

CITY COUNCIL AGENDA

March 16, 2026



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To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_VHjuBnjzSfechqCeJzWcaw

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.

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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, March 16, 2026
7:00 PM - Regular Meeting**

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

- | | |
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| 2.A Natural Gas Utility Workers Day | 6 |
| 2.B Transgender Day of Visibility | 7 |
| 2.C National Developmental Disabilities Awareness Month | 8 |

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.

- | | |
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| 5.A Approve Minutes of March 2, 2026 Regular Meeting | 9 |
| 5.B Approve Minutes of March 2, 2026 Study Session | 13 |
| 5.C Acknowledge Minutes of Boards and Commissions | 14 |
| 5.D Award Bid 2026-03 Dolarway Substation Reclosers | 22 |
| 5.E Approve March 16, 2026 Voucher Listing | 23 |

6. Petitions, Protests, and Communications

- | | |
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| 6.A 2025 Police Department Annual Report | 24 |
| 6.B Invitation to the Passing of the Laurel Ceremony | 34 |

7. Public Comment on Non-agenda Issues

8. Business Requiring Public Hearings

8.A	Closed Record Hearing (Quasi-Judicial) to consider adoption of Resolution 2026-05, approving the Houghton Preliminary Subdivision (File # P25-140) (Limited Public Comment)	35
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Second Reading of Ordinance 4981 Amending Ellensburg City Code and Adoption of Resolution No. 2026-06 Regarding Community Development Review Fees (Public Comment Opportunity)	203
9.B	First Reading of Ordinance 4982 Amending Ellensburg City Code Chapter 1.88-Diversity, Equity, and Inclusion Commission (Public Comment Opportunity)	217
10.	Unfinished Business	
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10.B	Park, Recreation, Open Space, and Sustainable Plan Adoption (Public Comment Opportunity)	245
11.	New Business	
11.A	Lease Agreement between the City of Ellensburg and Kittcom for Unit 4 at the Airport Business Park (Public Comment Opportunity)	247
11.B	Interlocal Agreement with Kittitas County for Cold Weather Shelter Maintenance (Public Comment Opportunity)	271
11.C	Kittitas Valley Memorial Pool & Fitness Center Roof Replacement (Public Comment Opportunity)	279
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	281
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
13.A	Per 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

PROCLAMATION

Natural Gas Utility Workers Day

March 18, 2026

Whereas, In 2015, the American Public Gas Association began recognizing March 18th as Natural Gas Utility Workers' Day; and

Whereas, The date was chosen to remember the New London, Texas school explosion that occurred on March 18, 1937, leading to the widespread odorization of natural gas and an increased emphasis on safety; and

Whereas, Safety is a vital aspect of natural gas distribution and the employees of distribution companies' endeavor to make natural gas delivery as safe as possible; and

Whereas, The attention and dedication of our utility workers is essential to ensuring the safety of natural gas distribution; and

Whereas, On Natural Gas Utility Workers' Day and throughout the year, the City of Ellensburg recognizes the vital services our natural gas utility workers provide to their community;

Now, therefore, be it further resolved that the Mayor of Ellensburg does hereby proclaim March 18th as **NATURAL GAS UTILITY WORKERS DAY** and expresses his appreciation for the Gas Division staff and their dedication to ensuring safe delivery of natural gas within our community.

Signed this 16th day of March, 2026.

A blue ink signature of the Mayor, written in a cursive style, positioned above a horizontal line.

Mayor

Attest: A blue ink signature of Betty Loader, written in a cursive style, positioned above a horizontal line.

City Clerk



PROCLAMATION

Transgender Day of Visibility

Whereas, Transgender individuals have been a part of the fabric of societies since the beginning of humankind; and

Whereas, President Barack Obama in his 2015 State of the Union address stated in short, "... we defend...people who are lesbian, gay, bisexual, or transgender... not because it is the right thing to do, but because it makes us safer;" and

Whereas, President Joe Biden proclaimed, "Like never before, transgender people are enlisting — once again — to serve proudly and openly in our military; getting elected and making policy at every level of government; and running businesses, curing diseases, and serving our communities in countless other ways;" and

Whereas, March 31st marks International Transgender Day of Visibility, acknowledging and celebrating living members of the transgender community, Transgender Day of Visibility is a day to recognize and center the voices and contributions of our gender diverse community in our city; and

Whereas, all residents are encouraged to celebrate the contributions of transgender individuals to our community and to work towards creating a more inclusive, accepting, and safer society for everyone.

Now, Therefore, the Mayor of Ellensburg does hereby proclaim March 31, 2026 as Transgender Day of Visibility in Ellensburg. We honor their courage and appreciate their contributions to our city, state, and nation, and commit our efforts to make Ellensburg a city where everyone belongs and feels welcome and safe.

Signed this 16th day of March 2026.

A blue ink signature of the City Clerk, written in a cursive style.

Attest:
City Clerk

A blue ink signature of Rich Elliott, written in a cursive style.

Rich Elliott
Mayor



City of Ellensburg

PROCLAMATION

National Developmental Disabilities Awareness Month
2026

Whereas, in 1987, President Ronald Reagan recognized Developmental Disabilities Awareness Month to "increase public awareness of the needs and the potential of Americans who face developmental disabilities and to provide the opportunities they need in order to live productive lives and to achieve their full potential"; and

Whereas, developmental disabilities are defined as impairments in physical, learning, language, or behavioral areas, which include Autism spectrum disorders, Cerebral Palsy, attention-deficit/hyperactivity disorder, intellectual or learning disabilities, hearing loss, vision impairment, and other developmental delays; and

Whereas, nationally one in six children between the ages of three and seventeen have one or more developmental disabilities, and 13% of the population in Kittitas County and Washington state live with disabilities; and

Whereas, Central Washington Disability Resources (CWDR), located in Ellensburg, is the resource agency for people with disabilities of any age and provides case management, developmental disability support groups, therapeutic swim program, skills training, counseling, assistance with housing, attendant care, and advocacy; and

Whereas, the mission of the Kittitas County Developmental Disabilities Advisory Committee is to foster an inclusive environment that supports residents with developmental disabilities and their families to participate in and contribute to all aspects of the community.

Now, therefore, the Mayor of City of Ellensburg does hereby proclaim March as Developmental Disabilities Awareness month and encourages community members to support local agencies such as Central Washington Disability Resources by volunteering and finding ways to serve, promoting inclusivity in schools, workplaces, and community events, and engaging with persons with disabilities and listening to their life experiences.

Dated this 16th day of March, 2026.

Attest:
City Clerk

A blue ink signature of Betha Leades, the City Clerk, written over a horizontal line.

A blue ink signature of Rich Elliott, the Mayor, written over a horizontal line.
Rich Elliott
Mayor



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

March 2, 2026

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, Community Development Director Carlson, HR Director Young, Finance Director Pascoe, Assistant Finance Director Bassett, Public Works Director Lyyski, IT Director Goeben and approximately three members of the public

Others present remotely via Zoom: Three member of the public

2. Proclamations

2.A Irish American Heritage Month

Councilmember Palmer read the proclamation.

2.B National Women's History Month & International Women's Day

Councilmember Goodloe read the proclamation.

3. Awards and Recognitions

4. Approval of Agenda

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

5. Consent Agenda

5.A Approve Minutes of February 17, 2026 Regular Meeting

5.B Acknowledge Minutes of Boards and Commissions

5.C Award of Bid Call 2026-08 Official City Newspaper

5.D Low-Income Energy Efficiency Program

- 5.E Interlocal Agreement Between the State of Washington Central Washington University and the City of Ellensburg
- 5.F Pedestrian Accessibility and Transit Support Project Grant Agreement
- 5.G Amendment 1 to Subrecipient Agreement between City of Ellensburg and FISH
- 5.H Planning Commission Resignation - Sathy Rajendran
- 5.I Utility Advisory Committee Resignation - Audrey Huerta
- 5.J Approve March 2, 2026 Voucher Listing

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

6. Petitions, Protests, and Communications

7. Public Comment on Non-agenda Issues

Public comment was heard from the following citizens:

Loren Johnson
Pat Kelleher

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A First Reading of Ordinance 4981 Amending Ellensburg City Code Regarding Community Development Review Fees (Public Comment Opportunity)
Dan Carlson, Community Development Director, presented information in the staff report. Council asked questions of staff.

Public comment was heard on the topic from citizen Pat Kelleher.

Councilmember Palmer moved to conduct first reading of Ordinance 4981 amending Ellensburg City Code regarding Community Development review fees. **Motion Approved 7-0**

- 9.B Resolution 2026-04 (Joint Resolution with Kittitas County) Approving Amendment to Interlocal Agreement for Public Defense Services (Public Comment Opportunity)
Chris Horner, City Attorney, presented information in the staff report.

Councilmember Palmer moved to adopt Resolution 2026-04, approving the Amendment to the Interlocal Agreement with Kittitas County for Public Defense Services. **Motion Approved 7-0**

10. Unfinished Business

- 10.A Funding Recreational Facilities Discussion - Fieldhouse and Future Kittitas Valley Aquatic Center (Public Comment Opportunity)

Heidi Behrends Cerniwey, City Manager, reviewed information and background in a presentation to Council. Council asked questions of staff.

Councilmember Thompson left the meeting at 8:00 pm

Public comment was heard on the topic from citizen Pat Kelleher.

11. New Business

11.A Preliminary Fourth Quarter 2025 Financial Status and Investment Reports (Public Comment Opportunity)

Jerica Pascoe, Finance Director, presented information in the staff report.

Public comment was heard on the topic from citizen Pat Kelleher.

Councilmember Miller moved to accept the Preliminary Fourth Quarter 2025 Financial Status and Investment Reports as amended. **Motion Approved 6-0**

11.B Letter of Intent Conditionally Selecting Central Paving, LLC as Developer for the Ellensburg Fieldhouse Project (Public Comment Opportunity)

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

Councilmember Goodloe moved to authorize the Mayor to sign a letter of intent (as attached or in substantially similar form) conditionally selecting Central Paving, LLC, as the Ellensburg Fieldhouse developer, and direct staff to develop lease-leaseback agreements for this project. **Motion Approved 6-0**

11.C Contract to Purchase JustFOIA Software to Manage Public Records Requests (Public Comment Opportunity)

Chris Horner, City Attorney, presented information in the staff report.

Councilmember Palmer moved to authorize the City Manager's signature on contracts, as attached or in substantially similar form, to purchase JustFOIA software for managing public records requests. **Motion Approved 6-0**

12. Miscellaneous

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

Heidi Behrends Cerniwey, City Manager, reviewed the report.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Goodloe reported on the KCCOG meeting and attended a Parks & Recreation Commission meeting
- Councilmember Miller attended the LEOFF Disability Board meeting
- Councilmember Lillquist attended an Environmental and Utility Advisory Commission meetings

-
- Mayor Elliott spoke about the KCCOG meeting; is working on the City Manager’s evaluation; requested contact with Yakama Nation; and attended the Library staff retreat.

13. Executive Session

14. Adjournment

Meeting adjourned at 8:46 pm

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Study Session

March 2, 2026

6:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Study Session (No Public Comment)

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, Parks & Recreation Director Case, HR Director Young, Assistant Finance Director Bassett and approximately two members of the public

Others present remotely via Zoom: members of the public

- A Parks, Recreation and Open Space Plan Discussion
Brad Case, Parks & Recreation Director, introduced Cindy Mendoza, Principal at MIG, who presented information to Council concerning the Open Space Plan. Council asked questions of Ms. Mendoza and staff.

14. Adjournment

Meeting adjourned at 6:39 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

February 4, 2026

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 Witkowski called the meeting to order at 4:35 p.m.

Present: Dan Witkowski, Delano Palmer, John Perrie, Sarah Bedsaul

Absent: Kim Funston (excused), Sarah Syverson (excused), Courtney Garzone

Others present: Dan Carlson, Community Development Director; Lily Frey, Housing Program Manager; and several members of the public.

Commissioner Palmer moved to excuse the absences of commissioners Funston and Syverson. Motion passed 4-0.

2. Approval of Agenda

Commissioner Palmer moved to approve an amended agenda with the removal of items 4C and 4D. Motion passed 4-0.

3. Approval of Minutes

Commissioner Palmer moved to approve both January meeting minutes as presented. Motion passed 4-0.

3.A January 7, 2026 regular meeting minutes

3.B January 8, 2026 joint meeting with Planning Commission minutes

4. New Business

4.A Recommendations from Kittitas County Developmental Disabilities Advisory Committee (DDAC)

Frey introduced Hope Isitt, a member of the Kittitas County Developmental Disabilities Advisory Committee, who shared recommendations regarding accessory dwelling units (ADUs). The recommendations include creating a clear and transparent approval pathway, offering pre-approved ADU designs, reducing financial barriers for people with disabilities, allowing flexible and mobile ADU options and expediting the ADU review process. Isitt also provided information about local needs, such as that 124 adults with a developmental disability live in Kittitas County, nearly 76 percent of whom live with parents or a

family member.

Commissioners and Isitt discussed the needs and intentions behind some of the recommendations. Commissioners generally agreed on promoting ADUs as affordable housing options for the developmental disability community and the public. Commissioners encouraged considering Americans with Disabilities Act (ADA) readiness in ADU design.

- 4.B Discuss upcoming land use planning and building fee changes
Carlson noted that Community Development fees have not been updated since 2013-2014 and are currently covering only about 50 percent of actual permit processing costs. Proposed fee updates include three types: new construction, building applications, and land use applications. Carlson explained the methodologies used to calculate revised fees of each type. Fees would be moved from code to a resolution and updated every two years with the biennial budget.

Commissioners discussed the tradeoffs of full cost recovery and phasing in fee increases over multiple years and suggested gathering feedback from affordable housing developers. Expected cost increases will be higher for multifamily and commercial new construction compared to single-family residences due to cost per square foot changes. Several land use permit types that require processing but do not currently have fees will have new fees introduced to represent the costs of processing.

Isitt recommended collecting additional fees to subsidize ADU permits for low-income residents. Carlson clarified that the current process would set community development fees and would need to be defensible; flexible income could not be created through permit fees.

- 4.C 2025 Annual Review
Not discussed.
- 4.D Meeting agreements discussion: attendance & commissioner roles, public comment, and meeting structure
Not discussed.

5. Unfinished Business

None.

6. Public Comment

None.

7. Staff Update/Discussion Items

City Council approved the Affordable Housing Commission's recommendations to fund Habitat's Willow Street project and the Odd Fellows Lodge #20 Housing Project. Staff are working with developers on agreements and next steps.

- 7.A March meeting preview
Items 4C and 4D will appear on the March agenda.

8. Commission Representative Update

None.

9. Adjournment

Commissioner Witkowski adjourned the meeting at 5:26 p.m.

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

February 3, 2026

3:00 PM

Council Chambers & Zoom

1. Call to Order and Roll Call

Chair Nancy Goodloe called the meeting to order at 3:04 p.m. and welcomed the new commission members.

Roll Call Present: Phil Backlund, Kandee Cleary, Amber Darting, Nancy Goodloe, Judd Ike Grey, Amber Hoefer, Cody Natland, and M. Eliatamby-O'Brien.

Also present: Nicole Klauss, staff member assigned to the DEI Commission; Heidi Behrends Cerniwey, City Manager; Ruben Cardenas, CWU Associate Vice President liaison; Mayor Rich Elliott; and 3 members of the public (2 in person and 1 online).

2. Approval of the Agenda

Commissioner Kandee Cleary moved to approve the agenda. Commissioner Phil Backlund seconded the motion. There was no discussion. **Motion approved 7-0.**

3. Approval of Commission Minutes from January 13, 2026 Meeting

Commissioner Phil Backlund moved to approve the meeting minutes from the January 13, 2026 DEI Commission meeting. Commissioner Kandee Cleary seconded the motion. There was no discussion. **Motion approved 7-0.**

4. New Business

A. The Commission reviewed the notes from the dot exercise that took place at the January 20 City Council meeting. Commission members recapped what was discussed at the study session and called out some areas that will need further discussion such as leveraging groups the commission partners with and formalizing the process, reaching out to a broader audience, being intermediaries rather than event planners, addressing who is not in the room or at the table, expanding the scope of the listening tours and making updates to the listening tour policy. The Mayor participated in the discussion.

The Commission discussed formal versus informal feedback to and from Council. One way to get informal feedback is to work through staff to get a note on a Council agenda in the City Manager's report. That would provide transparency and also a method for getting informal feedback.

The Commission discussed how to get the information from the study session into a work plan. Chair Goodloe said she will work with the executive committee to provide advice on next steps and bring a work plan to a future meeting.

The Commission asked about Chapter 1.88. The City Manager said the plan is to bring recommended changes to Chapter 1.88 to the City Council at the second February meeting and then provide a briefing to the DEI Commission at the March meeting.

5. Liaison Reports

CWU liaison Ruben Cardenas reported:

- Jennifer King will be doing a presentation at CWU on Feb. 5 in the SURC Ballroom. King was the first black female coach in NFL history. The presentation is free and open to all.

6. Subcommittee Reports

The interview committee's recommendations were accepted by the City Council on Feb. 2.

7. Commission Member Reports

Commissioner Backlund received a briefing from Community Development staff regarding housing affordability. Community Development staff will be invited to the March meeting to provide some background.

8. Staff Report

Staff Reported:

- Staff will reach out to new members to schedule onboarding, get emails set up, and provide mentor matches.
- Registration for the Ellensburg Academy is open. Limited seats, please register and plan to attend both dates – March 11 & 18. Please share with your networks.
- City facilities are closed on Monday, February 16, 2026 for Presidents' Day. The City Council meeting will be held on Tuesday, February 17, 2026.

9. Public Comments

Chair Goodloe called for public comment.

- Theresa Plue provided public comment.

10. Adjourn

Meeting adjourned at 4:02 p.m.

Nicole Klauss, staff member assigned to the DEI Commission

Drafted: 1/14/26

Approved: 3/10/26



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Lodging Tax Advisory Committee, Regular Meeting

February 4, 2026

2:00 PM

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

1.A Roll Call Present: Carmen Wiggins, Steve Townsend, Lacie Dawson, Sarah Beauchamp

Absent: Arlo Evasick

Guests: Matt Anderson, Kittitas County Chamber of Commerce, Amy McGuffin, Kittitas County Chamber of Commerce, Brett Wachsmith, Kittitas County, Carl Jensvold, Ellensburg Rodeo, Bryan Elliott, Kittitas County, and Kady Porterfield, Kittitas County Event Center

2. Approval of Agenda

2.A Motion: Move to approve the February 4, 2026, LTAC meeting agenda as presented.

By: Carmen Wiggins

Seconded by: Steve Townsend

All in Favor:

Opposed: None

Abstained: None

Motion carries

3. Approval of Minutes

3.A Approval of January 7, 2026, Lodging Tax Advisory Committee meeting minutes as presented.

By: Lacie Dawson

Seconded: Steve Townsend

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

4. Budget Report

4.A JLARC REPORTING FOR 2025

Staff updated the committee regarding no reporting required for 2025.

4. B 2026 Budget Update & 2026 Estimated Expenditure Report: Staff updated the budget as presented in the packet.

5. New Business

5.A Partnership Request: Ellensburg Rodeo Grandstand Improvement Project

Funding Request from Rodeo Grandstand Partnership Group: Bryan Elliott, Carl Jensvold, Kady Porterfield, Brett Wachsmith

Discussion: Bryan Elliott outlined the request as presented per the letter in the agenda packet. Reviewed the funding stack of existing partners with the committee. Committee asked questions regarding overage costs and timelines.

\$13.5 M secured currently with existing partners funding stack.

Motion: Ellensburg Lodging Tax Committee recommends to City Council to utilize \$500,000.00 in lodging tax funding to support the Ellensburg Rodeo Grandstand Improvement Project.

By: Carmen Wiggins

Seconded by: Steve Townsend

All in Favor:

Opposed: None

Abstained: Lacie Dawson

Motion carries

6. Previous Business

6.A LTAC Strategic Spending Plan for Funding Ellensburg Projects and Facilities
Brief committee discussion regarding long-term strategic planning for funding.

6.B. 2026 Schedule Review (see notes from packet)

Committee Review and amended the previously approved 2026 LTAC meeting schedule for 2026.

2026 Schedule:

- March No meeting
- April 1, 2026
- May No meeting
- June 3, 2026
- July No meeting
- August 5, 2026 CLTAC Training with Matt Anderson from Kittitas County Chamber of Commerce
- September 9, 2026 (moved back one week due to holiday/rodeo week)

- October 7, 2026
- November 4, 2026 (tentative date—pending CLTAC Presentation meeting)
- December 3, 2026 (tentative date)

7. Tourism Report

7.A Kittitas County Chamber of Commerce gave update on monthly social media report.

8. Council Report

No update given

9. Citizen Comment

No citizen comment

10. Adjournment

With no further business, the meeting was adjourned at 2:56 pm.



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Award Bid 2026-03 Dolarway Substation Reclosers
Submitted by: Dan Davis, Engineering Tech
Department: Energy Services

Suggested Motion/Action:

Award the Dolarway Substation Recloser Bid 2026-03 to the lowest qualified responsive and responsible bidder Anixter, Inc., in the amount of \$234,849.67 including tax.

Background/Summary:

The Light Department published Bid Call 2026-03 for the purchase of twelve (12) 15kV Reclosers, mounting frames, auxiliary switches, and cables. These reclosers are planned to be installed at the City's Dolarway Substation. This installation is part of the Dolarway Substation Improvement project as part of the City's Electric Utility System Plan.

Previous Council Action:

- Bid Call 2023-03 Dolarway Substation Structural Steel 5/1/2023
- Bid Call 2021-18 Dolarway 15kV Circuit Breaker 4/4/2022
- Bid Call 2021-17 Dolarway 115kV Circuit Switcher 4/4/2022
- Bid Call 2021-14 Dolarway Substation Power Transformer 3/2/2022
- Dolarway (D1) Substation Design and Improvements Agreement for Professional Services 9/7/2021

Analysis:

Staff received one (1) bid in the amount of \$234,849.67 including tax from Anixter Inc. After detailed analysis of the bid staff determined that Anixter Inc is a responsive and responsible bidder, and recommends they be awarded the bid.

Financial Impact:

The engineer's estimate for this equipment was \$269,436.60 and the lowest responsive bid was for \$234,849.67. Thus, the bid price is 12.84% lower than the engineer's estimate. The adopted 2026 budget for the Electric Utility Fund includes the purchase of this equipment.

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: 2026.03.09 13:31:49 -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 **16TH DAY OF MARCH 2026**. 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	173644	TO	173817	\$	393,750.69
EFT #'s	7857	TO	7877	\$	252,662.06
Treasure Cash				Total Amounts	
EFT #'S	1665	TO	1694	\$	1,455,402.57
Check #'s	34539	TO	34545	\$	6,490.40
Payroll Fund				Total Amounts	
Check #'s	96584	TO	96584	\$	2,419.63
Direct Deposits	90755	TO	91013	\$	571,345.03

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: 2025 Police Department Annual Report
Submitted by: Ken Wade, Police Chief
Department: Police

Suggested Motion/Action:
No Action

Background/Summary:

Each year, the Ellensburg Police Department provides an overview of department activity and program assessments from the previous year. This year's report, like last year, does not include crime details which will be presented later in the year in the Annual Crime Report. The information contained in the report is specific to the Ellensburg Police Department, the programs and partners we are working with to improve the safety and quality of life in Ellensburg.

Previous Council Action:
Information only

Analysis:

I am pleased to submit a summary of the Ellensburg Police Department's 2025 Annual Report. Overall, 2025 was a successful year marked by measurable progress in public safety and quality-of-life priorities, continued expansion of evidence-based and data-informed policing, and strong partnerships across our community. Operationally, patrol filed 14,481 incident reports (a 10% decrease from 2024), investigated 662 collisions (a 3% decrease), and conducted 2,548 traffic stops. Our Records Division processed 1,563 public disclosure requests and handled 131 protection orders, reflecting both transparency obligations and the continued demand for service.

We also made meaningful strides in workforce alignment despite ongoing recruitment challenges. In 2025, six employees separated from the department, and we hired five new patrol officers and one code enforcement officer; we ended the year still working to fill two vacant patrol officer positions. Investigations continued with limited detective staffing (three of five detective positions filled) while the division completed 222 investigations, including 59 crimes involving child victims. These staffing realities reinforce the importance of sustained hiring, training, and supervision capacity to maintain service continuity and to support employee wellness and professional development.

A major success area in 2025 was prevention-oriented and partnership-based problem-solving—particularly programs focused on youth and community well-being. "Handle With Care" and related partnerships strengthened early support for children exposed to adverse

experiences, while our High-Density Residential Area Project and Community Impact Notification approach reduced recurring non-emergency demand through coordinated, non-enforcement solutions (including a 26% reduction in alarm calls—109 fewer alarms in 2025). The Graffiti Abatement partnership removed graffiti at 45 locations, supporting neighborhood livability and helping reduce gang signaling.

Community engagement remained strong through events and service initiatives, including national recognition for National Night Out and continued work supporting Special Olympics athletes. Although still being assessed, the 2026 Community survey is showing great improvement in some areas while also pointing out areas we need to greatly improve. Our communication with the community needs to move beyond just our Facebook and periodic reports to council. We continue to struggle with effective messaging to all segments of our community. Although we have a strategic communications plan, staffing priorities, current workload and employee development have hampered our implementation. We lack the capacity to fully implement a sustained media program.

Several areas of interest warrant continued policy attention and resource alignment. Mental-health-related calls and referrals showed encouraging reductions (referrals down 21% and suicidal calls down 20%), yet we also experienced a significant and painful increase in suicide deaths in 2025, underscoring the need for sustained coordination with behavioral health partners and ongoing right-response/right-resource strategies. Substance-abuse impacts also improved in key measures (one reported controlled-substance overdose death in 2025 and five non-fatal overdoses), with naloxone availability and participation in Washington's Leave-Behind program contributing to harm-reduction capacity. Juvenile arrests declined 13% (52 arrests), but juvenile violence remains a consistent share of youth crime, and gang activity continues to require focused disruption efforts and prevention resources.

Finally, we have advanced tools and governance practices that support effectiveness and accountability. Our UAS (drone) program supported critical operations throughout 2025 with structured reporting and defined mission sets, and our ALPR program provided actionable leads that contributed to arrests in serious cases. At the same time, we are monitoring external constraints that may affect these capabilities—including federal limitations impacting DJI drone availability and proposed state-level restrictions on ALPR usage—so that we can keep the Council informed and ensure continued compliance and transparency. Looking ahead, our priorities remain strengthening partnerships, refining analytics, improving the reach of our communications beyond existing channels, and aligning staffing and resources with community expectations and statutory requirements.

We appreciate the council and community support and look forward to the success and challenges of 2026.

Financial Impact:

No financial impact

Budget Adjustment: No

Attachments:

1. 2025 Annual Report Final doc 1 (1)



Chief Ken
Wade
Ellensburg
Police
Department

ELLENSBURG POLICE DEPARTMENT 2025 ANNUAL REPORT

Serving with Pride, Compassion, and Excellence.

Ellensburg Police Department
2025 Annual Report

I am pleased to provide the Ellensburg Police Department Annual Report covering calendar year 2025. This update builds on the structure of the 2024 report while incorporating 2025 information, outcomes, and lessons learned to support informed policy direction and resource alignment. Select 2024 operational metrics are included where they provide useful context for 2025 decision-making.

Purpose of the report

- Provide an updated, council-focused format that emphasizes operational challenges, measurable outcomes, and program development.
- Reflect staffing changes, program maturation, and the continued integration of evidence-based practices and analytics.
- Align our work with community-identified priorities and statutory requirements, while also identifying where council actions can accelerate progress.

Context and Focus Areas in 2025

- Public Safety and Quality of Life: Maintain safety, build trust, and address conditions that affect livability.
- Data-Informed Policing: Refine analytics to guide proactive work, allocate resources efficiently, and increase transparency.
- Youth and Community Well-Being: Sustain the multi-partner approach to prevention, intervention, and accountability in response to juvenile crime and gang influences.
- Right-Response, Right-Resource: Advance programs that reduce reliance on sworn response for non-criminal matters.
- Community Education and Engagement: Expand outreach and improve presentations to strengthen communication and problem-solving with residents and businesses.
- Workforce Alignment: Manage retirements, promotions, and hiring to maintain service continuity, strengthen supervision, and support officer wellness and training.

Highlights: 2025 in Review

- Commitment to Public Safety, Partnerships, and Quality of Life
- Innovative Programs to Reduce and Prevent Crime
- Employee Alignment Through Retirements, Promotions, and Hiring
- Community Education via Improved Communications and Presentations
- Alignment With Community Priorities
- Data Refinement and Use to Guide Proactive Work

Personnel:

- Separations: During 2025 we had 6 employees leave the department. 2 went to work for King County Sheriff's Office, 1 went to the Kittitas County Sheriff's office, 1 went to the Yakima County Sheriff's Officer, 1 changed career and went to work for the Richland, Wash. Fire department, and 1 retired.
- New hires: we hired 5 new patrol officers and 1 new code enforcement officer.
- Vacancies: we have 2 vacant patrol officer positions we are attempting to fill.
- AWARDS.
 - Chief's Award - Crime and Intelligence Analyst, Eliann (Eli) Carr

Ellensburg Police Department
2025 Annual Report

- Patrol Partner Award – Officer Andrew Hall
- Officer of the year – Officer John Hindmarch
- Traffic Enforcement Officer of the Year – Officer Jacob Claybaugh
- Community Engagement of the Year – SRO Officer Clayton Self

Department Overview (Selected Operational Metrics and Updates)

- Patrol Division
 - 14,481 incident reports filed (10% decrease from 2024)
 - 662 collisions investigated (3% decrease from 2024)
 - 2,548 traffic stops conducted
 - Equivalent of 4 vacancies throughout the year
- Detectives Division
 - Minimal staffing with 3 of the 5 detectives positions filled and one sergeant
 - 222 cases investigated, including 59 crimes involving child victims
- School Resource Officer (SRO)
 - The SRO works closely with Ellensburg School District staff to strengthen school safety and student relationships by providing a safe environment for learning
 - Officer Lucas Anderson completed his assignment in June, with Officer Clayton Self becoming the new SRO in September
- Records Division
 - 1,563 Public Disclosure Requests processed
 - 131 protection orders
- Code Enforcement
 - 1,989 parking violations
 - 437 code complaints
 - 529 pro-active code incidents
- Animal Control
 - 24 dog bites, one animal-cruelty investigation
 - 791 animal complaints handled
 - Continued partnership with Yakima Humane Society
- Crime and Intelligence Analysis
 - This newest component advances our evidence-based policing model through scientific analysis and problem-solving to reduce crime and improve quality of life.
 - Current workstreams: Handle with Care; CHASE Program; Data Collection & Reporting; Graffiti Abatement; High-Density Residential Program; Gang Intelligence; Strategic Messaging Program; Yearly Community Survey; CWU Internships.

Areas of Interest

- Mental Health
 - Ellensburg Police are often the initial contact in crises and coordinate closely with mental health professionals, including notifications and referrals to Comprehensive Mental Health services.
 - Referrals decreased significantly from 497 (2024) to 392 (2025), a 21% decrease. This is the first meaningful decrease in the last 10 years.
 - Suicidal calls declined from 96 calls (2024) to 77 calls (2025), a 20% decrease.
 - Suicide attempts observed by officers increased by 55%.
 - Since 2020, we have averaged one suicide death per year, but in 2025 we experienced the death of 6 individuals.

- Substance Abuse
 - In 2025 there was one reported controlled-substance overdose death (down from nine in 2023). We went from September 2023 to October 2025 with no reported overdose deaths in Ellensburg.
 - Enforcement activity increased 20% in 2025 due to staffing and directing those resources toward the gang problems.
 - Officers responded to 5 non-fatal overdoses.
 - Naloxone (NARCAN) availability is a key factor:
 - Officers have carried Naloxone since 2019; administered approximately two times in 2025.
 - Since October 2024, EPD participates in the Washington State Department of Health Leave-Behind program; eight doses provided to individuals/families since launch.
- Drug Environment in Ellensburg
 - Fentanyl and methamphetamine continue to be our primary illegal drugs, but there is information indicating more availability of cocaine. Fentanyl continues to be predominantly powder, often mixed with other substances; lower purity likely contributes to reduced overdose fatality rates.
 - Methamphetamine remains readily available at low cost, with little change over the past five years.
- Juvenile Crime
 - Post-2019 increases in malicious mischief and gang graffiti, with COVID-era decreases in some crimes but rising gang influence.
 - In 2025, there were 52 juvenile arrests, a 13% reduction compared to 2024.
 - Approximately 32% of juvenile crime was violent in both 2025 and 2024.
 - EPD prioritized prevention programs and resources for parents and the school district; see Program Summary below.
- Gang Activity
 - Gang activity is present locally and statewide. Ellensburg experienced another gang-related homicide in 2025 north of CWU. The adult suspect in that crime is in custody pending trial. This is the second gang related homicide in the last 2 years.
 - EPD has identified involved individuals and focused resources on the problem. Two officers were partnered this summer and directed to work gang related crimes with the intention of disrupting their impact in the community.
 - This effort has led to the disruption of previously aligned gangs with information indicating members leaving the Ellensburg community and moving to Cle Elum and Yakima.
 - Gang related crimes have decreased significantly.
 - We also implemented a graffiti abatement program in partnership with our local community organizations.

Community Support and Crime Reduction Program Summary

- Community Survey
 - The first EPD Safety and Police-Community Interaction Survey launched in January 2024 to assess safety perceptions, police-community interactions, and priority concerns.
 - Although still being assessed, the 2026 Community survey is showing significant improvement in some areas while also pointing out areas we need to greatly improve.

Our communication with the community needs to move beyond just our Facebook and periodic reports to council. We continue to struggle with effective messaging to all segments of our community. Although we have a strategic communications plan, staffing priorities, current workload and employee development have hampered our implementation. The bulk of our non-Facebook messaging is being handled by a small contingent of staff consisting of 2 officers and the Crime and Intelligence Analyst.

- **Handle With Care Program**
 - Identifies calls where juveniles may be exposed to Adverse Childhood Experiences (ACEs) and notifies the school district (names only) to enable supportive outreach without case details.
 - Youth aged 6–17 receiving a notification are also referred to CWU Community Clinic for no-cost counseling, as well as other community programs dependent on criteria based on age.
 - Between November 1 and December 31, EPD issued 566 Handle with Care notifications and referrals involving 379 children.
 - Partnered with CWU Community Clinic, Educational Services District 105, Ellensburg School district, THRIVE, 509 Teens, PEERS Rising, Kittitas County Health Network, and Hopesource, to provide child/family services and resources.
- **Graffiti Abatement Program**
 - Partnership with Ellensburg Morning Rotary and other volunteers from the community to support rapid removal of graffiti and reduce gang signaling.
 - A total of 45 locations have been cleaned up during 2025.
- **High-Density Residential Area Project**
 - Collaboration with property managers to triage non-emergency issues versus lease violations; includes data sharing, safety surveys, and presentations.
 - Quarterly reporting shows significant decreases in non-emergency calls in initially targeted locations.
- **Community Education Video Project**
 - Interactive videos on social media addressing topics such as jaywalking, SROs, college-town safety, DUI response, and mental health.
 - The videos do an outstanding job educating the community; however, we need to improve our reach. This is an area we need to significantly focus greater effort to extend our ability to communicate with the public.
- **Community Health & Safety Experience (CHASE) Program**
 - A three-part field experience developed with CWU's Law & Justice Program to prepare volunteers for roles in policing, administration, or analysis.
 - First cohort began CWU Fall Quarter 2025, with 7 participants.
 - The participants chose the Hidden in Plain Sight training program for their community-focused project. This program teaches parents, teachers, and other responsible adults what to look for to identify items associated with risky behaviors of youth and young adults and help foster better communication between parents and children to address concerns. They are doing an outstanding job.
- **Community Impact Notification Program**
 - Early-warning process to identify spikes in calls and engage responsible parties with non-enforcement solutions.
 - Example: Alarm calls—There were 109 fewer alarm calls in 2025, resulting in a 26% reduction.

Community Engagement

- National Night Out
 - Citywide event focused on child safety and community engagement; partners, displays, and activities bring families and visitors together. During 2025, we were nationally recognized for our event. EPD was 1 of 2 departments in Washington State and 1 of 35 nationally, based on seven criteria.
- Cop-on-Top
 - Partnership with Fred Meyer and regional public safety agencies supporting Special Olympics athletes.
- Shop-with-a-Cop and Firefighter
 - Over 50 Kittitas County children participated in 2024; additions included professional photography, bikes and fitted helmets, breakfast by KVFR, gift-wrapping by educators, and community-sponsored holiday baskets.
- For our volunteer work supporting the Special Olympics, the Ellensburg Police Department was included in the Circle of Honor for our service and impact to the athletes and their families.

Other Programs

- Reserve Program
 - Volunteer reserves provide part-time sworn service and extensive community support; program moved from five to four with the hire of Officer Smith as a patrol officer in 2025.
- Drone (UAS) Program
 - Launched in 2024 with council-approved funding; five licensed operators; two platforms and supporting software.
 - Governance includes monthly reporting to ensure focused, effective use.
 - 2025 deployment: 22 missions, 495 flights, 74.9 hr. flight time; supported two parades, graffiti abatement, KVFR brush/structure fires, six investigations, 23 flights in support of Chelan County triple murder suspect search, and 64 patrol support flights.
 - Federal rules recently put in place now prohibit DJI Drones from being sold in the U.S. Our current fleet is DJI manufactured drones, and we will soon no longer be able to purchase replacement parts or updates.
- Automated License Plate Reader (ALPR) Program
 - Contracted with Flock Safety for 13 cameras installed citywide in late 2024.
 - During 2025, monthly average vehicle volume was around 1.2 million, with around 300K unique vehicles.
 - This tool is extremely valuable and has aided in several important arrests, the most recent involving the attempted abduction of several individuals in Ellensburg.
 - As of this writing, the Washington State Legislature has proposed restrictions on the use of this technology.

Administrative Reporting

- Complaints
 - Total complaints 8, with 3 inquiries. Nine involving job performance and two involving claims of harassment.
 - Findings: no policy violations were found.

- Response to Resistance (2024)
 - Washington State law requires reporting of incidents where specific force categories occur. 2025 results:
 - Fatality: 0
 - Great bodily harm: 0
 - Substantial bodily harm: 0
 - Discharged a firearm at/in direction of a person: 0
 - Pointed a firearm at a person: 2
 - Chokehold/vascular neck restraint: 0
 - Taser used: 2
 - OC-10 used: 0
 - Impact weapon discharged: 0
 - Struck with impact weapon:
 - Body strike: 1
 - Intentional vehicle strike (person/vehicle): 0
 - Vehicle pursuit: 1
 - Totals by year: 6 (2025); 8 (2024); 3 (2023); 3 (2022).

Looking Ahead

We will continue refining our programs, strengthening partnerships, and using data to focus efforts where they deliver the greatest benefit. Your guidance on policy priorities and resource decisions will remain essential to sustaining progress.

Acknowledgments

The successes of 2025 reflect the dedication of our officers and professional staff, the support of city leadership, and the partnership of the Ellensburg community. Together, we are building a safer, stronger city for all.

Thank you for your continued support.

Respectfully submitted,

Emerging Ekphrastic Expressions

An evening of art-
inspired poetry

**& PASSING OF THE
LAUREL CEREMONY**

SATURDAY, APRIL 18TH

5:00 – 6:30 PM

GALLERY ONE

408 N. PEARL STREET

10 emerging artists

10 emerging poets

Share in the inspiration of
artistic collaboration

Join us as we honor the City of Ellensburg's inaugural Poet Laureate, Marie Marchand, in the time-honored tradition of the *Passing of the Laurel* and welcome the 2026-2028 Poet Laureate, Sarita Dasgupta.



City of
Ellensburg
WASHINGTON

FREE ENTRY



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Closed Record Hearing (Quasi-Judicial) to consider adoption of Resolution 2026-05, approving the Houghton Preliminary Subdivision (File # P25-140) (Limited Public Comment)

Submitted by: Mark Rud, Associate Planner

Department: Community Development

Suggested Motion/Action:

Move to adopt Resolution 2025-06 approving the Houghton Preliminary Long Subdivision pursuant to the Hearing Examiner's March 5, 2026 Recommended Findings of Fact, Conclusions of Law, Decision, and Conditions of Approval.

Background/Summary:

The purpose of this closed record quasi-judicial hearing is for City Council to consider the proposed Houghton 13-lot preliminary long subdivision, submitted by Marc Kirkpatrick of Encompass Engineering and Surveying on behalf of property owners Jeffrey James Houghton and Rebecca Lynn Devere.

Requested Action: The applicant seeks approval of a preliminary long subdivision, with 13 lots for residential development, as well as an open space parcel and a stormwater management tract. Approval would facilitate demolition of existing structures on the property, construction of streets and utilities, and future development of homes and lot conveyance. The property is located at 2519 North Airport Road; Kittitas County Assessor's Parcel ID #281133. See **Exhibit 1.1**.

Preliminary Long Subdivisions are a Type IV Permit under the ECC. Pursuant to Chapters 15.210, 15.220, 15.230 and 15.260 of the Ellensburg City Code (ECC), preliminary long subdivisions require an Open Record Public Hearing with recommendation made by the Hearing Examiner. The recommendation is then forwarded to City Council for consideration and final decision after a Closed Record Public Hearing. This project is associated with concurrently submitted State Environmental Policy Act (SEPA) Environmental Checklist P25-022, and Critical Area Review P25-021.

Site History: The property contains two separate detached dwelling units developed in 1940 and 1950, as well as a utility building erected in 1940.

Site Characteristics: The dwellings and utility building are located on the east portion of the property near N Airport Rd. The western portion of the property is undeveloped and contains wetlands regulated by ECC Chapter 15.620, and a portion of FEMA designated Special Flood Hazard Area (100-year floodplain) regulated by ECC Chapter 15.630, both identified in Critical Area Review P25-021.

Zoning and Development Standards, ECC Title 15: The property is in the Residential Suburban (R-S) zone. The intent of this zone is to provide a mix of predominantly single-family detached dwelling units in a walkable neighborhood setting. It is also located in the mapped Airport Overlay zone, a designation that regulates uses and development densities by sub-zones. A zoning map is attached as **Exhibit 1.2**.

Access: Access to the property is from N Airport Rd, designated a Minor Arterial in the city's Comprehensive Plan; see **Exhibit 1.3**.

Comprehensive Plan: The Comprehensive Plan's Future Land Use Designation of the property is Residential Neighborhood; see **Exhibit 1.4**. This is for areas that have traditionally accommodated single-family detached homes and generally surround the urbanized core of the community, or exist at the edge of the city in compatibility with unincorporated land, and supporting a range of residential zones with housing densities that help to achieve the City's housing diversity and affordability goals. The intent of this designation is to accommodate the many established residential neighborhoods and acknowledge the single dwelling residential building type as the primary use with potential for accessory dwellings, townhouses, cottage housing, clustered housing and other small-scale housing forms. No site-specific re-zone is proposed with this subdivision.

Public Notice and Comments

Community Development issued a Public Notice of Applications and Hearing for Preliminary Long Subdivision P25-140 including the date of the open record public hearing, as well as Critical Area Review P25-021 and SEPA Environmental Checklist P25-022, on January 8, 2026 via publication in the Ellensburg *Daily Record* (**Exhibit 1.5**). The site was posted with a land use action sign on January 8, 2026 (**Exhibit 1.6**). Notice of the applications and hearing was mailed to property owners within 300 feet of the site proposal on January 8, 2026 (**Exhibit 1.7**). Notice of the project was also uploaded to the SEPA Register and emailed to the City's SEPA Notice email list on January 8, 2026 (**Exhibits 1.8 & 1.9**). Notices initiated a 21-day comment period that concluded January 29, 2026.

Several comments were received on these applications: from the City of Ellensburg, the Public Works Department (January 22, 2026), the Electric Utility (January 26, 2026), and the Stormwater Utility (January 27, 2026). The Gas Utility asked that the applicant reference comments from its pre-application meeting memorandum for City File # P24-003, dated January 30, 2024, for this proposal. See **Exhibits 1.10 through 1.13**. These generally contain information on adopted standards that will apply to the proposal's future development permits.

State agency comments were submitted by the Washington Department of Fish and Wildlife (**Exhibit 1.14**) and Department of Ecology (**Exhibit 1.15**).

One mail noticed party of record emailed questions to City staff, who replied with information contained in applicant's project submittals and invited additional formal comment on the project (**Exhibit 1.16**); none was received.

The applicant was forwarded all comments, and provided responses dated February 2, 2026 (**Exhibit 1.18**).

Environmental Review

Because this project proposes to create more than 9 lots via subdivision and because the property includes “lands covered by water” (wetlands), a State Environmental Policy Act (SEPA) Determination was required. SEPA Checklist P25-022 was submitted concurrently with the proposal. The City solicited SEPA comments via Notice of Application under the Optional DNS process of Washington Administrative Code (WAC) 197-11-355.

Several comments referenced the concurrent P25-022 SEPA Environmental Checklist. In addition, the City of Ellensburg Electric Utility provided standalone comments on the SEPA Checklist dated January 8, 2026 (**Exhibit 1.17**).

