event, particularly geared toward homeowners looking to maximize their value and local investors/developers.

# Housing Goals & Policies

Affordable Housing Commission  
September 10, 2025



## H-1 Preserve, protect and strengthen the vitality and stability of existing neighborhoods

- Policy A - Encourage development of an appropriate mix of housing choices through innovative land use and well-crafted regulations.
- Policy B – Establish additional logical access routes outside of the existing street system for bicycle and pedestrian traffic.
- Policy C – Protect and connect residential neighborhoods so that they retain identity and character and provide amenities that enhance quality of life.
- Policy D – Promote sense of place in neighborhoods.



## **H-2 Allow and encourage a variety of housing types and densities to meet housing needs of all economic segments of the community**

- Policy A – Review the Land Development Code to allow for a wider variety of housing types.
- Policy B – Encourage residential development in commercial and mixed use zones, especially those within proximity to transit
- Policy C – Consider housing cost and supply implications of proposed regulations and procedures.
- Policy D – Create and preserve ADA accessible and affordable housing opportunities locally and with a regional perspective.



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## **H-3 Encourage and support a variety of housing opportunities for older adults and people with disabilities**

- Policy A – Collaborate with other jurisdictions, organizations, and private developers to meet special housing needs that address a broad spectrum of solutions.



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