The City issued a Determination of Non-Significance (DNS) for this project on February 6, 2026 (**Exhibit 1.19**). The City concurrently issued a Critical Area Determination for P25-021 (**Exhibit 1.20**). Notice of the SEPA Determination was uploaded to the SEPA Register February 6, 2026 (**Exhibit 1.21**), with Notices sent via email to non-City commenters also on February 6, 2026. (**Exhibit 1.22**). Notice of the SEPA Determination was published in the *Ellensburg Daily Record* February 7, 2026 (**Exhibit 1.23**).

No administrative appeal of the SEPA Determination was received by the Community Development Department within the eligible time period. The SEPA Determination and Notices were issued 15 or more days prior to the Open Record Public Hearing to provide opportunity for consolidated appeal of the SEPA Determination with the predecision hearing for its project permit (subdivision), pursuant to RCW 36.70B.110(6)(b),(d).

The Open Record Public Hearing was held before the Hearing Examiner on February 23, 2026 at 3:00pm, in a hybrid format allowing in-person and remote participation options. Applicant appeared at the hearing testifying in favor of the project on behalf of property owners, and indicated applicant's acceptance of conditions of approval recommended by Staff. No one from the public attended or provided testimony on the proposal, and the public record was closed following the hearing.

The Hearing Examiner issued recommended Findings of Fact, Conclusions of Law, Decision, and Conditions of Approval for Council's consideration on March 5, 2026 (**Exhibit 1**).

Previous Council Action:

None

Analysis:

Pursuant to ECC 15.260.060(E)(1), the City Council shall at the conclusion of the closed record hearing make a decision supported by written findings of fact and conclusions of law to approve, approve with conditions, or disapprove the preliminary subdivision application. Per ECC 15.260.060(E)(2), prior to decision Council may alternatively: 1) refer the preliminary subdivision application back to the hearing examiner for further consideration; 2) require the applicant to modify the preliminary subdivision application; or, 3) require more

information to be submitted by the applicant.

City Council must find that the proposal is in compliance with decision criteria of ECC 15.260.060(F). The City may approve, approve with conditions, or deny a preliminary subdivision based on the following:

1. The preliminary subdivision conforms to all applicable zoning standards such as set forth in the LDC [ECC Title 15], including the building setback and intensity standards in chapter 15.320 ECC, the streetscape design standards in Chapter 15.410 ECC, the subdivision design standards in chapter 15.420 ECC, the project design standards in division V [of ECC Title 15], and the public works development standards;
2. All lots within the preliminary subdivision are provided with satisfactory access established consistent with the requirements of the public works development standards, ECC title 4, public works, the streetscape design standards and subdivision design and block standards in division IV [of ECC Title 15], the project design standards in division V [of ECC Title 15], and the public works development standards;
3. All lots within the preliminary subdivision are provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC title 9, utilities;
4. All lots within the preliminary subdivision are provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC title 9, utilities;
5. The preliminary subdivision conforms to all applicable critical areas standards set forth in Division VI [of ECC Title 15]; and
6. The preliminary subdivision makes appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.

The applicant submitted an application, property deed, subdivision guarantee, project narrative, preliminary plat, proposed site plan, stormwater plan, and geotechnical engineering study (**Exhibits 1.24 through 1.31**). The property is located near Ellensburg Central Transit Stop 152, serving routes 12A, 12B and 13 at the Verge Apartments across N Airport Rd near the subject property (**Exhibit 1.32**). If approved, subdivision improvements must be provided and installed pursuant to standards adopted in ECC 15.260.070 and 15.260.090 (**Exhibit 1.33**), and any recommended conditions of approval.

Staff concurs with the Hearing Examiner's Findings and Conclusions regarding these criteria

as shown in **Exhibit 1**. Council is requested to approve the preliminary long subdivision application by adopting attached Resolution 2025-06, which incorporates the Hearing Examiner's recommended Findings and Conclusions, along with a recommended Decision and Conditions of Approval restated here for reference:

1. The subdivision shall abide by and conform with all relevant laws, regulations, and development standards of the State of Washington, the City of Ellensburg, and public utility providers for the development of the subdivision, including and not limited to Chapter 15.260 of the Ellensburg City Code, and Ellensburg Public Works and Energy Services Development Standards.
2. The subdivision shall comply with all requirements for installing improvements pursuant to ECC 15.260.070 & 15.260.090 (**Exhibit 1.33**), and the Public Works and Energy Services Development Standards, including as so identified in the Public Works Department memorandum (**Exhibit 1.10**), the Electric Utility memorandum (**Exhibit 1.11**), the Stormwater Utility memorandum (**Exhibit 1.12**), and the Gas Utility memorandum (**Exhibit 1.13**), as so confirmed in applicant's submission (**Exhibit 1.18**).
3. The subdivision shall comply with all requirements of ECC Title 15, Division VI (the Critical Areas Ordinance) pursuant to Critical Area Determination P25-021 issued for the subdivision (**Exhibit 1.19**).

Financial Impact:

Potential tax revenue from land improvements on 13 residential lots intended for single-family homes.

Budget Adjustment: No

Attachments:

1. Resolution 2026-05
2. EXHIBIT 1 - Hearing Examiner Recommendation
3. EXHIBIT 1.1 - Property Vicinity Map
4. EXHIBIT 1.2 - Zoning Map
5. EXHIBIT 1.3 - Comprehensive Plan Roadway Functional Classifications Map
6. EXHIBIT 1.4 - Comprehensive Plan Future Land Use Map
7. EXHIBIT 1.5 - Notice of Applications and Public Hearing, Ellensburg Daily Record
8. EXHIBIT 1.6 - Affidavit and Evidence of Posted Land Use Action Sign
9. EXHIBIT 1.7 - Affidavit of Mailed Notice & Buffer Map
10. EXHIBIT 1.8 - SEPA Notice of Application Register Confirmation 1.8.2026
11. EXHIBIT 1.9 - SEPA Notice Group Email Notification 1.8.2026
12. EXHIBIT 1.10 - City of Ellensburg Public Works Comments 1.22.2026
13. EXHIBIT 1.11 - City of Ellensburg Electric Utility Comments 1.26.2026
14. EXHIBIT 1.12 - City of Ellensburg Stormwater Utility Comments 1.27.2026
15. EXHIBIT 1.13 - City of Ellensburg Gas Utility Preapplication Memo 1.30.2024
16. EXHIBIT 1.14 - WDFW Comments 1.8.2026
17. EXHIBIT 1.15 - WA Ecology Comments 1.27.2026
18. EXHIBIT 1.16 - Party of Record Response & Invitation to Comment 1.27.2026

19. EXHIBIT 1.17 - City of Ellensburg Electric Utility Comments on SEPA P25-022
20. EXHIBIT 1.18 - Applicant's Response to Comments 2.2.2026
21. EXHIBIT 1.19 - P25-022 SEPA Determination of Non-Significance
22. EXHIBIT 1.20 - P25-021 Critical Area Determination
23. EXHIBIT 1.21 -P25-022 SEPA Register Confirmation 2.6.2026
24. EXHIBIT 1.22 - P25-022 SEPA DNS Email Notifications to Commenters 2.6.2026
(Compiled)
25. EXHIBIT 1.23 - P25-022 SEPA DNS Notice, Ellensburg Daily Record
26. EXHIBIT 1.24 - Preliminary Long Subdivision Application
27. EXHIBIT 1.25 - Property Deed
28. EXHIBIT 1.26 - Subdivision Guarantee
29. EXHIBIT 1.27 - Project Narrative
30. EXHIBIT 1.28 - Proposed Preliminary Plat
31. EXHIBIT 1.29 - Proposed Site Plan
32. EXHIBIT 1.30 - Stormwater Plan
33. EXHIBIT 1.31 - Geotechnical Engineering Study
34. EXHIBIT 1.32 - Ellensburg Central Transit Full-Service Map
35. EXHIBIT 1.33 - ECC 15.260.070 & 15.260.090
36. EXHIBIT 1.34 - Staff Report for Hearing Examiner

RESOLUTION NO. 2026-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON relating to the preliminary plat approval of the Houghton Preliminary Subdivision No. P25-140 for property located in Ellensburg, Washington.

WHEREAS, on December 8, 2025, Marc Kirkpatrick of Encompass Engineering and Surveying, as agent acting on behalf of property owners Jeffrey James Houghton and Rebecca Lynn Devere, filed a preliminary plat application (P25-140) for a thirteen (13) lot long subdivision also containing an open space parcel and a stormwater tract, on Kittitas County Assessor Parcel ID # 281133 located at 2519 North Airport Road measuring 4.69 acres, commonly referred to as the “Houghton Subdivision”; and

WHEREAS, the applicant submitted an associated State Environmental Policy Act (SEPA) Environmental Checklist P25-022 as part of the application; and

WHEREAS, the applicant submitted an associated Critical Area Review Application P25-021 as part of the application with a report containing information on the property’s delineated wetlands and Special Flood Hazard Area (100-year floodplain); and

WHEREAS, on February 6, 2026 the City’s SEPA Responsible Official issued a Determination of Non-Significance (DNS) duly noticed under procedures of Washington Administrative Code (WAC) 197-11-355; and

WHEREAS, on February 6, 2026, the City’s Community Development Department issued a Critical Area Determination requiring specific actions for the development of the Houghton Subdivision as proposed; and

WHEREAS, following a duly noticed open record public hearing held before the City’s Hearing Examiner on February 23, 2026 to consider the preliminary plat application for the Houghton Subdivision as provided by Chapter 15.260 of the Ellensburg City Code (ECC), the Hearing Examiner received exhibits and testimony into evidence for the record on the matter and closed the public record; and

WHEREAS, on March 5, 2026 the Hearing Examiner issued recommended Findings of Fact, Conclusions of Law, Decision, and Conditions of Approval to be forwarded to the Ellensburg City Council; and

WHEREAS, following a duly noticed closed record public hearing held during a regularly scheduled Ellensburg City Council Meeting on March 16, 2026 regarding the preliminary long subdivision application for the Houghton Subdivision, the City Council approved the preliminary plat subject to certain conditions.

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

The recommendations forwarded by the Hearing Examiner dated March 5, 2026 are hereby incorporated by reference as shown in “EXHIBIT A.”

Section 1. The preliminary plat commonly referred to as the Houghton Subdivision involves property located at 2519 North Airport Road, Kittitas County Assessor Parcel ID # 281133, legally described as follows:

Ptn of the NE Quarter of the SE Quarter of Section 26, Township 18 N, Range 18 E, W.M.

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

Beginning at a point on the West boundary line of the right of way of the County Road which is 344.5 feet South of a point 30 feet West of the Northeast corner of said Quarter of Quarter Section; and running

Thence South 88°38’ West, 630.0 feet;

Thence South 0°05’ East, 324.5 feet;

Thence North 88°38’ East, 629.6 feet to a point 30 feet West of the East boundary line of said Section, said point being on the West boundary line of the right of way of said County Road; and

Thence North, along the West boundary line of said right of way 324.5 feet to the point of beginning.

Section 2. The Ellensburg City Council adopts the following as findings of fact:

A. The findings of fact as shown in Section I of “EXHIBIT A” forwarded by the Hearing Examiner dated March 5, 2026 are hereby adopted as the findings of the Ellensburg City Council with respect to the preliminary subdivision application.

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

Section 3. The Ellensburg City Council adopts the following as conclusions of law:

A. The conclusions of law in Section II of “EXHIBIT A” forwarded by the Hearing Examiner dated March 5, 2026 are hereby adopted as the conclusions of the Ellensburg City Council with respect to the preliminary subdivision application.

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

Section 4. The Ellensburg City Council resolves that the proposed Houghton long subdivision is consistent with the subdivision evaluative criteria of ECC 15.260.060(F).

Section 5. The Ellensburg City Council concurs with the recommended decision in Section III of “EXHIBIT A” forwarded by the Hearing Examiner dated March 5, 2026, and hereby approves Houghton preliminary long subdivision plat application P25-140 as submitted, subject to the conditions of Section 6 herein.

Section 6. The Ellensburg City Council concurs with the recommended conditions of approval in Section IV of “EXHIBIT A” forwarded by the Hearing Examiner dated March 5, 2026, and resolves that the Houghton Subdivision (P25-140) shall be developed in accordance with the following conditions of approval, which shall apply to the property owners, and the owners’ heirs, successors in interest, and assigns:

1. The subdivision shall abide by and conform with all relevant laws, regulations, and development standards of the State of Washington, the City of Ellensburg, and public utility providers for the development of the subdivision, including and not limited to Chapter 15.260 of the Ellensburg City Code, and Ellensburg Public Works and Energy Services Development Standards.

2. The subdivision shall comply with all requirements for installing improvements pursuant to ECC 15.260.070 and 15.260.090 as attached herein as “EXHIBIT B,” and with the Public Works and Energy Services Development standards including as so identified in the Public Works Department memorandum attached herein as “EXHIBIT C,” in the Electric Utility memorandum attached herein as “EXHIBIT D,” in the Stormwater Utility memorandum attached herein as “EXHIBIT E,” and in the Gas Utility memorandum attached herein as “EXHIBIT F,” all as so confirmed in applicant’s submission attached herein as “EXHIBIT G.”

3. The subdivision shall comply with all requirements of ECC Title 15, Division VI (the Critical Areas Ordinance) pursuant to Critical Area Determination P25-021 issued for the subdivision attached herein as “EXHIBIT H.”

Section 7. This resolution is the final decision of the City of Ellensburg upon this matter.

Section 8. Notice is hereby given that appeal of the land use decision shall be barred unless a petition requesting review is filed in the Superior Court of the State of Washington and properly served within twenty-one (21) days after passage of this resolution in accordance with Chapter 36.70C of the Revised Code of Washington.

ADOPTED by the City Council of the City of Ellensburg this ____ day of _____, 2026.

Mayor

Attest:

City Clerk

EXHIBIT A

CITY OF ELLENSBURG
LAND USE HEARING EXAMINER

IN THE MATTER OF	)	FINDINGS OF FACT,
	)	CONCLUSIONS OF LAW,
P25-140	)	DECISION, AND
Preliminary Subdivision Application	)	CONDITIONS OF APPROVAL
	)	
	)	

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on February 23, 2026, the Hearing Examiner having taken evidence hereby submits the following Findings of Fact, Conclusions of Law, Decision and Condition of Approval as follows:

I. FINDINGS OF FACT

1. **Applicant:** Mark Kirkpatrick of Encompass Engineering & Surveying, Agent for property owners Rebecca Lynn Devere and Jeffrey James Houghton.
2. **Location:** The property is located at 2519 North Airport Road; Kittitas County Assessor's Parcel ID #281133.
3. **Requested Action:** The applicant seeks approval of a preliminary long subdivision, with 13 lots for residential development, as well as an open space parcel and a stormwater tract. Approval would facilitate demolition of existing structures on the property, construction of streets and utilities, and future development of homes and lot conveyance.
4. **BACKGROUND AND SITE INFORMATION**
 - 4.1. **Site History:** The property contains two separate detached dwelling units developed in 1940 and 1950, as well as a utility building erected in 1940.
 - 4.2. **Site Characteristics:** The dwellings and utility building are located on the east portion of the property near N Airport Rd. The western portion of the property is undeveloped and contains wetlands regulated by ECC Chapter 15.620, and a portion of FEMA designated Special Flood Hazard Area (100-year floodplain) regulated by ECC Chapter 15.630, both identified in concurrent Critical Area Review P25-021.
5. **Zoning and Development Standards, ECC Title 15:** The property is in the Residential Suburban (R-S) zone. The intent of this zone is to provide a mix of predominantly single-family detached dwelling units in a walkable neighborhood setting. It is also located in the mapped Airport Overlay zone, a designation that regulates uses and development densities by sub-zones. Exhibit 2.
 - 5.1. **Access:** Access to the property is from N Airport Rd, designated a Minor Arterial in the city's Comprehensive Plan. Exhibit 3.

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5.2. **Comprehensive Plan:** The Comprehensive Plan's Future Land Use Designation of the property is Residential Neighborhood. Exhibit 4. This is for areas that have traditionally accommodated single-family detached homes and generally surround the urbanized core of the community, or exist at the edge of the city in compatibility with unincorporated land, and supporting a range of residential zones with housing densities that help to achieve the City's housing diversity and affordability goals. The intent of this designation is to accommodate the many established residential neighborhoods and acknowledge the single dwelling residential building type as the primary use with potential for accessory dwellings, townhouses, cottage housing, clustered housing and other small-scale housing forms. No site-specific re-zone is proposed with this subdivision.

5.3. **Public Comments:** Community Development issued a Public Notice of Applications for this Preliminary Long Subdivision P25-140, as well as concurrent Critical Area Review P25-021 and SEPA Environmental Checklist P25-022, including the date of the subdivision's open record public hearing, on January 8, 2026 via publication in the Ellensburg *Daily Record*. Exhibit 5. The site was posted with a land use action sign on January 8, 2026. Exhibit 6. Notice of the applications and hearing was mailed to property owners within 300 feet of the site proposal on January 8, 2026. Exhibit 7. Notice of the project was also uploaded to the SEPA Register and emailed to the City's SEPA Notice email list on January 8, 2026. Exhibits 8, 9. Notices initiated a 21-day comment period that concluded January 29, 2026. Several comments were received on these applications: from the City of Ellensburg, the Public Works Department (January 22, 2026), the Electric Utility (January 26, 2026), and the Stormwater Utility (January 27, 2026). The Gas Utility asked that the applicant reference comments from its pre-application meeting memorandum for City File # P24-003, dated January 30, 2024, for this proposal. Exhibits 10, 11, 12, 13. These generally contain information on adopted standards that will apply to the proposal's future development permits. State agency comments were submitted by the Washington Department of Fish and Wildlife and Department of Ecology. Exhibits 14, 15. One mail-noticed party of record emailed questions to City staff, who replied with information contained in applicant's project submittals and invited additional formal comment on the project. Exhibit 16. None was received. The applicant was forwarded all comments, and provided responses dated February 2, 2026. Exhibit 18.

6. ENVIRONMENTAL (SEPA) REVIEW

6.1. Because this project proposes to create more than 9 lots via subdivision and because the property includes "lands covered by water" (wetlands), a State Environmental Policy Act (SEPA) Determination was required. SEPA Checklist P25-022 was submitted concurrently with the proposal. The City solicited SEPA comments via Notice of Application under the Optional DNS process of Washington Administrative Code (WAC) 197-11-355. Several comments referenced the concurrent P25-022 SEPA Environmental Checklist. In addition, the City of Ellensburg Electric Utility provided standalone comments on the SEPA Checklist dated January 8, 2026. Exhibit 17. The City issued a Determination of Non-Significance (DNS) for this project on February 6, 2026. Exhibit 19. The City concurrently issued a Critical Area Determination for P25-

021. Exhibit 20. Notice of the SEPA Determination was uploaded to the SEPA Register February 6, 2026. Exhibit 21, with Notices sent via email to non-City commenters also on February 6, 2026. Exhibit 22. Notice of the SEPA Determination was published in the *Ellensburg Daily Record* February 7, 2026. Exhibit 23. As of the date of this Report, no administrative appeal of the SEPA Determination has been received by the Community Development Department. The Determination and Notices were issued 15 or more days prior to the Open Record Public Hearing to provide opportunity for consolidated appeal of the SEPA Determination with the predecision recommendation hearing for its project permit, pursuant to RCW 36.70B.110(6)(b),(d).

7. PROJECT EVALUATION

7.1. The application is **in compliance** with decision criteria of ECC 15.260.060(F) based on the following:

7.1.1. The preliminary subdivision **conforms** to all applicable zoning standards such as set forth in the LDC [ECC Title 15], including the building setback and intensity standards in chapter 15.320 ECC, the streetscape design standards in chapter 15.410 ECC, the subdivision design standards in chapter 15.420 ECC, the project design standards in division V [of ECC Title 15], and the public works development standards.

7.1.1.1. Existing structures are to be demolished from the property, and setbacks would not apply from them.

7.1.1.2. Preliminary plat and site plan documents call-out presumptive setback measurements for Lots 5-13, which meet minimum requirements of ECC Table 15.320.030 for the R-S zone.

7.1.1.3. Preliminary plat and site plan documents indicate Lots 1-4 will be configured as Courtyard Access Lots with a central shared driveway, and call-out presumptive setback measurements for those lots. ECC Figure 15.420.050(C) provides an example of such lots with reference to rear yard locations; this Figure does not contain regulatory language, and does not specifically account for courtyard lots abutting an external side yard that fronts an improved street along the edge of a subdivision.

7.1.1.4. ECC Table 15.320.030 regulates R-S zone maximum dwelling unit density; properties in the Airport Overlay Zone, "Zone 6 (airport operations zone)" are potentially modified by ECC Table 15.350.040, with gross developable acreage calculated per ECC 15.320.050(B)(2). Per these standards and the wetland delineation of Critical Area Review P25-021, a maximum of 13 buildable lots are permitted in the project area. 13 developable lots are proposed for the project area.

7.1.1.5. North Airport Road is a minor arterial whose streetscape design is regulated by ECC Figure 15.410.020(D), requiring a minimum 80-foot-wide right-of-way (ROW). The existing N Airport Rd ROW is 60-feet wide and unimproved past lane pavement. Applicant proposes dedicating 10-feet along

N Airport Rd as public ROW and improving it with a pavement section, curb, buffered sidewalk, and storm drains.

- 7.1.1.6. The proposed internal roadway with cul-de-sac would be designated a local access street regulated by ECC 15.410.040(C), with maximum permitted ROW width of 52 feet. Applicant proposes the road be dedicated as a 52-foot-wide public ROW and include pavement, curbs (rolled along the cul-de-sac), sidewalk (buffered outside the cul-de-sac), and storm drains.
- 7.1.1.7. The western portion of the subject property contains wetlands and buffer spanning nearly the entirety of the north-south running width of the parcel, whose protection precludes future westerly connectivity otherwise required by ECC 15.420.020.
- 7.1.1.8. Shared driveways may access no more than 5 lots, and require roads at least 15 feet wide and no longer than 400 feet per ECC 15.420.060(A). Lots 1-4 would be accessed by a 20-foot wide roadway dedicated in an easement of approximately 120 feet in length.
- 7.1.1.9.
- 7.1.2. All lots within the preliminary subdivision **are** provided with satisfactory access established consistent with the requirements of the public works development standards, ECC title 4, public works, the streetscape design standards and subdivision design and block standards in division IV [of ECC Title 15], the project design standards in division V [of ECC Title 15], and the public works development standards.
 - 7.1.2.1. Title 15 standards are addressed under Paragraph 7.1.1 above. The Public Works Department provided comments in Exhibit 10 regarding required improvement standards for streets and roads, to which applicant responded in Exhibit 18 and which are addressed more fully in Paragraph 7.1.6 below.
- 7.1.3. All lots within the preliminary subdivision **are** provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC title 9, utilities.
 - 7.1.3.1. The Public Works Department and Stormwater Utility provided comments in Exhibits 10 & 12 regarding required improvement standards for installation of public water mains and water service lines, installation of public sewer mains and side sewer lines, and installation of storm drainage and surface water facilities, to which applicant responded in Exhibit 18 and which are addressed more fully in Paragraph 7.1.6 below.
- 7.1.4. All lots within the preliminary subdivision **are** provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC title 9, utilities.

- 7.1.4.1. The Energy Services Department's Electric Utility and Natural Gas Utility provided comments in Exhibits 11 & 13 regarding installation of public electricity and natural gas utilities, to which applicant responded in Exhibit 18 and which are addressed more fully in Paragraph 7.1.6 below.
- 7.1.5. The preliminary subdivision **conforms** to all applicable critical areas standards set forth in Division VI [of ECC Title 15].
- 7.1.5.1. The property contains delineated wetlands and 100-year floodplain, which are regulated by ECC Chapters 15.620 and 15.630 of the City's Critical Areas Ordinance. The proposal has been evaluated with the associated Critical Area Determination issued for P25-021. Exhibit 20.
- 7.1.6. The preliminary subdivision **makes appropriate provisions** for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.
- 7.1.6.1. Public health, safety, and general welfare will be appropriately provided in the subdivision as proposed upon completion of required minimum improvements, including as identified under Criteria 1 above and further below for Criteria 6; by providing applicable subdivision improvements per adopted standards and installation requirements and pursuant to ECC 15.260.070 and 15.260.090, Exhibit 33; and by meeting recommended Conditions of Approval.
- 7.1.6.2. Open space is proposed to be preserved in a 2.36-acre tract containing delineated wetlands and a portion of mapped 100-year floodplain. The proposal has been evaluated with the associated Critical Area Determination issued for P25-021, which identifies required actions for the subdivision. Exhibit 20.
- 7.1.6.3. Drainage ways are proposed inclusive of stormwater drainage facilities and a 3,780 square foot stormwater management tract, proposed for installation to Public Works Development Standards as indicated in Exhibit 18.
- 7.1.6.4. Street ROW's are proposed to be dedicated to the public and improved to Public Works Development Standards as indicated in Exhibit 18.
- 7.1.6.5. Ellensburg Central Transit's existing stop 152, served by Routes 12A, 12B and 13, is located approximately 700 feet from the project's proposed internal ROW, across the street and along the eastside of N Airport Road, at the Verge apartments, as shown in Exhibit 32.
- 7.1.6.6. Potable water supplies are proposed to serve the subdivision by extension of new public water mains, and service lines to individual lots, proposed to Public Works Development Standards as indicated in Exhibit 18.

- 7.1.6.7. Sanitary wastewater disposal is proposed to serve the subdivision by extension of new public sewer mains, and service lines to individual lots, proposed to Public Works Development Standards as indicated in Exhibit 18.
- 7.1.6.8. Natural gas mains and services are not clearly identified on plan submittals. Applicant indicates a desire to install natural gas utilities in Exhibit 18, which will need to meet Energy Services Standards for installation identified in Exhibit 13.
- 7.1.6.9. Parks, recreation, and playground facilities are not proposed within the subdivision. Alder Park is located approximately 1 mile east from the proposed subdivision by streets, a park that connects with the John Wayne Trail system.
- 7.1.6.10. Schools and school grounds are not proposed within the subdivision.
- 7.1.6.11. Sidewalks are proposed along all lots fronting the subdivision's proposed internal roadway and cul-de-sac, and along the subdivision's frontage of N Airport Rd. There are no sidewalks south of the property along the westside of N Airport Rd. A subdivision of the abutting north parcel proposes sidewalks along N Airport Road but has not been completed; upon its completion, the closest public schools by contiguous pedestrian facilities will be more than 2 miles from the subject property. The abutting segment of N Airport Rd is not a designated school walking route.
8. An open record public hearing was held, after legal notice, on February 23, 2026.
9. Appearing and testifying on behalf of the Applicant was Mark Kirkpatrick, 404 E 2nd St. Cle Elum, Washington 98922. Mr. Kirkpatrick testified that he was an agent authorized to appear and speak on behalf of the applicant and property owner. Mr. Kirkpatrick stated that he agreed with all the representations set forth within the staff report and does not object to the recommended conditions of approval.
10. No members of the public testified at the hearing.
11. The following exhibits were admitted into the record:
 - 11.1. Exhibit 1: Property Vicinity Map
 - 11.2. Exhibit 2: Zoning Map
 - 11.3. Exhibit 3: Comprehensive Plan Roadway Functional Classifications Map
 - 11.4. Exhibit 4: Comprehensive Plan Future Land Use Map
 - 11.5. Exhibit 5: Notice of Application and Public Hearing, *Ellensburg Daily Record*
 - 11.6. Exhibit 6: Affidavit and Evidence of Posted Land Use Action Sign
 - 11.7. Exhibit 7: Affidavit of Mailed Notice & Buffer Map
 - 11.8. Exhibit 8: SEPA Notice of Application Register Confirmation 1/8/2026
 - 11.9. Exhibit 9: SEPA Notice Group Email Notification 1/8/2026
 - 11.10. Exhibit 10: City of Ellensburg Public Works Comments 1/22/2026

- 11.11. Exhibit 11: City of Ellensburg Electric Utility Comments 1/26/2026
 - 11.12. Exhibit 12: City of Ellensburg Stormwater Utility Comments 1/27/2026
 - 11.13. Exhibit 13: City of Ellensburg Gas Utility Preapplication Memo 1/30/2024
 - 11.14. Exhibit 14: Washington Department of Fish and Wildlife Comments
 - 11.15. Exhibit 15: Washington Department of Ecology Comments
 - 11.16. Exhibit 16: Party of Record Response & Invitation to Comment 1/27/2026
 - 11.17. Exhibit 17: City of Ellensburg Electric Utility Comments on SEPA P25-022
 - 11.18. Exhibit 18: Applicant's Response to Comments 2/2/2026
 - 11.19. Exhibit 19: P25-022 SEPA Determination of Non-Significance
 - 11.20. Exhibit 20: P25-021 Critical Area Determination
 - 11.21. Exhibit 21: P25-022 SEPA Register Confirmation 2/6/2026
 - 11.22. Exhibit 22: P25-022 SEPA DNS Email Notifications to Commenters 2/6/2026
(Compiled)
 - 11.23. Exhibit 23: P25-022 SEPA DNS Notice, *Ellensburg Daily Record*
 - 11.24. Exhibit 24: Preliminary Long Subdivision Application
 - 11.25. Exhibit 25: Property Deed
 - 11.26. Exhibit 26: Subdivision Guarantee
 - 11.27. Exhibit 27: Project Narrative
 - 11.28. Exhibit 28: Proposed Preliminary Plat
 - 11.29. Exhibit 29: Proposed Site Plan
 - 11.30. Exhibit 30: Stormwater Plan
 - 11.31. Exhibit 31: Geotechnical Engineering Study
 - 11.32. Exhibit 32: Ellensburg Central Transit Full-Service Map
 - 11.33. Exhibit 33: ECC 15.260.070 & 15.260.090
 - 11.34. Exhibit 34: Staff Report
12. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.
13. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

II. CONCLUSIONS OF LAW

1. The Hearing Examiner has been granted the authority to render this recommended decision. ECC 15.260.060(D).

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2. With conditions, approval of the preliminary subdivision application is appropriate given its conformance with the decision criteria set forth in ECC 15.260.060(F).
3. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

III. DECISION

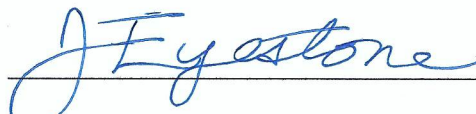
Based on the above Findings of Fact and Conclusions of Law, in the matter of P25-140 the Hearing Examiner hereby recommends that this request be **APPROVED** subject to the following conditions of approval.

IV. CONDITIONS OF APPROVAL

1. The subdivision shall abide by and conform with all relevant laws, regulations, and development standards of the State of Washington, the City of Ellensburg, and public utility providers for the development of the subdivision, including and not limited to Chapter 15.260 of the Ellensburg City Code, and Ellensburg Public Works and Energy Services Development Standards.
2. The subdivision shall comply with all requirements for installing improvements pursuant to ECC 15.260.070 & 15.260.090, and the Public Works and Energy Services Development Standards, including as so identified in the Public Works Department January 22, 2026 memorandum, the Electric Utility January 26, 2026 memorandum, the Stormwater Utility January 27, 2026 memorandum, and the Gas Utility January 30, 2024 memorandum, as so confirmed in applicant's submission dated February 2, 2026.
3. The subdivision shall comply with all requirements of ECC Title 15, Division VI (the Critical Areas Ordinance) pursuant to Critical Area Determination P25-021 issued February 6, 2026 for the subdivision.

Dated this 5 day of March, 2026

CITY OF ELLENSBURG HEARING EXAMINER, PRO TEM



Jay D. Eyestone

**ANYONE AGGREIVED BY THIS DECISION MAY FILE AN APPEAL WITH THE
CITY OF ELLENSBURG CITY COUNCIL AS PROVIDED FOR IN THE
ELLENSBURG CITY CODE**

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EXHIBIT B

Title 15 - LAND DEVELOPMENT CODE
DIVISION II. - PERMITS, LEGISLATIVE ACTIONS AND PROCEDURES
CHAPTER 15.260 SUBDIVISIONS

CHAPTER 15.260 SUBDIVISIONS

15.260.070 Preliminary subdivision—Required minimum improvement standards.

- A. *Public works improvements.* In order to meet the public interest, the following minimum public works improvements shall be required and shall be constructed in accordance with the public works development standards and other city utility standards:
1. Installation of concrete curbs and gutters according to the public works development standards;
 2. Construction of streets in accordance with the public works development standards;
 3. Installation of monuments and monument cases in accordance with the public works development standards;
 4. Installation of storm drainage system including inlet, pipe, manholes, detention or retention facilities if deemed necessary, all in accordance with the public works development standards;
 5. Installation of iron pipe or reinforcing rods at the corners of all lots, plots or tracts in accordance with the public works development standards;
 6. Construction of sidewalks on abutting sides of all public streets in accordance with the public works development standards; and
 7. Installation of water and sewer mains, water service lines and side sewers to serve each lot platted in accordance with the public works development standards.
- B. *Public utility improvements.* In order to meet the public interest, the following minimum public electric utility improvements, and public natural gas utility improvements, if applicable, shall be required to be constructed within the subdivision and shall be constructed in accordance with the public works development standards and the energy services department development standards:
1. Installation of underground ducts, manholes and vaults to accommodate the electrical distribution system within the subdivision; and
 2. Communication and television signal service facilities with ducting provided for communication and television service at the right-of-way crossings through a minimum two-inch PVC duct type unless otherwise required by the city based on recommendation from the respective utility.

(Ord. No. 4955, § 106, 2-18-2025; Ord. 4892 § 1, 2022; Ord. 4804 § 1, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

15.260.090 Installation of improvements.

- A. An approved preliminary subdivision shall not be filed for record as a final subdivision until the applicant has constructed or bonded for all improvements required by the city in the final decision on the preliminary subdivision application.
- B. Timing and inspection fee. The applicant shall not begin installation of improvements in an approved preliminary subdivision application until the director and the city engineer have approved the improvement

plans, the director and the applicant have agreed in writing on a time schedule for installation of the improvements, and the applicant has paid all inspection fees.

- C. Acceptance—Maintenance bond. The director shall not accept the improvements for the city of Ellensburg until the improvements have been inspected and found satisfactory, and the applicant has posted a bond or surety to guarantee against defects of workmanship and materials for two years from the date of acceptance. (See section 9, public works development standards).

(Ord. 4656 § 1 (Exh. O2), 2013)



CITY OF ELLENSBURG

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

Memorandum

Date: January 22, 2025
To: Mark Rud, Planner
From: Craig Jones, Development Coordinator *CJ*
Through: Derek Mayo, City Engineer *DKM*
Re: 2500blk Airport Rd – P25-022 SEPA & P25-140 Long Plat

The following are the Public Works SEPA and Long Plat comments for the proposed development along Airport Rd. in the 2500blk.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <https://city-of-ellensburg.dcatalog.com/v/Public-Works-Development-Standards/>

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

Water:

The water main available to serve this development is a 12" ductile iron main in Airport Rd. An 8" stub is just north of the center of the property. An interior water main shall be 8" and be extended into the property. Each lot will need a separate water service. See attached utility map.

Fire hydrant placement shall be per Fire Department requirements. Developer's engineer will be required to verify that fire flow capacity will meet the necessary requirements.

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

Sewer:

The sewer main available to serve this development is a 10" PVC main in Airport Rd. There is an 8" sewer stub just north of the center of the property. The interior sewer main shall be 8". See attached utility map.

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

Roadway and access:

This project will trigger the requirement for half street improvements along the Airport Rd frontage and full street improvements on the interior road. The interior road will need to be 54' of right of way with a 32' wide road. This road width can be reduced by limiting on street parking requirements. Airport Rd is classified as a Minor Arterial and will require additional right of way to be dedicated as

permanent signage, asphalt, asphalt markings, gravel base, storm drainage, and other items associated with minimum public improvements consistent with Public Works Development Standards. Existing communication and power poles, as well as any other items may need to be relocated along Airport Rd frontage. An adequate turnaround with no parking will be required at the end of the interior road. Under the Land Development code the sidewalks will need to be separated from the curb. The existing roadside ditch and irrigation will need to be addressed in the civil plans. The proposed lots have limited frontage which can cause conflicts with utilities. If the driveway locations are shown some of these conflicts can be worked out ahead of construction

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

Storm water:

Storm water comments will be submitted under a separate letter head.

Other issues:

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

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

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

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

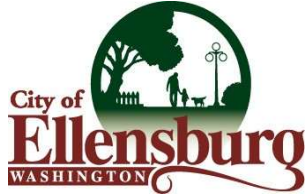
Landscape plans will need to be included for review of any conflicts with existing or proposed utilities.

Road names will need to comply with the City's road name ordinance and will also go through a review process.

Due to the type and size of this project, at minimum a trip generation and distribution letter will be required. A full Traffic Impact Analysis (TIA) may need to be completed depending on the trip generation and distribution letter. The TIA will need to evaluate the traffic impact before and after the proposed building addition. The TIA will need to identify how many PM peak trips will be generated by the project. Contact the Public Works Department to discuss the limits of the TIA scope. The city has established transportation impact fees. This project may be required to pay impact fees. You can view the traffic impact fees online at <https://library.municode.com/wa/ellensburg/>

Cc File 24-059





CITY OF ELLENSBURG

Electric Utility

501 North Anderson Street; Ellensburg, WA 98926

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

www.ci.ellensburg.wa.us

Memorandum

Date: 1/26/26

To: Office of Community Development

From: Luis Perez, Eng. Tech. - Light

Re: P25-140 Houghton 13 lot plat

The following are the City of Ellensburg Electric Utility (City Light) comments for the permit P25-140, known as the Houghton Plat located at 2519 N airport.

Electric:

City Light has three requirements that need to be met before final recording:

- 1- A 10ft frontage easement behind all R.O.W added to the survey with easement language.
- 2- Each lot has a source of power installed. Contact the Light department to begin this process.
- 3- An easement to cover any facilities installed outside of the 10ft frontage easement. This would include items which are expected or unexpected. The only expected facilities installed outside of the frontage easement would be the facilities needed to serve lots 2 and 3.

Please include the following paragraph "Utility Easement : An easement is hereby reserved for and granted to all utilities and their respective successors and assigns in the areas as shown on this survey. Grantor shall not construct or maintain any buildings, structures, or other obstructions on the Easement Area. Any uses of the Property adjacent to the Easement Area shall not endanger or interfere with Grantee's use of the Easement Area for the purposes set forth herein. Grantor shall not erect any fences, gates or other obstructions in such a way as to prevent vehicular access by Grantee to the Easement Area.

Grantee shall have the right to remove any obstruction within the Easement Area, including without limitation the right to trim, cut, clear, remove, and dispose of brush, trees, shrubs, or other obstructions in the Easement Area, and the right to control, on a continuing basis and by any prudent and reasonable means, the establishment and growth of brush, trees, shrubs, or other vegetation in the Easement Area. Grantee shall also have the right to trim, cut, clear, remove, and dispose of any brush, trees, shrubs, or other obstructions located on the Property adjacent to the Easement Area."



CITY OF ELLENSBURG

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

Memorandum

Date: January 27, 2026
To: Mark Rud, Planner
From: Rebecca Springer, Water Resources Manager
Through: Derek Mayo, City Engineer
Re: 2500blk Airport Rd – P25-022 SEPA & P25-140 Long Plat

The following are the Stormwater Utility SEPA and Long Plat comments for the proposed development along Airport Rd. in the 2500blk.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <https://city-of-ellensburg.dcatalog.com/v/Public-Works-Development-Standards/>

At time of civil plan review, Staff will work with the developer's engineer regarding the specific issues related to stormwater, and compliance with the 2024 Stormwater Management Manual for Eastern Washington.

SPECIAL CONSIDERATIONS:

This site has had challenges in the past with intermingled stormwater and irrigation conveyance. The City requests that the Applicant coordinate with the Stormwater Utility and Irrigation District as a group to address how both storm and irrigation conveyances will be handled on-site.

GENERAL STORMWATER COMMENTS:

All projects within City Limits or the UGA that meet one or more of the following thresholds shall prepare a brief project narrative, a **Stormwater Site Plan**, and a **Construction Stormwater Pollution Prevention Plan (SWPPP)** for review by the City's Stormwater Utility:

- Addition or replacement of $\geq 5,000$ square feet of hard surfaces (compaction, gravel, pavement, concrete, etc.)
- Conversion of ≥ 0.75 acre of existing vegetation to lawn or landscaped areas
- Conversion of ≥ 2.5 acres of native vegetation to pasture

The Stormwater Utility will evaluate the **Stormwater Site Plan** and the type and size of the proposed project to determine which Department of Ecology Core Elements are applicable. Stormwater Utility review is based on compliance with the current (2024) Department of Ecology Stormwater Management Manual for Eastern Washington (SWMMEW).

In general, small projects are required to control erosion and sedimentation from construction activities and to apply simpler approaches to Runoff Treatment and Flow Control of stormwater runoff from the developed site. Controlling flows from small projects is important because the cumulative impact of uncontrolled flows across many small projects can be as damaging as that of a single large project.

Larger projects must provide erosion and sedimentation control during construction, permanent control of stormwater runoff from the developed site through the selection of appropriate BMPs, and other measures to reduce and control on-site and off-site impacts.

Project proponents shall apply whatever technology is necessary to comply with state water quality standards, [Chapter 173-201A WAC](#), or state groundwater standards, [Chapter 173-200 WAC](#). Federal, state, or local jurisdictions may require additional treatment requirements to meet those standards. The requirements of the Core Elements do not excuse the project proponent from meeting applicable water quality standards.

Short plats, plats, commercial property improvements, and parking lots are considered larger projects, which will require the applicant to submit the following project-specific materials for review by the Stormwater Utility:

- Basin Plan
- Stormwater Site Plan
- Temporary Erosion & Sediment Control (TESC) Plan
- SWPPP
- Geotechnical Evaluation
- Stormwater Drainage Report
- Stormwater Drainage Plans
- Operation and Maintenance (O&M) Manual for all BMPs used to meet Runoff Treatment, Flow Control, and/or Wetlands Protection Core Elements.

It is the applicant's responsibility to determine whether the proposed project will also require coverage under the Department of Ecology's Construction Stormwater General Permit (CSWGP). ***The CSWGP is separate from the City's Stormwater Utility review requirements.*** However, many of the same elements required to obtain coverage under the CSWGP may also satisfy the City's Stormwater Utility requirements. More information about the CSWGP can be found here:

<https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/construction-stormwater-permit>

Stormwater Design Considerations:

Low Impact Development (LID) is the preferred approach to site development in Ellensburg. LID principles and BMPs must be applied wherever feasible. The applicant's design engineer shall use the most current (2024) SWMMEW as the reference for the design of stormwater treatment and flow control BMPs. The design shall be based on the SCS Type II storm event and, at a minimum, use the following design storms, or as recommended for the proposed BMP, whichever is greater:

- Volume-based treatment BMPs shall be designed based on the first 0.5 inch of rainfall (6-month, 24-hour storm event) for all pollution-generating impervious surfaces.
- Flow-rate-based treatment BMPs shall be designed based on the runoff from the SCS Type II 24-hour storm with a rainfall of 0.59 inch (6-month, 24-hour storm event) for all pollution-generating impervious surfaces.
- Flow Control shall be designed based on retaining the full 10-year 24-hour storm event (1.3 inches) on-site and matching the pre-development and post-development 25-year, 24-hour storm events (1.6 inches).

A site-specific, seasonal high depth-to-groundwater must also be determined in the vicinity of all proposed stormwater treatment and flow control facilities and utilized in the facility designs. Groundwater in Ellensburg is strongly influenced by seasonal irrigation. Therefore, groundwater depth, permeability, and infiltration testing should be conducted during both the irrigation and post-irrigation seasons. Typically, groundwater in the Ellensburg area is elevated from April 15th through October 15th. However, groundwater at the subject site may not be associated with seasonal irrigation and could peak at a different time of year.

Plan Review Submittal Elements:

Basin Plans shall be prepared in accordance with Chapter 3, Appendix 3-A of the *2024 Stormwater Management Manual for Eastern Washington* (SWMMEW). A checklist is provided for reference (Attachment A).

Stormwater Site Plans shall be prepared in accordance with Chapter 3 of the *2024 Stormwater Management Manual for Eastern Washington* (SWMMEW). A checklist is provided for reference (Attachment B).

Construction Stormwater Pollution Prevention Plans shall be prepared in accordance with Chapter 7 of the *2024 SWMMEW*. A CSWPPP template and checklist are provided for reference (Attachment C).

Geotechnical Evaluations must be site- and project-specific and completed within 5 years of the application date. If more than five years have elapsed, or if the geotechnical evaluation was completed for a different project, it may still be accepted if: (1) the testing locations correlate appropriately, and (2) the geotechnical engineer provides an addendum to the report, either updating it or confirming its applicability to the current project on the same site. As discussed in the previous section, the geotechnical evaluation shall be conducted when groundwater is at its seasonal high.

Stormwater Drainage Reports and Stormwater Drainage Plans shall demonstrate compliance with both the *2024 SWMMEW* and the City's Stormwater Standards and must be stamped and signed by a licensed Professional Engineer (P.E.).

O&M Manuals shall be prepared in accordance with Chapter 2.4.7 of the 2024 SWMMEW and shall specifically identify the party (or parties) responsible for the operation, maintenance, and long-term funding source(s).

Stormwater City Contacts:

Rebecca Springer – *Water Resources Manager* (springerr@ellensburgwa.gov)

Helpful Stormwater Links:

SWMMEW: [2024 Stormwater Management Manual for Eastern Washington](#)

Flowchart for New Development Projects:

[C:\FlareProjects\2024SWMMs\Content\Resources\Images\Figures\FlowChartForDetReqForNewDev_EWA ECY Portrait Exhibit 8.5x11 \(1\)](#)

Flowchart for Re-development Projects:

[C:\FlareProjects\2024SWMMs\Content\Resources\Images\Figures\FlowChartForDetReqForRedev_EWA ECY Portrait Exhibit 8.5x11 \(1\)](#)

Department of Ecology CSWGP:

<https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/construction-stormwater-permit>

Cc File 24-059



**Know what's below.
Call before you dig.**





Public Works & Utilities Department

Natural Gas Division

501 North Anderson Street; Ellensburg, WA 98926

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

www.ci.ellensburg.wa.us

Memorandum

Date: January 30, 2024
To: Shannon Johnson, Community Development
From: Darin Yusi, Gas Engineer *DY*
Re: 2519 N Airport Rd – P24-003

The following are the City Gas Division pre-application comments on the proposed project at 1308 East Capitol Avenue.

Natural Gas:

There is a natural gas utility map attached showing the existing infrastructure in the vicinity of the proposed project. There is a 6-inch main on the west side of Airport Road that would be the connection point for any natural gas used for the project.

GENERAL NOTE: With growing concerns about whether existing or new buildings can utilize natural gas, I would like to inform the applicant that there have been no laws, codes, or rules in Washington State or with the City of Ellensburg prohibiting the use of natural gas. There is, however, some building code changes that will take effect on March 15, 2024 that will affect the energy credits required for certain buildings. However, none of the proposed changes prohibit natural gas use.

The applicant indicated that they were unsure whether they would want the natural gas infrastructure installed or not at this point. There is no requirement for the developer/applicant to utilize natural gas for the development/plat. It is however recommended to install the main line and service stubs for future availability.

Information to assist the developer as they decided on the gas infrastructure:

- Despite the previous changes to the energy credits in the building code, the gas utility is still seeing newly built homes use gas for a variety of purposes such as cooking, furnaces for heating, aesthetic gas fireplaces, hot water, outdoor fireplaces. Please refer to the building code being proposed for March 15th to see how natural gas may or may not fit into your future home building.
- With natural gas costing less than 6% of the over utility infrastructure in new developments, it is an affordable addition that may help if the lots were to be sold.
- If natural gas is desired, the applicant is responsible for providing the trenching, bedding, and backfill. The City Gas Division will provide all materials and perform all installation and testing at no cost to the developer.
- There is no requirement to utilize the installed infrastructure for the new homes built.

- If the homes are to be served with natural gas, the service line would be installed in the same manner as the initial infrastructure. The applicant would be responsible for the trenching, bedding, and backfill and the City Gas Division would provide all materials and perform all installation and testing at no cost to the developer.
- In addition to the service line, the meter will be installed when ready at no cost to the applicant.

Please see the attached Gas Detail Sheets for trenching requirements.

For any questions regarding this proposed project and the Gas Division comments, please contact myself at (509) 962-7229.

Remember any contractor digging on the property or in the right of way must call the One-Call Underground Utility Notification Center - 811.





Date: 02-02-2026

To: City of Ellensburg CDS

From: Encompass Engineering & Surveying

Re: Comment Response for P25-021, 022 and -140, the Critical Area Review, SEPA Checklist, and Preliminary Long Subdivision applications

Tax Parcel: 281133 at 2519 N Airport Road

WDFW

Comment – ‘...recommend including a wildlife friendly fence along the eastern buffer boundary...’

Response – See attached letter from applicants.

CITY PUBLIC WORKS

Water Comment 1 – ‘...interior water main shall be 8” and extended into the property. Each lot will need a separate water service.’

Response – Applicant will comply

Water Comment 2 – ‘Fire hydrant placement shall be per Fire Department requirements. Developer’s engineer will be required to verify that fire flow capacity will meet the necessary requirements.’

Response – Applicant will comply

Sewer Comment – ‘...The interior sewer main shall be 8”...’

Response – Applicant will comply

Roadway and Access Comment – ‘...requirement for half street improvements along the Airport Rd frontage and full street improvements on the interior road. The interior road will need to be 54’ of right of way with a 32’ wide road. This road width can be reduced by limiting on street parking requirements. Airport Rd is classified as a Minor Arterial and will require additional right of way to be dedicated as permanent signage, asphalt markings, gravel base, storm drainage, and other items associated with minimum public improvements consistent with Public Works Development Standards. Existing communication and power poles, as well as any other items may need to be relocated along Airport Rd frontage. An adequate turn around with no parking will be required at the end of the interior road. Under the Land Development code the sidewalks will need to be separated from the curb. The existing roadside ditch and irrigation will need to be addressed in the civil plans. The proposed lots have limited frontage which can cause conflicts with utilities. If the driveway locations are shown some of these conflicts can be worked out ahead of construction.’

Response – Applicant understands and will comply

Other Issues Comment 1 – ‘...the developer will need to work with the Post Office to establish the mail delivery routing plan and mailbox locations. The Post Office requires the use of metal Collection Box style mailboxes.’

Response – Applicant understands and will comply



Other Issues Comment 2 – ‘The developer is required to obtain all other permits... that may be required as a result of plat development.’

Response – Applicant will obtain all required permits

Other Issues Comment 3 – ‘Additional utility easements may be required for any proposed utility outside of the right of way.’

Response – Applicant understands and will comply

Other Issues Comment 4 – ‘Irrigation water along Airport Rd will need to comply with Irrigation District requirements, and be continued through the site to downstream users.’

Response – Applicant will comply

Other Issues Comment 5 – ‘Landscape plans will need to be included for review of any conflicts with existing or proposed utilities.’

Response – Applicant will comply

Other Issues Comment 6 – ‘Road names will need to comply with the City’s road name ordinance and will also go through a review process.’

Response – Applicant understands and will comply

Other Issues Comment 7 – ‘...at a minimum a trip generation and distribution letter will be required. A full Traffic Impact Analysis (TIA) may need to be completed depending on the trip generation and distribution letter. The TIA will need to evaluate the traffic impact before and after the proposed building addition. The TIA will need to identify how many PM peak trips will be generated by the project. Contact the Public Works Department to discuss the limits of the TIA scope. The city has established transportation impact fees. The project may be required to pay impact fees.’

Response – Applicant understands and will comply

CITY ELECTRIC

Comment 1 – ‘A 10’ frontage easement behind all R.O.W added to the survey with easement language.’

Response – Easement will be added

Comment 2 – ‘Each lot has a source of power installed. Contact the Light department to begin this process.’

Response – Applicant will comply

Comment 3 – ‘An easement to cover any facilities installed outside of the 10’ frontage easement. This would include items that are expected or unexpected. The only excepted facilities installed outside of the frontage easement would be the facilities needed to serve lots 2 and 3.’

Response – Applicant understands and will comply

Comment 4 – ‘...Utility Easement paragraph...’

Response – The requested Utility Easement paragraph will be included on the plat prior to recording

Comment 5 – ‘...City Light will require each lot to have readily available access to power, and conduits to the extent of the property as part of the plat. This requirement would result in excavation for underground conduits along Airport Road and along the new proposed road. As a result, ... for the electric system. Additionally, the types of trees or their locations may be restricted to prevent conflict with overhead lines. SEPA checklist section B items 1, 4b, 4d and 16b should be updated to address the utilities required for the plat. ...Any plans for solar installations should be given



with the plat permit, and an "interconnection agreement" will have to be completed before the installation of any solar. Applicant advised to call in locates...

Response – Applicant understands and will comply with each lot having readily available access to power and the results of this requirement, including but not limited to tree types and locations. Per email from Mark Rud dated 02-02-2026 'Resubmittal of the Checklist as requested in this Memo is not required...'. Applicant understands and will comply with solar installation requirements if needed. Applicant understands the importance of safety when working around overhead and underground power lines. Applicant agrees to call locates prior to work commencing.

NATURAL GAS DIVISION

Comment – '... no requirement for the developer/applicant to utilize natural gas for the development/plat. It is however recommended to install the main line and service stubs for future availability. Information to assist the developer... If natural gas is desired, the applicant is responsible for providing the trenching, bedding and backfill. The City Gas Division will provide all materials and perform all installation and testing at no cost to the developer.'

Response – Applicant has determined they would like to have the natural gas infrastructure installed for the development/plat. Applicant understands their responsibilities and will work with the City Gas Division on installation.

LESLIE MOORE

Comment – '...Will the highlighted board fence bordering the wetlands area remain intact when the project is completed? Will the vegetation & trees in the wetland area & wetland buffer remain as is & untouched when the project is complete?...'

Response - See attached letter from applicants

CITY STORMWATER UTILITY

Comments regarding special considerations, general stormwater comments, stormwater design considerations and plan review submittal elements.

Response – See attached letter from applicants

DEPARTMENT OF ECOLOGY

Comment – '... An NPDES Construction Stormwater Permit may be required if there is a potential for stormwater discharge from a construction site with disturbed ground. Ground disturbances...'

Response – See attached letter from applicants

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Jennifer Nelson Washington Department of Fish and Wildlife

Thank you for taking the time to review the Houghton Plat and for providing thoughtful and constructive comments. We appreciate the opportunity to work collaboratively to ensure long term protection of the wetland and its associated functions.

The proposed wetland protection measures and buffer averaging were intentionally designed to preserve the existing functions and values of the wetland area.

We agree to install a wildlife friendly fence along the eastern wetland buffer boundary. Any new or modified fencing will be coordinated with City staff and the Washington Department of Fish and Wildlife to ensure compatibility with wildlife movement while discouraging future encroachment.

Vegetation within the wetland and required buffer will remain undisturbed except for approved restoration or protection measures in accordance with City regulations and approved critical area reports.

We appreciate your guidance and look forward to continued coordination as the project moves forward.

Sincerely,

Jeffrey Houghton & Rebecca DeVere

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Leslie Moore

Thank you for reaching out and for sharing your questions and concerns regarding the proposed subdivision. We understand the importance of the existing natural setting and appreciate the opportunity to clarify our intentions.

We want to confirm that we have no plans to remove the existing fence located along the northern boundary adjacent to your property.

The wetland and required buffer areas will remain protected and undisturbed except for approved restoration or protection measures in accordance with City critical area regulations. We do not plan to remove vegetation within the wetland buffer, and no residential development is proposed within these protected areas.

Our goal is to preserve the existing natural character of the wetland area while developing the remainder of the property in compliance with City requirements.

Thank you again for taking the time to engage in the process and for expressing your concerns.

Sincerely,

Jeffrey Houghton & Rebecca DeVere

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Rebecca Springer City of Ellensburg Stormwater Utility

Thank you for the detailed review and comments regarding stormwater considerations for the proposed subdivision.

We recognize the historic challenges related to stormwater and irrigation conveyance in this area and appreciate the City's guidance.

We agree to coordinate with the City Stormwater Utility and the applicable Irrigation District during civil engineering review to address stormwater facilities irrigation conveyance and groundwater conditions.

All required stormwater submittals including a Stormwater Site Plan Construction Stormwater Pollution Prevention Plan drainage reports geotechnical evaluations and operation and maintenance documentation will be prepared in accordance with the 2024 Stormwater Management Manual for Eastern Washington and City standards.

Development is anticipated to occur in phases and Low Impact Development principles will be incorporated where feasible.

We appreciate the collaborative approach and look forward to working with City staff as the project advances.

Sincerely,

Jeffrey Houghton & Rebecca DeVere

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Amber Johnson Washington State Department of Ecology

Thank you for the opportunity to comment during the SEPA review process and for providing helpful guidance.

We understand that future construction activities associated with the subdivision may require coverage under the Department of Ecology Construction Stormwater General Permit and preparation of a Stormwater Pollution Prevention Plan.

All required permits and approvals will be obtained prior to any ground disturbing activities. Stormwater management and water quality requirements will be addressed during civil engineering review and prior to construction.

We appreciate Ecology's input and look forward to coordinating as the project progresses.

Sincerely,

Jeffrey Houghton & Rebecca DeVere



COMMUNITY DEVELOPMENT DEPARTMENT

501 North Anderson Street, Ellensburg WA 98926

Land Use Permitting (509) 962-7231

Construction Permitting (509) 962-7239

comdev@ellensburgwa.gov

permits@ellensburgwa.gov

CRITICAL AREA DETERMINATION

**CRITICAL AREAS PRESENT – WETLAND & FLOODPLAIN ACTIONS REQUIRED &
NO IMPACT FROM INTERRUPTED BUFFER FOR MERCER CREEK**

Date of Review Request: March 4, 2025

Date of Revised Submittal: December 8, 2025

Date of Determination: February 6, 2026

Final Determination: Critical Areas Present – Actions Required for Wetland and Floodplain; No Impact from Interrupted Buffer for Mercer Creek

Project Description: P25-021 – Evaluating a 13-lot preliminary long subdivision on lands containing critical areas and buffers. This review is associated with preliminary subdivision application P25-140: the Houghton long plat would subdivide an unplatted 4.69-acre parcel at 2519 North Airport Road (Parcel ID # 281133) into 13 lots for future residential development, with an additional open space tract and a stormwater tract. The property contains wetlands identified by the National Wetland Inventory, and a wetland delineation report was required. The property also contains a portion of 100-year floodplain. Due to the number of lots proposed and the presence of wetlands, the subdivision is also subject to a SEPA Threshold Determination, evaluated by SEPA Environmental Checklist P25-022.

Applicant has submitted a December 19, 2023 Critical Area Report from Sewall Wetland Consulting, Inc. that identifies the 100-year floodplain and evaluates wetlands on the property.

Project Locations: 2519 N Airport Rd, Parcel 281133.

Project Applicant: Mark Kirkpatrick of Encompass Engineering and Surveying, agent for property owners Rebecca Lynn Devere and Jeffrey James Houghton

STAFF REVIEW:

1. Chapter 15.610 of the Ellensburg City Code (ECC) sets forth requirements for proposed activities in the vicinity of a designated Critical Area.
2. Mercer Creek runs roughly northeast-to-southwest near the property east of N Airport Road. Its associated 85-foot wide buffer per ECC 15.650.040(D) is constrained to the developed portion of the N Airport Rd right-of-way (ROW) and does not extend onto the subject property. Mercer Creek's streambed is also mapped as R4SBCx riverine wetland on the National Wetland inventory, a designation indicating a channel at least in part excavated by humans and approximately bounded by its ordinary high watermark.
3. Per ECC 15.620.030(E)(7) and 15.650.040(D)(5), the developed road section of N Airport Road qualifies as an interrupted buffer between the proposed subdivision and Mercer Creek's wetlands and fish and wildlife habitat conservation area. While said Critical Areas are near the project, the submitted Critical Area Report is not required to evaluate Mercer Creek or its associated wetlands based on the buffer interruption.
4. The National Wetland Inventory indicates the presence of PSS1C wetlands on the subject

property and extending onto northerly abutting parcels. The wetlands are within the western portion of the property. Project proponents were required to complete a Critical Areas Report.

5. Based upon the best available science submitted by a qualified professional, the wetlands score as Category III and require a minimum 130-foot buffer from developed improvements on the subject property pursuant to ECC Table 15.620.030(E)(3).
6. ECC 15.620.030(E)(6) permits wetland buffer width averaging under certain criteria, including in part where wetland functions or functional performance will not be reduced and would not be adversely impacted by a narrower buffer in other places; where the total width contained in the buffer area after averaging is no less than that which would be contained in the standard buffer; and, the buffer width is not reduced to less than 75 percent of the standard width or 35 feet.
7. Based on the submitted Critical Area Report and site plans submitted with associated preliminary long subdivision P25-140, buffer averaging is proposed. Standard buffers of the stormwater tract and Lots 5-9 would be averaged to the northwesternmost corner of the parent parcel, wholly contiguous with the standard buffer northwest of the delineated Category III wetland, effectively transferring an equivalent area of 7,854 square feet. At a maximum, averaging would reduce the standard buffer width by approximately 32 feet on lots 5 and 6 and a portion of Lot 7, a distance which would retain more than 75% of the standard wetland buffer width. The reduced buffer edge would terminate coincident with the rear yard property line of Lots 5-9 and the stormwater tract.
8. Wetlands and buffers can require temporary fences and markers while projects impacting Critical Areas are completed, and permanent signage may be required upon project completion, the latter for which specific provisions may be modified as necessary to assure protection of sensitive features or wildlife, all pursuant to ECC 15.620.030(F).
9. A significant portion of the parcel and the subdivision's proposed development area, including at least a portion of each developable lot except for Lot 2, is within the 100-year floodplain, mapped Zone AO Depth 1 on FEMA's Flood Insurance Rate Map (FIRM), which is regulated as a Frequently Flooded Area pursuant to ECC Chapter 15.630.
10. ECC 15.630.040 – "Performance Standards—General Requirements"

C. Development proposals must not reduce the effective base flood storage volume of a floodplain. Grading or other activity that would reduce the effective storage volume must be mitigated by creating compensatory storage on the site. The compensatory storage must provide equivalent volume at equivalent elevations to that being displaced, be hydraulically connected to the source of the flooding, be provided in the same construction season, and occur on site or off site, if legal arrangements can be made to assure that the effective compensatory storage will be preserved over time.

...

F. Construction materials and methods.

1. Methods that minimize flood damage. All new construction and substantial improvements shall be constructed using flood-resistant materials and utility equipment, and with methods and practices that minimize flood damage.

...

3. Utilities shall be protected. All utilities shall be located on the buildable portion of the site out of the floodplain unless there is no buildable site area out of the floodplain. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other

service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within their components during conditions of flooding. ... All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

G. Elevation certificate required following construction. Following construction or substantial improvement of a structure within the floodplain where the base flood elevation is provided, the applicant shall be required to submit to the director an as-built elevation certificate from a licensed professional land surveyor that records the elevation of the lowest floor (including basement), and whether the structure contains a basement. The director shall obtain said as-built elevation certificate and maintain for public inspection said certificates in its official records.

...

I. Anchoring.

1. Anchoring required. All new construction and substantial improvements within the floodplain, including those related to manufactured homes, shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads including the effects of buoyancy.

...

J. Fill and grading. Fill and grading within the floodplain shall only occur after the review and approval by the city of the clearing, grading, and fill proposal. Such proposal shall require a determination from a licensed professional engineer that the fill or grading will not block side channels, inhibit channel migration, increase flood hazards to others, or be placed within a channel migration zone, whether or not the city delineated such zones as of the time of the application.

11. ECC 15.630.050 – “Performance Standards—Specific Uses”:

A. Residential construction.

...

2. New construction and substantial improvement of any residential structure in an AO zone shall meet the requirements of ECC 15.630.060.

3. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs must meet or exceed the following minimum criteria:

a. Have a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.

b. The bottom of all openings shall be no higher than one foot above grade.

c. Opening may be equipped with screens, louvers, valves, or other coverings or devices; provided, that they permit the entry and exist of floodwater.

d. A garage attached to a residential structure, constructed with the garage floor slab below the BFE [base flood elevation], must be designed to allow for the automatic entry and exit of floodwaters.

E. Utilities.

- 1. Shall be designed to minimize infiltration of floodwaters. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems.*
- 2. Sanitary sewage systems. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.*

F. Subdivision and development proposals.

1. All subdivisions and short subdivisions shall:

- a. Minimize flood damage. Subdivisions, short subdivisions, as well and new development shall be designed to minimize or eliminate flood damage to proposed structures; and public utilities and facilities that are installed as part of such subdivisions, such as sewer, gas, electrical, and water systems, shall be located and constructed to minimize flood damage. Subdivisions should be designed using natural features of the landscape, and should not incorporate flood protection changes.*
- b. Have adequate drainage. Subdivisions, short subdivisions, as well as new development shall have adequate natural surface water drainage in accordance with the city's public works development standards to reduce exposure to flood hazards.*

12. Where crawlspaces are constructed to elevate buildings above base flood elevation with enclosed areas below the base flood elevation, they must meet applicable requirements and standards of ECC 15.630.050(H).

13. ECC 15.630.060 – “Performance Standards—Areas of shallow flooding”

Shallow flooding areas appear on FIRMs as AO zones with depth designations. The base flood depths in these zones range from one to three feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. In addition to other provisions in this code, the following provisions also apply:

A. Residential structures. New construction and substantial improvements of residential structures within AO zones...shall have the lowest floor (including basement and mechanical equipment) elevated above the highest adjacent grade of the building site to one foot above the depth number specified in feet on the flood insurance map or at least two feet if no depth number is specified.

...

C. Drainage paths. All development shall include adequate drainage paths around structure on slopes to guide floodwaters around and away from proposed structures.

14. Detached appurtenant structures in the AO zone, such as garages and small storage structures, must either be constructed in accordance with all applicable standards in ECC 15.630.050(A), or if constructed such that the floor is below the BFE must meet all requirements of ECC 15.630.050(J)(1).
15. Based on the location of project activities required for completion of the proposed project and information provided in the Critical Area Report, development of the subdivision would have No Impact on Mercer Creek as a fish and wildlife habitat conservation area, or its associated R4SBCx wetlands, due to the buffer interruption of North Airport Road.

16. The subdivision proposes platting an undevelopable open space tract containing the entirety of the parcel's delineated wetlands, its averaged buffer, and portion of 100-year floodplain. Protection of this Critical Area is subject to Required Actions specified below.
17. Existing utility mains and transmission systems, including for potable water delivery, sanitary sewer (wastewater) conveyance, electricity, and natural gas, abut the property in North Airport Road and would be extended into a proposed public ROW terminating in a cul-de-sac within the subdivision, with service lines to all proposed lots. The proposed ROW would include paved surfacing, curbs, buffered sidewalks, and storm drains within the subdivision, as well as like improvements along the entire North Airport Road frontage. The resulting subdivision would permit residential development on 13 lots. Performance standards regulating development with 100-year floodplains per the preceding will apply to the proposed subdivision and future residential construction as would be facilitated by recording its final plat.
18. The proposed subdivision and future residential development that would be facilitated upon its final platting does not impact Critical Areas in a manner contrary to the purpose, intent, and requirements of Title 15, Division VI, provided it abides with the preceding standards and City of Ellensburg Public Works Development Standards, including any public works permits and conditions thereto, as further described below.

REQUIRED ACTIONS FOR PROPOSED PROJECT ACTIVITIES:

It has been determined that the proposed subdivision including required utility improvements, and future site development and residential construction to be permitted upon its approval, have **No Impact on the fish and wildlife habitat conservation area (streams) and associated wetlands for Mercer Creek**, pursuant to ECC 15.620.030(E)(7) and 15.650.040(D)(5).

It has further been determined that proposed subdivision including required utility improvements, and future site development and residential construction to be permitted upon its approval, **Require Actions for Category III Wetlands delineated in the Critical Area Report, for and frequently flooded areas (100-year floodplains)** pursuant to the preceding standards and regulations. Such activities shall further abide by the following:

1. Subdivision improvements development and final plat approval shall adhere to all requirements and conditions contained in approval of preliminary long subdivision P25-140, including applicable Ellensburg City Code Title 15 Subdivision regulations for minimum improvements and Public Works Development Standards.
2. Wetland buffer averaging as proposed and permitted by ECC Chapter 15.620 is approved, subject to the following:
 - a. During construction of subdivision improvements and continuing until recording of a final plat, the outer perimeter of the wetland buffer coincident with the rear property line of Lots 5-8, the northwesternmost boundary of Lot 9, and westerly border of the stormwater tract shall be marked with installation of temporary markers in such a way to ensure no unauthorized intrusion into the wetland or its buffer will occur. Temporary markings and any temporary fencing shall be maintained throughout construction of subdivision improvements and shall not be removed until permanent signs are in place pursuant to the following.

- b. Permanent signs shall be installed along the easterly boundary of the wetland buffer and attached to proposed wildlife friendly fencing prior to construction of residential dwellings within the subdivision. The signs shall be made of a metal face with green color background and white letters, sized no smaller than one foot by one foot square and no larger than two feet by two feet square, mounted no less than three feet above and no more than five feet above adjacent grade. Signs must be posted at intervals specified by ECC 15.620.030(F)(2)(a), with number and location to be verified by the Community Development Director prior to installation. Signs must remain unobstructed and be maintained by the subdivision's owners association in perpetuity. Signs shall be installed prior to approval of the final plat of the long subdivision proposed in City File # P25-140. Signs shall be worded as follows:

PROTECTED CRITICAL AREA
DO NOT DISTURB
CONTACT THE CITY OF ELLENSBURG
REGARDING USES AND RESTRICTIONS

- c. Two permanent signs with the same wording, specifications, and maintenance required by 2.b (above) shall be installed along the western property boundary of the subdivision's open space tract and wetland buffer, with each attached to a metal post, other untreated material of equal durability, or wildlife friendly fencing if installed at this location. One sign shall be posted along the abutting segment of southwesterly parcel 953724; and one sign shall be posted along the abutting segment of westerly parcel 321133 adjacent to its shared corner with northwesterly abutting parcel 14453.
3. All development activities within the FEMA mapped 100-year floodplain shall abide by applicable performance standards of ECC Chapter 15.630, including and not limited to site grading and excavation activities, installation of utilities, and future residential construction.
4. Any further development or activities beyond the scope of work described for development of the proposed subdivision shall require a separate Critical Area Review.
5. All work shall be conducted using the best management practices for tree and vegetation protection, construction management, erosion and sedimentation control, water quality protection, and regulation of chemical applications. Any incidental damage to, or alteration of, a critical area shall be restored, rehabilitated, or replaced at the responsible party's expense.


Mark Rud, Associate Planner

2/16/2026
Date

**CITY OF ELLENSBURG
LAND USE HEARING EXAMINER**

IN THE MATTER OF	)	FINDINGS OF FACT,
	)	CONCLUSIONS OF LAW,
P25-140	)	DECISION, AND
Preliminary Subdivision Application	)	CONDITIONS OF APPROVAL
	)	
	)	

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on February 23, 2026, the Hearing Examiner having taken evidence hereby submits the following Findings of Fact, Conclusions of Law, Decision and Condition of Approval as follows:

I. FINDINGS OF FACT

1. **Applicant:** Mark Kirkpatrick of Encompass Engineering & Surveying, Agent for property owners Rebecca Lynn Devere and Jeffrey James Houghton.
2. **Location:** The property is located at 2519 North Airport Road; Kittitas County Assessor's Parcel ID #281133.
3. **Requested Action:** The applicant seeks approval of a preliminary long subdivision, with 13 lots for residential development, as well as an open space parcel and a stormwater tract. Approval would facilitate demolition of existing structures on the property, construction of streets and utilities, and future development of homes and lot conveyance.
4. **BACKGROUND AND SITE INFORMATION**
 - 4.1. **Site History:** The property contains two separate detached dwelling units developed in 1940 and 1950, as well as a utility building erected in 1940.
 - 4.2. **Site Characteristics:** The dwellings and utility building are located on the east portion of the property near N Airport Rd. The western portion of the property is undeveloped and contains wetlands regulated by ECC Chapter 15.620, and a portion of FEMA designated Special Flood Hazard Area (100-year floodplain) regulated by ECC Chapter 15.630, both identified in concurrent Critical Area Review P25-021.
5. **Zoning and Development Standards, ECC Title 15:** The property is in the Residential Suburban (R-S) zone. The intent of this zone is to provide a mix of predominantly single-family detached dwelling units in a walkable neighborhood setting. It is also located in the mapped Airport Overlay zone, a designation that regulates uses and development densities by sub-zones. Exhibit 2.
 - 5.1. **Access:** Access to the property is from N Airport Rd, designated a Minor Arterial in the city's Comprehensive Plan. Exhibit 3.

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5.2. **Comprehensive Plan:** The Comprehensive Plan's Future Land Use Designation of the property is Residential Neighborhood. Exhibit 4. This is for areas that have traditionally accommodated single-family detached homes and generally surround the urbanized core of the community, or exist at the edge of the city in compatibility with unincorporated land, and supporting a range of residential zones with housing densities that help to achieve the City's housing diversity and affordability goals. The intent of this designation is to accommodate the many established residential neighborhoods and acknowledge the single dwelling residential building type as the primary use with potential for accessory dwellings, townhouses, cottage housing, clustered housing and other small-scale housing forms. No site-specific re-zone is proposed with this subdivision.

5.3. **Public Comments:** Community Development issued a Public Notice of Applications for this Preliminary Long Subdivision P25-140, as well as concurrent Critical Area Review P25-021 and SEPA Environmental Checklist P25-022, including the date of the subdivision's open record public hearing, on January 8, 2026 via publication in the Ellensburg *Daily Record*. Exhibit 5. The site was posted with a land use action sign on January 8, 2026. Exhibit 6. Notice of the applications and hearing was mailed to property owners within 300 feet of the site proposal on January 8, 2026. Exhibit 7. Notice of the project was also uploaded to the SEPA Register and emailed to the City's SEPA Notice email list on January 8, 2026. Exhibits 8, 9. Notices initiated a 21-day comment period that concluded January 29, 2026. Several comments were received on these applications: from the City of Ellensburg, the Public Works Department (January 22, 2026), the Electric Utility (January 26, 2026), and the Stormwater Utility (January 27, 2026). The Gas Utility asked that the applicant reference comments from its pre-application meeting memorandum for City File # P24-003, dated January 30, 2024, for this proposal. Exhibits 10, 11, 12, 13. These generally contain information on adopted standards that will apply to the proposal's future development permits. State agency comments were submitted by the Washington Department of Fish and Wildlife and Department of Ecology. Exhibits 14, 15. One mail-noticed party of record emailed questions to City staff, who replied with information contained in applicant's project submittals and invited additional formal comment on the project. Exhibit 16. None was received. The applicant was forwarded all comments, and provided responses dated February 2, 2026. Exhibit 18.

6. ENVIRONMENTAL (SEPA) REVIEW

6.1. Because this project proposes to create more than 9 lots via subdivision and because the property includes "lands covered by water" (wetlands), a State Environmental Policy Act (SEPA) Determination was required. SEPA Checklist P25-022 was submitted concurrently with the proposal. The City solicited SEPA comments via Notice of Application under the Optional DNS process of Washington Administrative Code (WAC) 197-11-355. Several comments referenced the concurrent P25-022 SEPA Environmental Checklist. In addition, the City of Ellensburg Electric Utility provided standalone comments on the SEPA Checklist dated January 8, 2026. Exhibit 17. The City issued a Determination of Non-Significance (DNS) for this project on February 6, 2026. Exhibit 19. The City concurrently issued a Critical Area Determination for P25-

021. Exhibit 20. Notice of the SEPA Determination was uploaded to the SEPA Register February 6, 2026. Exhibit 21, with Notices sent via email to non-City commenters also on February 6, 2026. Exhibit 22. Notice of the SEPA Determination was published in the *Ellensburg Daily Record* February 7, 2026. Exhibit 23. As of the date of this Report, no administrative appeal of the SEPA Determination has been received by the Community Development Department. The Determination and Notices were issued 15 or more days prior to the Open Record Public Hearing to provide opportunity for consolidated appeal of the SEPA Determination with the predecision recommendation hearing for its project permit, pursuant to RCW 36.70B.110(6)(b),(d).

7. PROJECT EVALUATION

7.1. The application **is in compliance** with decision criteria of ECC 15.260.060(F) based on the following:

7.1.1. The preliminary subdivision **conforms** to all applicable zoning standards such as set forth in the LDC [ECC Title 15], including the building setback and intensity standards in chapter 15.320 ECC, the streetscape design standards in chapter 15.410 ECC, the subdivision design standards in chapter 15.420 ECC, the project design standards in division V [of ECC Title 15], and the public works development standards.

7.1.1.1. Existing structures are to be demolished from the property, and setbacks would not apply from them.

7.1.1.2. Preliminary plat and site plan documents call-out presumptive setback measurements for Lots 5-13, which meet minimum requirements of ECC Table 15.320.030 for the R-S zone.

7.1.1.3. Preliminary plat and site plan documents indicate Lots 1-4 will be configured as Courtyard Access Lots with a central shared driveway, and call-out presumptive setback measurements for those lots. ECC Figure 15.420.050(C) provides an example of such lots with reference to rear yard locations; this Figure does not contain regulatory language, and does not specifically account for courtyard lots abutting an external side yard that fronts an improved street along the edge of a subdivision.

7.1.1.4. ECC Table 15.320.030 regulates R-S zone maximum dwelling unit density; properties in the Airport Overlay Zone, "Zone 6 (airport operations zone)" are potentially modified by ECC Table 15.350.040, with gross developable acreage calculated per ECC 15.320.050(B)(2). Per these standards and the wetland delineation of Critical Area Review P25-021, a maximum of 13 buildable lots are permitted in the project area. 13 developable lots are proposed for the project area.

7.1.1.5. North Airport Road is a minor arterial whose streetscape design is regulated by ECC Figure 15.410.020(D), requiring a minimum 80-foot-wide right-of-way (ROW). The existing N Airport Rd ROW is 60-feet wide and unimproved past lane pavement. Applicant proposes dedicating 10-feet along

N Airport Rd as public ROW and improving it with a pavement section, curb, buffered sidewalk, and storm drains.

- 7.1.1.6. The proposed internal roadway with cul-de-sac would be designated a local access street regulated by ECC 15.410.040(C), with maximum permitted ROW width of 52 feet. Applicant proposes the road be dedicated as a 52-foot-wide public ROW and include pavement, curbs (rolled along the cul-de-sac), sidewalk (buffered outside the cul-de-sac), and storm drains.
- 7.1.1.7. The western portion of the subject property contains wetlands and buffer spanning nearly the entirety of the north-south running width of the parcel, whose protection precludes future westerly connectivity otherwise required by ECC 15.420.020.
- 7.1.1.8. Shared driveways may access no more than 5 lots, and require roads at least 15 feet wide and no longer than 400 feet per ECC 15.420.060(A). Lots 1-4 would be accessed by a 20-foot wide roadway dedicated in an easement of approximately 120 feet in length.
- 7.1.1.9.
- 7.1.2. All lots within the preliminary subdivision **are** provided with satisfactory access established consistent with the requirements of the public works development standards, ECC title 4, public works, the streetscape design standards and subdivision design and block standards in division IV [of ECC Title 15], the project design standards in division V [of ECC Title 15], and the public works development standards.
 - 7.1.2.1. Title 15 standards are addressed under Paragraph 7.1.1 above. The Public Works Department provided comments in Exhibit 10 regarding required improvement standards for streets and roads, to which applicant responded in Exhibit 18 and which are addressed more fully in Paragraph 7.1.6 below.
- 7.1.3. All lots within the preliminary subdivision **are** provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC title 9, utilities.
 - 7.1.3.1. The Public Works Department and Stormwater Utility provided comments in Exhibits 10 & 12 regarding required improvement standards for installation of public water mains and water service lines, installation of public sewer mains and side sewer lines, and installation of storm drainage and surface water facilities, to which applicant responded in Exhibit 18 and which are addressed more fully in Paragraph 7.1.6 below.
- 7.1.4. All lots within the preliminary subdivision **are** provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC title 9, utilities.

- 7.1.4.1. The Energy Services Department's Electric Utility and Natural Gas Utility provided comments in Exhibits 11 & 13 regarding installation of public electricity and natural gas utilities, to which applicant responded in Exhibit 18 and which are addressed more fully in Paragraph 7.1.6 below.
- 7.1.5. The preliminary subdivision **conforms** to all applicable critical areas standards set forth in Division VI [of ECC Title 15].
- 7.1.5.1. The property contains delineated wetlands and 100-year floodplain, which are regulated by ECC Chapters 15.620 and 15.630 of the City's Critical Areas Ordinance. The proposal has been evaluated with the associated Critical Area Determination issued for P25-021. Exhibit 20.
- 7.1.6. The preliminary subdivision **makes appropriate provisions** for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.
- 7.1.6.1. Public health, safety, and general welfare will be appropriately provided in the subdivision as proposed upon completion of required minimum improvements, including as identified under Criteria 1 above and further below for Criteria 6; by providing applicable subdivision improvements per adopted standards and installation requirements and pursuant to ECC 15.260.070 and 15.260.090, Exhibit 33; and by meeting recommended Conditions of Approval.
- 7.1.6.2. Open space is proposed to be preserved in a 2.36-acre tract containing delineated wetlands and a portion of mapped 100-year floodplain. The proposal has been evaluated with the associated Critical Area Determination issued for P25-021, which identifies required actions for the subdivision. Exhibit 20.
- 7.1.6.3. Drainage ways are proposed inclusive of stormwater drainage facilities and a 3,780 square foot stormwater management tract, proposed for installation to Public Works Development Standards as indicated in Exhibit 18.
- 7.1.6.4. Street ROW's are proposed to be dedicated to the public and improved to Public Works Development Standards as indicated in Exhibit 18.
- 7.1.6.5. Ellensburg Central Transit's existing stop 152, served by Routes 12A, 12B and 13, is located approximately 700 feet from the project's proposed internal ROW, across the street and along the eastside of N Airport Road, at the Verge apartments, as shown in Exhibit 32.
- 7.1.6.6. Potable water supplies are proposed to serve the subdivision by extension of new public water mains, and service lines to individual lots, proposed to Public Works Development Standards as indicated in Exhibit 18.

- 7.1.6.7. Sanitary wastewater disposal is proposed to serve the subdivision by extension of new public sewer mains, and service lines to individual lots, proposed to Public Works Development Standards as indicated in Exhibit 18.
- 7.1.6.8. Natural gas mains and services are not clearly identified on plan submittals. Applicant indicates a desire to install natural gas utilities in Exhibit 18, which will need to meet Energy Services Standards for installation identified in Exhibit 13.
- 7.1.6.9. Parks, recreation, and playground facilities are not proposed within the subdivision. Alder Park is located approximately 1 mile east from the proposed subdivision by streets, a park that connects with the John Wayne Trail system.
- 7.1.6.10. Schools and school grounds are not proposed within the subdivision.
- 7.1.6.11. Sidewalks are proposed along all lots fronting the subdivision's proposed internal roadway and cul-de-sac, and along the subdivision's frontage of N Airport Rd. There are no sidewalks south of the property along the westside of N Airport Rd. A subdivision of the abutting north parcel proposes sidewalks along N Airport Road but has not been completed; upon its completion, the closest public schools by contiguous pedestrian facilities will be more than 2 miles from the subject property. The abutting segment of N Airport Rd is not a designated school walking route.
8. An open record public hearing was held, after legal notice, on February 23, 2026.
9. Appearing and testifying on behalf of the Applicant was Mark Kirkpatrick, 404 E 2nd St. Cle Elum, Washington 98922. Mr. Kirkpatrick testified that he was an agent authorized to appear and speak on behalf of the applicant and property owner. Mr. Kirkpatrick stated that he agreed with all the representations set forth within the staff report and does not object to the recommended conditions of approval.
10. No members of the public testified at the hearing.
11. The following exhibits were admitted into the record:
 - 11.1. Exhibit 1: Property Vicinity Map
 - 11.2. Exhibit 2: Zoning Map
 - 11.3. Exhibit 3: Comprehensive Plan Roadway Functional Classifications Map
 - 11.4. Exhibit 4: Comprehensive Plan Future Land Use Map
 - 11.5. Exhibit 5: Notice of Application and Public Hearing, *Ellensburg Daily Record*
 - 11.6. Exhibit 6: Affidavit and Evidence of Posted Land Use Action Sign
 - 11.7. Exhibit 7: Affidavit of Mailed Notice & Buffer Map
 - 11.8. Exhibit 8: SEPA Notice of Application Register Confirmation 1/8/2026
 - 11.9. Exhibit 9: SEPA Notice Group Email Notification 1/8/2026
 - 11.10. Exhibit 10: City of Ellensburg Public Works Comments 1/22/2026

- 11.11. Exhibit 11: City of Ellensburg Electric Utility Comments 1/26/2026
- 11.12. Exhibit 12: City of Ellensburg Stormwater Utility Comments 1/27/2026
- 11.13. Exhibit 13: City of Ellensburg Gas Utility Preapplication Memo 1/30/2024
- 11.14. Exhibit 14: Washington Department of Fish and Wildlife Comments
- 11.15. Exhibit 15: Washington Department of Ecology Comments
- 11.16. Exhibit 16: Party of Record Response & Invitation to Comment 1/27/2026
- 11.17. Exhibit 17: City of Ellensburg Electric Utility Comments on SEPA P25-022
- 11.18. Exhibit 18: Applicant's Response to Comments 2/2/2026
- 11.19. Exhibit 19: P25-022 SEPA Determination of Non-Significance
- 11.20. Exhibit 20: P25-021 Critical Area Determination
- 11.21. Exhibit 21: P25-022 SEPA Register Confirmation 2/6/2026
- 11.22. Exhibit 22: P25-022 SEPA DNS Email Notifications to Commenters 2/6/2026
(Compiled)
- 11.23. Exhibit 23: P25-022 SEPA DNS Notice, *Ellensburg Daily Record*
- 11.24. Exhibit 24: Preliminary Long Subdivision Application
- 11.25. Exhibit 25: Property Deed
- 11.26. Exhibit 26: Subdivision Guarantee
- 11.27. Exhibit 27: Project Narrative
- 11.28. Exhibit 28: Proposed Preliminary Plat
- 11.29. Exhibit 29: Proposed Site Plan
- 11.30. Exhibit 30: Stormwater Plan
- 11.31. Exhibit 31: Geotechnical Engineering Study
- 11.32. Exhibit 32: Ellensburg Central Transit Full-Service Map
- 11.33. Exhibit 33: ECC 15.260.070 & 15.260.090
- 11.34. Exhibit 34: Staff Report
- 12. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.
- 13. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

II. CONCLUSIONS OF LAW

- 1. The Hearing Examiner has been granted the authority to render this recommended decision. ECC 15.260.060(D).

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2. With conditions, approval of the preliminary subdivision application is appropriate given its conformance with the decision criteria set forth in ECC 15.260.060(F).
3. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

III. DECISION

Based on the above Findings of Fact and Conclusions of Law, in the matter of P25-140 the Hearing Examiner hereby recommends that this request be **APPROVED** subject to the following conditions of approval.

IV. CONDITIONS OF APPROVAL

1. The subdivision shall abide by and conform with all relevant laws, regulations, and development standards of the State of Washington, the City of Ellensburg, and public utility providers for the development of the subdivision, including and not limited to Chapter 15.260 of the Ellensburg City Code, and Ellensburg Public Works and Energy Services Development Standards.
2. The subdivision shall comply with all requirements for installing improvements pursuant to ECC 15.260.070 & 15.260.090, and the Public Works and Energy Services Development Standards, including as so identified in the Public Works Department January 22, 2026 memorandum, the Electric Utility January 26, 2026 memorandum, the Stormwater Utility January 27, 2026 memorandum, and the Gas Utility January 30, 2024 memorandum, as so confirmed in applicant's submission dated February 2, 2026.
3. The subdivision shall comply with all requirements of ECC Title 15, Division VI (the Critical Areas Ordinance) pursuant to Critical Area Determination P25-021 issued February 6, 2026 for the subdivision.

Dated this 5 day of March, 2026

CITY OF ELLENSBURG HEARING EXAMINER, PRO TEM


Jay D. Eyestone

**ANYONE AGGREIVED BY THIS DECISION MAY FILE AN APPEAL WITH THE
CITY OF ELLENSBURG CITY COUNCIL AS PROVIDED FOR IN THE
ELLENSBURG CITY CODE**

P25-140
Preliminary Subdivision Application
Page 8 of 8

Property Vicinity Map



2/13/2026, 9:34:06 AM

 Tax Parcel Query (COMPAS)

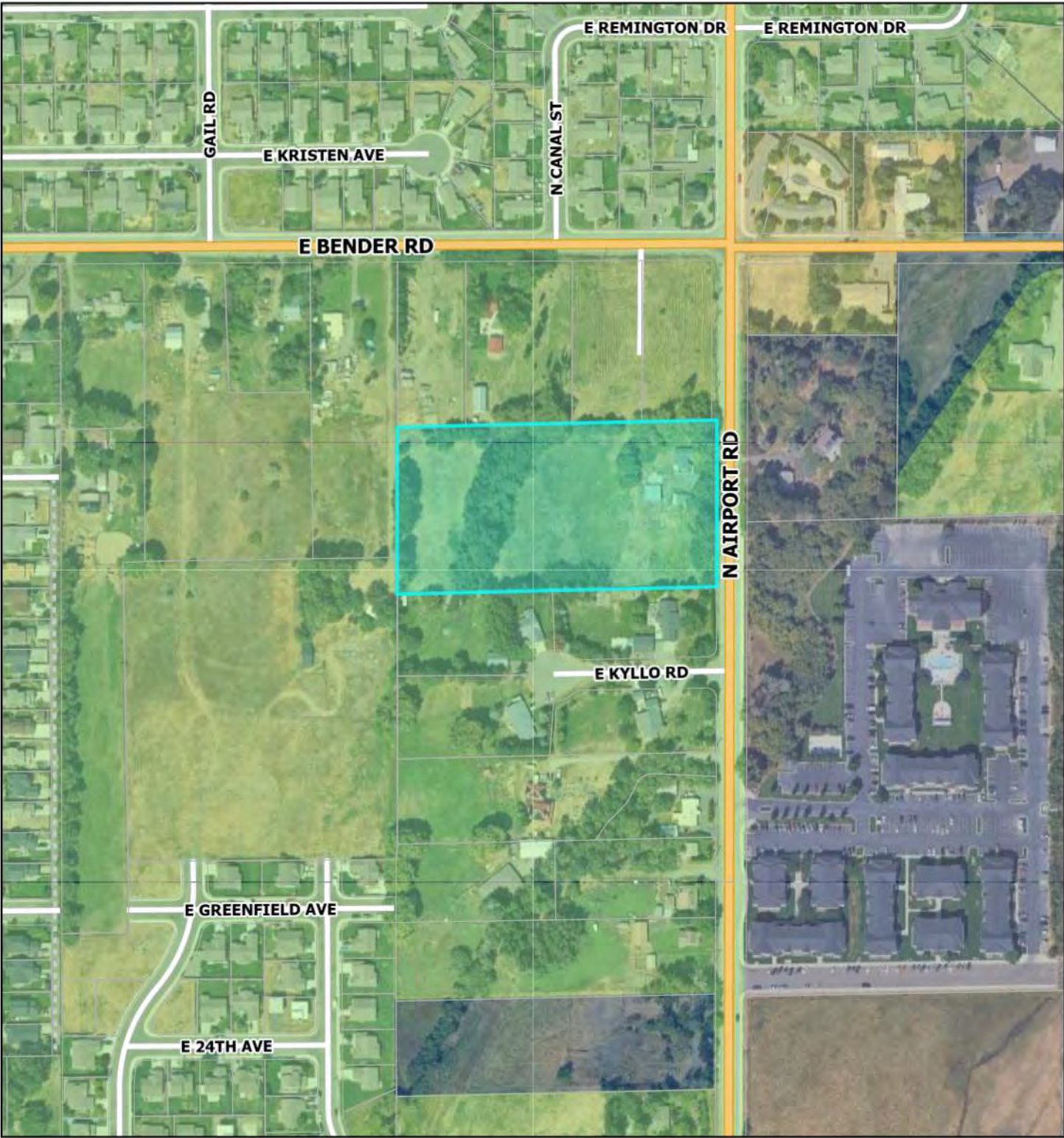
 Alley



1:4,909
 0 155 310 620 ft
 0 45 90 180 m

© OpenStreetMap (and) contributors, CC-BY-SA

Zoning Map



2/13/2026, 9:32:11 AM

 Tax Parcel Query (COMPAS)

 Alley

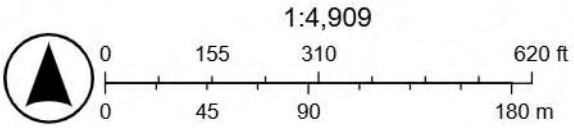
Zoning

 RH

 RL

 RS

 U-INC

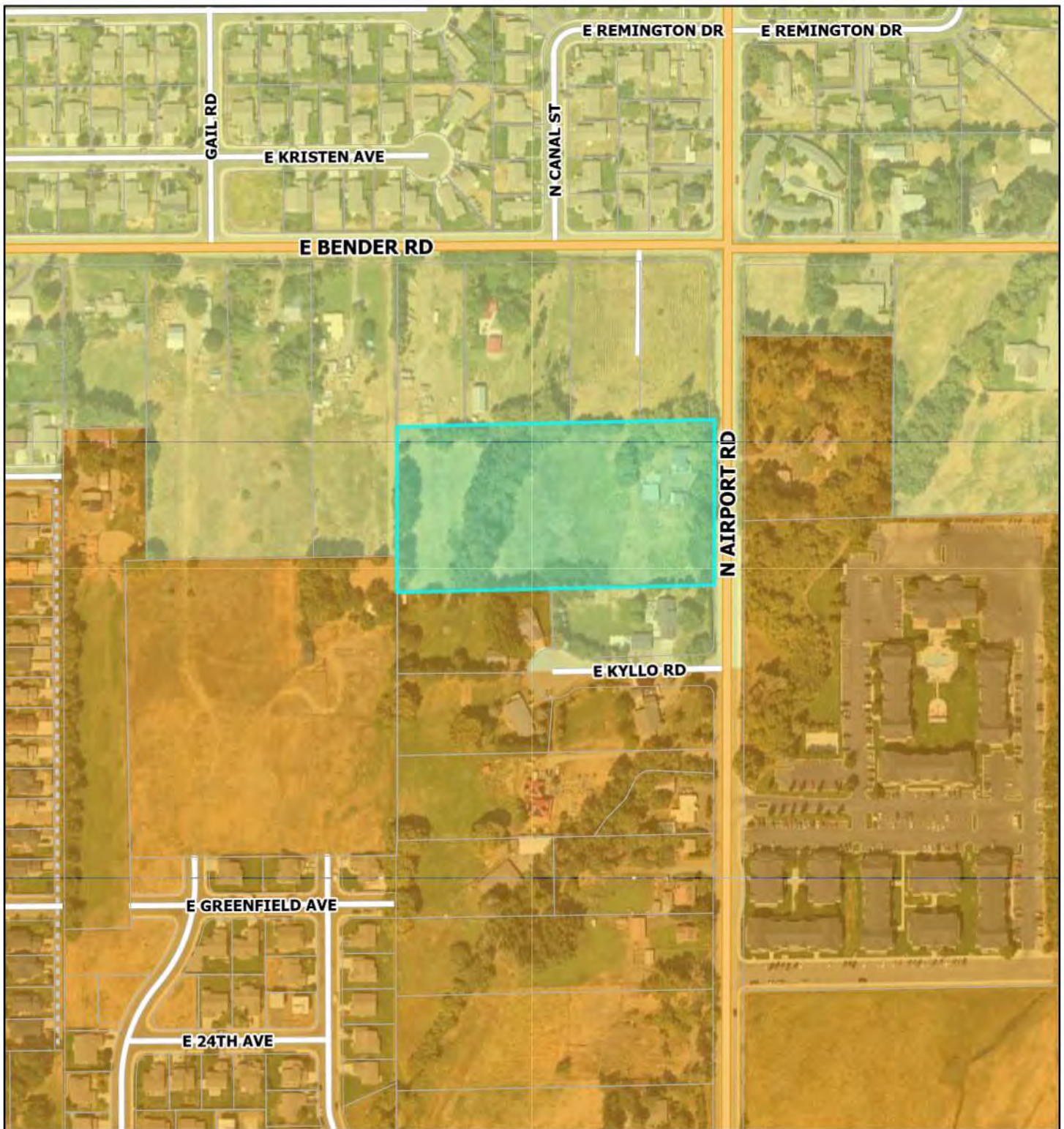


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Figure 13. Roadway Functional Classifications

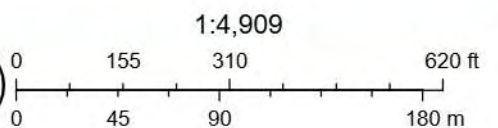
***Figure 13 (above) depicts the general location and connections of future roadways. The exact locations of future roadways will be determined based on topography, environmental conditions, and future development needs.*

Comprehensive Plan Future Land Use Map



2/13/2026, 9:38:12 AM

- Tax Parcel Query (COMPAS)
- Alley
- Land Use Designations**
- Residential neighborhood
- Urban neighborhood



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**NOTICE OF APPLICATIONS & PUBLIC HEARINGS
PRELIMINARY LONG SUBDIVISION &
SEPA ENVIRONMENTAL CHECKLIST**

Notice is hereby given that the City of Ellensburg has received a SEPA Environmental Checklist and Preliminary Long Subdivision application for the following project that may be of interest to you. The notice of application initiates a 21-day public comment period, you are invited to comment on this proposal.

Notice is also given that the City of Ellensburg Hearings Examiner will hold an Open Record Public Hearing on the proposed 13-lot subdivision on **Monday, February 23, 2026 at 3:00pm**, held in a hybrid format in-person at Ellensburg City Hall (501 N Anderson St) and remotely via Zoom, link and information below:

<https://us02web.zoom.us/j/88512338113?pwd=C66CyNV5GNdSCBlxNvumDOdswW1Nys.1>

Meeting ID: 885 1233 8113 / Passcode: 271143

Date of applications: December 8, 2025

Determination of Completeness: January 5, 2026

Public Notice of Application: January 8, 2026

Comments Due Date: January 29, 2026 at 5:00pm

Hearing Examiner Public Hearing: February 23, 2026, 3:00pm – City Hall & Zoom (info above)

Project Location: 2519 North Airport Road, Parcel ID #281133.

Project Applicant: Mark Kirkpatrick of Encompass Engineering, contact for property owners Rebecca Lynn Devere and Jeffrey James Houghton

Project Description: **P25-021-, P25-022 & P25-140;** a Critical Area Review, SEPA Environmental Checklist, and Preliminary Long Subdivision application for a proposed 13-lot subdivision with additional open space and stormwater tracts. The property is an un-platted 4.69-acre parcel, which would be subdivided for future residential development. The parcel fronts an unimproved segment of N Airport Rd containing public utility facilities. Wetlands are located in the west portion of the parcel, and would remain undeveloped as an open space tract. Preliminary long subdivisions are subject to Type IV review procedures of the Ellensburg City Code, Title 15. Long subdivisions and projects on lands containing wetlands require a SEPA Threshold Determination. The project also requires Critical Area Review, and applicant has submitted Critical Area Application P25-021.

The Hearing Examiner will develop a recommendation on the subdivision at the February 23, 2026, 3:00pm Open Record Public Hearing, to be forwarded to Ellensburg City Council. Council will subsequently make a final decision on the subdivision after Closed

Record Public Hearing during a meeting regularly held the first and third Monday each month at 7:00pm at Ellensburg City Hall (501 N Anderson Street).

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

Written Comments: The public is encouraged to review and comment on the proposed project. **Written comments must be received via email, or postmarked, by 5:00 pm on Thursday, January 29, 2025.**

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

Staff contact: Mark Rud, Associate Planner, rudm@ellensburgwa.gov, (509) 962-7235

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

Required Permits: Public Works and Utility Permits, Long Subdivision Final Plat Approval

Required Studies: Critical Area Review – submitted with P25-021

Please Publish: **Thursday, January 8, 2026**



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231
comdev@ci.ellensburg.wa.us

Construction Permitting (509) 962-7239
permits@ci.ellensburg.wa.us

AFFIDAVIT OF POSTING

The Ellensburg City Code requires that all projects requiring review under the Washington State Environmental Policy Act (SEPA) to have a notice sign posted at the site of the project. Per ECC 15.270.140, the following shall apply:

1. The posting of a weather-resistant sign or signs on the subject property, visible to members of the public who may be passing on nearby public rights-of-way and free from obstructions.
2. If the project abuts more than one public right-of-way (ROW), more than one sign will be required; one per ROW, as determined by the responsible official.
3. **The responsibility for the posting of the sign or signs shall be upon the project applicant or his or her agent.**
4. The sign matrix provided by Planning Dept. Staff, shall be made into a sign or signs at least two feet by three feet (2' x 3') in size.

DATE: January 5, 2026	PLANNER: Mark Rud, Associate Planner
PROJECT NAME AND SUMMARY: SEPA & Subdivision Hearings Notice	FILE NUMBER: P25-021, P25-022 & P25-140

PLEASE COMPLETE THE FOLLOWING:

I, Jeffrey Houghton, certify that I am the landowner and/or authorized agent responsible for the posting of this land use project site and further certify that the site has been posted as required by Ellensburg City Code. I understand that the that the posting period begins immediately and ends after the ending of the appeal period on the final decision by the City Council and the sign(s) will be posted at the site until this time. **Failure to post the site and return this form and photographs to Community Development by Monday, January 12, 2025, will result in re-issuing the notices for the project.**

Signature

Jan 8th, 2026

Please return the above affidavit and photograph(s) of the posted notice sign board(s) to: Associate Planner Mark Rud via email to rudm@ellensburgwa.gov; Fax to 509-962-8655; or mail or delivery to Community Development Dept, City Hall, 501 N Anderson St, Ellensburg, WA 98926.



LAND USE ACTION

The City of Ellensburg has received a SEPA Environmental Checklist for a proposed Subdivision:

Notice is hereby given, that the City of Ellensburg has received a SEPA Environmental Checklist (P25-022) for a Preliminary Long Subdivision (P25-140) – submitted by Mark Kirkpatrick of Encompass Engineering on behalf of property owners Rebecca Lynn Devere and Jeffrey James Houghton. Applicant also submitted Critical Area Review (P25-021). 13 lots would be created for future residential development. The property is located at 2519 Airport Road, Parcel ID # 281133, measuring 4.69 acres. The un-platted parcel has unimproved frontage along N Airport Road, which contains public utility facilities. Wetlands are located in the west portion of the parcel, and would remain undeveloped as an open space tract.

Notice is also given that the Ellensburg Hearing Examiner will hold an open record public hearing Monday, February 23, 2026 at 3:00pm at Ellensburg City Hall (501 N Anderson) and online via Zoom: <https://us02web.zoom.us/j/88512338113?pwd=O6QyNV5lSGNlSCRlbnVudD00d0swIHYs1.Passcode:271143>. The Hearing Examiner will develop a recommendation on the subdivision. Ellensburg City Council will make a final decision on the subdivision at a closed record public hearing during a future meeting, regularly held on first and third Mondays at 7:00pm at Ellensburg City Hall (501 N Anderson Street).



Interested persons may obtain a copy of the SEPA, Preliminary Long Subdivision, and Critical Area applications from the Community Development Department website at: <https://www.ci.ellensburg.wa.us/623/Public-Notices/Current-Projects>. Written comments on these applications must be received or postmarked by 5:00 PM ON THURSDAY, JANUARY 29, 2026 by mail or email, after which the City will issue a SEPA Threshold Determination.

The City expects to issue a SEPA Determination of Non-Significance for this proposal. The Optional DNS process is being used per WAC 197-11-355; this may be your only opportunity to comment on the environmental impacts of this project. Mitigation measures may be required, and a copy of the subsequent threshold determination may be obtained from the City upon request. Staff Contact: Mark Rud, Associate Planner, rudm@ellensburgwa.gov, (509) 962-7235

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

EXHIBIT 1.7

ANDARC LLC
311 W 12TH AVE
ELLENSBURG, WA 98926-2413

COLE, JAMES W
2606 AIRPORT RD
ELLENSBURG, WA 98926-9334

DEVERE, REBECCA LYNN
911 GAME BIRD LOOP
ELLENSBURG, WA 98926-6120

DREWS, LORI ANN ET VIR
710 E SANDERS RD
ELLENSBURG, WA 98926-9348

DRINGENBERG, DAVID W
610 E KYLLO RD
ELLENSBURG, WA 98926-8808

HRA VERGE OWNER LLC
601 UNION ST STE 1401
SEATTLE, WA 98101-1363

HUDSON, LARRY R ET UX
519 KYLLO RD
ELLENSBURG, WA 98926

LEMAN, DAVID F
518 KYLLO RD
ELLENSBURG, WA 98926

MOORE, MATTHEW & LESLIE J
510 E BENDER RD
ELLENSBURG, WA 98926

SMITH, AARON J & ROSALYND E
611 E KYLLO RD
ELLENSBURG, WA 98926-8808

STALDER, MATTHEW
501 W 12TH AVE
ELLENSBURG, WA 98926

THE BEARFUS TRUST
502 E BENDER ROAD
ELLENSBURG, WA 98926

VIDONNE, PHILIP MCLENDON &
BONNIE JEAN
414 E BENDER RD
ELLENSBURG, WA 98926

ZACHARIAS, DONALD E & KARRIE K
11070 HWY 10
ELLENSBURG, WA 98926-8309

CERTIFICATE OF TRANSMITTAL

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

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

Date 1/8/26

Signed



P25-14D



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926
(509) 962-7231 comdev@ci.ellensburg.wa.us

NOTICE OF APPLICATIONS & PUBLIC HEARINGS

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

Dates of Applications: December 8, 2025

Determination of Completeness: January 5, 2026

Public Notice of Applications and Hearings: January 8, 2026

Comment Due Date: January 29, 2026 at 5:00pm

Hearings Examiner Recommendation: Monday, February 23, 2026 at 3:00pm – City Hall & Zoom (info below)

City Council Decision: Tentative Monday, March 16, 2026 at 7:00pm – City Hall & Zoom

Project Description: P25-021, -022 & 140 – Houghton Critical Area Review, SEPA Checklist, and Preliminary Long Subdivision Applications

Project Location: 2519 North Airport Road, Parcel # 281113 (4.69 acres)

Project Applicant: Mark Kirkpatrick of Encompass Engineering, contact for property owners Rebecca Lynn Devere and Jeffrey James Houghton

Project Overview: Applicants propose a 13-lot long subdivision of an un-platted parcel of land at 2519 North Airport Road in Ellensburg for residential uses, including an additional stormwater tract and an open space tract. The 4.69-acre property has unimproved frontage along N Airport Rd, and contains existing structures that would be demolished. Preliminary long subdivisions are subject to Type IV review under Ellensburg City Code Title 15. Long subdivisions and projects on lands containing wetlands require a SEPA Threshold Determination.

The City expects to issue a **SEPA Determination of Non-Significance (DNS)** for this proposal. The Optional DNS process is being used per WAC 197-11-355. Mitigation measures may be required under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the threshold determination for the proposal may be obtained from the City upon request. Appeal of the threshold determination must be made within 10 working days of its issuance.

This may be your only opportunity to comment on the proposed project. Comments must be submitted in writing by 5:00pm Thu., January 29, 2025, to the Community Development Dept., 501 N Anderson St, Ellensburg, WA 98926, or emailed to Associate Planner Mark Rud at rudm@ellensburgwa.gov. Copies of the applications may be obtained upon request from the Community Development Dept., 501 N Anderson St, Ellensburg, WA 98926, and are available online at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>.

The Hearings Examiner will develop a recommendation on the long subdivision at an Open Record Public Hearing on **Monday, Feb. 23, 2026 at 3:00pm**. This will be held in a hybrid format with in-person and remote attendance opportunities: at Ellensburg City Hall (501 N Anderson St), and via Zoom using the following link and information: <https://us02web.zoom.us/j/88512338113?pwd=C66CyNV6GNdSCBlxNvumDOdsw1NYs.1>

Meeting ID: 885 1233 8113 / Passcode: 271143

Ellensburg City Council will make a decision on the long subdivision after a Closed Record Public Hearing during a regular meeting at Ellensburg City Hall (501 N Anderson St), with virtual attendance available via Zoom using a link to be posted in the Agenda Packet prior to the meeting. **No new testimony will be taken at the Council Hearing.**

Required Permits: Public Works and Utility Permits, Long Subdivision Final Plat Approval

Required Studies: Critical Area Review – submitted with P25-021

Public Hearings: Hearings Examiner Recommendation; City Council Decision; see above

Vicinity Map



Mark Rud

From: NoReply@ecy.wa.gov
Sent: Thursday, January 8, 2026 12:46 PM
To: Mark Rud
Subject: [Ext] SEPA record published

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

The SEPA admin reviewed and published [SEPA record number 202600064, "Houghton 13-Lot Preliminary Short Subdivision"](#).

Lead Agency File Number: P25-021, P25-022 & P25-140.

It will now be available to the public.

From: Gertie Desallier
Email: separegister@ecy.wa.gov
Phone number: (509) 268-9690

Mark Rud

From: Mark Rud
Sent: Thursday, January 8, 2026 9:17 AM
To: SEPA Group
Subject: P25-021, -022 & -140: Houghton 13-Lot Subdivision - Notice of Applications
Attachments: P25-021, -022 & -140 DNS NOA.pdf

Good morning,

The City of Ellensburg Community Development Department is requesting comments on a SEPA Checklist and Preliminary Long Subdivision application: **P25-022 & -140, the Houghton 13-lot preliminary long subdivision**. A link to file materials can be found below. A Critical Area Review application (**P25-021**) is also associated with this project.

Community Development anticipates issuing a DNS for this project, and is using the optional DNS process under WAC 197-11-355. This may be the only opportunity to comment on the environmental impacts of this project. The City's decision will be available upon request. See the attached Notice. The comment period will end **Thursday, January 29, 2026 at 5:00pm**. Community Development will assume your agency does not wish to provide comment if not received by this date.

The City of Ellensburg Hearing Examiner will develop a recommendation on the long subdivision at an Open Record Public Hearing on **Monday, Feb. 23, 2026 at 3:00pm**. This will be held in a hybrid format with in-person and remote attendance opportunities: at Ellensburg City Hall (501 N Anderson St), and via Zoom using the following link and information:

<https://us02web.zoom.us/j/88512338113?pwd=C66CyNV5GNdSCBlxNvumDOdsw1NYs.1>

Meeting ID: 885 1233 8113 / Passcode: 271143

Ellensburg City Council will make a decision on the long subdivision after a Closed Record Public Hearing during a regular meeting at Ellensburg City Hall (501 N Anderson St), with virtual attendance available via Zoom using a link to be posted in the Agenda Packet prior to the meeting. No new testimony will be taken at the Council Hearing.

Please contact me directly with any questions or issues accessing the materials.

[Project Materials](#)

Thanks,

Mark Rud (he/him/his) | Associate Planner
(509) 962-7235 | rudm@ellensburgwa.gov
501 N. Anderson St, Ellensburg, WA 98926



Confidentiality Notice: This e-mail may contain confidential and privileged information. If you have received this message by mistake, please notify me immediately by replying to this message or telephoning me, and do not review, disclose, copy or distribute.

Advisory: Please be advised the City of Ellensburg is required to comply with the Public Records Act, Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. Therefore, the information you submit to the City via email, including personal information, may ultimately be subject to disclosure as a public record.



CITY OF ELLENSBURG

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

Memorandum

Date: January 22, 2025
To: Mark Rud, Planner
From: Craig Jones, Development Coordinator *CJ*
Through: Derek Mayo, City Engineer *DKM*
Re: 2500blk Airport Rd – P25-022 SEPA & P25-140 Long Plat

The following are the Public Works SEPA and Long Plat comments for the proposed development along Airport Rd. in the 2500blk.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <https://city-of-ellensburg.dcatalog.com/v/Public-Works-Development-Standards/>

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

Water:

The water main available to serve this development is a 12" ductile iron main in Airport Rd. An 8" stub is just north of the center of the property. An interior water main shall be 8" and be extended into the property. Each lot will need a separate water service. See attached utility map.

Fire hydrant placement shall be per Fire Department requirements. Developer's engineer will be required to verify that fire flow capacity will meet the necessary requirements.

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

Sewer:

The sewer main available to serve this development is a 10" PVC main in Airport Rd. There is an 8" sewer stub just north of the center of the property. The interior sewer main shall be 8". See attached utility map.

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

Roadway and access:

This project will trigger the requirement for half street improvements along the Airport Rd frontage and full street improvements on the interior road. The interior road will need to be 54' of right of way with a 32' wide road. This road width can be reduced by limiting on street parking requirements. Airport Rd is classified as a Minor Arterial and will require additional right of way to be dedicated as

permanent signage, asphalt, asphalt markings, gravel base, storm drainage, and other items associated with minimum public improvements consistent with Public Works Development Standards. Existing communication and power poles, as well as any other items may need to be relocated along Airport Rd frontage. An adequate turnaround with no parking will be required at the end of the interior road. Under the Land Development code the sidewalks will need to be separated from the curb. The existing roadside ditch and irrigation will need to be addressed in the civil plans. The proposed lots have limited frontage which can cause conflicts with utilities. If the driveway locations are shown some of these conflicts can be worked out ahead of construction

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

Storm water:

Storm water comments will be submitted under a separate letter head.

Other issues:

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

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

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

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

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

Road names will need to comply with the City's road name ordinance and will also go through a review process.

Due to the type and size of this project, at minimum a trip generation and distribution letter will be required. A full Traffic Impact Analysis (TIA) may need to be completed depending on the trip generation and distribution letter. The TIA will need to evaluate the traffic impact before and after the proposed building addition. The TIA will need to identify how many PM peak trips will be generated by the project. Contact the Public Works Department to discuss the limits of the TIA scope. The city has established transportation impact fees. This project may be required to pay impact fees. You can view the traffic impact fees online at <https://library.municode.com/wa/ellensburg/>

Cc File 24-059





CITY OF ELLENSBURG
PUBLIC WORKS DEPARTMENT
UTILITY MAP REQUEST INFORMATION

W
A
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E
R

1

ON WELL

2

3

4

COUNTY SP 96-27

86-215

2" HDPE

12" DI

(99-110)

AIRPORT ROAD

86-213

86-214

B-082

212-212

6 N

4 N

2 N

0 N

KYLLO ROAD

86-209

86-103

86-210

86-102

DISCLAIMER:

THE CITY OF ELLENSBURG PUBLIC WORKS DEPARTMENT CANNOT VERIFY THE ACCURACY OF THE UTILITIES REPRESENTED ON THIS PLAN. THEY ARE DISPLAYED FOR EASE OF PLANNING AND INSTALLATION AND ARE BASED UPON THE BEST INFORMATION AVAILABLE. CONTRACTORS AND DEVELOPERS SHOULD REFER TO CIVIL PLANS FOR MOST CURRENT DESIGN REVISION AND CALL 811 BEFORE YOU DIG.



Know what's below.
Call before you dig.



CITY OF ELLENSBURG
PUBLIC WORKS DEPARTMENT
UTILITY MAP REQUEST INFORMATION

S
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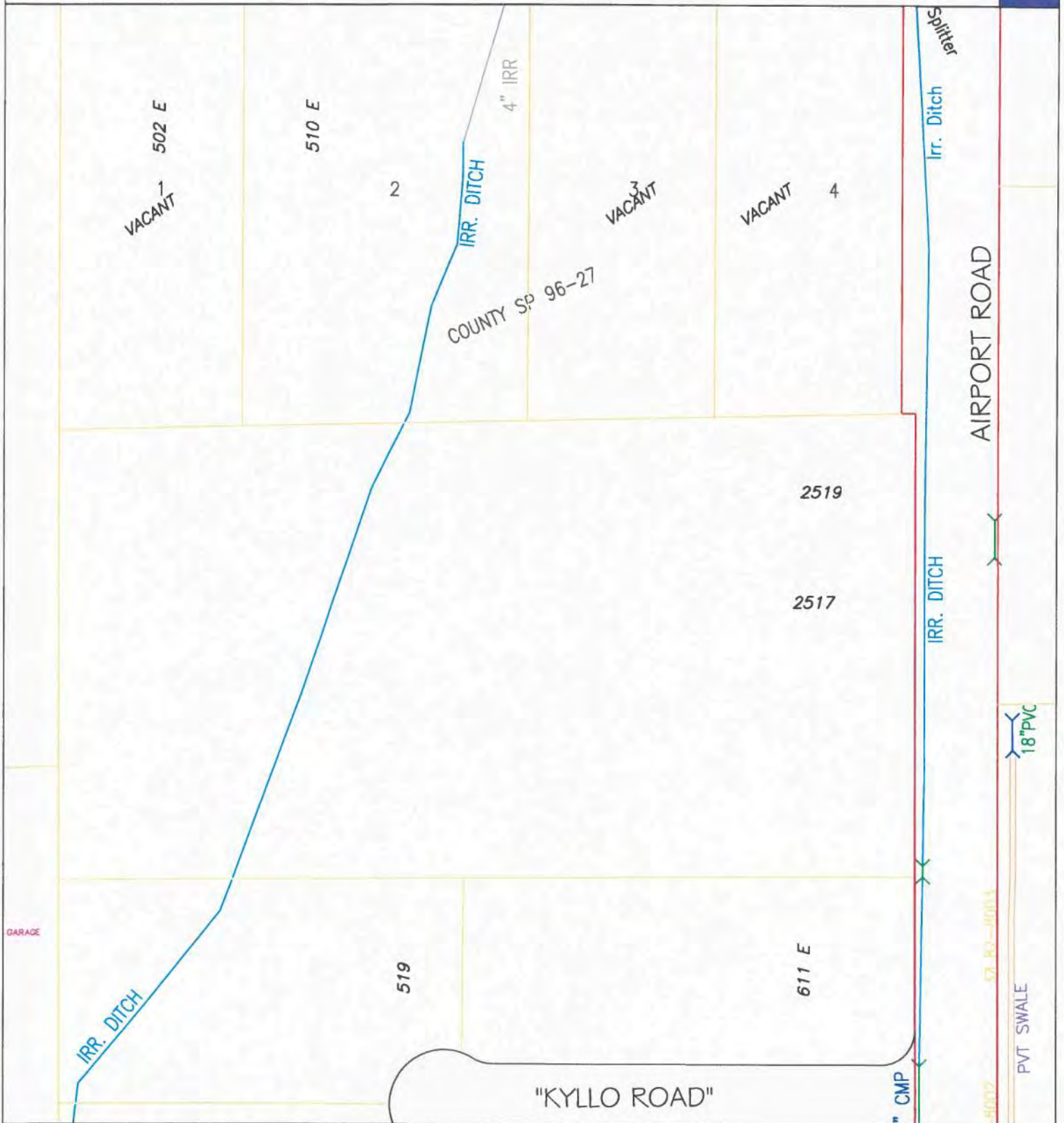


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CITY OF ELLENSBURG

Electric Utility

501 North Anderson Street; Ellensburg, WA 98926

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

www.ci.ellensburg.wa.us

Memorandum

Date: 1/26/26

To: Office of Community Development

From: Luis Perez, Eng. Tech. - Light

Re: P25-140 Houghton 13 lot plat

The following are the City of Ellensburg Electric Utility (City Light) comments for the permit P25-140, known as the Houghton Plat located at 2519 N airport.

Electric:

City Light has three requirements that need to be met before final recording:

- 1- A 10ft frontage easement behind all R.O.W added to the survey with easement language.
- 2- Each lot has a source of power installed. Contact the Light department to begin this process.
- 3- An easement to cover any facilities installed outside of the 10ft frontage easement. This would include items which are expected or unexpected. The only expected facilities installed outside of the frontage easement would be the facilities needed to serve lots 2 and 3.

Please include the following paragraph "Utility Easement : An easement is hereby reserved for and granted to all utilities and their respective successors and assigns in the areas as shown on this survey. Grantor shall not construct or maintain any buildings, structures, or other obstructions on the Easement Area. Any uses of the Property adjacent to the Easement Area shall not endanger or interfere with Grantee's use of the Easement Area for the purposes set forth herein. Grantor shall not erect any fences, gates or other obstructions in such a way as to prevent vehicular access by Grantee to the Easement Area.

Grantee shall have the right to remove any obstruction within the Easement Area, including without limitation the right to trim, cut, clear, remove, and dispose of brush, trees, shrubs, or other obstructions in the Easement Area, and the right to control, on a continuing basis and by any prudent and reasonable means, the establishment and growth of brush, trees, shrubs, or other vegetation in the Easement Area. Grantee shall also have the right to trim, cut, clear, remove, and dispose of any brush, trees, shrubs, or other obstructions located on the Property adjacent to the Easement Area."



CITY OF ELLENSBURG

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

Memorandum

Date: January 27, 2026
To: Mark Rud, Planner
From: Rebecca Springer, Water Resources Manager
Through: Derek Mayo, City Engineer
Re: 2500blk Airport Rd – P25-022 SEPA & P25-140 Long Plat

The following are the Stormwater Utility SEPA and Long Plat comments for the proposed development along Airport Rd. in the 2500blk.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <https://city-of-ellensburg.dcatalog.com/v/Public-Works-Development-Standards/>

At time of civil plan review, Staff will work with the developer's engineer regarding the specific issues related to stormwater, and compliance with the 2024 Stormwater Management Manual for Eastern Washington.

SPECIAL CONSIDERATIONS:

This site has had challenges in the past with intermingled stormwater and irrigation conveyance. The City requests that the Applicant coordinate with the Stormwater Utility and Irrigation District as a group to address how both storm and irrigation conveyances will be handled on-site.

GENERAL STORMWATER COMMENTS:

All projects within City Limits or the UGA that meet one or more of the following thresholds shall prepare a brief project narrative, a **Stormwater Site Plan**, and a **Construction Stormwater Pollution Prevention Plan (SWPPP)** for review by the City's Stormwater Utility:

- Addition or replacement of $\geq 5,000$ square feet of hard surfaces (compaction, gravel, pavement, concrete, etc.)
- Conversion of ≥ 0.75 acre of existing vegetation to lawn or landscaped areas
- Conversion of ≥ 2.5 acres of native vegetation to pasture

The Stormwater Utility will evaluate the **Stormwater Site Plan** and the type and size of the proposed project to determine which Department of Ecology Core Elements are applicable. Stormwater Utility review is based on compliance with the current (2024) Department of Ecology Stormwater Management Manual for Eastern Washington (SWMMEW).

In general, small projects are required to control erosion and sedimentation from construction activities and to apply simpler approaches to Runoff Treatment and Flow Control of stormwater runoff from the developed site. Controlling flows from small projects is important because the cumulative impact of uncontrolled flows across many small projects can be as damaging as that of a single large project.

Larger projects must provide erosion and sedimentation control during construction, permanent control of stormwater runoff from the developed site through the selection of appropriate BMPs, and other measures to reduce and control on-site and off-site impacts.

Project proponents shall apply whatever technology is necessary to comply with state water quality standards, Chapter 173-201A WAC, or state groundwater standards, Chapter 173-200 WAC. Federal, state, or local jurisdictions may require additional treatment requirements to meet those standards. The requirements of the Core Elements do not excuse the project proponent from meeting applicable water quality standards.

Short plats, plats, commercial property improvements, and parking lots are considered larger projects, which will require the applicant to submit the following project-specific materials for review by the Stormwater Utility:

- Basin Plan
- Stormwater Site Plan
- Temporary Erosion & Sediment Control (TESC) Plan
- SWPPP
- Geotechnical Evaluation
- Stormwater Drainage Report
- Stormwater Drainage Plans
- Operation and Maintenance (O&M) Manual for all BMPs used to meet Runoff Treatment, Flow Control, and/or Wetlands Protection Core Elements.

It is the applicant's responsibility to determine whether the proposed project will also require coverage under the Department of Ecology's Construction Stormwater General Permit (CSWGP). ***The CSWGP is separate from the City's Stormwater Utility review requirements.*** However, many of the same elements required to obtain coverage under the CSWGP may also satisfy the City's Stormwater Utility requirements. More information about the CSWGP can be found here:

<https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/construction-stormwater-permit>

Stormwater Design Considerations:

Low Impact Development (LID) is the preferred approach to site development in Ellensburg. LID principles and BMPs must be applied wherever feasible. The applicant's design engineer shall use the most current (2024) SWMMEW as the reference for the design of stormwater treatment and flow control BMPs. The design shall be based on the SCS Type II storm event and, at a minimum, use the following design storms, or as recommended for the proposed BMP, whichever is greater:

- Volume-based treatment BMPs shall be designed based on the first 0.5 inch of rainfall (6-month, 24-hour storm event) for all pollution-generating impervious surfaces.
- Flow-rate-based treatment BMPs shall be designed based on the runoff from the SCS Type II 24-hour storm with a rainfall of 0.59 inch (6-month, 24-hour storm event) for all pollution-generating impervious surfaces.
- Flow Control shall be designed based on retaining the full 10-year 24-hour storm event (1.3 inches) on-site and matching the pre-development and post-development 25-year, 24-hour storm events (1.6 inches).

A site-specific, seasonal high depth-to-groundwater must also be determined in the vicinity of all proposed stormwater treatment and flow control facilities and utilized in the facility designs.

Groundwater in Ellensburg is strongly influenced by seasonal irrigation. Therefore, groundwater depth, permeability, and infiltration testing should be conducted during both the irrigation and post-irrigation seasons. Typically, groundwater in the Ellensburg area is elevated from April 15th through October 15th. However, groundwater at the subject site may not be associated with seasonal irrigation and could peak at a different time of year.

Plan Review Submittal Elements:

Basin Plans shall be prepared in accordance with Chapter 3, Appendix 3-A of the *2024 Stormwater Management Manual for Eastern Washington* (SWMMEW). A checklist is provided for reference (Attachment A).

Stormwater Site Plans shall be prepared in accordance with Chapter 3 of the *2024 Stormwater Management Manual for Eastern Washington* (SWMMEW). A checklist is provided for reference (Attachment B).

Construction Stormwater Pollution Prevention Plans shall be prepared in accordance with Chapter 7 of the *2024 SWMMEW*. A CSWPPP template and checklist are provided for reference (Attachment C).

Geotechnical Evaluations must be site- and project-specific and completed within 5 years of the application date. If more than five years have elapsed, or if the geotechnical evaluation was completed for a different project, it may still be accepted if: (1) the testing locations correlate appropriately, and (2) the geotechnical engineer provides an addendum to the report, either updating it or confirming its applicability to the current project on the same site. As discussed in the previous section, the geotechnical evaluation shall be conducted when groundwater is at its seasonal high.

Stormwater Drainage Reports and Stormwater Drainage Plans shall demonstrate compliance with both the *2024 SWMMEW* and the City's Stormwater Standards and must be stamped and signed by a licensed Professional Engineer (P.E.).

O&M Manuals shall be prepared in accordance with Chapter 2.4.7 of the 2024 SWMMEW and shall specifically identify the party (or parties) responsible for the operation, maintenance, and long-term funding source(s).

Stormwater City Contacts:

Rebecca Springer – *Water Resources Manager* (springerr@ellensburgwa.gov)

Helpful Stormwater Links:

SWMMEW: [2024 Stormwater Management Manual for Eastern Washington](#)

Flowchart for New Development Projects:

[C:\FlareProjects\2024SWMMs\Content\Resources\Images\Figures\FlowChartForDetReqForNewDev EWA ECY Portrait Exhibit 8.5x11 \(1\)](#)

Flowchart for Re-development Projects:

[C:\FlareProjects\2024SWMMs\Content\Resources\Images\Figures\FlowChartForDetReqForRedev E WA ECY Portrait Exhibit 8.5x11 \(1\)](#)

Department of Ecology CSWGP:

<https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/construction-stormwater-permit>

Cc File 24-059



Know what's below.
Call before you dig.



PW Development Standards



Public Works & Utilities Department

Natural Gas Division

501 North Anderson Street; Ellensburg, WA 98926

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

www.ci.ellensburg.wa.us

Memorandum

Date: January 30, 2024
To: Shannon Johnson, Community Development
From: Darin Yusi, Gas Engineer *DY*
Re: 2519 N Airport Rd – P24-003

The following are the City Gas Division pre-application comments on the proposed project at 1308 East Capitol Avenue.

Natural Gas:

There is a natural gas utility map attached showing the existing infrastructure in the vicinity of the proposed project. There is a 6-inch main on the west side of Airport Road that would be the connection point for any natural gas used for the project.

GENERAL NOTE: With growing concerns about whether existing or new buildings can utilize natural gas, I would like to inform the applicant that there have been no laws, codes, or rules in Washington State or with the City of Ellensburg prohibiting the use of natural gas. There is, however, some building code changes that will take effect on March 15, 2024 that will affect the energy credits required for certain buildings. However, none of the proposed changes prohibit natural gas use.

The applicant indicated that they were unsure whether they would want the natural gas infrastructure installed or not at this point. There is no requirement for the developer/applicant to utilize natural gas for the development/plat. It is however recommended to install the main line and service stubs for future availability.

Information to assist the developer as they decided on the gas infrastructure:

- Despite the previous changes to the energy credits in the building code, the gas utility is still seeing newly built homes use gas for a variety of purposes such as cooking, furnaces for heating, aesthetic gas fireplaces, hot water, outdoor fireplaces. Please refer to the building code being proposed for March 15th to see how natural gas may or may not fit into your future home building.
- With natural gas costing less than 6% of the over utility infrastructure in new developments, it is an affordable addition that may help if the lots were to be sold.
- If natural gas is desired, the applicant is responsible for providing the trenching, bedding, and backfill. The City Gas Division will provide all materials and perform all installation and testing at no cost to the developer.
- There is no requirement to utilize the installed infrastructure for the new homes built.

- If the homes are to be served with natural gas, the service line would be installed in the same manner as the initial infrastructure. The applicant would be responsible for the trenching, bedding, and backfill and the City Gas Division would provide all materials and perform all installation and testing at no cost to the developer.
- In addition to the service line, the meter will be installed when ready at no cost to the applicant.

Please see the attached Gas Detail Sheets for trenching requirements.

For any questions regarding this proposed project and the Gas Division comments, please contact myself at (509) 962-7229.

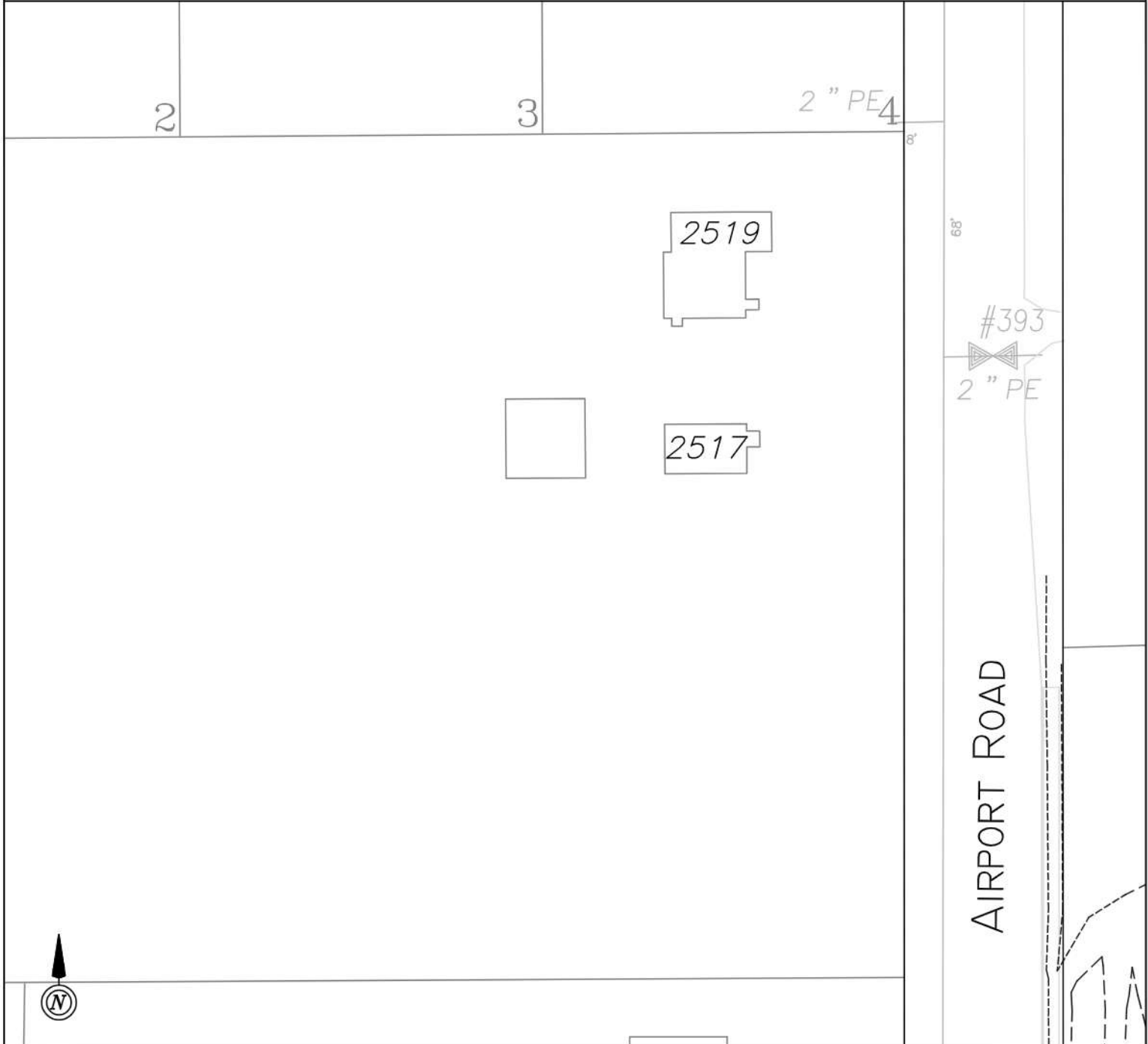
Remember any contractor digging on the property or in the right of way must call the One-Call Underground Utility Notification Center - 811.





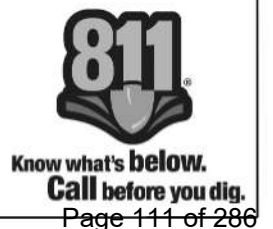
CITY OF ELLENSBURG
NATURAL GAS DIVISION
UTILITY MAP REQUEST INFORMATION

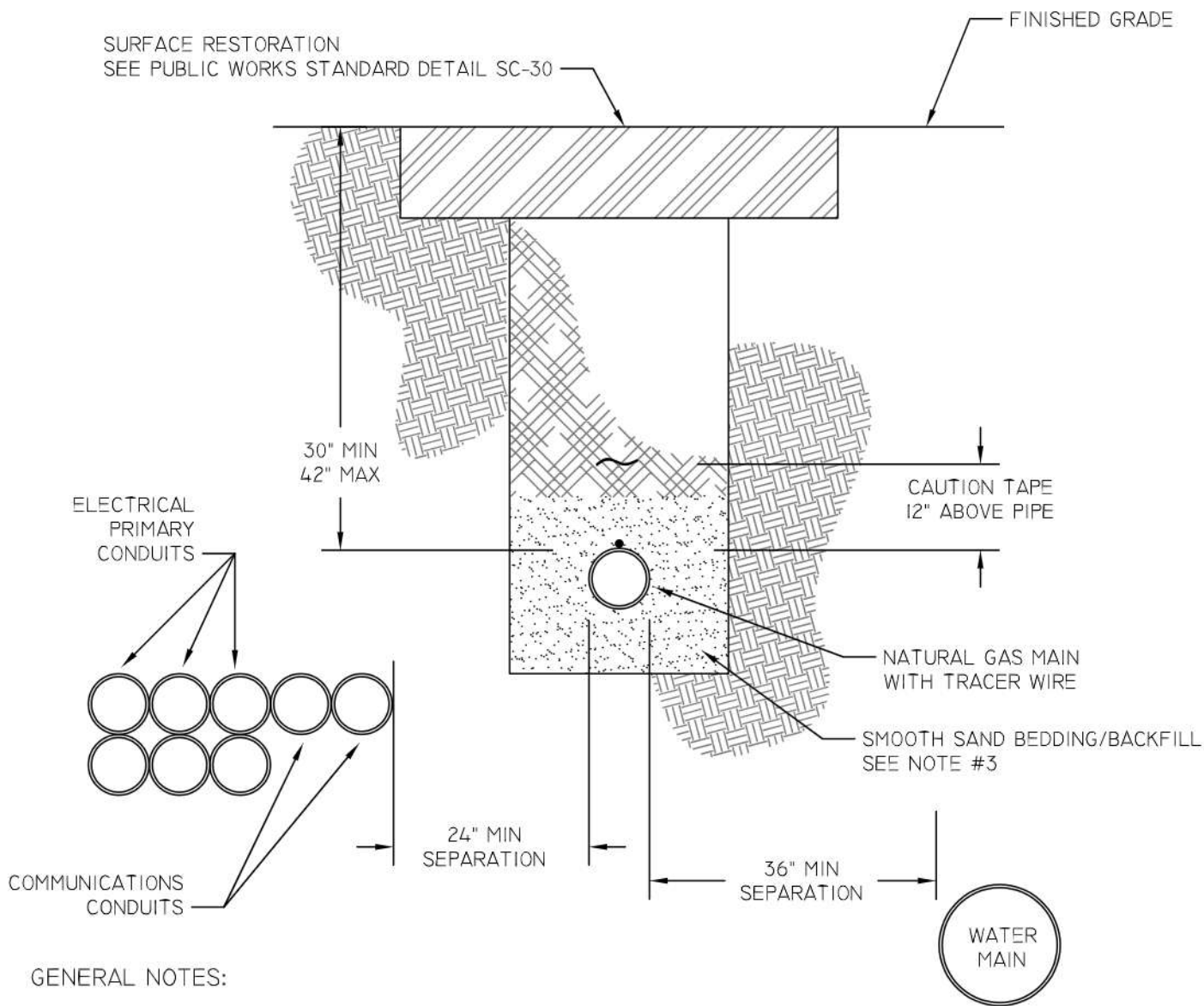
PROJECT ADDRESS	DATE
2519 N AIRPORT RD	01/18/2024
CONTACT NAME	WORK PHONE
REBECCA DEVERE & JEFFREY HOUGHTON	509-426-3113



QUESTIONS: DARIN YUSI 509-962-7229

DISCLAIMER:
THE CITY OF ELLENSBURG GAS DIVISION CANNOT VERIFY THE ACCURACY OF THE UTILITIES REPRESENTED ON THIS PLAN. THEY ARE DISPLAYED FOR EASE OF PLANNING AND INSTALLATION AND ARE BASED UPON BEST INFORMATION AVAILABLE. CONTRACTORS AND DEVELOPERS SHOULD REFER TO CIVIL PLAN FOR MOST CURRENT DESIGN REVISION AND CALL 811 BEFORE YOU DIG.





GENERAL NOTES:

- 1) A COMPREHENSIVE LIST OF TRENCHING REQUIREMENTS IS FOUND IN SECTION ELEVEN OF THE GAS DIVISION OPERATION AND MAINTENANCE MANUAL.
- 2) THE WIDTH OF TRENCH WILL BE SUFFICIENT TO ALLOW FOR THE LOWERING OF PIPE WITHOUT DAMAGE. FOR 6-INCH PIPE, THE TRENCH WIDTH MUST BE AT LEAST 12-INCHES WIDER THAN THE PIPE. FOR PIPE SMALLER THAN 6-INCH, THE WIDTH MUST BE SUFFICIENT TO ALLOW SOME SNAKING OF THE PIPE FOR EXPANSION AND CONTRACTION.
- 3) SMOOTH SAND BEDDING IS REQUIRED AND MUST BE A MINIMUM OF 6-INCHES BELOW AND 6-INCHES ABOVE THE PIPE. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING/COVER.
- 4) BACKFILL MATERIAL ABOVE THE SAND BEDDING AND BELOW THE CAUTION TAPE MUST BE FREE FROM LARGE AGGREGATES. THE REMAINDER OF THE BACKFILL MAY BE COMPLETED WITH EXCAVATED MATERIAL AND MUST BE MECHANICALLY TAMPED TO 95% MINIMUM DENSITY.
- 5) FOR JOINT TRENCH INFORMATION, SEE PUBLIC WORKS STANDARD DETAIL WT-15 (WATER & GAS) OR EL-12 (POWER & GAS). GAS & POWER JOINT TRENCH TYPICALLY OCCURS WITHIN THE ROADWAY SHOULDER ON UNDEVELOPED FRONTAGE. ANY GAS & POWER JOINT TRENCH MUST BE APPROVED BY THE GAS ENGINEER.

REVISED 11-30-22



CITY OF ELLENSBURG
STANDARD PLANS & DETAILS

DISTRIBUTION
TRENCH REQUIREMENTS

PLAN NO.

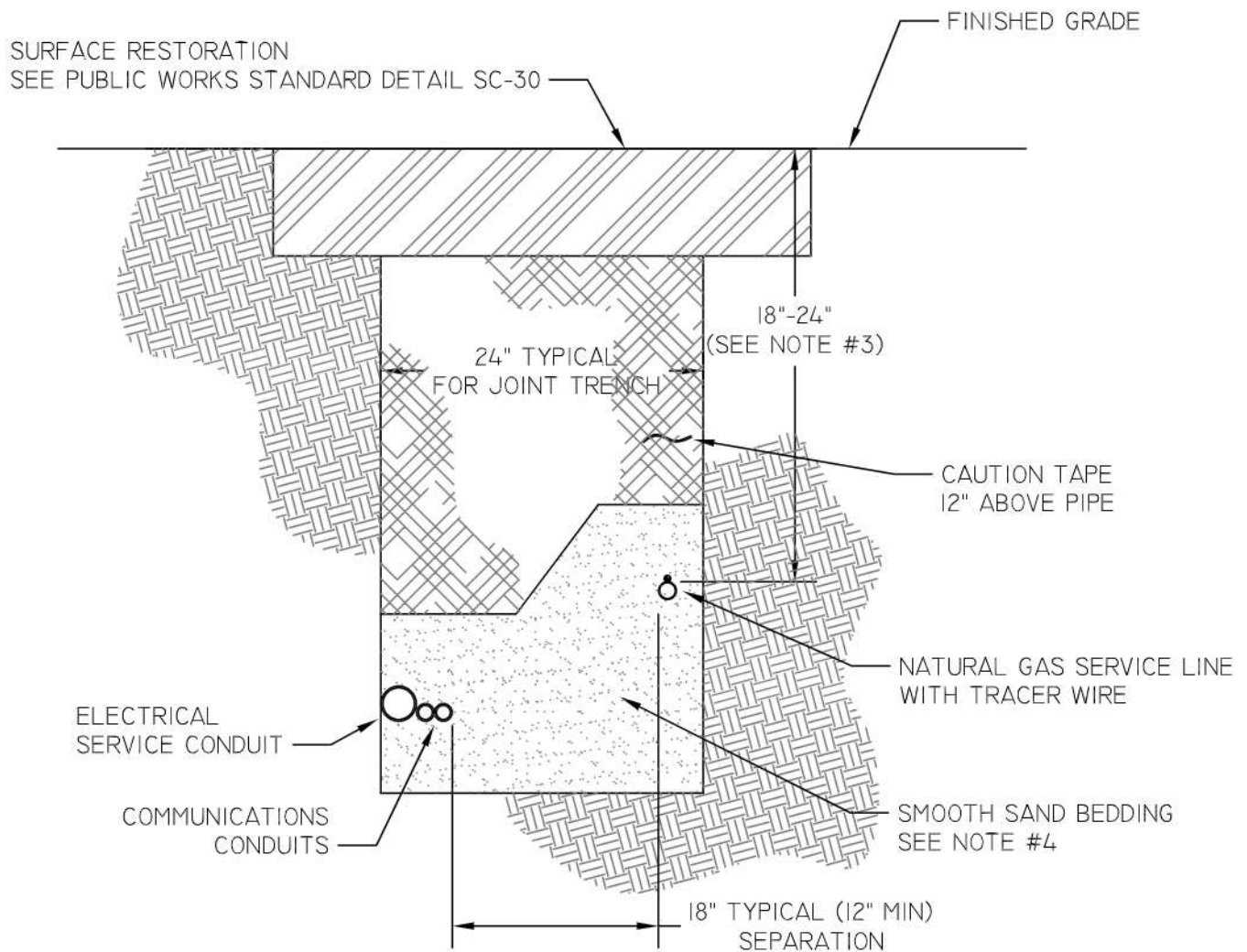
G-12

DRAWN BY: MB

DATE: 07-19-01

UPDATED BY: DY

SCALE: NONE



GENERAL NOTES:

1) A COMPREHENSIVE LIST OF TRENCHING REQUIREMENTS IS FOUND IN SECTION ELEVEN OF THE GAS DIVISION OPERATION AND MAINTENANCE MANUAL.

2) THE WIDTH OF TRENCH MUST BE SUFFICIENT TO ALLOW SOME SNAKING OF THE PIPE FOR EXPANSION AND CONTRACTION WHILE MAINTAINING MINIMUM SEPARATION FROM OTHER UTILITIES.

3) THE MINIMUM DEPTH FOR A GAS SERVICE LINE IS 18-INCHES ON PROPERTY AND 24-INCHES WITHIN RIGHT-OF-WAY.

4) SMOOTH SAND BEDDING IS REQUIRED AND MUST BE A MINIMUM OF 6-INCHES BELOW AND 6-INCHES ABOVE THE PIPE. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING/COVER.

5) BACKFILLING MUST BE COMPLETED AT THE TIME THE GAS SERVICE LINE IS INSTALLED.

REVISED 12-02-22



CITY OF ELLENSBURG
STANDARD PLANS & DETAILS

SERVICE LINE
TRENCH REQUIREMENTS

PLAN NO.

G-13

DRAWN BY: MB

DATE: 07-19-01

UPDATED BY: DY

SCALE: NONE

Mark Rud

From: Nelson, Jennifer L (DFW) <Jennifer.Nelson@dfw.wa.gov>
Sent: Thursday, January 8, 2026 1:45 PM
To: Mark Rud
Cc: Downes, Scott G (DFW)
Subject: [Ext] RE: P25-021, -022 & -140: Houghton 13-Lot Subdivision - Notice of Applications

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

Hi Mark,

The proposed protection of the wetland and buffer averaging seems to protect the functions and values of this important wetland. We recommend including a wildlife friendly fence along the eastern buffer boundary to help prevent potential future encroachment by future landowners and help ensure the wetland and its buffer will be protected. We're happy to work with the City and/or applicants on a wildlife friendly fencing design.

Thanks for the opportunity to provide comments,
Jen

Jennifer Nelson
Washington Department of Fish and Wildlife
Habitat Program
Ellensburg, WA 98926
(509) 961-6639 Mobile

From: Mark Rud <rudm@ellensburgwa.gov>
Sent: Thursday, January 8, 2026 9:17 AM
To: SEPA Group <sepagroup@ci.ellensburg.wa.us>
Subject: P25-021, -022 & -140: Houghton 13-Lot Subdivision - Notice of Applications

External Email

Good morning,

The City of Ellensburg Community Development Department is requesting comments on a SEPA Checklist and Preliminary Long Subdivision application: **P25-022 & -140, the Houghton 13-lot preliminary long subdivision**. A link to file materials can be found below. A Critical Area Review application (**P25-021**) is also associated with this project.

Community Development anticipates issuing a DNS for this project, and is using the optional DNS process under WAC 197-11-355. This may be the only opportunity to comment on the environmental impacts of this project. The City's decision will be available upon request. See the attached Notice. The comment period will end **Thursday, January 29, 2026 at 5:00pm**. Community Development will assume your agency does not wish to provide comment if not received by this date.

The City of Ellensburg Hearing Examiner will develop a recommendation on the long subdivision at an Open Record Public Hearing on **Monday, Feb. 23, 2026 at 3:00pm**. This will be held in a hybrid format with in-person and remote attendance opportunities: at Ellensburg City Hall (501 N Anderson St), and via Zoom using the following link and information:

<https://us02web.zoom.us/j/88512338113?pwd=C66CyNV5GNdSCBlxNvumDOdswW1NYs.1>

Meeting ID: 885 1233 8113 / Passcode: 271143

Ellensburg City Council will make a decision on the long subdivision after a Closed Record Public Hearing during a regular meeting at Ellensburg City Hall (501 N Anderson St), with virtual attendance available via Zoom using a link to be posted in the Agenda Packet prior to the meeting. No new testimony will be taken at the Council Hearing.

Please contact me directly with any questions or issues accessing the materials.

[Project Materials](#)

Thanks,

Mark Rud (he/him/his) | Associate Planner

(509) 962-7235 | rudm@ellensburgwa.gov

501 N. Anderson St, Ellensburg, WA 98926



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Advisory: Please be advised the City of Ellensburg is required to comply with the Public Records Act, Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. Therefore, the information you submit to the City via email, including personal information, may ultimately be subject to disclosure as a public record.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

Central Region Office

1250 West Alder St., Union Gap, WA 98903-0009 • 509-575-2490

January 27, 2026

Mark Rud
City of Ellensburg
501 North Anderson Street
Ellensburg, Washington 98926

RE: ECY 202600064; P25-021, P25-022 & P25-140

Dear Mark Rud:

Thank you for the opportunity to comment during the Optional Determination of Nonsignificance process for the Houghton 13-Lot Preliminary Short Subdivision. We have reviewed the documents and have the following comments.

Water Quality Program

Dividing or platting a piece of property is often the first step in a proposed development. An NPDES Construction Stormwater Permit may be required if there is a potential for stormwater discharge from a construction site with disturbed ground. Ground disturbance includes all utility placements, and building or upgrading roads. The permitting process requires going through SEPA, developing a stormwater pollution prevention plan, submitting an application, and a 30-day public notice process. This may take 38-60 days. A permit and a stormwater plan are required prior to beginning ground-breaking activities. Please contact **Wendy Neet** with the Department of Ecology, (509) 571-6733, with questions about this permit.

Ecology's comments are based upon information provided by the lead agency. As such, they may not constitute an exhaustive list of the various authorizations that must be obtained or legal requirements that must be fulfilled in order to carry out the proposed action.

If you have any questions or would like to respond to these comments, please contact the appropriate reviewing staff listed above.

City of Ellensburg
January 27, 2026
Page 2 of 2

Sincerely,

A handwritten signature in blue ink that reads "Amber Johnson".

Amber Johnson
SEPA Coordinator, Central Region Office
509-723-5677
crosepa@ecy.wa.gov

Mark Rud

From: Mark Rud
Sent: Tuesday, January 27, 2026 12:22 PM
To: lesliejmoore@comcast.net
Subject: RE: [Ext] Questions for Devere P25-021, 022, 140

Good afternoon, Leslie. Thanks for your message. A few notes in response:

First, the Open Record Public Hearing for this matter is scheduled for Monday, February 23 at 3:00pm, with in-person and virtual Zoom attendance options available. You are welcome to attend and provide comment at City Hall, or remotely via Zoom at:

<https://us02web.zoom.us/j/88512338113?pwd=C66CyNV5GNdSCBIXNvumDOdsw1NYs.1> / Meeting ID: 885 1233 8113 / Passcode: 271143

Second, the Subdivision on lands containing wetlands requires concurrent SEPA review for potentially significant environmental impacts. Applicant's SEPA Checklist can be found online at [this link](#). In response Item 8.e (see Page 9), applicant states **"The external fencing will remain or be replaced."**

Lastly, applicant has described various aspects of the wetlands under Item 3 (beginning Page 4) of the same SEPA Checklist, and response to Item 4.b states **"Vegetation removal will be the minimum necessary to construct the proposed single-family residences."** None of the buildable lots coincide with identified wetlands, but several (5-9) contain a portion of rated wetland buffers identified by the concurrent [Critical Area Report](#) also required by this project – see applicant's [Site Plan](#).

Any activity within a wetland or buffer is required to meet requirements of the City of Ellensburg's Critical Areas Ordinance, found in [Ellensburg City Code \(ECC\) Title 15, Division VI](#). This Division is extensive and somewhat technical, but in general wetland disturbances are largely prohibited except as provided by performance standards of [ECC Chapter 15.620](#), including in buffers. Staff will produce a concurrent Critical Area Determination with this project based in part on the submitted Report, and the Determination may include conditions per [ECC 15.620.030\(F\)](#). Note that none of applicant's submittals propose removal of trees or vegetation from the identified wetland, though tree removal could likely be anticipated outside of the wetland at the northeast of the property when grubbing proposed homesites.

If you would like to provide written comments on the project, please submit them no later than **Thursday, January 29 at 5:00pm** to be incorporated into the record.

Let me know if you have any other questions.

Best,

Mark Rud (*he/him/his*) | Associate Planner
(509) 962-7235 | rudm@ellensburgwa.gov
501 N. Anderson St, Ellensburg, WA 98926



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From: lesliejmoore@comcast.net <lesliejmoore@comcast.net>
Sent: Friday, January 23, 2026 11:33 AM
To: Mark Rud <rudm@ellensburgwa.gov>
Subject: [Ext] Questions for Devere P25-021, 022, 140

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

Hi Mark,

Please see attached map copy. Will the highlighted board fence bordering the wetlands area remain intact when the project is completed? Will the vegetation & trees in the wetland area & wetland buffer remain as is & untouched when the project is complete? Part of the attraction for us buying the property we did is the natural landscape to the back of our property. I will be in the meeting via zoom at 3:00pm today. Thank you.

Leslie Moore
PH 206 300-9555



CITY OF ELLENSBURG

City Light Department

501 North Anderson Street; Ellensburg, WA 98926

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

www.ci.ellensburg.wa.us

Memorandum

Date: 1/8/2026

To: Office of Community Development

From: Luis Perez, Eng. Tech. (Light)

Re: P25-022 2519 N Airport Rd SEPA

The following are the City of Ellensburg Electric Utility comments for the P25-022 SEPA, for the site located at 2519 N Airport Rd.

Electric:

There is an existing overhead high-voltage pole line along the West side of Airport Road.

The City of Ellensburg Electric Utility (City Light) will require each lot to have readily available access to power, and conduits to the extent of the property as part of the plat. This requirement would result in excavation for underground conduits along Airport Road and along the new proposed road.

As a result, the project could see an estimated 6000ft³ of excavated soil, with 1500ft³ of sand brought to the site for conduit bedding, for the electric system. Additionally, the types of trees or their locations may be restricted to prevent conflict with the overhead line.

SEPA checklist section B items 1, 4b, 4d, and 16.b should be updated to address the utilities required for the plat.

More details of removal, alteration, or extension of the electric system will be given at the plat review. Any plans for solar installations should be given with the plat permit, and an "interconnection agreement" will have to be completed before the installation of any solar.

Applicant is advised to call in locates and work cautiously around underground power lines, and to be mindful of existing overhead power lines when operating equipment on site. Minimum approach distance for personnel and equipment is 10ft to the high voltage lines.



Date: 02-02-2026

To: City of Ellensburg CDS

From: Encompass Engineering & Surveying

Re: Comment Response for P25-021, 022 and -140, the Critical Area Review, SEPA Checklist, and Preliminary Long Subdivision applications

Tax Parcel: 281133 at 2519 N Airport Road

WDFW

Comment – *'...recommend including a wildlife friendly fence along the eastern buffer boundary...'*

Response – See attached letter from applicants.

CITY PUBLIC WORKS

Water Comment 1 – *'...interior water main shall be 8" and extended into the property. Each lot will need a separate water service.'*

Response – Applicant will comply

Water Comment 2 – *'Fire hydrant placement shall be per Fire Department requirements. Developer's engineer will be required to verify that fire flow capacity will meet the necessary requirements.'*

Response – Applicant will comply

Sewer Comment – *'...The interior sewer main shall be 8"...'*

Response – Applicant will comply

Roadway and Access Comment – *'...requirement for half street improvements along the Airport Rd frontage and full street improvements on the interior road. The interior road will need to be 54' of right of way with a 32' wide road. This road width can be reduced by limiting on street parking requirements. Airport Rd is classified as a Minor Arterial and will require additional right of way to be dedicated as permanent signage, asphalt markings, gravel base, storm drainage, and other items associated with minimum public improvements consistent with Public Works Development Standards. Existing communication and power poles, as well as any other items may need to be relocated along Airport Rd frontage. An adequate turn around with no parking will be required at the end of the interior road. Under the Land Development code the sidewalks will need to be separated from the curb. The existing roadside ditch and irrigation will need to be addressed in the civil plans. The proposed lots have limited frontage which can cause conflicts with utilities. If the driveway locations are shown some of these conflicts can be worked out ahead of construction.'*

Response – Applicant understands and will comply

Other Issues Comment 1 – *'...the developer will need to work with the Post Office to establish the mail delivery routing plan and mailbox locations. The Post Office requires the use of metal Collection Box style mailboxes.'*

Response – Applicant understands and will comply



Other Issues Comment 2 – *'The developer is required to obtain all other permits... that may be required as a result of plat development.'*

Response – Applicant will obtain all required permits

Other Issues Comment 3 – *'Additional utility easements may be required for any proposed utility outside of the right of way.'*

Response – Applicant understands and will comply

Other Issues Comment 4 – *'Irrigation water along Airport Rd will need to comply with Irrigation District requirements, and be continued through the site to downstream users.'*

Response – Applicant will comply

Other Issues Comment 5 – *'Landscape plans will need to be included for review of any conflicts with existing or proposed utilities.'*

Response – Applicant will comply

Other Issues Comment 6 – *'Road names will need to comply with the City's road name ordinance and will also go through a review process.'*

Response – Applicant understands and will comply

Other Issues Comment 7 – *'...at a minimum a trip generation and distribution letter will be required. A full Traffic Impact Analysis (TIA) may need to be completed depending on the trip generation and distribution letter. The TIA will need to evaluate the traffic impact before and after the proposed building addition. The TIA will need to identify how many PM peak trips will be generated by the project. Contact the Public Works Department to discuss the limits of the TIA scope. The city has established transportation impact fees. The project may be required to pay impact fees.'*

Response – Applicant understands and will comply

CITY ELECTRIC

Comment 1 – *'A 10' frontage easement behind all R.O.W added to the survey with easement language.'*

Response – Easement will be added

Comment 2 – *'Each lot has a source of power installed. Contact the Light department to begin this process.'*

Response – Applicant will comply

Comment 3 – *'An easement to cover any facilities installed outside of the 10' frontage easement. This would include items that are expected or unexpected. The only excepted facilities installed outside of the frontage easement would be the facilities needed to serve lots 2 and 3.'*

Response – Applicant understands and will comply

Comment 4 – *'...Utility Easement paragraph...'*

Response – The requested Utility Easement paragraph will be included on the plat prior to recording

Comment 5 – *'...City Light will require each lot to have readily available access to power, and conduits to the extent of the property as part of the plat. This requirement would result in excavation for underground conduits along Airport Road and along the new proposed road. As a result, ... for the electric system. Additionally, the types of trees or their locations may be restricted to prevent conflict with overhead lines. SEPA checklist section B items 1, 4b, 4d and 16b should be updated to address the utilities required for the plat. ...Any plans for solar installations should be given*



with the plat permit, and an "interconnection agreement" will have to be completed before the installation of any solar. Applicant advised to call in locates...

Response – Applicant understands and will comply with each lot having readily available access to power and the results of this requirement, including but not limited to tree types and locations. Per email from Mark Rud dated 02-02-2026 'Resubmittal of the Checklist as requested in this Memo is not required...'. Applicant understands and will comply with solar installation requirements if needed. Applicant understands the importance of safety when working around overhead and underground power lines. Applicant agrees to call locates prior to work commencing.

NATURAL GAS DIVISION

Comment – '... no requirement for the developer/applicant to utilize natural gas for the development/plat. It is however recommended to install the main line and service stubs for future availability. Information to assist the developer... If natural gas is desired, the applicant is responsible for providing the trenching, bedding and backfill. The City Gas Division will provide all materials and perform all installation and testing at no cost to the developer.'

Response – Applicant has determined they would like to have the natural gas infrastructure installed for the development/plat. Applicant understands their responsibilities and will work with the City Gas Division on installation.

LESLIE MOORE

Comment – '...Will the highlighted board fence bordering the wetlands area remain intact when the project is completed? Will the vegetation & trees in the wetland area & wetland buffer remain as is & untouched when the project is complete?...'

Response - See attached letter from applicants

CITY STORMWATER UTILITY

Comments regarding special considerations, general stormwater comments, stormwater design considerations and plan review submittal elements.

Response – See attached letter from applicants

DEPARTMENT OF ECOLOGY

Comment – '... An NPDES Construction Stormwater Permit may be required if there is a potential for stormwater discharge from a construction site with disturbed ground. Ground disturbances...'

Response – See attached letter from applicants

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Jennifer Nelson Washington Department of Fish and Wildlife

Thank you for taking the time to review the Houghton Plat and for providing thoughtful and constructive comments. We appreciate the opportunity to work collaboratively to ensure long term protection of the wetland and its associated functions.

The proposed wetland protection measures and buffer averaging were intentionally designed to preserve the existing functions and values of the wetland area.

We agree to install a wildlife friendly fence along the eastern wetland buffer boundary. Any new or modified fencing will be coordinated with City staff and the Washington Department of Fish and Wildlife to ensure compatibility with wildlife movement while discouraging future encroachment.

Vegetation within the wetland and required buffer will remain undisturbed except for approved restoration or protection measures in accordance with City regulations and approved critical area reports.

We appreciate your guidance and look forward to continued coordination as the project moves forward.

Sincerely,

Jeffrey Houghton & Rebecca DeVere

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Leslie Moore

Thank you for reaching out and for sharing your questions and concerns regarding the proposed subdivision. We understand the importance of the existing natural setting and appreciate the opportunity to clarify our intentions.

We want to confirm that we have no plans to remove the existing fence located along the northern boundary adjacent to your property.

The wetland and required buffer areas will remain protected and undisturbed except for approved restoration or protection measures in accordance with City critical area regulations. We do not plan to remove vegetation within the wetland buffer, and no residential development is proposed within these protected areas.

Our goal is to preserve the existing natural character of the wetland area while developing the remainder of the property in compliance with City requirements.

Thank you again for taking the time to engage in the process and for expressing your concerns.

Sincerely,

Jeffrey Houghton & Rebecca DeVere

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Rebecca Springer City of Ellensburg Stormwater Utility

Thank you for the detailed review and comments regarding stormwater considerations for the proposed subdivision.

We recognize the historic challenges related to stormwater and irrigation conveyance in this area and appreciate the City's guidance.

We agree to coordinate with the City Stormwater Utility and the applicable Irrigation District during civil engineering review to address stormwater facilities irrigation conveyance and groundwater conditions.

All required stormwater submittals including a Stormwater Site Plan Construction Stormwater Pollution Prevention Plan drainage reports geotechnical evaluations and operation and maintenance documentation will be prepared in accordance with the 2024 Stormwater Management Manual for Eastern Washington and City standards.

Development is anticipated to occur in phases and Low Impact Development principles will be incorporated where feasible.

We appreciate the collaborative approach and look forward to working with City staff as the project advances.

Sincerely,

Jeffrey Houghton & Rebecca DeVere

Houghton Plat 2519 N Airport Road Ellensburg, WA 98926

Permit Numbers: P25-021, P25-022, P25-140

Amber Johnson Washington State Department of Ecology

Thank you for the opportunity to comment during the SEPA review process and for providing helpful guidance.

We understand that future construction activities associated with the subdivision may require coverage under the Department of Ecology Construction Stormwater General Permit and preparation of a Stormwater Pollution Prevention Plan.

All required permits and approvals will be obtained prior to any ground disturbing activities. Stormwater management and water quality requirements will be addressed during civil engineering review and prior to construction.

We appreciate Ecology's input and look forward to coordinating as the project progresses.

Sincerely,

Jeffrey Houghton & Rebecca DeVere



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

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

Proponent: Mark Kirkpatrick of Encompass Engineering, Agent for Property Owners Rebecca Lynn Devere and Jeffrey James Houghton

Description: Applicants propose a 13-lot long subdivision of an un-platted parcel of land at 2519 North Airport Road in Ellensburg for residential uses, including an additional stormwater tract and an open space tract. The 4.69-acre property has unimproved frontage along N Airport Rd, and contains existing structures that would be demolished. Long subdivisions and projects on lands containing wetlands require a SEPA Threshold Determination. The SEPA Environmental Checklist submitted for this Determination (P25-022) is associated with a Critical Area Determination (P25-021), and a preliminary long subdivision application (P25-140).

Location: 2519 North Airport Road, Parcel ID # 281133

Lead Agency: City of Ellensburg

File #: P25-022

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This determination was made after review of a completed environmental checklist and other information on file with the lead agency, including requirements of adopted development regulations pursuant to RCW 43.21C.240. This information is available to the public upon request.

This **Determination of Non-Significance (DNS)** is issued using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS. Any action to set aside, enjoin, review, or otherwise challenge this administrative SEPA action on grounds of noncompliance with the provisions of Chapter 43.21C RCW shall be made to the Hearings Examiner within 14 days of this Notice. Appeals should be prepared to make specific factual objections to this Determination.

Responsible Official: Stacey Henderson
Title: Planning Manager
Address: City of Ellensburg
Community Development Dept.
501 N Anderson St
Ellensburg, WA 98926
Phone: (509) 925-8608 Fax: (509) 925-8655

Date: 2/6/26 **Signature:** Stacey Henderson

Pursuant to ECC 15.270.200, the city of Ellensburg establishes administrative appeal procedures in ECC Chapter 15.230.



COMMUNITY DEVELOPMENT DEPARTMENT

501 North Anderson Street, Ellensburg WA 98926

Land Use Permitting (509) 962-7231

Construction Permitting (509) 962-7239

comdev@ellensburgwa.gov

permits@ellensburgwa.gov

CRITICAL AREA DETERMINATION

CRITICAL AREAS PRESENT – WETLAND & FLOODPLAIN ACTIONS REQUIRED & NO IMPACT FROM INTERRUPTED BUFFER FOR MERCER CREEK

Date of Review Request: March 4, 2025

Date of Revised Submittal: December 8, 2025

Date of Determination: February 6, 2026

Final Determination: Critical Areas Present – Actions Required for Wetland and Floodplain; No Impact from Interrupted Buffer for Mercer Creek

Project Description: P25-021 – Evaluating a 13-lot preliminary long subdivision on lands containing critical areas and buffers. This review is associated with preliminary subdivision application P25-140: the Houghton long plat would subdivide an unplatted 4.69-acre parcel at 2519 North Airport Road (Parcel ID # 281133) into 13 lots for future residential development, with an additional open space tract and a stormwater tract. The property contains wetlands identified by the National Wetland Inventory, and a wetland delineation report was required. The property also contains a portion of 100-year floodplain. Due to the number of lots proposed and the presence of wetlands, the subdivision is also subject to a SEPA Threshold Determination, evaluated by SEPA Environmental Checklist P25-022.

Applicant has submitted a December 19, 2023 Critical Area Report from Sewall Wetland Consulting, Inc. that identifies the 100-year floodplain and evaluates wetlands on the property.

Project Locations: 2519 N Airport Rd, Parcel 281133.

Project Applicant: Mark Kirkpatrick of Encompass Engineering and Surveying, agent for property owners Rebecca Lynn Devere and Jeffrey James Houghton

STAFF REVIEW:

1. Chapter 15.610 of the Ellensburg City Code (ECC) sets forth requirements for proposed activities in the vicinity of a designated Critical Area.
2. Mercer Creek runs roughly northeast-to-southwest near the property east of N Airport Road. Its associated 85-foot wide buffer per ECC 15.650.040(D) is constrained to the developed portion of the N Airport Rd right-of-way (ROW) and does not extend onto the subject property. Mercer Creek's streambed is also mapped as R4SBCx riverine wetland on the National Wetland inventory, a designation indicating a channel at least in part excavated by humans and approximately bounded by its ordinary high watermark.
3. Per ECC 15.620.030(E)(7) and 15.650.040(D)(5), the developed road section of N Airport Road qualifies as an interrupted buffer between the proposed subdivision and Mercer Creek's wetlands and fish and wildlife habitat conservation area. While said Critical Areas are near the project, the submitted Critical Area Report is not required to evaluate Mercer Creek or its associated wetlands based on the buffer interruption.
4. The National Wetland Inventory indicates the presence of PSS1C wetlands on the subject

property and extending onto northerly abutting parcels. The wetlands are within the western portion of the property. Project proponents were required to complete a Critical Areas Report.

5. Based upon the best available science submitted by a qualified professional, the wetlands score as Category III and require a minimum 130-foot buffer from developed improvements on the subject property pursuant to ECC Table 15.620.030(E)(3).
6. ECC 15.620.030(E)(6) permits wetland buffer width averaging under certain criteria, including in part where wetland functions or functional performance will not be reduced and would not be adversely impacted by a narrower buffer in other places; where the total width contained in the buffer area after averaging is no less than that which would be contained in the standard buffer; and, the buffer width is not reduced to less than 75 percent of the standard width or 35 feet.
7. Based on the submitted Critical Area Report and site plans submitted with associated preliminary long subdivision P25-140, buffer averaging is proposed. Standard buffers of the stormwater tract and Lots 5-9 would be averaged to the northwesternmost corner of the parent parcel, wholly contiguous with the standard buffer northwest of the delineated Category III wetland, effectively transferring an equivalent area of 7,854 square feet. At a maximum, averaging would reduce the standard buffer width by approximately 32 feet on lots 5 and 6 and a portion of Lot 7, a distance which would retain more than 75% of the standard wetland buffer width. The reduced buffer edge would terminate coincident with the rear yard property line of Lots 5-9 and the stormwater tract.
8. Wetlands and buffers can require temporary fences and markers while projects impacting Critical Areas are completed, and permanent signage may be required upon project completion, the latter for which specific provisions may be modified as necessary to assure protection of sensitive features or wildlife, all pursuant to ECC 15.620.030(F).
9. A significant portion of the parcel and the subdivision's proposed development area, including at least a portion of each developable lot except for Lot 2, is within the 100-year floodplain, mapped Zone AO Depth 1 on FEMA's Flood Insurance Rate Map (FIRM), which is regulated as a Frequently Flooded Area pursuant to ECC Chapter 15.630.
10. ECC 15.630.040 – "Performance Standards—General Requirements"

C. Development proposals must not reduce the effective base flood storage volume of a floodplain. Grading or other activity that would reduce the effective storage volume must be mitigated by creating compensatory storage on the site. The compensatory storage must provide equivalent volume at equivalent elevations to that being displaced, be hydraulically connected to the source of the flooding, be provided in the same construction season, and occur on site or off site, if legal arrangements can be made to assure that the effective compensatory storage will be preserved over time.

...

F. Construction materials and methods.

1. Methods that minimize flood damage. All new construction and substantial improvements shall be constructed using flood-resistant materials and utility equipment, and with methods and practices that minimize flood damage.

...

3. Utilities shall be protected. All utilities shall be located on the buildable portion of the site out of the floodplain unless there is no buildable site area out of the floodplain. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other

service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within their components during conditions of flooding. ... All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

G. Elevation certificate required following construction. Following construction or substantial improvement of a structure within the floodplain where the base flood elevation is provided, the applicant shall be required to submit to the director an as-built elevation certificate from a licensed professional land surveyor that records the elevation of the lowest floor (including basement), and whether the structure contains a basement. The director shall obtain said as-built elevation certificate and maintain for public inspection said certificates in its official records.

...
I. Anchoring.

1. Anchoring required. All new construction and substantial improvements within the floodplain, including those related to manufactured homes, shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads including the effects of buoyancy.

...
J. Fill and grading. *Fill and grading within the floodplain shall only occur after the review and approval by the city of the clearing, grading, and fill proposal. Such proposal shall require a determination from a licensed professional engineer that the fill or grading will not block side channels, inhibit channel migration, increase flood hazards to others, or be placed within a channel migration zone, whether or not the city delineated such zones as of the time of the application.*

11. ECC 15.630.050 – “Performance Standards—Specific Uses”:

A. Residential construction.

...
2. *New construction and substantial improvement of any residential structure in an AO zone shall meet the requirements of ECC 15.630.060.*

3. *Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs must meet or exceed the following minimum criteria:*

a. Have a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.

b. The bottom of all openings shall be no higher than one foot above grade.

c. Opening may be equipped with screens, louvers, valves, or other coverings or devices; provided, that they permit the entry and exist of floodwater.

d. A garage attached to a residential structure, constructed with the garage floor slab below the BFE [base flood elevation], must be designed to allow for the automatic entry and exit of floodwaters.

E. Utilities.

- 1. Shall be designed to minimize infiltration of floodwaters. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems.*
- 2. Sanitary sewage systems. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.*

F. Subdivision and development proposals.

- 1. All subdivisions and short subdivisions shall:*
 - a. Minimize flood damage. Subdivisions, short subdivisions, as well and new development shall be designed to minimize or eliminate flood damage to proposed structures; and public utilities and facilities that are installed as part of such subdivisions, such as sewer, gas, electrical, and water systems, shall be located and constructed to minimize flood damage. Subdivisions should be designed using natural features of the landscape, and should not incorporate flood protection changes.*
 - b. Have adequate drainage. Subdivisions, short subdivisions, as well as new development shall have adequate natural surface water drainage in accordance with the city's public works development standards to reduce exposure to flood hazards.*
12. Where crawlspaces are constructed to elevate buildings above base flood elevation with enclosed areas below the base flood elevation, they must meet applicable requirements and standards of ECC 15.630.050(H).
13. ECC 15.630.060 – “Performance Standards—Areas of shallow flooding”

Shallow flooding areas appear on FIRMs as AO zones with depth designations. The base flood depths in these zones range from one to three feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. In addition to other provisions in this code, the following provisions also apply:

 - A. Residential structures. New construction and substantial improvements of residential structures within AO zones...shall have the lowest floor (including basement and mechanical equipment) elevated above the highest adjacent grade of the building site to one foot above the depth number specified in feet on the flood insurance map or at least two feet if no depth number is specified.*
 - ...*
 - C. Drainage paths. All development shall include adequate drainage paths around structure on slopes to guide floodwaters around and away from proposed structures.*
14. Detached appurtenant structures in the AO zone, such as garages and small storage structures, must either be constructed in accordance with all applicable standards in ECC 15.630.050(A), or if constructed such that the floor is below the BFE must meet all requirements of ECC 15.630.050(J)(1).
15. Based on the location of project activities required for completion of the proposed project and information provided in the Critical Area Report, development of the subdivision would have No Impact on Mercer Creek as a fish and wildlife habitat conservation area, or its associated R4SBCx wetlands, due to the buffer interruption of North Airport Road.

16. The subdivision proposes platting an undevelopable open space tract containing the entirety of the parcel's delineated wetlands, its averaged buffer, and portion of 100-year floodplain. Protection of this Critical Area is subject to Required Actions specified below.
17. Existing utility mains and transmission systems, including for potable water delivery, sanitary sewer (wastewater) conveyance, electricity, and natural gas, abut the property in North Airport Road and would be extended into a proposed public ROW terminating in a cul-de-sac within the subdivision, with service lines to all proposed lots. The proposed ROW would include paved surfacing, curbs, buffered sidewalks, and storm drains within the subdivision, as well as like improvements along the entire North Airport Road frontage. The resulting subdivision would permit residential development on 13 lots. Performance standards regulating development with 100-year floodplains per the preceding will apply to the proposed subdivision and future residential construction as would be facilitated by recording its final plat.
18. The proposed subdivision and future residential development that would be facilitated upon its final platting does not impact Critical Areas in a manner contrary to the purpose, intent, and requirements of Title 15, Division VI, provided it abides with the preceding standards and City of Ellensburg Public Works Development Standards, including any public works permits and conditions thereto, as further described below.

REQUIRED ACTIONS FOR PROPOSED PROJECT ACTIVITIES:

It has been determined that the proposed subdivision including required utility improvements, and future site development and residential construction to be permitted upon its approval, have **No Impact on the fish and wildlife habitat conservation area (streams) and associated wetlands for Mercer Creek**, pursuant to ECC 15.620.030(E)(7) and 15.650.040(D)(5).

It has further been determined that proposed subdivision including required utility improvements, and future site development and residential construction to be permitted upon its approval, **Require Actions for Category III Wetlands delineated in the Critical Area Report, for and frequently flooded areas (100-year floodplains)** pursuant to the preceding standards and regulations. Such activities shall further abide by the following:

1. Subdivision improvements development and final plat approval shall adhere to all requirements and conditions contained in approval of preliminary long subdivision P25-140, including applicable Ellensburg City Code Title 15 Subdivision regulations for minimum improvements and Public Works Development Standards.
2. Wetland buffer averaging as proposed and permitted by ECC Chapter 15.620 is approved, subject to the following:
 - a. During construction of subdivision improvements and continuing until recording of a final plat, the outer perimeter of the wetland buffer coincident with the rear property line of Lots 5-8, the northwesternmost boundary of Lot 9, and westerly border of the stormwater tract shall be marked with installation of temporary markers in such a way to ensure no unauthorized intrusion into the wetland or its buffer will occur. Temporary markings and any temporary fencing shall be maintained throughout construction of subdivision improvements and shall not be removed until permanent signs are in place pursuant to the following.

- b. Permanent signs shall be installed along the easterly boundary of the wetland buffer and attached to proposed wildlife friendly fencing prior to construction of residential dwellings within the subdivision. The signs shall be made of a metal face with green color background and white letters, sized no smaller than one foot by one foot square and no larger than two feet by two feet square, mounted no less than three feet above and no more than five feet above adjacent grade. Signs must be posted at intervals specified by ECC 15.620.030(F)(2)(a), with number and location to be verified by the Community Development Director prior to installation. Signs must remain unobstructed and be maintained by the subdivision's owners association in perpetuity. Signs shall be installed prior to approval of the final plat of the long subdivision proposed in City File # P25-140. Signs shall be worded as follows:

PROTECTED CRITICAL AREA
DO NOT DISTURB
CONTACT THE CITY OF ELLENSBURG
REGARDING USES AND RESTRICTIONS

- c. Two permanent signs with the same wording, specifications, and maintenance required by 2.b (above) shall be installed along the western property boundary of the subdivision's open space tract and wetland buffer, with each attached to a metal post, other untreated material of equal durability, or wildlife friendly fencing if installed at this location. One sign shall be posted along the abutting segment of southwesterly parcel 953724; and one sign shall be posted along the abutting segment of westerly parcel 321133 adjacent to its shared corner with northwesterly abutting parcel 14453.
3. All development activities within the FEMA mapped 100-year floodplain shall abide by applicable performance standards of ECC Chapter 15.630, including and not limited to site grading and excavation activities, installation of utilities, and future residential construction.
4. Any further development or activities beyond the scope of work described for development of the proposed subdivision shall require a separate Critical Area Review.
5. All work shall be conducted using the best management practices for tree and vegetation protection, construction management, erosion and sedimentation control, water quality protection, and regulation of chemical applications. Any incidental damage to, or alteration of, a critical area shall be restored, rehabilitated, or replaced at the responsible party's expense.



Mark Rud, Associate Planner

2/16/2026
Date

Mark Rud

From: NoReply@ecy.wa.gov
Sent: Friday, February 6, 2026 10:25 AM
To: Mark Rud
Subject: [Ext] SEPA record published

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

The SEPA admin reviewed and published [SEPA record number 202600476, "Houghton 13-Lot Preliminary Subdivision"](#).
Lead Agency File Number: P25-021, P25-022 & P25-140.
It will now be available to the public.

From: Amber Johnson
Email: separegister@ecy.wa.gov
Phone number: (509) 723-5677

Mark Rud

From: Mark Rud
Sent: Friday, February 6, 2026 9:58 AM
To: ECY RE CRO SEPA Coordinator
Subject: RE: [Ext] SEPA 202600064 ECY Comments for P25-021, P25-022 & P25-140
Attachments: P25-022 Houghton Long Plat - SEPA DNS SIGNED.pdf; P25-021 Houghton Plat CA - Present Actions Required.pdf

Hello Amber. Attached find the City of Ellensburg's Determination of Non-Significance for P25-022. I have also attached the Critical Area Determination for P25-021.

Let me know if you have any questions.

Thanks,

Mark Rud (he/him/his) | **Associate Planner**
(509) 962-7235 | rudm@ellensburgwa.gov
501 N. Anderson St, Ellensburg, WA 98926



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From: ECY RE CRO SEPA Coordinator <crosepa@ecy.wa.gov>
Sent: Tuesday, January 27, 2026 4:53 PM
To: Mark Rud <rudm@ellensburgwa.gov>
Subject: [Ext] SEPA 202600064 ECY Comments for P25-021, P25-022 & P25-140

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

Greetings,

Attached is the Department of Ecology comment letter for the Houghton 13-Lot Preliminary Short Subdivision.

Please share these comments with the applicant.

Thank you,
Amber Johnson (she/her)
SEPA/ERTS Coordinator

Mark Rud

From: Mark Rud
Sent: Friday, February 6, 2026 9:58 AM
To: 'Nelson, Jennifer L (DFW)'
Subject: RE: [Ext] RE: P25-021, -022 & -140: Houghton 13-Lot Subdivision - Notice of Applications
Attachments: P25-022 Houghton Long Plat - SEPA DNS SIGNED.pdf; P25-021 Houghton Plat CA - Present Actions Required.pdf

Hello Jen. Attached find the City of Ellensburg's Determination of Non-Significance for P25-022. I have also attached the Critical Area Determination for P25-021.

Let me know if you have any questions.

Thanks,

Mark Rud (he/him/his) | Associate Planner
(509) 962-7235 | rudm@ellensburgwa.gov
501 N. Anderson St, Ellensburg, WA 98926



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From: Nelson, Jennifer L (DFW) <Jennifer.Nelson@dfw.wa.gov>
Sent: Thursday, January 8, 2026 1:45 PM
To: Mark Rud <rudm@ellensburgwa.gov>
Cc: Downes, Scott G (DFW) <Scott.Downes@dfw.wa.gov>
Subject: [Ext] RE: P25-021, -022 & -140: Houghton 13-Lot Subdivision - Notice of Applications

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

Hi Mark,

The proposed protection of the wetland and buffer averaging seems to protect the functions and values of this important wetland. We recommend including a wildlife friendly fence along the eastern buffer boundary to help prevent potential future encroachment by future landowners and help ensure the wetland and its buffer will be protected. We're happy to work with the City and/or applicants on a wildlife friendly fencing design.

Thanks for the opportunity to provide comments,
Jen

Jennifer Nelson
Washington Department of Fish and Wildlife
Habitat Program
Ellensburg, WA 98926
(509) 961-6639 Mobile

From: Mark Rud <rudm@ellensburgwa.gov>
Sent: Thursday, January 8, 2026 9:17 AM
To: SEPA Group <sepagroup@ci.ellensburg.wa.us>
Subject: P25-021, -022 & -140: Houghton 13-Lot Subdivision - Notice of Applications

External Email

Good morning,

The City of Ellensburg Community Development Department is requesting comments on a SEPA Checklist and Preliminary Long Subdivision application: **P25-022 & -140, the Houghton 13-lot preliminary long subdivision**. A link to file materials can be found below. A Critical Area Review application (**P25-021**) is also associated with this project.

Community Development anticipates issuing a DNS for this project, and is using the optional DNS process under WAC 197-11-355. This may be the only opportunity to comment on the environmental impacts of this project. The City's decision will be available upon request. See the attached Notice. The comment period will end **Thursday, January 29, 2026 at 5:00pm**. Community Development will assume your agency does not wish to provide comment if not received by this date.

The City of Ellensburg Hearing Examiner will develop a recommendation on the long subdivision at an Open Record Public Hearing on **Monday, Feb. 23, 2026 at 3:00pm**. This will be held in a hybrid format with in-person and remote attendance opportunities: at Ellensburg City Hall (501 N Anderson St), and via Zoom using the following link and information:

<https://us02web.zoom.us/j/88512338113?pwd=C66CyNV5GNdSCBixNvumDOdsw1NYs.1>

Meeting ID: 885 1233 8113 / Passcode: 271143

Ellensburg City Council will make a decision on the long subdivision after a Closed Record Public Hearing during a regular meeting at Ellensburg City Hall (501 N Anderson St), with virtual attendance available via Zoom using a link to be posted in the Agenda Packet prior to the meeting. No new testimony will be taken at the Council Hearing.

Please contact me directly with any questions or issues accessing the materials.

[Project Materials](#)

Thanks,

Mark Rud (*he/him/his*) | Associate Planner
(509) 962-7235 | rudm@ellensburgwa.gov
501 N. Anderson St, Ellensburg, WA 98926



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Mark Rud

From: Mark Rud
Sent: Friday, February 6, 2026 10:01 AM
To: lesliejmoore@comcast.net
Subject: RE: [Ext] Questions for Devere P25-021, 022, 140
Attachments: P25-022 Houghton Long Plat - SEPA DNS SIGNED.pdf; P25-021 Houghton Plat CA - Present Actions Required.pdf

Good morning, Ms. Moore. Attached find a SEPA Determination of Non-Significance (DNS) for P25-022. I have also attached a Critical Area Determination for P25-021.

Let me know if you have any questions.

Thanks,

Mark Rud (he/him/his) | Associate Planner
(509) 962-7235 | rudm@ellensburgwa.gov
501 N. Anderson St, Ellensburg, WA 98926



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From: lesliejmoore@comcast.net <lesliejmoore@comcast.net>
Sent: Friday, January 23, 2026 11:33 AM
To: Mark Rud <rudm@ellensburgwa.gov>
Subject: [Ext] Questions for Devere P25-021, 022, 140

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

Hi Mark,

Please see attached map copy. Will the highlighted board fence bordering the wetlands area remain intact when the project is completed? Will the vegetation & trees in the wetland area & wetland buffer remain as is & untouched when the project is complete? Part of the attraction for us buying the property we did is the natural landscape to the back of our property. I will be in the meeting via zoom at 3:00pm today. Thank you.

Leslie Moore
PH 206 300-9555

**CITY OF ELLENSBURG NOTICE
SEPA DETERMINATION OF NON-SIGNIFICANCE**

Notice is hereby given that the City of Ellensburg has issued a SEPA Determination of Non-Significance (DNS) for the following project.

Project Description: **P25-022;** a SEPA Environmental Checklist for a preliminary long subdivision. Applicants propose the 13-lot Houghton subdivision (P25-140) on an un-platted parcel of land at 2519 North Airport Road in Ellensburg for residential uses, including an additional stormwater tract and an open space tract. The 4.69-acre property has unimproved frontage along N Airport Rd, and contains existing structures that would be demolished. Long subdivisions and projects on lands containing wetlands require a SEPA Threshold Determination. The SEPA Environmental Checklist submitted for this Determination is also associated with a Critical Area Review (P25-021).

Project Location: 2519 N Airport Rd, Parcel # 281133

Project Applicant: Mark Kirkpatrick of Encompass Engineering, Agent for property owners Rebecca Lynn Devere and Jeffrey James Houghton

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This determination was made after review of a completed environmental checklist and other information on file with the lead agency, including requirements of adopted development regulations pursuant to RCW 43.21C.240. This information is available to the public upon request.

This DNS is issued under WAC 197-11-355. There is no further comment period on the DNS. Any action to set aside, enjoin, review, or otherwise challenge this administrative SEPA action on grounds of noncompliance with the provisions of Chapter 43.21C RCW shall be made to the Hearings Examiner within 14 days of issuance pursuant to procedures adopted under Ellensburg City Code (ECC) 15.230 and 15.270.200. Appeals should be prepared to make specific factual objections to this Determination.

Lead Agency: City of Ellensburg

SEPA Responsible Official: Stacey Henderson

Title: Planning Manager

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

Date of Issuance: February 6, 2026

Please Publish: **Saturday, February 7, 2026**

	Preliminary Subdivision (Long Plat) Application	PA-07 APPLICATION RECEIVED DEC 08 2025
Community Development Department 501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) comdev@ci.ellensburg.wa.us		

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

Application Fee: \$1200 (Pre-App Fee: \$500 may be applied here also). See breakdown of fees required at submittal and prior to issuance of a decision

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

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

OFFICIAL USE ONLY:

Staff Person:	<i>KB</i>
Date Submitted:	<i>12/8/25</i>
Due at Submittal	\$1440.00
Due prior to issuance	\$360.00
FILE #:	<i>P25-140</i>
Associated Permit File #:	<i>P25-020 P25-021</i>

P24-003 P25-022

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

Legal Owner Name(s):	Rebecca Lynn Devere & Jeffrey James Houghton	Day Phone:	509-426-3113
Mailing Address:	911 Game Bird Loop, Ellensburg, WA 98929		
E-mail:	rebecca.houghton07@gmail.com	Cell Phone:	Jeffrey Houghton: 425-463-8254
*APPLICANT:	☒ Owner ☐ Contractor ☐ Tenant ☐ Other _____		
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
CONTACT PERSON:	☐ Owner ☐ Contractor ☐ Tenant ☒ Other <u>Surveyor/Engineer</u>		
Name:	Encompass Engineering & Surveying	Day Phone:	509-674-7433
Mailing Address:	110 South Oakes Avenue, Suite 250, Cle Elum, WA 98922		
E-mail:	mkirkpatrick@encompasses.net	Cell Phone:	509-656-4176

PROJECT INFORMATION:

Parcel Number(s) of Site:	281133 (Map Number 18-18-26040-0019)
Site Address (if any):	2519 N Airport Road, Ellensburg, WA 98926
City Zoning Designation:	Airport Overlay & Residential Suburban

(OVER)

PROJECT INFORMATION:

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

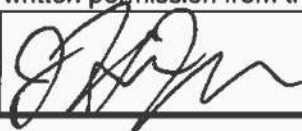
1. The minimum application requirements set forth in ECC 15.220.020 and a completed subdivision application form provided by the department, which shall include the signatures of all owner's of interest in the land involved in the preliminary subdivision;
2. Payment of the application fee in the amount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

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

I, _____, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached here within is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner:
(or Authorized Agent)



Date:

12/8/25

RE EXCISE TAX PAID
Amount \$6645.00
Date 08/17/2023
Affidavit No. 2023-1299
KITTITAS COUNTY TREASURER
By Savanna RM Myra

When recorded return to:

Rebecca Lynn DeVere and Jeffrey James Houghton
911 Game Bird Loop
Ellensburg, WA 98926

Order No.: 600686AM

STATUTORY WARRANTY DEED

THE GRANTOR(S) Gary S. Koch and Allison Carpenter, husband and wife
for and in consideration of Ten and no/100 Dollars (\$10.00) and other valuable
consideration

in hand paid, conveys, and warrants to **Rebecca Lynn DeVere and Jeffrey James
Houghton, husband and wife**

the following described real estate, situated in the County of Kittitas, State of
Washington:

Ptn of the NE Quarter of the SE Quarter of Section 26, Township 18 N, Range 18 E, W.M.

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

Beginning at a point on the West boundary line of the right of way of the County Road which is 344.5
feet South of a point 30 feet West of the Northeast corner of said Quarter of Quarter Section; and
running

Thence South 88°38' West, 630.0 feet;

Thence South 0°05' East, 324.5 feet;

Thence North 88°38' East, 629.6 feet to a point 30 feet West of the East boundary line of said Section,
said point being on the West boundary line of the right of way of said County Road; and

Thence North, along the West boundary line of said right of way 324.5 feet to the point of beginning.

Tax Parcel Number(s): 281133

Subject to: Current Year Taxes, conditions, covenants, restrictions, reservations,
easements, rights and rights of way, apparent or of record.

Dated: 8/14/23

Gary S Koch

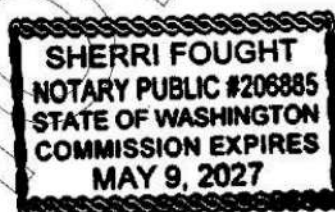
Allison Carpenter

State of Washington } ss
County of Kittitas

On this 14 day of August, 2023, before me,
Sherrri Fought a Notary Public in and for said state,
personally appeared Gary S. Koch and Allison Carpenter, known or
identified to me to be the person(s) whose name(s) is/are subscribed to the
within Instrument and acknowledged to me that he/she/they executed
same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my
official seal the day and year in this certificate first above written.

Sherrri Fought
Notary Public for the State of Washington
Residing at: Ellensburg
Commission Expires: 5/9/27



 First American Title™	Subdivision Guarantee
Guarantee	ISSUED BY First American Title Insurance Company GUARANTEE NUMBER 5003353-800536

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE LIMITS OF LIABILITY AND THE CONDITIONS AND STIPULATIONS OF THIS GUARANTEE,

FIRST AMERICAN TITLE INSURANCE COMPANY
a Nebraska corporation, herein called the Company

GUARANTEES

the Assured named in Schedule A against actual monetary loss or damage not exceeding the liability stated in Schedule A, which the Assured shall sustain by reason of any incorrectness in the assurances set forth in Schedule A.

First American Title Insurance Company



Dennis J. Gilmore
President



Greg L. Smith
Secretary

This jacket was created electronically and constitutes an original document

SCHEDULE OF EXCLUSIONS FROM COVERAGE OF THIS GUARANTEE

1. Except to the extent that specific assurances are provided in Schedule A of this Guarantee, the Company assumes no liability for loss or damage by reason of the following:
 - (a) Defects, liens, encumbrances, adverse claims or other matters against the title, whether or not shown by the public records.
 - (b) (1) Taxes or assessments of any taxing authority that levies taxes or assessments on real property; or, (2) Proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not the matters excluded under (1) or (2) are shown by the records of the taxing authority or by the public records.
 - (c) (1) Unpatented mining claims; (2) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (3) water rights, claims or title to water, whether or not the matters excluded under (1), (2) or (3) are shown by the public records.
2. Notwithstanding any specific assurances which are provided in Schedule A of this Guarantee, the Company assumes no liability for loss or damage by reason of the following:
 - (a) Defects, liens, encumbrances, adverse claims or other matters affecting the title to any property beyond the lines of the land expressly described in the description set forth in Schedule (A), (C) or in Part 2 of this Guarantee, or title to streets, roads, avenues, lanes, ways or waterways to which such land abuts, or the right to maintain therein vaults, tunnels, ramps or any structure or improvements; or any rights or easements therein, unless such property, rights or easements are expressly and specifically set forth in said description.
 - (b) Defects, liens, encumbrances, adverse claims or other matters, whether or not shown by the public records; (1) which are created, suffered, assumed or agreed to by one or more of the Assureds; (2) which result in no loss to the Assured; or (3) which do not result in the invalidity or potential invalidity of any judicial or non-judicial proceeding which is within the scope and purpose of the assurances provided.
 - (c) The identity of any party shown or referred to in Schedule A.
 - (d) The validity, legal effect or priority of any matter shown or referred to in this Guarantee.

GUARANTEE CONDITIONS AND STIPULATIONS

1. Definition of Terms.

The following terms when used in the Guarantee mean:

- (a) the "Assured": the party or parties named as the Assured in this Guarantee, or on a supplemental writing executed by the Company.
- (b) "land": the land described or referred to in Schedule (A)(C) or in Part 2, and improvements affixed thereto which by law constitute real property. The term "land" does not include any property beyond the lines of the area described or referred to in Schedule (A)(C) or in Part 2, nor any right, title, interest, estate or easement in abutting streets, roads, avenues, alleys, lanes, ways or waterways.
- (c) "mortgage": mortgage, deed of trust, trust deed, or other security instrument.
- (d) "public records": records established under state statutes at Date of Guarantee for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without knowledge.
- (e) "date": the effective date.

2. Notice of Claim to be Given by Assured Claimant.

An Assured shall notify the Company promptly in writing in case knowledge shall come to an Assured hereunder of any claim of title or interest which is adverse to the title to the estate or interest, as stated herein, and which might cause loss or damage for which the Company may be liable by virtue of this Guarantee. If prompt notice shall not be given to the Company, then all liability of the Company shall terminate with regard to the matter or matters for which prompt notice is required; provided, however, that failure to notify the Company shall in no case prejudice the rights of any Assured unless the Company shall be prejudiced by the failure and then only to the extent of the prejudice.

3. No Duty to Defend or Prosecute.

The Company shall have no duty to defend or prosecute any action or proceeding to which the Assured is a party, notwithstanding the nature of any allegation in such action or proceeding.

4. Company's Option to Defend or Prosecute Actions; Duty of Assured Claimant to Cooperate.

Even though the Company has no duty to defend or prosecute as set forth in Paragraph 3 above:

- (a) The Company shall have the right, at its sole option and cost, to institute and prosecute any action or proceeding, interpose a defense, as limited in (b), or to do any other act which in its opinion may be necessary or desirable to establish the title to the estate or interest as stated herein, or to establish the lien rights of the Assured, or to prevent or reduce loss or damage to the Assured. The Company may take any appropriate action under the terms of this Guarantee, whether or not it shall be liable hereunder, and shall not thereby concede liability or waive any provision of this Guarantee. If the Company shall exercise its rights under this paragraph, it shall do so diligently.
- (b) If the Company elects to exercise its options as stated in Paragraph 4(a) the Company shall have the right to select counsel of its choice (subject to the right of such Assured to object for reasonable cause) to represent the Assured and shall not be liable for and will not pay the fees of any other counsel, nor will the Company pay any fees, costs or expenses incurred by an Assured in the defense of those causes of action which allege matters not covered by this Guarantee.
- (c) Whenever the Company shall have brought an action or interposed a defense as permitted by the provisions of this Guarantee, the Company may pursue any litigation to final determination by a court of competent jurisdiction and expressly reserves the right, in its sole discretion, to appeal from an adverse judgment or order.
- (d) In all cases where this Guarantee permits the Company to prosecute or provide for the defense of any action or proceeding, an Assured shall secure to the Company the right to so prosecute or provide for the defense of any action or proceeding, and all appeals therein, and permit the Company

GUARANTEE CONDITIONS AND STIPULATIONS (Continued)

to use, at its option, the name of such Assured for this purpose. Whenever requested by the Company, an Assured, at the Company's expense, shall give the Company all reasonable aid in any action or proceeding, securing evidence, obtaining witnesses, prosecuting or defending the action or lawful act which in the opinion of the Company may be necessary or desirable to establish the title to the estate or interest as stated herein, or to establish the lien rights of the Assured. If the Company is prejudiced by the failure of the Assured to furnish the required cooperation, the Company's obligations to the Assured under the Guarantee shall terminate.

5. Proof of Loss or Damage.

In addition to and after the notices required under Section 2 of these Conditions and Stipulations have been provided to the Company, a proof of loss or damage signed and sworn to by the Assured shall be furnished to the Company within ninety (90) days after the Assured shall ascertain the facts giving rise to the loss or damage. The proof of loss or damage shall describe the matters covered by this Guarantee which constitute the basis of loss or damage and shall state, to the extent possible, the basis of calculating the amount of the loss or damage. If the Company is prejudiced by the failure of the Assured to provide the required proof of loss or damage, the Company's obligation to such assured under the Guarantee shall terminate. In addition, the Assured may reasonably be required to submit to examination under oath by any authorized representative of the Company and shall produce for examination, inspection and copying, at such reasonable times and places as may be designated by any authorized representative of the Company, all records, books, ledgers, checks, correspondence and memoranda, whether bearing a date before or after Date of Guarantee, which reasonably pertain to the loss or damage. Further, if requested by any authorized representative of the Company, the Assured shall grant its permission, in writing, for any authorized representative of the Company to examine, inspect and copy all records, books, ledgers, checks, correspondence and memoranda in the custody or control of a third party, which reasonably pertain to the loss or damage. All information designated as confidential by the Assured provided to the Company pursuant to this Section shall not be disclosed to others unless, in the reasonable judgment of the Company, it is necessary in the administration of the claim. Failure of the Assured to submit for examination under oath, produce other reasonably requested information or grant permission to secure reasonably necessary information from third parties as required in the above paragraph, unless prohibited by law or governmental regulation, shall terminate any liability of the Company under this Guarantee to the Assured for that claim.

6. Options to Pay or Otherwise Settle Claims: Termination of Liability.

In case of a claim under this Guarantee, the Company shall have the following additional options:

- (a) To Pay or Tender Payment of the Amount of Liability or to Purchase the Indebtedness.
The Company shall have the option to pay or settle or compromise for or in the name of the Assured any claim which could result in loss to the Assured within the coverage of this Guarantee, or to pay the full amount of this Guarantee or, if this Guarantee is issued for the benefit of a holder of a mortgage or a lienholder, the Company shall have the option

to purchase the indebtedness secured by said mortgage or said lien for the amount owing thereon, together with any costs, reasonable attorneys' fees and expenses incurred by the Assured claimant which were authorized by the Company up to the time of purchase.

Such purchase, payment or tender of payment of the full amount of the Guarantee shall terminate all liability of the Company hereunder. In the event after notice of claim has been given to the Company by the Assured the Company offers to purchase said indebtedness, the owner of such indebtedness shall transfer and assign said indebtedness, together with any collateral security, to the Company upon payment of the purchase price.

Upon the exercise by the Company of the option provided for in Paragraph (a) the Company's obligation to the Assured under this Guarantee for the claimed loss or damage, other than to make the payment required in that paragraph, shall terminate, including any obligation to continue the defense or prosecution of any litigation for which the Company has exercised its options under Paragraph 4, and the Guarantee shall be surrendered to the Company for cancellation.

- (b) To Pay or Otherwise Settle With Parties Other Than the Assured or With the Assured Claimant.

To pay or otherwise settle with other parties for or in the name of an Assured claimant any claim assured against under this Guarantee, together with any costs, attorneys' fees and expenses incurred by the Assured claimant which were authorized by the Company up to the time of payment and which the Company is obligated to pay.

Upon the exercise by the Company of the option provided for in Paragraph (b) the Company's obligation to the Assured under this Guarantee for the claimed loss or damage, other than to make the payment required in that paragraph, shall terminate, including any obligation to continue the defense or prosecution of any litigation for which the Company has exercised its options under Paragraph 4.

7. Determination and Extent of Liability.

This Guarantee is a contract of Indemnity against actual monetary loss or damage sustained or incurred by the Assured claimant who has suffered loss or damage by reason of reliance upon the assurances set forth in this Guarantee and only to the extent herein described, and subject to the Exclusions From Coverage of This Guarantee.

The liability of the Company under this Guarantee to the Assured shall not exceed the least of:

- (a) the amount of liability stated in Schedule A or in Part 2;
- (b) the amount of the unpaid principal indebtedness secured by the mortgage of an Assured mortgagee, as limited or provided under Section 6 of these Conditions and Stipulations or as reduced under Section 9 of these Conditions and Stipulations, at the time the loss or damage assured against by this Guarantee occurs, together with interest thereon; or
- (c) the difference between the value of the estate or interest covered hereby as stated herein and the value of the estate or interest subject to any defect, lien or encumbrance assured against by this Guarantee.

8. Limitation of Liability.

- (a) If the Company establishes the title, or removes the alleged defect, lien or encumbrance, or cures any other matter assured against by this Guarantee in a reasonably diligent

GUARANTEE CONDITIONS AND STIPULATIONS (Continued)

manner by any method, including litigation and the completion of any appeals therefrom, it shall have fully performed its obligations with respect to that matter and shall not be liable for any loss or damage caused thereby.

- (b) In the event of any litigation by the Company or with the Company's consent, the Company shall have no liability for loss or damage until there has been a final determination by a court of competent jurisdiction, and disposition of all appeals therefrom, adverse to the title, as stated herein.
- (c) The Company shall not be liable for loss or damage to any Assured for liability voluntarily assumed by the Assured in settling any claim or suit without the prior written consent of the Company.

9. Reduction of Liability or Termination of Liability.

All payments under this Guarantee, except payments made for costs, attorneys' fees and expenses pursuant to Paragraph 4 shall reduce the amount of liability pro tanto.

10. Payment of Loss.

- (a) No payment shall be made without producing this Guarantee for endorsement of the payment unless the Guarantee has been lost or destroyed, in which case proof of loss or destruction shall be furnished to the satisfaction of the Company.
- (b) When liability and the extent of loss or damage has been definitely fixed in accordance with these Conditions and Stipulations, the loss or damage shall be payable within thirty (30) days thereafter.

11. Subrogation Upon Payment or Settlement.

Whenever the Company shall have settled and paid a claim under this Guarantee, all right of subrogation shall vest in the Company unaffected by any act of the Assured claimant.

The Company shall be subrogated to and be entitled to all rights and remedies which the Assured would have had against any person or property in respect to the claim had this Guarantee not been issued. If requested by the Company, the Assured shall transfer to the Company all rights and remedies against any person or property necessary in order to perfect this right of subrogation. The Assured shall permit the Company to sue, compromise or settle in the name of the Assured and to use the name of the Assured in any transaction or litigation involving these rights or remedies.

If a payment on account of a claim does not fully cover the loss of the Assured the Company shall be subrogated to all rights and remedies of the Assured after the Assured shall have recovered its principal, interest, and costs of collection.

12. Arbitration.

Unless prohibited by applicable law, either the Company or the Assured may demand arbitration pursuant to the Title Insurance Arbitration Rules of the American Land Title Association. Arbitrable matters may include, but are not limited to, any controversy or claim between the Company and the Assured arising out of or relating to this Guarantee, any service of the Company in connection with its issuance or the breach of a Guarantee provision or other obligation. All arbitrable matters when the Amount of Liability is \$2,000,000 or less shall be arbitrated at the option of either the Company or the Assured. All arbitrable matters when the amount of liability is in excess of \$2,000,000 shall be arbitrated only when agreed to by both the Company and the Assured. The Rules in effect at Date of Guarantee shall be binding upon the parties. The award may include attorneys' fees only if the laws of the state in which the land is located permits a court to award attorneys' fees to a prevailing party. Judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.

The law of the situs of the land shall apply to an arbitration under the Title Insurance Arbitration Rules.

A copy of the Rules may be obtained from the Company upon request.

13. Liability Limited to This Guarantee; Guarantee Entire Contract.

- (a) This Guarantee together with all endorsements, if any, attached hereto by the Company is the entire Guarantee and contract between the Assured and the Company. In interpreting any provision of this Guarantee, this Guarantee shall be construed as a whole.
- (b) Any claim of loss or damage, whether or not based on negligence, or any action asserting such claim, shall be restricted to this Guarantee.
- (c) No amendment of or endorsement to this Guarantee can be made except by a writing endorsed hereon or attached hereto signed by either the President, a Vice President, the Secretary, an Assistant Secretary, or validating officer or authorized signatory of the Company.

14. Notices, Where Sent.

All notices required to be given the Company and any statement in writing required to be furnished the Company shall include the number of this Guarantee and shall be addressed to the Company at **First American Title Insurance Company, Attn: Claims National Intake Center, 1 First American Way, Santa Ana, California 92707** Claims.NIC@firstam.com Phone: 888-632-1642 Fax: 877-804-7606

 First American Title™	Subdivision Guarantee
	ISSUED BY First American Title Insurance Company
Schedule A	GUARANTEE NUMBER 5003353-800536

Order No.: 668558AM

Liability: \$1,000.00

Fee: \$350.00

Tax: \$30.10

Name of Assured: First American Title Insurance Company

Date of Guarantee: February 14, 2025

The assurances referred to on the face page hereof are:

1. Title is vested in:

Rebecca Lynn DeVere and Jeffrey James Houghton, husband and wife

2. That, according to the Public Records relative to the land described in Schedule C attached hereto (including those records maintained and indexed by name), there are no other documents affecting title to said land or any portion thereof, other than those shown under Record Matters in Schedule B.

3. The following matters are excluded from the coverage of this Guarantee:

A. Unpatented Mining Claims, reservations or exceptions in patents or in acts authorizing the issuance thereof.

B. Water rights, claims or title to water.

C. Tax Deeds to the State of Washington.

D. Documents pertaining to mineral estates.

4. No guarantee is given nor liability assumed with respect to the validity, legal effect or priority of any matter shown herein.

5. This Guarantee is restricted to the use of the Assured for the purpose of providing title evidence as may be required when subdividing land pursuant to the provisions of Chapter 58.17, R.C.W., and the local regulations and ordinances adopted pursuant to said statute. It is not to be used as a basis for closing any transaction affecting title to said property.

6. Any sketch attached hereto is done so as a courtesy only and is not part of any title commitment, guarantee or policy. It is furnished solely for the purpose of assisting in locating the premises and First American expressly disclaims any liability which may result from reliance made upon it..

Laura Woodiwiss

Authorized Countersignature

 First American Title™	Subdivision Guarantee ISSUED BY First American Title Insurance Company
Schedule B	GUARANTEE NUMBER 5003353-800536

File No.: 668558AM

RECORD MATTERS

1. Any lien for service, installation, connection, maintenance, tap, capacity or construction or similar charges for sewer, water, electricity, natural gas or other utilities, or for garbage collection and disposal not shown by the Public Records
2. Indian tribal codes or regulations, Indian treaty or aboriginal rights, including easements or equitable servitudes.
3. General Taxes and Assessments – total due may include fire patrol assessment, weed levy assessment and/or irrigation assessment, if any. Taxes noted below do not include any interest or penalties which may be due after delinquency.

Note: Tax year runs January through December with the first half becoming delinquent May 1st and second half delinquent November 1st if not paid. For most current tax information or tax printouts visit:
<http://taxsifter.co.kittitas.wa.us> or call their office at (509) 962-7535.

Tax Year: 2025
Tax Type: County
Total Annual Tax: \$4,026.13
Tax ID #: 281133
Taxing Entity: Kittitas County Treasurer
First Installment: \$2,013.07
First Installment Status: Due
First Installment Due/Paid Date: April 30, 2025
Second Installment: \$2,013.06
Second Installment Status: Due
Second Installment Due/Paid Date: October 31, 2025

Tax Year: 2025
Tax Type: Irrigation
Total Annual Tax: \$398.66
Tax ID #: 281133
Taxing Entity: Kittitas County Treasurer
First Installment: \$199.33
First Installment Status: Due
First Installment Due/Paid Date: April 30, 2025
Second Installment: \$199.33
Second Installment Status: Due
Second Installment Due/Paid Date: October 31, 2025

4. Any rights, interests, or claims which may exist or arise by reason of the following matters(s) disclosed by Kylo Short Plat,
Book: D of Short Plats Page: 22
Instrument No.: [545436](#)
Matters shown:
 - a) Fence lines in relation to property boundary
 - b) Easements contained thereon
 - c) Notes contained thereon
 - d) Dedication contained thereon
5. The provisions contained in document titled Ordinance 4117,
Recorded: December 3, 1997,
Instrument No.: [199712030005](#).
6. A Deed of Trust, including the terms and provisions thereof, to secure the amount noted below and other amounts secured thereunder, if any:
Amount: \$311,250.00
Trustor/Grantor: Rebecca Lynn DeVere and Jeffrey James Houghton, husband and wife
Trustee: AmeriTitle
Beneficiary: Mortgage Electronic Registration Systems, Inc. (MERS), solely as nominee for 1st Security Bank of Washington
Dated: August 14, 2023
Recorded: August 17, 2023
Instrument No.: [202308170011](#)

 <i>First American Title™</i>	Subdivision Guarantee
	ISSUED BY First American Title Insurance Company
Schedule C	GUARANTEE NUMBER 5003353-800536

File No.: 668558AM

The land in the County of Kittitas, State of Washington, described as follows:

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

Beginning at a point on the West boundary line of the right of way of the County Road which is 344.5 feet South of a point 30 feet West of the Northeast corner of said Quarter of Quarter Section; and running

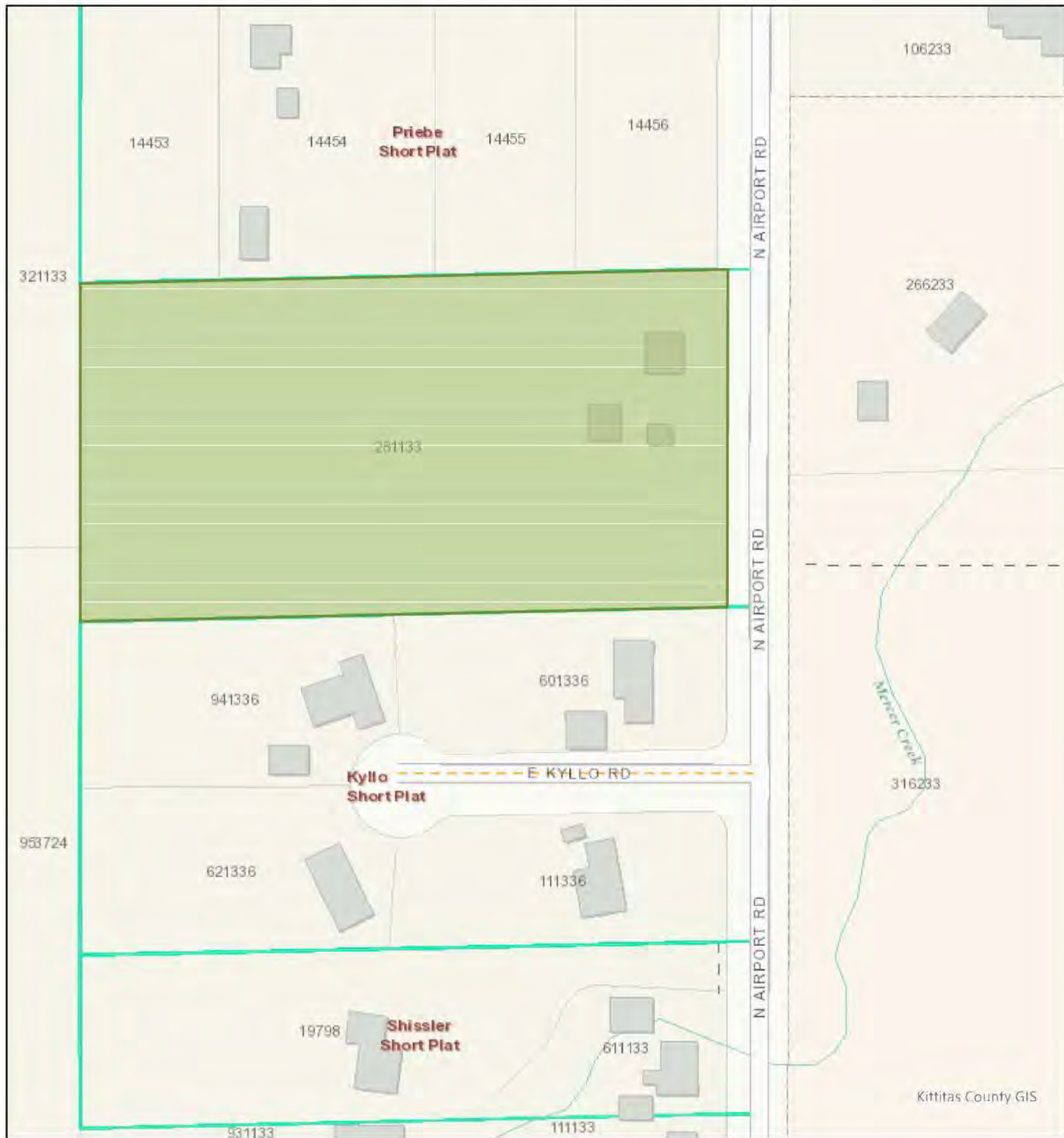
Thence South 88°38' West, 630.0 feet;

Thence South 0°05' East, 324.5 feet;

Thence North 88°38' East, 629.6 feet to a point 30 feet West of the East boundary line of said Section, said point being on the West boundary line of the right of way of said County Road; and

Thence North, along the West boundary line of said right of way 324.5 feet to the point of beginning.

Kittitas County COMPAS Map



Date: 2/13/2025

1 inch equals 188 feet

0 0.01 0.02 0.04 mi



Disclaimer:

Kittitas County makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data, its use, or its interpretation. Kittitas County does not guarantee the accuracy of the material contained herein and is not responsible for any use, misuse or representations by others regarding this information or its derivatives.





RECEIVED 12/8/25 P25-140
COMMUNITY DEVELOPMENT

Date: December 03, 2025

To: City of Ellensburg Community Development

From: Encompass Engineering & Surveying

Re: 2519 N Airport Road 8-Lot Short Subdivision

Tax Parcel: 281133 (18-18-26040-0019)

PROJECT NARRATIVE

Persons or Entities Holding Interest in the Property

Listed below are all persons or entities holding interest in parcel #281133 (18-18-26040-0019) located at 2519 N Airport Road, Ellensburg, WA 98926 per the Subdivision Guarantee provided dated February 14, 2025.

Trustor/Grantor: Rebecca Lynn DeVere and Jeffrey James Houghton, husband and wife.

Beneficiary: Mortgage Electronic Registration Systems, Inc. (MERS), solely as nominee for 1st Security Bank of Washington.

Legal Description Per Subdivision Guarantee – First American Title – Guarantee Number 5003353-800536:

That portion of the Northeast Quarter of the Southeast Quarter of Section 26, Township 18 North, Range 18 East, W.M., Kittitas County, State of Washington, which is described as follows:
Beginning at a point on the West boundary line of the right-of-way of the County Road which is 344.5 feet South of a point 30 feet West of the Northeast corner of said Quarter of Quarter Section; and running
Thence South 88°38' West, 630.0 feet;
Thence South 0°05' East, 324.5 feet;
Thence North 88°38' East, 629.6 feet to a point 30 feet West of the East boundary line of said Section, said point being on the West boundary line of the right-of-way of said County Road; and
Thence North, along the West boundary line of said right-of-way 324.5 feet to the point of beginning.

Zoning

The current comprehensive plan designation of the site is Residential Suburban. Per the Comprehensive Plan Future Land Use designation, the zoning classification of the site is Residential Neighborhood and Airport Overlay Zone (Zone 6).



Critical Areas

PSS1C Wetlands have been identified on the parcel. A Critical Area Report for the project was completed on August 14, 2023 and revised on December 19, 2023 by Sewall Wetland Consulting, Inc.

Project Description

This project proposes to create 13 lots that are between ± 0.11 - ± 0.17 acres for single-family residences, 1 ± 0.09 acre Stormwater Tract and 1 ± 2.36 acres open space tract, Tract OS-1, for the category III wetland.

The stormwater tract and the open space tract will be maintained by the HOA.

There are no restrictive covenants proposed for this subdivision at this time.

Water and Sewer

Water and sewer will be tied into the City of Ellensburg.

Access

A 52' right-of-way will be created off N. Airport Road, an existing City road. The proposed right-of-way will provide access for proposed lots 5 thru 13. Access for proposed lots 1 thru 4 will be provided via a 20' shared driveway that will come off the proposed right-of-way.

Stormwater Facilities

Please see attached memorandum dated December 03, 2025 to address the conceptual stormwater plan for the 2519 N Airport Road Preliminary Plat.

RECEIVED (2.8.92) COMMUNITY DEVELOPMENT F38-140

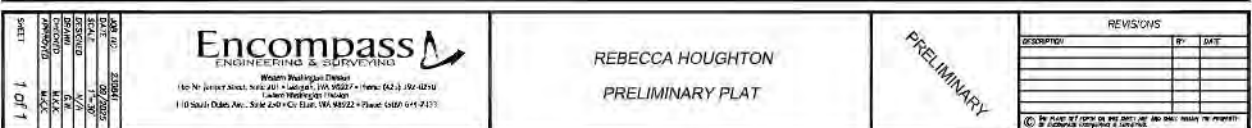
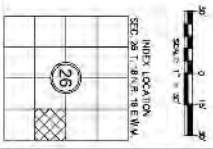
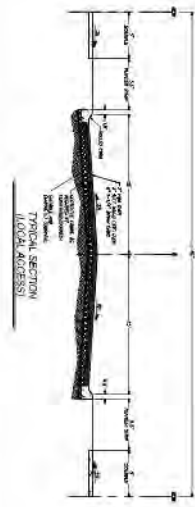
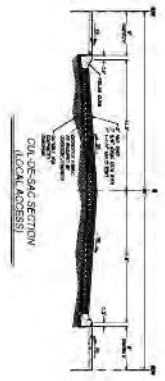
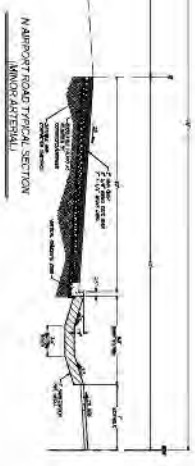
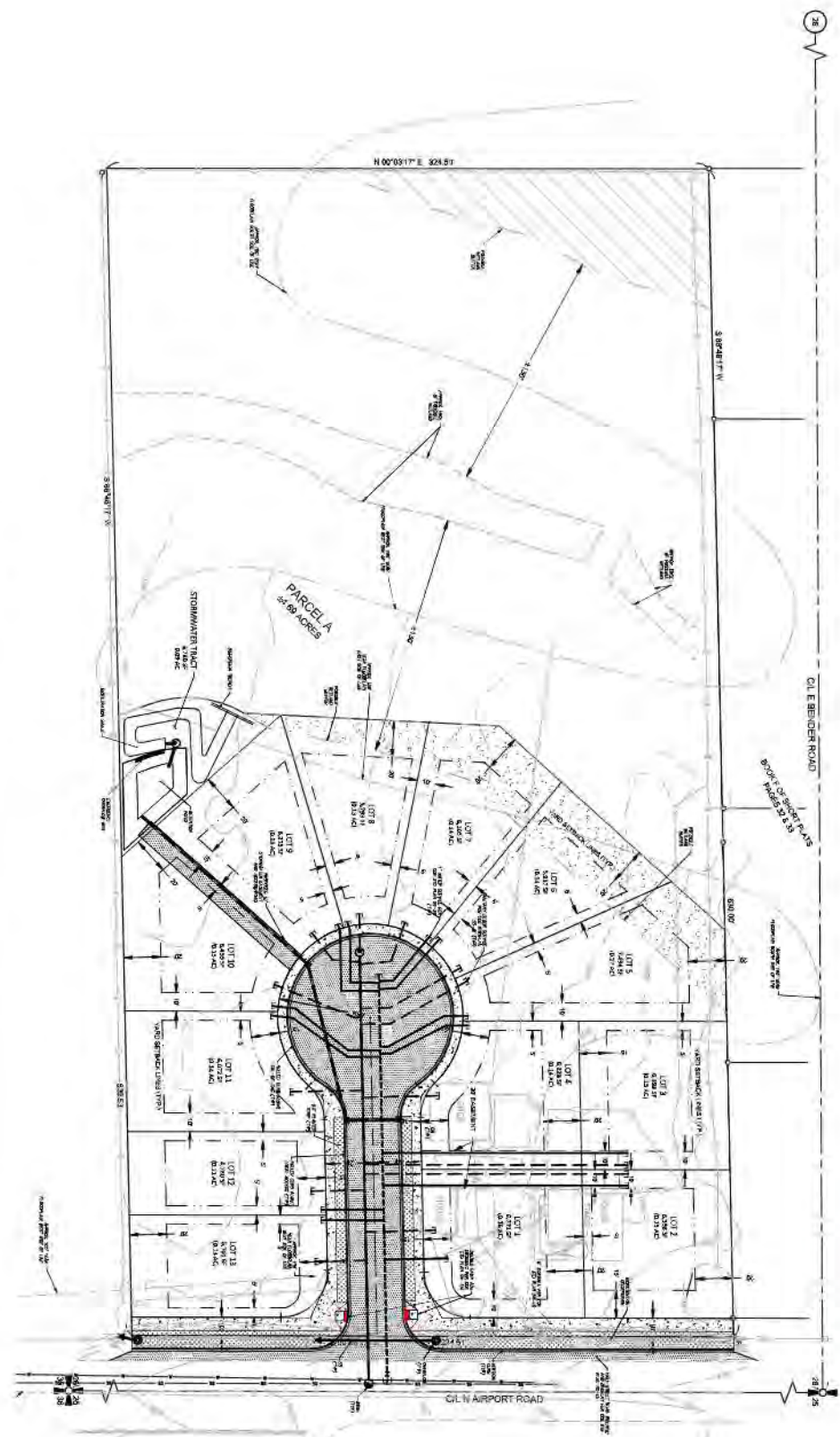


EXHIBIT 1.29

2519 N AIRPORT ROAD
A PORTION OF SECTION 26, T. 18 N., R. 18 E., WM.
CITY OF ELLENSBURG, STATE OF WASHINGTON

RECEIVED LARSEN
CONTRACT DEVELOPMENT #2017-05-140



Encompass ENGINEERING & SURVEYING Rebecca Houghton Division 185 NE Bridger Road, Suite 101 • Ellensburg, WA 99004 • Phone: (509) 944-4444 407 W. Main St., Suite 101 • Ellensburg, WA 99004 • Phone: (509) 944-4444		CONCEPTUAL CIVIL REBECCA HOUGHTON PRELIMINARY SITE PLAN		NO. 1000000000		REVISIONS <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>BY</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		DESCRIPTION	BY	DATE															
DESCRIPTION	BY	DATE																							
DATE: 12/2/2025 DRAWN BY: R. HOUGHTON CHECKED BY: R. HOUGHTON APPROVED BY: R. HOUGHTON		1		Page 139 of 286																					



Memorandum

To: City of Ellensburg
From: Cameron Curtis, Encompass Engineering & Surveying
Date: December 3, 2025
RE: 2519 N Airport Road Preliminary Plat

This memo provides a brief overview of the conceptual stormwater plan for the 2519 N Airport Road Preliminary Plat. See following page for modeling exhibits, and the accompanying conceptual civil site plan. Stormwater will be divided and managed in two basins. One for the half street improvements along Airport Road, and the other for the private road.

Stormwater will be treated and detained using a combination of BMP F6.10: Detention Ponds and BMP T5.40 Biofiltration Swale found in the 2024 Stormwater Management Manual for Eastern Washington. Runoff will be piped to the detention pond where it will be stored and released into the Biofiltration Swale at less than the predeveloped rate.

The road will have a normal crown sending runoff to the curb, and the sidewalks will be graded to also send runoff to the curb. Stormwater will flow down each curb line to the west where it will enter catch basins and be piped to a bioretention pond. Total impervious surface for the road will be around 11,500 square feet.

Stormwater for the half street improvements along Airport Road will be managed similar to the Bill Sparks Preliminary Plat that borders this lot to the north. While the road widening will not add this much impervious surface, the entire half street will flow to the curb regardless and has been included in the design. Half street impervious surface is about 9,500 square feet.

Runoff will flow from the centerline of Airport Road to the curb, and periodic curb inlets will allow water to enter the Bioretention Swale. As the road has a longitudinal slope, the runoff will want to move downstream and bypass most of the potential storage. There will be check dams in the swale to mitigate for this, along with overflow structures for larger events to move water downstream.

Runoff modeling, treatment, and detention methods were taken from the Stormwater Management Manual for Eastern Washington. The runoff and detention amounts were modeled using Autodesk's Storm and Sanitary analysis. The design storms analyzed for preliminary modeling were the 10 year (1.4 inches) and the 25 year (1.8 inches).

Houghton Conceptual Storm

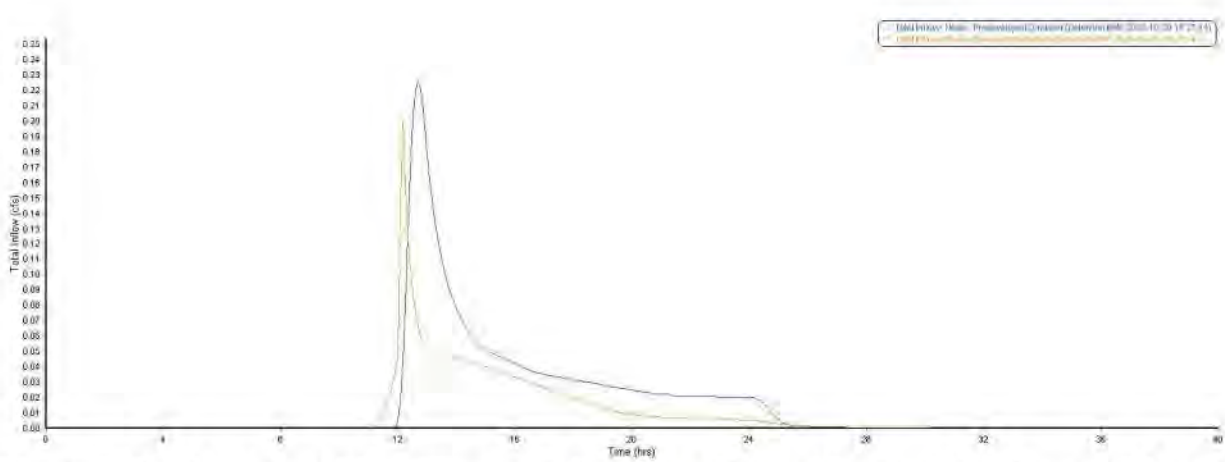


Figure 1: Predeveloped Flow (Blue) and Developed Flow (Orange) for 25-year, 24-hour event

RECEIVED 12/8/25
COMMUNITY DEVELOPMENT
P25-140

**AIRPORT ROAD RESIDENTIAL DEVELOPMENT
ELLENSBURG, WASHINGTON**

For:

**REBECCA HOUGHTON
C/O ENCOMPASS ENGINEERING & SURVEYING
110 SOUTH OAKES AVE., #250
CLE ELUM, WA 98922**

Provided By:



**1106 Ledwich Ave.
Yakima, WA 98902
509-469-3068
general@baertesting.com**

*November 3, 2025
Project No: 25-438*

VIA EMAIL

November 3, 2025

Rebecca Houghton
c/o Encompass Engineering & Surveying
110 South Oakes Ave., #250
Cle Elum, WA 98922

**RE: GEOTECHNICAL ENGINEERING STUDY; PROPOSED AIRPORT ROAD
RESIDENTIAL DEVELOPMENT; ELLENSBURG, WASHINGTON**

Dear Ms. Houghton:

At your request, Baer Testing & Engineering, Inc. (BAER) conducted a Geotechnical Engineering study for the proposed residential development at 2519 Airport Road in Ellensburg, Washington. This report presents the results of the field explorations, laboratory testing, and engineering analyses.

This report presents recommendations for site grading, utility design and construction, drainage, and pavements. Recommendations for typical residential structure foundation design and construction, and seismic design for the various project features are also provided.

We appreciate the opportunity to be of service. If you have questions or comments, please contact our office.

Sincerely,
BAER TESTING & ENGINEERING, INC.



Dee J. Burrie, P.E.
Chief Engineer

Enclosures: Geotechnical Engineering Report

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FIGURES

- Figure 1 – Site Location Map
- Figure 2 – Site Layout & Exploration Plan
- Figure 3 – Near Surface Geology
- Figure 4 – Footing Over-Excavation and Backfill

APPENDICES

- Appendix A – Test Pit Logs
- Appendix B – Laboratory Test Results

1.0 INTRODUCTION

Baer Testing & Engineering, Inc. (BAER) is pleased to present the results of our geotechnical engineering study for the proposed residential development at 2519 Airport Road in Ellensburg, Washington. This study provides subsurface information to support site grading, drainage, utility design and construction, recommendations for foundation design and construction, pavements, and IBC seismic design criteria. Our scope of work included:

- observing five test pit excavations;
- collecting soil samples;
- performing one infiltration test;
- conducting laboratory testing to determine soil properties;
- performing engineering analyses; and
- preparing this report.

2.0 PROJECT DESCRIPTION AND PROPOSED DEVELOPMENT

The approximately 4.7-acre parcel is at 2519 Airport Road in Ellensburg, Washington. The relatively level parcel is in the NE4 of SE4 of S26, T18N, R18E, WM in Ellensburg, Kittitas County, Washington (**Figure 1 – Site Location Map**) with approximate mid-site coordinates: 47°01'11.3"N Latitude; 120°32'25.9"W Longitude.

The parcel contains a residence and several outbuildings in the northeast corner. The remaining area is generally vegetated with grass. Several medium to large trees are located along the perimeter and across the west half. A large portion of the west half is designated as a wetland area by Kittitas County.

Preliminary site plans by Encompass Engineering and Survey indicate the proposed development consists of subdividing the east half of the parcel into 13 lots, ranging from 0.11 to 0.17 acres. The new lots will be accessed via a cul-de-sac extending from Airport Road, and a shared driveway for Lots 2 and 3. We anticipate the proposed structures on this site will be single or two-story, wood-framed residences, utilizing shallow conventional foundations and slab-on-grade floors. The development will include paved driveways, buried utilities, and development-wide stormwater management and disposal.

3.0 FIELD EXPLORATIONS

The exploration plan consisted of excavating five test pits designated TP-1 through TP-5 (**Figure 2 – Site Layout & Exploration Plan**). L-Boz Construction (L-Boz) excavated the test pits on October 10, 2025, using a CAT 314C excavator equipped with an 18-inch-wide bucket. Infiltration testing was performed in TP-4, near the proposed stormwater tract.

Where possible, soil in situ strength was estimated using a dynamic, mini-cone penetrometer (DCP) and our observations of the relative excavation difficulty. The mini cone uses a 15-pound slide hammer dropped 20 inches to drive a conical tip into the soil. The number of hammer blows required to drive the cone 1¾-inch increments is roughly equivalent to a SPT blow count. The blows per increment provide an indication of the relative soil density. The blow counts are recorded on the attached test pit logs. The mini-cone penetrometer test method is described in ASTM STP399.

Blow counts in gravel, cobbles, and boulders may lead to artificially high blow counts due to the DCP contacting large, oversized gravels. Elevated blow counts can lead to soil misclassification and over-estimating the soil properties. BAER's geologist noted the blows required to drive the rod into the ground for each 1¼-inch increment over a given depth. The recorded blow count data was evaluated using correlation charts to estimate the soil bearing capacity.

The subsurface conditions are known only at the test pit locations on the date explored and should be considered approximate. Actual subsurface conditions may vary between excavation locations. The test pit locations are presented in **Figure 2** and the test pit logs are presented in **Appendix A**. Our geologist classified the in-situ soil in the field and transported the soil samples to the laboratory for further examination and testing.

4.0 LABORATORY TESTING

BAER performed the following laboratory tests on selected soil samples from our explorations.

- Moisture Content (American Society for Testing and Materials (ASTM) Designation: D 2216) for material characterization and soil index properties; and
- Particle Distribution (ASTM Designation: D 422 and ASTM Designation: D 1140) for material characterization and soil index properties.

Northwest Agricultural Consultants performed the following laboratory tests on selected soil samples.

- Organic Matter Content (ASTM Designation: D 2974) for soil index properties; and
- Cation Exchange Capacity (Environmental Protection Agency (EPA) Designation: 9081) for soil properties.

Copies of the laboratory test reports are enclosed in **Appendix B**.

5.0 SUBSURFACE CONDITIONS

The following information summarizes the subsurface conditions encountered during the test pit explorations. Please refer to the enclosed logs (**Appendix A**) for more detailed information regarding subsurface conditions.

5.1 Regional Geologic Setting

The *Geologic Map of the Ellensburg North and Southern Half of the Reecer Canyon 7.5-Minute Quadrangles, Kittitas County, Washington*; Washington Geological Survey, Map Series 2020-01 (2020), shows the site's geology is mapped as Qa – Alluvium (Holocene), Qia – Intermediate-aged Alluvium (Holocene to Pleistocene), and Qoa – Older Alluvium (Pleistocene) (**Figure 3 – Near Surface Geology**). All three units consist of stream channel and stream flood deposits and terraces, containing deposits ranging from silt and clay to cobbles and boulders, in varying amounts. Qia and Qoa are generally elevated above the active surfaces of unit Qa. In our opinion, the soils encountered in the test pit explorations are consistent with the mapped geology.

5.2 Soils

Test pits throughout the site typically encountered 1.5 to 3 feet of medium dense, **Silty Sand (SM)**, underlain by **Poorly Graded Gravel (GP)** that extended to the full excavation depth approximately 6 to 7 feet below the ground surface (bgs). The test pits were terminated due to caving in the granular gravel and sand material. Boulders up to 18 inches in diameter were encountered throughout the site.

5.3 Groundwater

Groundwater was encountered at approximately 3.25 to 4.75 feet bgs throughout the site (**Figure 3**). We observed rusty mottling coloration at approximately 2.5 to 3.5 feet. Mottling in soils is defined as having irregular spots of assorted colors that vary in number and size. Orange or rusty mottling is a potential indicator of seasonal high groundwater elevations. Groundwater in this area is heavily influenced by local irrigation and Mercer Creek, located approximately 200 feet east of the site. Groundwater levels are generally at their lowest during late winter and early spring before irrigation starts. We anticipate that groundwater is near the seasonal high due to the irrigation season ending approximately 8 weeks prior to our investigation. However, based on our experience of the area, we anticipate the seasonal high groundwater levels may reach the observed rust mottling.

6.0 CONCLUSIONS AND RECOMMENDATIONS

6.1 General

The existing site is moderately vegetated with grasses and medium to large trees. A residence and several outbuildings located in the northeast site corner are planned to be removed during construction. High groundwater is a major concern at the site and will require special consideration during excavation and backfill activities. We recommend **raising the entire site grade a minimum of 2 feet** for stormwater considerations. Alternatively, the structures may be constructed using crawlspace and stem wall methods to raise the floor elevations. Backfill against the exterior stem walls will be required for frost protection and for bearing capacity considerations.

6.2 Earthwork

Existing vegetation, trees, large rocks, loose fill soils (if encountered) and deleterious debris should be removed from areas to receive fill, building pads, and pavement areas. Approximately 6 to 24 inches of topsoil should be removed during site stripping. Tree root balls may extend deeper into the profile and should be removed during grading. Stripped soil materials with debris and organic materials removed may be stockpiled for use in future landscape areas but may not be used as structural fill.

6.2.1 Test Pit Backfill

L-Boz used the excavator to backfill each test pit with excavated materials upon completion. The operator compacted the backfill using the excavator bucket. Test pits within the building or pavement areas should be over-excavated and backfilled with compacted structural fill in accordance with Section “6.2.4 Placement and Compaction” below.

6.2.2 Subgrade Preparation

Subgrade soils should be properly moisture conditioned prior to being compacted. The subgrade surface should be compacted to a firm and unyielding condition. Where possible, the subgrade should be proof rolled using a loaded water truck or dump truck to identify loose or unstable areas. The geotechnical engineer should observe the proof rolling activities to determine if the intent of this section is met and to aid in determining areas with soft or unsuitable soils. Proof rolling is supplemental and will not substitute for density testing, unless approved in writing by the geotechnical engineer.

6.2.3 Material Reuse

We anticipate the grading plan will be balanced using the on-site material. However, because of the number of cobbles and boulders, limited on-site material may be available for reuse. The native

soils, with rocks larger than 3-inches diameter removed, may be used as general fill and structural fill. If off-site materials are required, we recommend using a well-graded, 2-inch minus, pit-run sand and gravel with less than 5 percent fines. All structural fill and backfill should be placed in accordance with Section “6.2.4 Placement and Compaction”.

6.2.4 Placement and Compaction

Fill and backfill should be moisture conditioned to within 2 percent of optimum, placed in maximum 8-inch loose lifts, and compacted to a minimum 95 percent of ASTM D 1557. Structural fill under footings should consist of 5/8-inch minus crushed surfacing top course (CSTC). Structural fill should be compacted to 95 percent of ASTM D 1557.

6.2.5 Slopes

Occupational Safety and Health Administration (OSHA) Type C soil best describes the on-site sand and silt. Type C soils may have maximum temporary construction slopes of 1.5 Horizontal to 1 Vertical (1.5H:1V). Permanent cut or fill slopes should be no steeper than 2H:1V and must be protected from both wind and water erosion. Erosion protection may consist of vegetative cover or a minimum 3 inches of coarse concrete aggregate conforming to the requirements of WSDOT Specification 9-03.1(4) c, “Concrete Aggregate AASHTO Grading No. 57.”

6.2.6 Utility Trenching

Utility trenching should be accomplished in accordance with American Public Works Association (APWA) Standard Specifications. Based on our explorations, we anticipate excavations may be accomplished using standard excavation equipment. The test pits were terminated at approximately 6 to 7 feet bgs because of sidewall caving associated with the high groundwater. Contractors should be prepared to support trenches with shoring or flattening slopes. Contractors should also be prepared to handle dewatering or installing utilities in wet conditions. Utility piping should be bedded as recommended in the APWA specifications. Utility trenches should be backfilled using structural fill compacted as specified in section “6.2.4 Placement and Compaction”. Enough backfill should be placed over the utility before compacting with heavy compactors to prevent damage.

6.2.7 Wet Weather Construction

The site soils are typically coarse-grained; however, the stability of the exposed soils may deteriorate due to changes in moisture content. If construction occurs during wet weather, we recommend:

- Fill materials consist of clean, granular soil with less than 5 percent fines passing the #200 sieve. Fines should be non-plastic.
- The ground surface in the construction area should be sloped to drain and sealed to reduce water infiltration and to prevent water ponding.
- Work areas and stockpiles should be covered with plastic. Geotextile silt fences, straw bales, straw wattles, and/or other measures should be used as needed to control soil erosion.

6.2.8 Infiltration Rate

We performed an infiltration test in TP-4 at approximately 2.5 feet bgs. The infiltration test was conducted in general accordance with the Small PIT method described in the 2024 Washington Department of Ecology Stormwater Management Manual Section 6.5.4.

Approximately 2 feet of water was placed in the pit. The water was allowed to drain for 2 hours. After pre-soaking, the pit was again filled with 2 feet of water and the water level measured when filling stopped. The water level was measured at 15-minute intervals. The infiltration rate was determined by the drop in water elevation between the 30-minute and 60-minute readings.

The USDA Classification for the fine portion of the soil at and below the test depth is Sandy Loam and Sand, respectively. Based on the infiltration and gradation tests we recommend a maximum infiltration rate of **4 inches** per hour. This rate does not include safety factors.

Depending on the final site grade and stormwater facility depth, a mounding analysis or raising the elevation of the stormwater tract may be necessary due to the observed groundwater depth of 4.75 bgs in this location. Raising the elevation may be accomplished by placing loosely compacted fill across the tract. Compacting materials to 90 percent of ASTM D 1557 will allow infiltration. Post-construction infiltration tests will be required to verify actual infiltration rates.

Local codes may limit the maximum design infiltration rate. The rate may need to be adjusted if other infiltration methods are used, such as swales. The system designer should verify any other limitations and incorporate an appropriate factor of safety against slowing rates over time due to biological and sediment clogging.

7.0 FOUNDATION DESIGN RECOMMENDATIONS

7.1 Footings

The proposed structures may be supported on conventional spread or continuous footings bearing on the native soils, or compacted structural fill extending to properly prepared native subgrade. Exterior footings should be embedded a minimum 24 inches below adjacent grades for bearing considerations and frost protection. It is important that footings bear on consistent conditions to avoid differential settlement. We recommend over-excavating the footings to remove the silty sand and replacing the excavated material with $\frac{3}{8}$ -inch minus CSTC compacted to 95 percent of ASTM D 1557 Footing backfill should be placed as shown in **Figure 4 – Footing Over-Excavation and Backfill**.

Prior to placing structural fill, footing subgrade should be moisture conditioned and compacted to 95% of ASTM D 1557. The poorly graded gravel below groundwater may be densified using a large concrete vibrator to consolidate the loose surface materials. The vibrator should be inserted into the saturated gravel at approximately 2-foot spacing to consolidate the materials until a firm, non-yielding condition is achieved. Conventional compaction equipment may also be used to consolidate the underlying gravel to a firm, non-yielding condition.

We recommend constructing footings a minimum of 2 feet wide for spread footings and minimum 16 inches wide or City of Ellensburg residential minimum for continuous footings supporting single- or two-story structures. Footings constructed with these recommendations may be designed with an allowable bearing pressure of 2,000 pounds per square foot (psf). The allowable bearing pressure may be increased by one-third for short-term transient loading conditions (i.e., seismic and/or wind loads).

We anticipate settlement will be the limiting factor for foundation design. Foundation settlement estimates are based on the soil profile and densities encountered at the site. Foundations designed as outlined above should experience less than $\frac{1}{2}$ -inch settlement. We anticipate differential settlement will be less than half of total settlements between adjacent footings or across approximately 20 feet of continuous footings. Settlement should occur rapidly as loads are applied.

Lateral forces may be resisted using a combination of friction and passive earth pressure against the buried portions of the structure. For design, a 0.45 coefficient of friction may be assumed along the interface between the footing base and the CSTC. Passive earth pressure from the silty sand backfill may be calculated using an equivalent fluid weight of 275 psf per foot of embedment depth. The recommended coefficient of friction and passive earth pressure values do not include a safety factor.

7.2 Concrete Slabs-on-Grade

Exposed subgrade in areas to receive concrete slabs-on-grade should be scarified, moisture conditioned and compacted to a minimum of 95 percent of ASTM D 1557.

After compacting the subgrade, we recommend placing a minimum 6-inch layer of 5/8-inch CSTC under the concrete slab. The CSTC should be compacted to a firm, unyielding condition. The geotechnical engineer should observe subgrade preparation prior to gravel placement.

7.3 Pavement Sections

We anticipate traffic will consist of automobiles and light trucks with occasional delivery or garbage trucks. Based on the anticipated traffic, we recommend the following pavement section.

Table 7.3-1 Recommended Pavement Section

Material Layer	Layer Thickness, inches	Minimum Compaction Standard *
	Light duty	
Asphaltic Concrete Pavement (HMACP)	3	91 percent of Maximum Theoretical Specific Gravity (Rice Density)
Crushed Surfacing Top Course (CSTC) WSDOT 5/8-inch minus Top Course	8	95 percent of Modified Proctor
Compacted Subgrade	12	95 percent of Modified Proctor
* ASTM Test Designations – D 2041 (Rice Density), D 1557 (Modified Proctor)		

The upper 12 inches of the pavement subgrade should be moisture conditioned and compacted to 95 percent of ASTM D 1557. The geotechnical engineer should observe the subgrade prior to top course placement. Soft or unstable areas should be stabilized or over-excavated and replaced with compacted structural fill prior to paving.

7.4 Seismic Design

Structures should be designed in accordance with the 2021 International Building Code (IBC). The Site Class is based on the average conditions present within 100 feet of the ground surface. The Site Classification is based on shear wave velocity. To establish a higher site class, additional explorations including deep borings or geophysical measurements, are required. Design values determined for the center coordinates of the site using the *ASCE 7 Hazard Tool* (ASCE/SEI 7-22) are summarized in the table below.

Table 7.4-1 Recommended Earthquake Ground Motion Parameters (2021 IBC)

Parameter	Value
Location (Latitude, Longitude), degrees	47.019806, -120.540528
Mapped Spectral Acceleration Values (MCE, Site Class D):	
Short Period, S_s	0.54
1.0 Sec. Period, S_1	0.17
Soil Factors for Site Class D:	
S_{MS}	0.72
S_{M1}	0.42
S_{DS}	0.48
S_{D1}	0.28

7.4.1 Liquefaction

Soil liquefaction occurs when saturated soil deposits temporarily lose strength and behave as a liquid in response to earthquake shaking. Liquefaction typically occurs in loose, granular soils located in the upper 50 feet and below the water table. The groundwater depth is approximately 100 feet bgs, and the on-site soils are loose to medium dense. The Washington Department of Natural Resources (DNR) *Geologic Information Portal* maps the liquefaction potential for the project site as Moderate to High.

7.4.2 Fault Rupture Potential

Based on our review of available geologic literature, Craigs Hill Fault, a hidden, west-east trending high-angle dip-slip fault is located along the north edge of the site (**Figure 3**). A hidden thrust fault complex of similar orientation is also located along Manastash Ridge, approximately 4.4 miles to the southwest. We are not aware of any demonstrated movement along these faults in the last 10,000 years. We did not observe any evidence of surface rupture or recent faulting during our field observation. Therefore, we conclude the fault rupture potential is low at this site.

7.4.3 Slope Stability

The site is in a relatively level, developed residential area within the City of Ellensburg. In our opinion, the potential for slope failure impacting the proposed project site is low.

8.0 FINAL DESIGN SERVICES

BAER is available to provide further geotechnical consultation during the project design phase. We should review the final design and specifications to verify earthwork and foundation recommendations have been properly interpreted and incorporated into the project design and construction specifications.

9.0 CONSTRUCTION PHASE SERVICES

We are available to provide a full range of materials testing and special inspection during construction, as required by the local building department and the International Building Code. This may include specific construction inspections on materials such as reinforced concrete, reinforced masonry, wood framing, and structural steel. These services are supported by our fully accredited materials testing laboratories based in Yakima and Pasco. Construction observation and special inspection services are not part of this geotechnical engineering study scope of work. We will be pleased to provide a separate proposal for the construction phase services, if desired.

Observation during construction provides the geotechnical engineer the opportunity to assist in making engineering decisions if variations in subsurface conditions become apparent. If BAER is not retained to provide construction phase services, we cannot be responsible for soil-related construction errors or omissions.

10.0 UNCERTAINTIES AND LIMITATIONS

This report was prepared for the exclusive use of Rebecca Houghton and the design team for the proposed residential development at 2519 Airport Road in Ellensburg, Washington. This report presents data from observations and field testing and is based on subsurface conditions at the specific locations and depths indicated. No other representation is made. This report should be made available to potential contractors for information on factual data only. Conclusions and interpretations presented in this report should not be construed as a guarantee or warranty of the subsurface conditions. If changes are made to the project components or layout, additional geotechnical data and analyses may be necessary.

Within the limitations of scope, schedule, and budget, BAER attempted to execute these services in accordance with generally accepted professional principles and practices in the field of geotechnical engineering at the time the report was prepared. No warranty, expressed or implied, is made. The scope of our services did not include environmental screening of soil samples retrieved from the explorations completed for this project. Further, we did not complete environmental assessments or evaluations regarding the presence or absence of wetlands or hazardous or toxic materials in the soil, rock, surface water, or air in the project area.

We appreciate the opportunity to be of service. If you have questions or comments, please contact our office.

Sincerely,
BAER TESTING & ENGINEERING, INC.



Brandon Holwegner, L.E.G.
Senior Geologist



Dee J. Burrie, P.E.
Chief Engineer



Notes:

Site Location Map developed using
images by Google Earth Pro.



Approximate Scale (Miles)

 : (509) 469-3068
 : (509) 460-3070
 : www.baartesting.com



1106 Ledwich Ave.
Yakima, WA 98902

Airport Road Residential Development Ellensburg, Washington	
Site Location Map	
25-438	FIG. 1

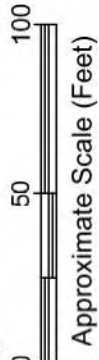


Legend

- TP-1 Test pit designation and approximate location
- (5.0') Observed Depth to Groundwater

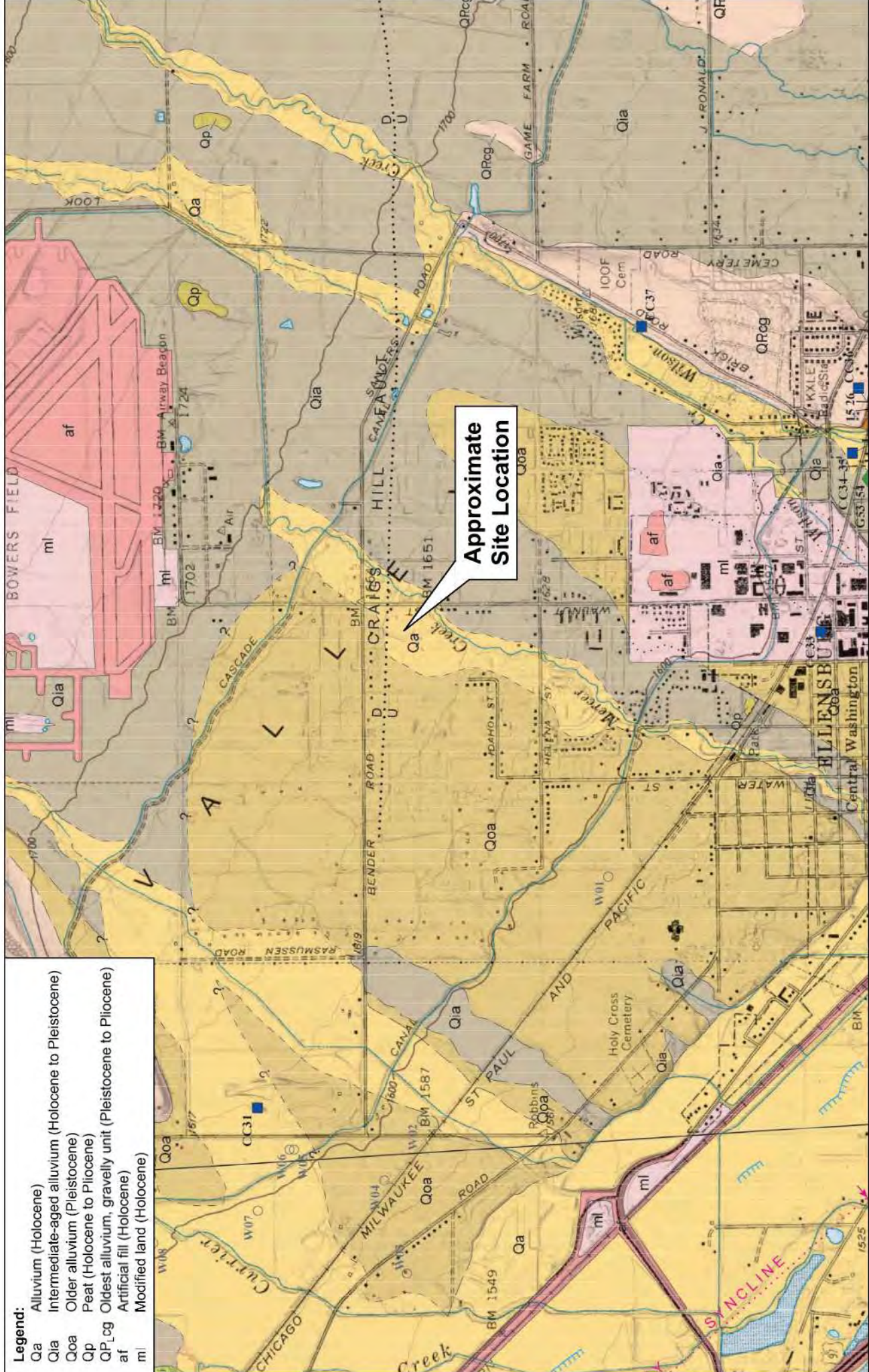
Notes:

Site Layout & Exploration Plan developed using images by Google Earth Pro and preliminary plans by Encompass.



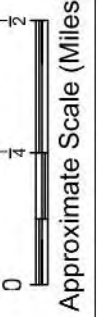
1106 Ledwich Ave.
Yakima, WA 98902

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 : (509) 460-3070
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- Legend:**
- Qa Alluvium (Holocene)
 - Qia Intermediate-aged alluvium (Holocene to Pleistocene)
 - Qoa Older alluvium (Pleistocene)
 - Qp Peat (Holocene to Pliocene)
 - Qp_cg Oldest alluvium, gravelly unit (Pleistocene to Pliocene)
 - af Artificial fill (Holocene)
 - ml Modified land (Holocene)

NOTES:
 Near Surface Geology map developed using the Geologic Map of the Ellensburg North and Southern Half of the Reecer Canyon 7.5-Minute Quadrangles, Kittitas County, Washington; Washington Geological Survey, Map Series 2020-01.



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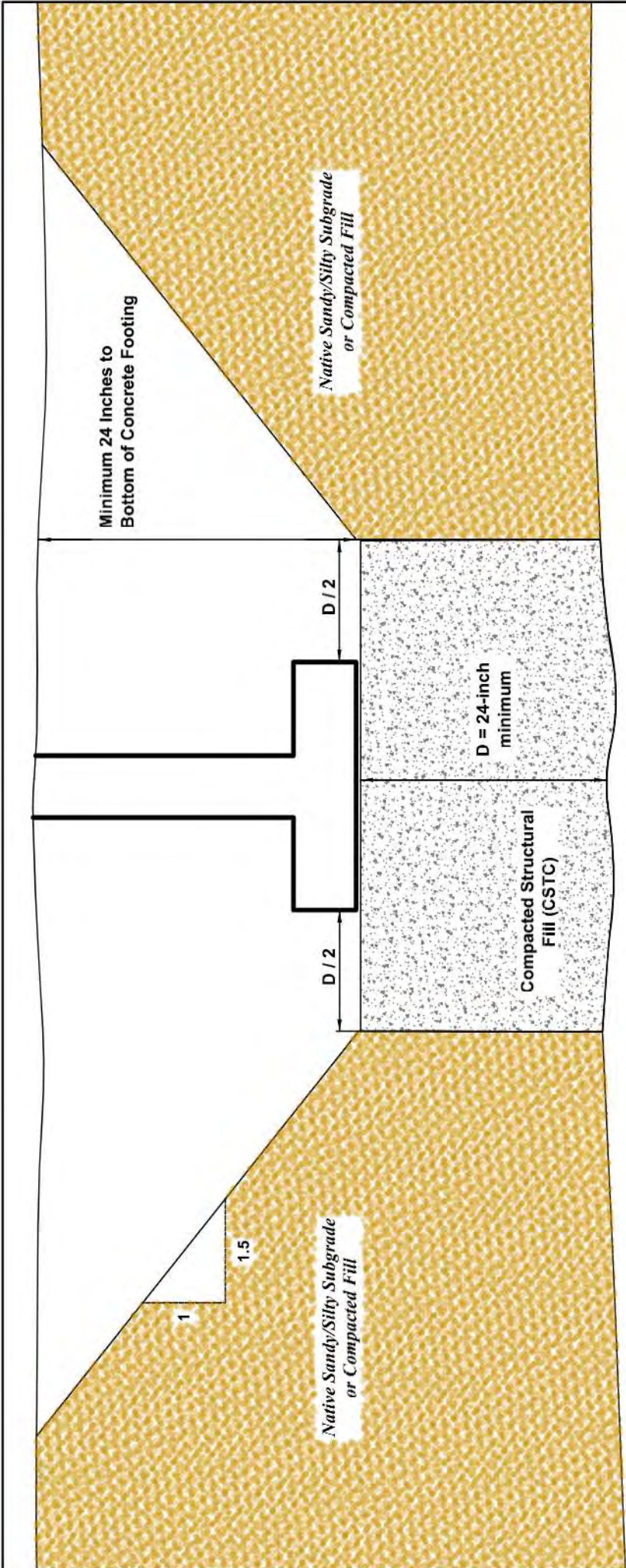
Airport Road
 Residential Development
 Ellensburg, Washington

Near Surface Geology

25-438

FIG. 3

Approximate Scale (Miles)



Compacted Native Gravelly Subgrade

NOTES:

1. Over-excavate until gravelly soils are encountered (approx. 1.5 to 3 feet).
2. Compact the exposed subgrade to a firm and unyielding condition.
 - 2.1. The geotechnical engineer should observe prepared subgrade prior to structural fill placement.
3. Place structural fill (5/8-inch minus, CSTC) into the trench in 8-inch loose lifts and compact to 95% of ASTM D 1557.

Notes:

Drawing is not to scale.

1106 Ledwich Ave. Yakima, WA 98902 Baer Testing & Engineering, Inc. ☎: (509) 469-3068 ☎: (509) 460-3070 🌐: www.baertesting.com	Airport Road Residential Development Ellensburg, Washington
Footing Over-Excavation and Backfill	25-438
FIG. 4	

APPENDIX A

TEST PIT LOGS

LOG OF TP-1

SOIL DESCRIPTION		Ground Water	Blow Counts ASTM STP399	Samples	Depth, Ft	Sketch of West Pit Side	Surface Elevation: ~1658 ASL
Surface Description:	Tall Grass & Trees					Horizontal Distance in Feet	
① 0 - 2.0'	Medium dense, dark brown to brown, Silty Sand (SM) ; Moist; trace rounded gravels, maximum diam. 1 inch; fine to coarse sand; nonplastic silt; organics (roots) near the surface (12 inches); small tree roots throughout.		*7-11-16	S-1 	0	0	
② 2.0 - 7.0'	Medium dense, brown to gray, Poorly Graded Gravel (GP) ; Moist to wet; rounded to sub-rounded gravels, some cobbles, and few boulders, maximum diam. 15 inches; little fine to coarse sand; little nonplastic silt; minor caving; rust staining at 3 feet; wet below 3 feet.		*9-19-30	S-2 	2	4	
Test Pit Terminated at ±7.0 feet Groundwater at ±3.25 feet					6	8	
*Blow counts elevated due to oversize gravels					8	10	
					10	12	

Tree Roots

Rust Staining

①
Silty Sand (SM)

②
Poorly Graded Gravel (GP)

Test Pit Terminated at ±7.0 feet
Groundwater at ±3.25 feet

LOG OF TP-2

SOIL DESCRIPTION		Ground Water	Blow Counts ASTM STP399	Samples	Depth, Ft	Sketch of _____ West _____ Pit Side Surface Elevation: ~1660 ASL Horizontal Distance in Feet
Surface Description:						
Lawn Grass & Trees						
① 0 - 1.5'	Medium dense, dark brown to brown. Silty Sand (SM) ; Moist; trace rounded gravels, maximum diam. 1 inch; fine to coarse sand; nonplastic silt; organics (roots) near the surface (12 inches); small tree roots throughout.			S-1		
② 1.5 - 7.0'	Medium dense, brown to gray, Poorly Graded Gravel (GP) ; Moist to wet; rounded to sub-rounded gravels and some cobbles, maximum diam. 12 inches; little fine to coarse sand; little nonplastic silt; minor caving; rust staining at 2.5 to 3 feet; wet below 2.5 feet.	Σ	*12- 50% ⁵ *5-8-11	S-2		
Test Pit Terminated at ±6.0 feet Groundwater at ±3.5 feet						
*Blow counts elevated due to oversize gravels						

LOG OF TP-3

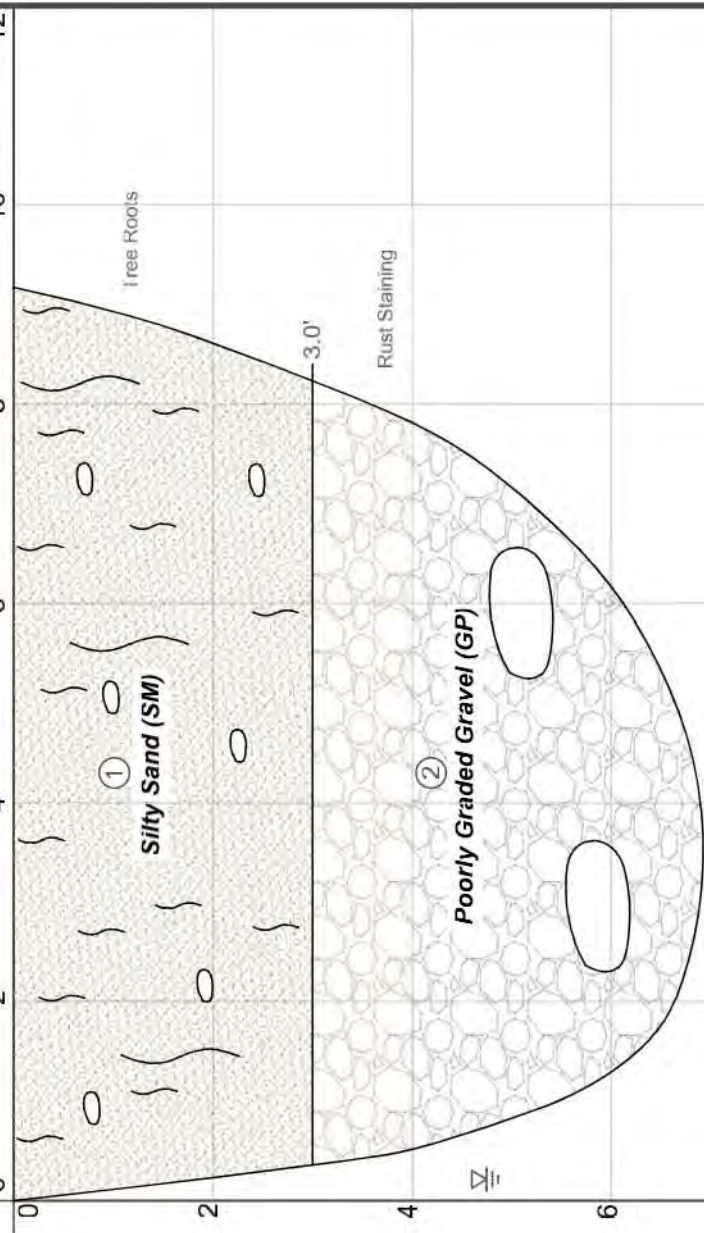
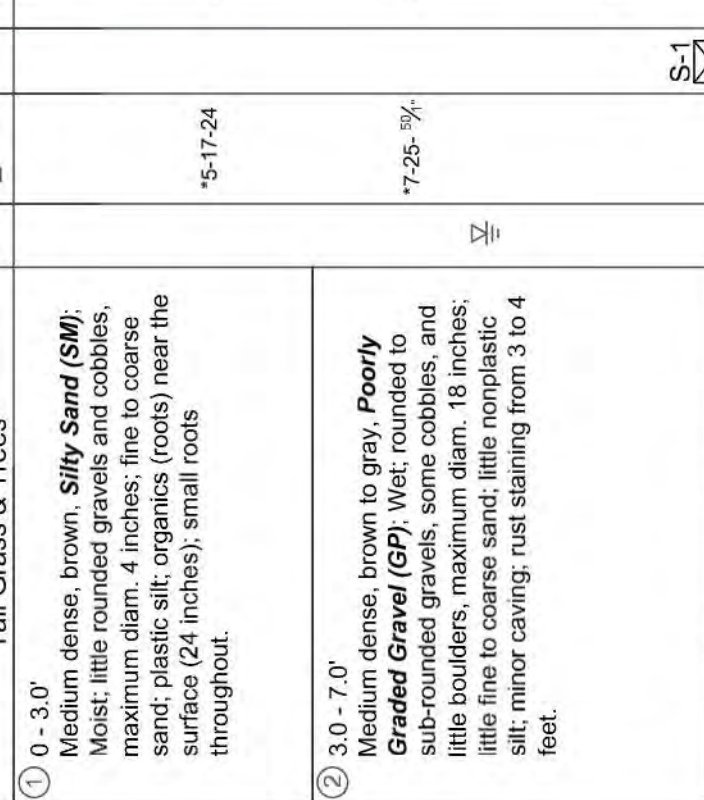
JOB NO: 25-438 EX. DATE: 10/10/25 LOCATION: Center
 PROJECT: Airport Road Residential Development - 2519 Airport Road, Ellensburg, Washington
 Logged By: BH GPS Coordinates: N 46.0197662 E -120.5406088

SOIL DESCRIPTION		Ground Water	Blow Counts ASTM STP399	Samples	Depth, Ft	Sketch of West Pit Side	Surface Elevation: ~1658 ASL
Surface Description:	Tall Grass					Horizontal Distance in Feet	
① 0 - 3.0'	Medium dense, brown, Silty Sand (SM) ; Moist to wet; trace rounded gravels, maximum diam. 1 inch; fine to coarse sand; low-plastic silt; organics (roots) near the surface (6 inches); minor roots throughout; wet below 2 feet.		4-4-6	S-1 	0		
② 3.0 - 7.0'	Medium dense, brown-gray, Poorly Graded Gravel (GP) ; Moist to wet; rounded to sub-rounded gravels and some cobbles, maximum diam. 10 inches; little fine to coarse sand; little nonplastic silt; minor caving.		*7-35- ⁵⁰ / ₁		2		
					4		
					6		
					8		
					10		
					12		

Test Pit Terminated at ±6.0 feet
 Groundwater at ±3.5 feet

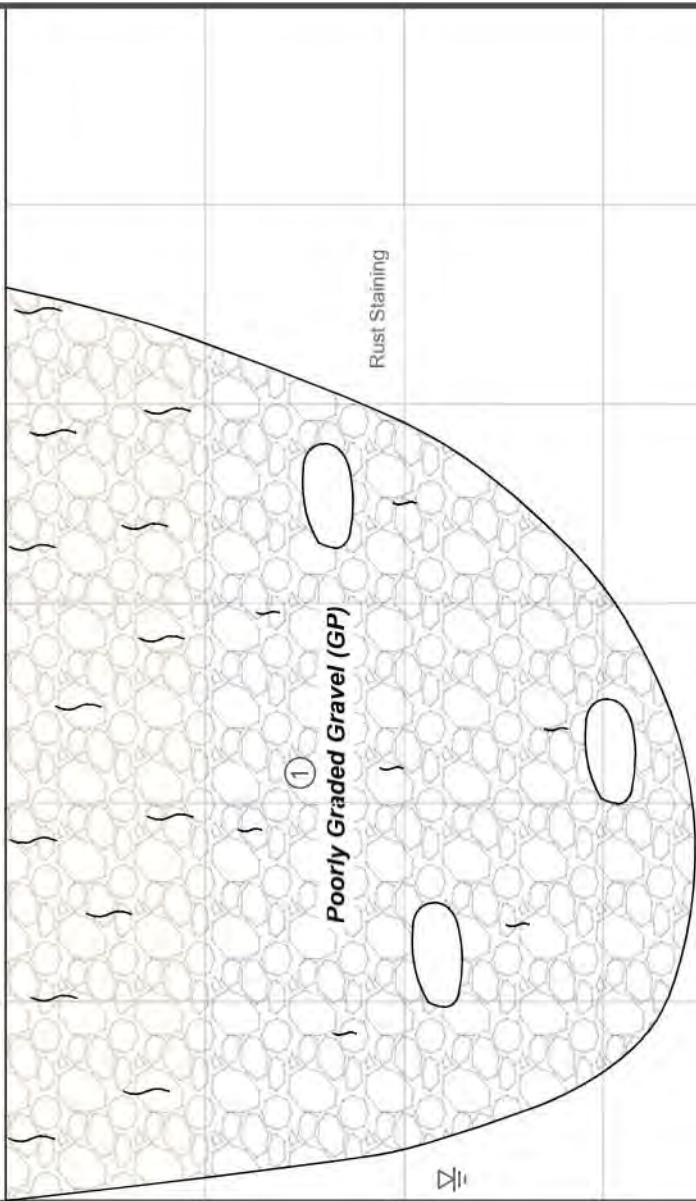
*Blow counts elevated due to oversize gravels

LOG OF TP-4

SOIL DESCRIPTION		Depth, Ft.	Sketch of	Pit Side	Surface Elevation: ~1655 ASL
Surface Description:	Ground Water	Blow Counts ASTM STP399	Horizontal Distance in Feet		
① 0 - 3.0' Medium dense, brown, Silty Sand (SM) ; Moist; little rounded gravels and cobbles, maximum diam. 4 inches; fine to coarse sand; plastic silt; organics (roots) near the surface (24 inches); small roots throughout.		*5-17-24			
② 3.0 - 7.0' Medium dense, brown to gray, Poorly Graded Gravel (GP) ; Wet; rounded to sub-rounded gravels, some cobbles, and little boulders, maximum diam. 18 inches; little fine to coarse sand; little nonplastic silt; minor caving; rust staining from 3 to 4 feet.		*7-25-50 1/4			
Test Pit Terminated at ±7.0 feet Groundwater at ±4.75 feet *Blow counts elevated due to oversize gravels					

LOG OF TP-5

JOB NO: 25-438 EX. DATE: 10/10/25 LOCATION: Southwest Corner
 PROJECT: Airport Road Residential Development - 2519 Airport Road, Ellensburg, Washington
 Logged By: BH GPS Coordinates: N 46.0194707 E -120.05400788

SOIL DESCRIPTION		Ground Water	Blow Counts ASTM STP399	Samples	Depth, Ft	Sketch of		Surface Elevation: ~1657 ASL
Surface Description:	Tall Grass & Trees					South	Pit Side	
① 0 - 7.0' Medium dense, brown to gray, Poorly Graded Gravel (GP) ; Moist to wet; rounded to sub-rounded gravels, some cobbles, and few boulders, maximum diam. 14 inches; little fine to coarse sand; little nonplastic silt; organics (roots) near the surface (24 inches); minor caving; rust staining at 3.25 feet; small roots throughout.			*12-39- 50% 5"	S-1 	0			12
Test Pit Terminated at ±7.0 feet Groundwater at ±4.5 feet *Blow counts elevated due to oversize gravels			*50% 5"	S-2 	4			10

APPENDIX B

LABORATORY TEST RESULTS

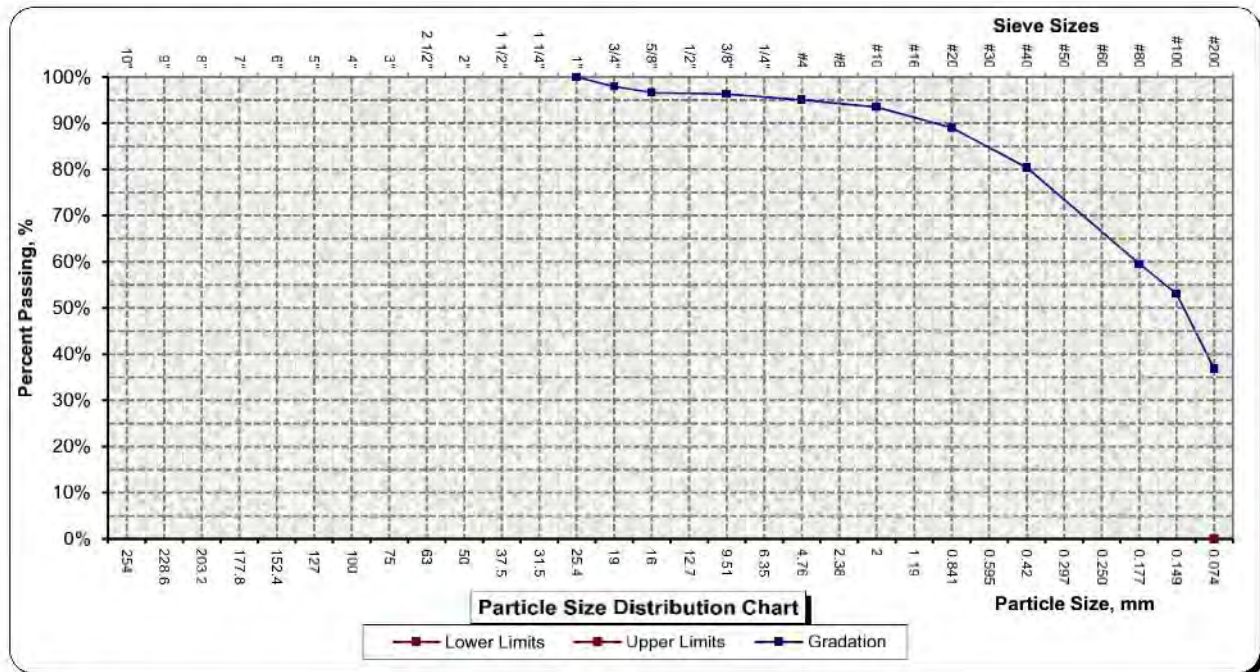
CLIENT: Rebecca Houghton	PROJECT: 25-438
PROJECT: Airport Road Residential Development	WORK ORDER #: 25-4777
SAMPLE SOURCE: TP-2 @ 1'	SAMPLE NUMBER: 25-4777-1
DATE SAMPLED: 10/10/2025	DATE TESTED: 10/20/2025
MATERIAL TYPE: Silty Sand (SM)	TESTED BY: AH

Sampled in Accordance with ASTM D 75 and reduced in accordance with ASTM C 702 or D 421 unless otherwise noted.

SIEVE ANALYSIS OF SOILS ASTM C 136/D 1140								
Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:
10" (254mm)			1 1/2" (37.5mm)			#10 (2mm)	93%	
9" (228.6mm)			1 1/4" (31.5mm)			#16 (1.18mm)		
8" (203.2mm)			1" (25.4mm)	100%		#20 (0.841mm)	89%	
7" (177.8mm)			3/4" (19mm)	98%		#30 (0.595mm)		
6" (152.4mm)			5/8" (16mm)	97%		#40 (0.425mm)	80%	
5" (127mm)			1/2" (12.7mm)			#50 (0.297mm)		
4" (100mm)			3/8" (9.51mm)	96%		#60 (0.250mm)		
3" (75mm)			1/4" (6.35mm)			#80 (0.177mm)	59%	
2 1/2" (63mm)			#4 (4.75mm)	95%		#100 (0.149mm)	53%	
2" (50mm)			#8 (2.36mm)			#200 (0.074mm)	36.8%	

MOISTURE CONTENT - ASTM D 2216

25.0%



REVIEWED BY: Dee Burrie, Technical Director

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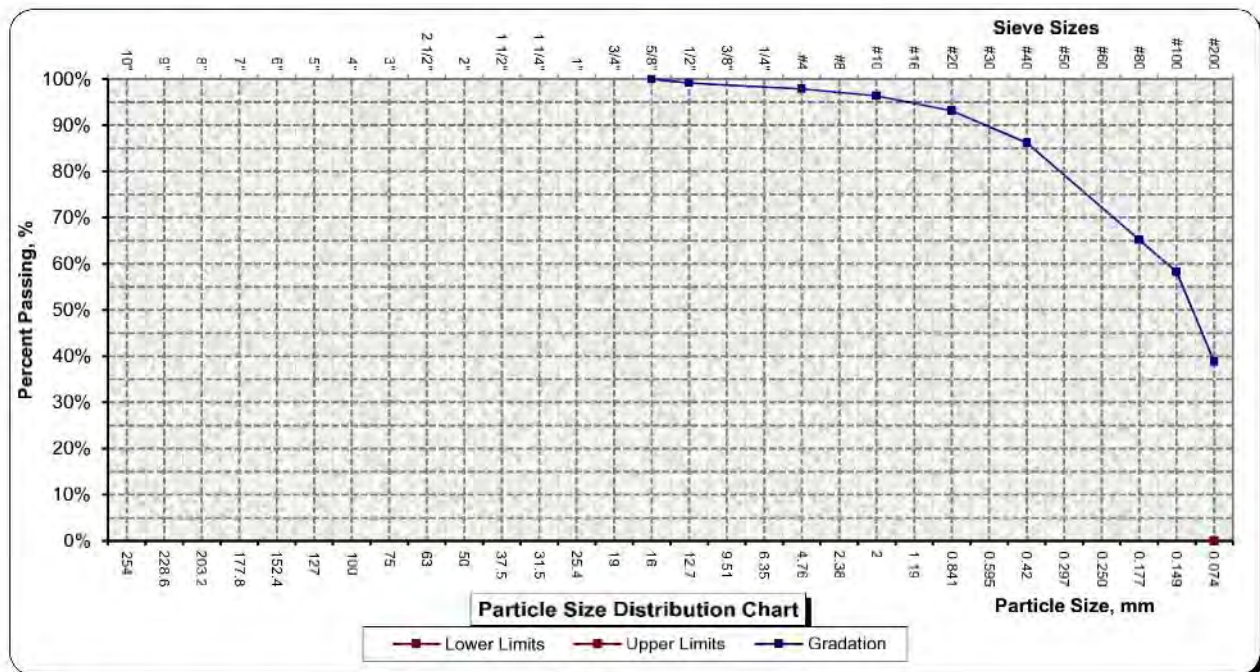
CLIENT: Rebecca Houghton	PROJECT: 25-438
PROJECT: Airport Road Residential Development	WORK ORDER #: 25-4777
SAMPLE SOURCE: TP-3 @ 2.5'	SAMPLE NUMBER: 25-4777-2
DATE SAMPLED: 10/10/2025	DATE TESTED: 10/20/2025
MATERIAL TYPE: Silty Sand (SM)	TESTED BY: AH

Sampled in Accordance with ASTM D 75 and reduced in accordance with ASTM C 702 or D 421 unless otherwise noted.

SIEVE ANALYSIS OF SOILS ASTM C 136/D 1140								
Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:
10" (254mm)			1 1/2" (37.5mm)			#10 (2mm)	96%	
9" (228.6mm)			1 1/4" (31.5mm)			#16 (1.18mm)		
8" (203.2mm)			1" (25.4mm)			#20 (0.841mm)	93%	
7" (177.8mm)			3/4" (19mm)			#30 (0.595mm)		
6" (152.4mm)			5/8" (16mm)	100%		#40 (0.425mm)	86%	
5" (127mm)			1/2" (12.7mm)	99%		#50 (0.297mm)		
4" (100mm)			3/8" (9.5mm)			#60 (0.250mm)		
3" (75mm)			1/4" (6.35mm)			#80 (0.177mm)	65%	
2 1/2" (63mm)			#4 (4.75mm)	98%		#100 (0.149mm)	58%	
2" (50mm)			#8 (2.36mm)			#200 (0.074mm)	38.8%	

MOISTURE CONTENT - ASTM D 2216

28.6%



REVIEWED BY: Dee Burrie, Technical Director

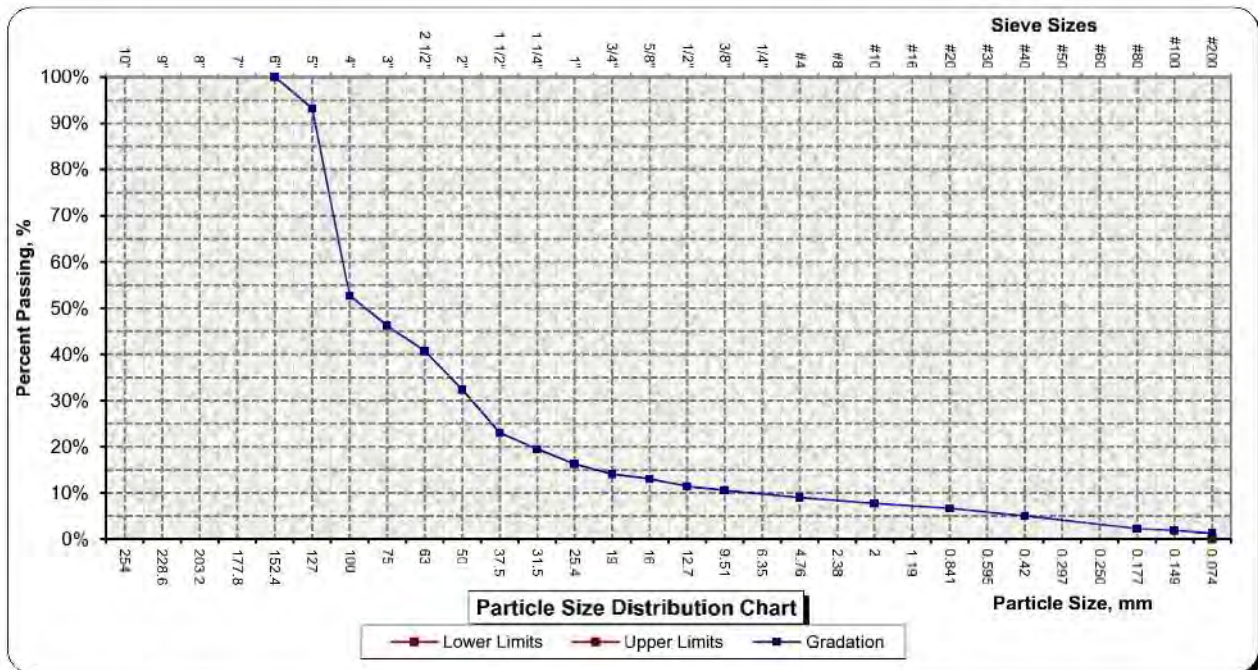
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CLIENT: Rebecca Houghton	PROJECT: 25-438
PROJECT: Airport Road Residential Development	WORK ORDER #: 25-4777
SAMPLE SOURCE: TP-4 @ 7'	SAMPLE NUMBER: 25-4777-3
DATE SAMPLED: 10/10/2025	DATE TESTED: 10/20/2025
MATERIAL TYPE: Poorly Graded Gravel (GP)	TESTED BY: AH

Sampled in Accordance with ASTM D 75 and reduced in accordance with ASTM C 702 or D 421 unless otherwise noted.

**SIEVE ANALYSIS OF SOILS
ASTM C 136/D 1140**

Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:
10" (254mm)			1 1/2" (37.5mm)	23%		#10 (2mm)	8%	
9" (228.6mm)			1 1/4" (31.5mm)	19%		#16 (1.18mm)		
8" (203.2mm)			1" (25.4mm)	16%		#20 (0.841mm)	7%	
7" (177.8mm)			3/4" (19mm)	14%		#30 (0.595mm)		
6" (152.4mm)	100%		5/8" (16mm)	13%		#40 (0.425mm)	5%	
5" (127mm)	93%		1/2" (12.7mm)	11%		#50 (0.297mm)		
4" (100mm)	53%		3/8" (9.51mm)	11%		#60 (0.250mm)		
3" (75mm)	46%		1/4" (6.35mm)			#80 (0.177mm)	2%	
2 1/2" (63mm)	41%		#4 (4.75mm)	9%		#100 (0.149mm)	2%	
2" (50mm)	32%		#8 (2.36mm)			#200 (0.074mm)	1.2%	



REVIEWED BY: Dee Burrie, Technical Director

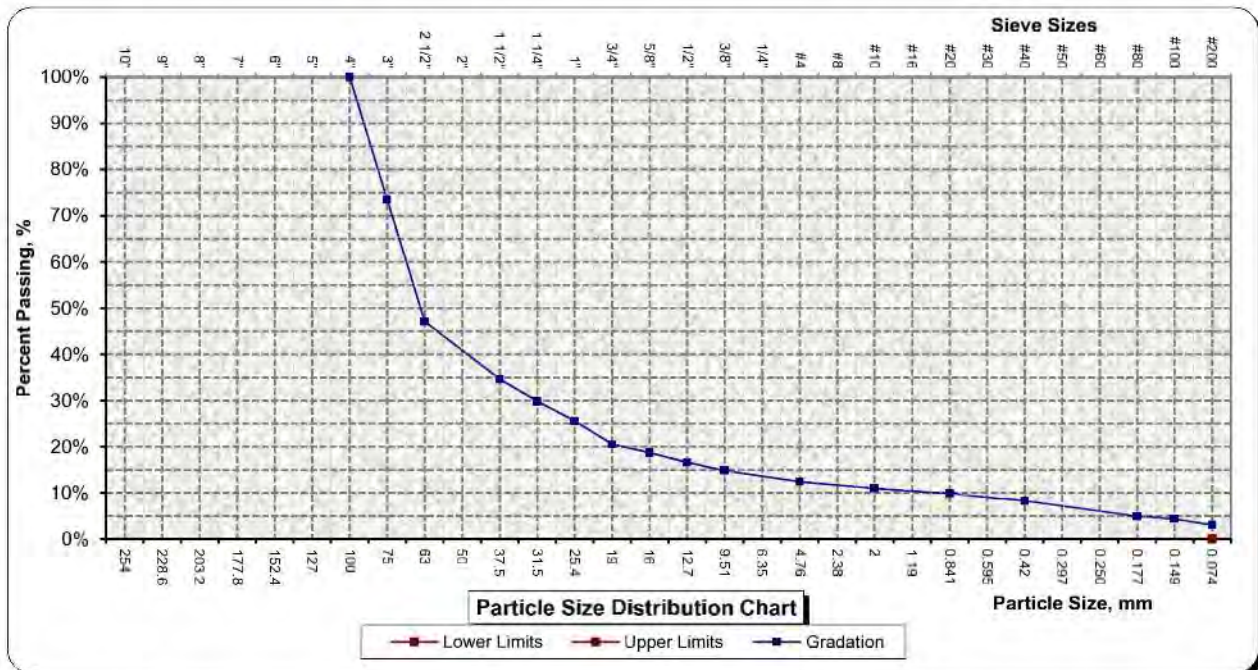
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CLIENT: Rebecca Houghton	PROJECT: 25-438
PROJECT: Airport Road Residential Development	WORK ORDER #: 25-4777
SAMPLE SOURCE: TP-5 @ 5'	SAMPLE NUMBER: 25-4777-4
DATE SAMPLED: 10/10/2025	DATE TESTED: 10/20/2025
MATERIAL TYPE: Poorly Graded Gravel (GP)	TESTED BY: AH

Sampled in Accordance with ASTM D 75 and reduced in accordance with ASTM C 702 or D 421 unless otherwise noted.

SIEVE ANALYSIS OF SOILS
ASTM C 136/D 1140

Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:	Sieve Size:	Percent Passing:	Specs:
10" (254mm)			1 1/2" (37.5mm)	35%		#10 (2mm)	11%	
9" (228.6mm)			1 1/4" (31.5mm)	30%		#16 (1.18mm)		
8" (203.2mm)			1" (25.4mm)	26%		#20 (0.841mm)	10%	
7" (177.8mm)			3/4" (19mm)	21%		#30 (0.595mm)		
6" (152.4mm)			5/8" (16mm)	19%		#40 (0.425mm)	8%	
5" (127mm)			1/2" (12.7mm)	17%		#50 (0.297mm)		
4" (100mm)	100%		3/8" (9.51mm)	15%		#60 (0.250mm)		
3" (75mm)	73%		1/4" (6.35mm)			#80 (0.177mm)	5%	
2 1/2" (63mm)	47%		#4 (4.75mm)	12%		#100 (0.149mm)	4%	
2" (50mm)			#8 (2.36mm)			#200 (0.074mm)	3.1%	



REVIEWED BY: Dee Burrie, Technical Director

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Northwest Agricultural
Consultants

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(425) 336-1000 • www.nwag.com • info@nwag.com



BAER TESTING INC
1106 LEDWICH AVE
YAKIMA, WA 98902

Report: 75062-1
Date: 2025-10-20
Project Name: Airport Rd Res Dev
Project Number: 25-438

Sample ID	Sulfate mg/kg	pH s.u.	Resistivity ohm-m	OM %	CEC meq/100g	Chloride mg/kg	Moisture %	Sand %	Silt %	Clay %	Class
TP-4 @ 2.5'				3.09	24.2			64.0	20.0	16.0	Sandy Loam
TP-4 @ 7.0'				1.54	13.4			91.0	4.0	5.0	Sand

Analyte Method	Sulfate SM-4500 SO ₄ E	pH SM 4500-H+ B	Resistivity SM 2510 B	OM ASTM D2974	CEC EPA 9081	Chloride ASTM D512	Moisture Gravimetric	Sand Hydrometer	Silt Hydrometer	Clay Hydrometer	Class Hydrometer
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Title 15 - LAND DEVELOPMENT CODE
DIVISION II. - PERMITS, LEGISLATIVE ACTIONS AND PROCEDURES
CHAPTER 15.260 SUBDIVISIONS

CHAPTER 15.260 SUBDIVISIONS

15.260.070 Preliminary subdivision—Required minimum improvement standards.

- A. *Public works improvements.* In order to meet the public interest, the following minimum public works improvements shall be required and shall be constructed in accordance with the public works development standards and other city utility standards:
1. Installation of concrete curbs and gutters according to the public works development standards;
 2. Construction of streets in accordance with the public works development standards;
 3. Installation of monuments and monument cases in accordance with the public works development standards;
 4. Installation of storm drainage system including inlet, pipe, manholes, detention or retention facilities if deemed necessary, all in accordance with the public works development standards;
 5. Installation of iron pipe or reinforcing rods at the corners of all lots, plots or tracts in accordance with the public works development standards;
 6. Construction of sidewalks on abutting sides of all public streets in accordance with the public works development standards; and
 7. Installation of water and sewer mains, water service lines and side sewers to serve each lot platted in accordance with the public works development standards.
- B. *Public utility improvements.* In order to meet the public interest, the following minimum public electric utility improvements, and public natural gas utility improvements, if applicable, shall be required to be constructed within the subdivision and shall be constructed in accordance with the public works development standards and the energy services department development standards:
1. Installation of underground ducts, manholes and vaults to accommodate the electrical distribution system within the subdivision; and
 2. Communication and television signal service facilities with ducting provided for communication and television service at the right-of-way crossings through a minimum two-inch PVC duct type unless otherwise required by the city based on recommendation from the respective utility.

(Ord. No. 4955, § 106, 2-18-2025; Ord. 4892 § 1, 2022; Ord. 4804 § 1, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

15.260.090 Installation of improvements.

- A. An approved preliminary subdivision shall not be filed for record as a final subdivision until the applicant has constructed or bonded for all improvements required by the city in the final decision on the preliminary subdivision application.
- B. Timing and inspection fee. The applicant shall not begin installation of improvements in an approved preliminary subdivision application until the director and the city engineer have approved the improvement

plans, the director and the applicant have agreed in writing on a time schedule for installation of the improvements, and the applicant has paid all inspection fees.

- C. Acceptance—Maintenance bond. The director shall not accept the improvements for the city of Ellensburg until the improvements have been inspected and found satisfactory, and the applicant has posted a bond or surety to guarantee against defects of workmanship and materials for two years from the date of acceptance. (See section 9, public works development standards).

(Ord. 4656 § 1 (Exh. O2), 2013)



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

STAFF REPORT

TO: Jay Eyestone, City of Ellensburg Hearings Examiner Pro Tem

FROM: Mark Rud, Associate Planner
City of Ellensburg Community Development Department

RE: Open Record Public Hearing for Preliminary Long Subdivision Application P25-140, the Houghton 13-lot residential subdivision

DATE: Monday, February 23, 2026, 3:00pm via Zoom

I. GENERAL INFORMATION

Applicant: Mark Kirkpatrick of Encompass Engineering & Surveying, Agent for property owners Rebecca Lynn Devere and Jeffrey James Houghton

Location: The property is located at 2519 North Airport Road; Kittitas County Assessor's Parcel ID #281133. See **Exhibit 1**.

Requested Action: The applicant seeks approval of a preliminary long subdivision, with 13 lots for residential development, as well as an open space parcel and a stormwater tract. Approval would facilitate demolition of existing structures on the property, construction of streets and utilities, and future development of homes and lot conveyance.

Preliminary Long Subdivisions are a Type IV Permit. Pursuant to Chapters 15.210, 15.220, 15.230 and 15.260 of the Ellensburg City Code (ECC), preliminary long subdivisions require an Open Record Public Hearing with recommendation made by the Hearing Examiner. The recommendation is forwarded to City Council for final decision after a Closed Record Public Hearing. The project's approval is associated with concurrent State Environmental Policy Act (SEPA) Environmental Checklist P25-022, and Critical Area Review P25-021.

Approval of a preliminary long subdivision is valid for five (5) years from date of decision, at which time a final long plat must have been submitted pursuant to ECC 15.260.060(A)(2)(a). Failure to submit the final plat within that time period will result in a lapse of the preliminary subdivision approval unless requests for extensions are received and approved pursuant to ECC 15.260.060(A)(2)(b). Final long plat approval is subject to procedures and criteria of ECC 15.260.100.

II. BACKGROUND AND SITE INFORMATION

Site History: The property contains two separate detached dwelling units developed in 1940 and 1950, as well as a utility building erected in 1940.

Site Characteristics: The dwellings and utility building are located on the east portion of the property near N Airport Rd. The western portion of the property is undeveloped and contains wetlands regulated by ECC Chapter 15.620, and a portion of FEMA designated Special Flood Hazard Area (100-year floodplain) regulated by ECC Chapter 15.630, both identified in concurrent Critical Area Review P25-021.

Zoning and Development Standards, ECC Title 15: The property is in the Residential Suburban (R-S) zone. The intent of this zone is to provide a mix of predominantly single-family detached dwelling units in a walkable neighborhood setting. It is also located in the mapped Airport Overlay zone, a designation that regulates uses and development densities by sub-zones. A zoning map is attached as **Exhibit 2**.

Access: Access to the property is from N Airport Rd, designated a Minor Arterial in the city's Comprehensive Plan; see **Exhibit 3**.

Comprehensive Plan: The Comprehensive Plan's Future Land Use Designation of the property is Residential Neighborhood; see **Exhibit 4**. This is for areas that have traditionally accommodated single-family detached homes and generally surround the urbanized core of the community, or exist at the edge of the city in compatibility with unincorporated land, and supporting a range of residential zones with housing densities that help to achieve the City's housing diversity and affordability goals. The intent of this designation is to accommodate the many established residential neighborhoods and acknowledge the single dwelling residential building type as the primary use with potential for accessory dwellings, townhouses, cottage housing, clustered housing and other small-scale housing forms. No site-specific re-zone is proposed with this subdivision.

Public Comments: Community Development issued a Public Notice of Applications for this Preliminary Long Subdivision P25-140, as well as concurrent Critical Area Review P25-021 and SEPA Environmental Checklist P25-022, including the date of the subdivision's open record public hearing, on January 8, 2026 via publication in the *Ellensburg Daily Record* (**Exhibit 5**). The site was posted with a land use action sign on January 8, 2026 (**Exhibit 6**). Notice of the applications and hearing was mailed to property owners within 300 feet of the site proposal on January 8, 2026 (**Exhibit 7**). Notice of the project was also uploaded to the SEPA Register and emailed to the City's SEPA Notice email list on January 8, 2026 (**Exhibits 8 & 9**). Notices initiated a 21-day comment period that concluded January 29, 2026.

Several comments were received on these applications: from the City of Ellensburg, the Public Works Department (January 22, 2026), the Electric Utility (January 26, 2026), and the Stormwater Utility (January 27, 2026). The Gas Utility asked that the applicant reference comments from its pre-application meeting memorandum for City File # P24-003, dated January 30, 2024, for this proposal. See **Exhibits 10 through 13**. These

generally contain information on adopted standards that will apply to the proposal's future development permits.

State agency comments were submitted by the Washington Department of Fish and Wildlife (**Exhibit 14**) and Department of Ecology (**Exhibit 15**).

One mail noticed party of record emailed questions to City staff, who replied with information contained in applicant's project submittals and invited additional formal comment on the project (**Exhibit 16**); none was received.

The applicant was forwarded all comments, and provided responses dated February 2, 2026 (**Exhibit 18**).

III. ENVIRONMENTAL (SEPA) REVIEW

Because this project proposes to create more than 9 lots via subdivision and because the property includes "lands covered by water" (wetlands), a State Environmental Policy Act (SEPA) Determination was required. SEPA Checklist P25-022 was submitted concurrently with the proposal. The City solicited SEPA comments via Notice of Application under the Optional DNS process of Washington Administrative Code (WAC) 197-11-355.

Several comments referenced the concurrent P25-022 SEPA Environmental Checklist. In addition, the City of Ellensburg Electric Utility provided standalone comments on the SEPA Checklist dated January 8, 2026 (**Exhibit 17**).

The City issued a Determination of Non-Significance (DNS) for this project on February 6, 2026 (**Exhibit 19**). The City concurrently issued a Critical Area Determination for P25-021 (**Exhibit 20**). Notice of the SEPA Determination was uploaded to the SEPA Register February 6, 2026 (**Exhibit 21**), with Notices sent via email to non-City commenters also on February 6, 2026. (**Exhibit 22**). Notice of the SEPA Determination was published in the *Ellensburg Daily Record* February 7, 2026 (**Exhibit 23**).

As of the date of this Report, no administrative appeal of the SEPA Determination has been received by the Community Development Department. The Determination and Notices were issued 15 or more days prior to the Open Record Public Hearing to provide opportunity for consolidated appeal of the SEPA Determination with the predecision recommendation hearing for its project permit, pursuant to RCW 36.70B.110(6)(b),(d).

IV. PROJECT EVALUATION

A. Ellensburg City Code Requirements for Preliminary Long Subdivisions

The Hearing Examiner must find that the application is in compliance with decision criteria of ECC 15.260.060(F). The City may approve, approve with conditions, or deny a preliminary subdivision based the following:

1. The preliminary subdivision conforms to all applicable zoning standards such as set forth in the LDC [ECC Title 15], including the building setback and intensity standards in chapter 15.320 ECC, the streetscape design standards in Chapter 15.410 ECC, the subdivision design standards in chapter 15.420 ECC, the project design standards in division V [of ECC Title 15], and the public works development standards;
2. All lots within the preliminary subdivision are provided with satisfactory access established consistent with the requirements of the public works development standards, ECC title 4, public works, the streetscape design standards and subdivision design and block standards in division IV [of ECC Title 15], the project design standards in division V [of ECC Title 15], and the public works development standards;
3. All lots within the preliminary subdivision are provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC title 9, utilities;
4. All lots within the preliminary subdivision are provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC title 9, utilities;
5. The preliminary subdivision conforms to all applicable critical areas standards set forth in Division VI [of ECC Title 15]; and
6. The preliminary subdivision makes appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.

B. Analysis of Criteria for a Preliminary Long Subdivision

The applicant has submitted an application, property deed, subdivision guarantee, project narrative, preliminary plat, proposed site plan, stormwater plan, and geotechnical engineering study (**Exhibits 22 through 29**).

Applicant's project has been evaluated based on all information received, including City department reviews, public and state agency comments, applicant's responses to comments, and associated SEPA and Critical Area Determinations for P25-022 and P25-021. Evaluation results in the following recommended findings:

1. The preliminary subdivision conforms to all applicable zoning standards such as set forth in the LDC [ECC Title 15], including the building setback and intensity standards in chapter 15.320 ECC, the streetscape design standards in Chapter 15.410 ECC, the

subdivision design standards in chapter 15.420 ECC, the project design standards in division V [of ECC Title 15], and the public works development standards.

Analysis: Zoning and other development standards applicable to the proposed subdivision are found in multiple sections of ECC Title 15:

- a. Existing structures would be demolished from the property, and setbacks would not apply from them.
 - b. Preliminary plat and site plan documents call-out presumptive setback measurements for Lots 5-13, which meet minimum requirements of ECC Table 15.320.030 for the R-S zone.
 - c. Preliminary plat and site plan documents indicate Lots 1-4 will be configured as Courtyard Access Lots with a central shared driveway, and call-out presumptive setback measurements for those lots. ECC Figure 15.420.050(C) provides an Example of such lots with reference to rear yard locations; this Figure does not contain regulatory language, and does not specifically account for courtyard lots abutting an external side yard that fronts an improved street along the edge of a subdivision.
 - d. ECC Table 15.320.030 regulates R-S zone maximum dwelling unit density; properties in the Airport Overlay Zone, "Zone 6 (airport operations zone)" are potentially modified by ECC Table 15.350.040, with gross developable acreage calculated per ECC 15.320.050(B)(2). Per these standards and the wetland delineation of Critical Area Review P25-021, a maximum of 13 buildable lots are permitted in the project area. 13 developable lots are proposed for the project area.
 - e. North Airport Road is a minor arterial whose streetscape design is regulated by ECC Figure 15.410.020(D), requiring a minimum 80-foot-wide right-of-way (ROW). The existing N Airport Rd ROW is 60-feet wide and unimproved past lane pavement. Applicant proposes dedicating 10-feet along N Airport Rd as public ROW and improving it with a pavement section, curb, buffered sidewalk, and storm drains.
 - f. The proposed internal roadway with cul-de-sac would be designated a local access street regulated by ECC 15.410.040(C), with maximum permitted ROW width of 52 feet. Applicant proposes the road be dedicated as a 52-foot-wide public ROW and include pavement, curbs (rolled along the cul-de-sac), sidewalk (buffered outside the cul-de-sac), and storm drains.
 - g. The western portion of the subject property contains wetlands and buffer spanning nearly the entirety of the north-south running width of the parcel, whose protection precludes future westerly connectivity otherwise required by ECC 15.420.020.
 - h. Shared driveways may access no more than 5 lots, and require roads at least 15 feet wide and no longer than 400 feet per ECC 15.420.060(A). Lots 1-4 would be accessed by a 20-foot wide roadway dedicated in an easement of approximately 120 feet in length.
2. All lots within the preliminary subdivision are provided with satisfactory access established consistent with the requirements of the public works development

standards, ECC title 4, public works, the streetscape design standards and subdivision design and block standards in division IV [of ECC Title 15], the project design standards in division V [of ECC Title 15], and the public works development standards.

Analysis: Title 15 standards are addressed under Criteria 1. The Public Works Department provided comments in **Exhibit 10** regarding required improvement standards for streets and roads, to which applicant responded in **Exhibit 18** and which are addressed more fully in Criteria 6.

3. The lots within the preliminary subdivision are provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC title 9, utilities.

Analysis: The Public Works Department and Stormwater Utility provided comments in **Exhibits 10 & 12** regarding required improvement standards for installation of public water mains and water service lines, installation of public sewer mains and side sewer lines, and installation of storm drainage and surface water facilities, to which applicant responded in **Exhibit 18** and which are addressed more fully in Criteria 6.

4. The lots within the preliminary subdivision are provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's energy services department design standards and with ECC title 9, utilities.

Analysis: The Energy Services Department's Electric Utility and Natural Gas Utility provided comments in **Exhibits 11 & 13** regarding installation of public electricity and natural gas utilities, to which applicant responded in **Exhibit 18** and which are addressed more fully in Criteria 6.

5. The preliminary subdivision conforms to all applicable critical areas standards set forth in Division VI [of ECC Title 15].

Analysis: The property contains delineated wetlands and 100-year floodplain, which are regulated by ECC Chapters 15.620 and 15.630 of the City's Critical Areas Ordinance. The proposal has been evaluated with the associated Critical Area Determination issued for P25-021 (**Exhibit 20**).

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

Analysis: The criteria are addressed by the proposal as follows:

- a. Public health, safety, and general welfare will be appropriately provided in the subdivision as proposed upon completion of required minimum improvements, including as identified under Criteria 1 above and further below for Criteria 6; by providing applicable subdivision improvements per adopted standards and installation requirements and pursuant to ECC 15.260.070 and 15.260.090 (**Exhibit 33**); and by meeting recommended Conditions of Approval.
- b. Open space is proposed to be preserved in a 2.36-acre tract containing delineated wetlands and a portion of mapped 100-year floodplain. The proposal has been evaluated with the associated Critical Area Determination issued for P25-021 (**Exhibit 20**), which identifies required actions for the subdivision.
- c. Drainage ways are proposed inclusive of stormwater drainage facilities and a 3,780 square foot stormwater management tract, proposed for installation to Public Works Development Standards as indicated in **Exhibit 18**.
- d. Street ROW's are proposed to be dedicated to the public and improved to Public Works Development Standards as indicated in **Exhibit 18**.
- e. Ellensburg Central Transit's existing stop 152, served by Routes 12A, 12B and 13, is located approximately 700 feet from the project's proposed internal ROW, across the street and along the eastside of N Airport Road, at the Verge apartments, as shown in **Exhibit 32**.
- f. Potable water supplies are proposed to serve the subdivision by extension of new public water mains, and service lines to individual lots, proposed to Public Works Development Standards as indicated in **Exhibit 18**.
- g. Sanitary wastewater disposal is proposed to serve the subdivision by extension of new public sewer mains, and service lines to individual lots, proposed to Public Works Development Standards as indicated in **Exhibit 18**.
- h. Natural gas mains and services are not clearly identified on plan submittals. Applicant indicates a desire to install natural gas utilities in **Exhibit 18**, which will need to meet Energy Services Standards for installation identified in **Exhibit 13**.
- i. Parks, recreation, and playground facilities are not proposed within the subdivision. Alder Park is located approximately 1 mile east from the proposed subdivision by streets, a park that connects with the John Wayne Trail system.
- j. Schools and school grounds are not proposed within the subdivision.
- k. Sidewalks are proposed along all lots fronting the subdivision's proposed internal roadway and cul-de-sac, and along the subdivision's frontage of N Airport Rd. There are no sidewalks south of the property along the westside of N Airport Rd. A subdivision of the abutting north parcel proposes sidewalks along N Airport Road but has not been completed; upon its completion, the closest public schools by contiguous pedestrian facilities will be more than 2 miles from the subject property,. The abutting segment of N Airport Rd is not a designated school walking route.

Recommended Conclusion: Based on evaluation of all preceding Criteria, the proposal is found to be consistent with preliminary subdivision approval evaluation criteria of ECC 15.260.060(F), if approved with recommended Conditions.

V. RECOMMENDATION

Based on the foregoing, Staff recommends that the Hearing Examiner forward a recommendation of approval for Preliminary Long Subdivision application P25-140 as submitted for Parcel 281133 at 2519 Airport Road, to the Ellensburg City Council, with the following recommended conditions of approval:

1. The subdivision shall abide by and conform with all relevant laws, regulations, and development standards of the State of Washington, the City of Ellensburg, and public utility providers for the development of the subdivision, including and not limited to Chapter 15.260 of the Ellensburg City Code, and Ellensburg Public Works and Energy Services Development Standards.
2. The subdivision shall comply with all requirements for installing improvements pursuant to ECC 15.260.070 & 15.260.090, and the Public Works and Energy Services Development Standards, including as so identified in the Public Works Department January 22, 2026 memorandum, the Electric Utility January 26, 2026 memorandum, the Stormwater Utility January 27, 2026 memorandum, and the Gas Utility January 30, 2024 memorandum, as so confirmed in applicant's submission dated February 2, 2026.
3. The subdivision shall comply with all requirements of ECC Title 15, Division VI (the Critical Areas Ordinance) pursuant to Critical Area Determination P25-021 issued February 6, 2026 for the subdivision.



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Second Reading of Ordinance 4981 Amending Ellensburg City Code and Adoption of Resolution No. 2026-06 Regarding Community Development Review Fees (Public Comment Opportunity)

Submitted by: Dan Carlson, Community Development Director

Department: Community Development

Suggested Motion/Action:

- 1. Move to conduct second reading of Ordinance 4981 amending Ellensburg City Code regarding Community Development review fees.
- 2. Move to approve Resolution No. 2026-06 adopting Community Development Review fees.

Background/Summary:

RCW 82.02.020 allows cities to collect reasonable fees to cover the cost of processing permit applications. However, current City of Ellensburg review fees do not cover these costs. Building permit review fees were codified in ECC Title 3 in 2013, with only one minor modification to the fees in 2022. Land use application review fees were adopted by Resolution No 2014-32 in 2014. Therefore, staff is proposing an update to review fees for building permits and land use applications. Under this proposal, Title 3 would be amended to remove all fees, and a new ECC 2.42 would be created that refers to a new fee resolution containing building permit and land use application review fees for the Community Development Department.

The second reading of Ordinance 4981 would amend the Ellensburg City Code by adopting a new section 2.42 and removing fee references from Title 3. Approval of Resolution No. 2026-06 would adopt the new Community Development review fees.

Previous Council Action:

Staff discussed proposed fees with Council at the November 4, 2024 Study Session. Council conducted first reading of Ordinance 4981 on March 2, 2026.

Analysis:

Staff is proposing three categories for the new fees — New Construction, Building Applications, and Land Use Application. Each category is discussed below:

New Construction

Building permit fees for new construction would be determined based on a multiplier, a model enabling the user to determine review fees for plans examination and building inspection given the total construction valuation for the project. The multiplier is based upon the International Code Council (ICC) most current published Building Valuation Data table , a

national average construction cost per square foot for new construction. This multiplier model simplifies the permit fee process and includes foundation work, structural and non-structural components, plumbing, mechanical, and interior finish. The ICC model allows jurisdictions to adjust fees based on annual construction activity and desired level of service. The model works as follows:

- The projected gross construction valuation for the coming year is divided into the projected budget for the coming year to create a multiplier.
- The multiplier is then used against the project valuation estimated using the most current issue of the ICC Building Valuation Data sheet published by the ICC.
- This produces a permit fee adequate to process the building permit. The cost includes all plumbing and mechanical associated with new construction.

Staff used an average of the last three years to determine the projected gross construction valuation of \$51,627,774.49. Based on feedback from Council at the November 4, 2024 Study Session, staff is proposing that 90% of the applicable building permitting budget be covered by review fees, or \$594,318.60. The \$51,627,774.49 annual construction valuation is divided into the \$594,318.60 budget, producing a multiplier of .0115. This multiplier is then applied to the construction valuation for a project to determine the building permit fee.

Example:

Using the ICC Building Valuation data (\$170.80/square foot), the valuation for a 2,000-square foot residence would be \$341,600 (2,000 x \$170.80). The project valuation of \$341,600 would be multiplied by the established multiplier of .0115, resulting in a building permit fee of \$3,928.40. For comparison, the current fee for the same residence would be \$3,077.42.

Building Applications

Review fees for stand-alone building permits such as mechanical permits, window replacements, re-roofs, etc. were determined utilizing guidance from the Washington State Department of Commerce. Specifically, staff utilized the following method to determine review fees:

- Direct costs, including staff wages and benefits, were determined.
- A portion of indirect costs such as administrative support, office supplies, software, etc. were assigned to the direct costs to determine the permit review rate of \$115.
- The permit review rate was then multiplied by the average number of review hours per application type, resulting in the full cost recovery review fee.
- The full cost recovery review fee was multiplied by 90% to determine the 90% cost recovery fee.
- The 90% cost recovery fee was rounded to the nearest \$10.

Land Use Applications

A permit review rate of \$124 was determined for land use applications, and the same method used for building applications above was utilized to determine proposed land use application fees. Several new land use application fees have also been proposed where ECC Title 15 provides review processes that don't currently have a fee.

Staff recommends second reading of Ordinance 4981 and approval of Resolution No. 2026-06 adopting the new Community Development fee schedule.

Financial Impact:

The proposed fees would have a positive financial impact to the General Fund since more of the review cost would be covered by review fees.

Budget Adjustment: No

Attachments:

1. Ordinance 4981 Community Development Fees
2. Resolution No. 2026-06 Community Development Review Fees

ORDINANCE NO. 4981

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON AMENDING THE ELLENSBURG CITY CODE BY CREATING A NEW SECTION 2.42 COMMUNITY DEVELOPMENT FEES, AMENDING SECTION 3.01.080, ADOPTION – CODES DESIGNATED, AND REPEALING SECTIONS 3.01.180, RATES AND FEES – BUILDING, 3.01.181, RATES AND FEES – MECHANICAL, 3.01.190, RATES AND FEES – MECHANICAL, AND 3.12.090, RATES AND FEES.

WHEREAS, RCW 82.02.020 allows cities to collect reasonable review fees to cover the cost of processing permit applications; and

WHEREAS, the current building permit fees codified in ECC Title 3 and land use application fees adopted by Resolution No. 2014-32 have not kept pace with the costs of development review; and

WHEREAS, adopting fees by resolution will allow for fees to be more easily updated to reflect changes, including inflation, staffing costs, or market trends.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The recitals set forth above are hereby adopted as the findings of the City Council and are by this reference incorporated herein as if set forth in their entirety.

Section 2. A new Chapter 2.42 of the Ellensburg City Code, is hereby adopted and reads as follows:

CHAPTER 2.42 – COMMUNITY DEVELOPMENT FEES

2.42.010 – Community Development Fee Schedule

The fee schedule for services provided by the Community Development Department shall be adopted by resolution of the City Council. The fees listed in the adopted resolution shall accompany all applications and appeals submitted for review pursuant to ECC Chapter 3.01 and ECC Title 15.

Section 3. Section 3.01.080, last amended by Section 1 of Ordinance 4857 is hereby amended as follows:

3.01.080 Adoption—Codes designated.

The following codes and their amendments are found to be in conformance with the requirements of the State Building Code Act, enacted by the Legislature of the state of Washington, December 1991, chapter 19.27 RCW, and with adoptions and amendments by the Washington State Building Code Council made pursuant to chapters 19.27 and 70.92 RCW, and are adopted by reference as a part of the Ellensburg City Code:

- A. The most current edition of the International Building Code (IBC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-50 WAC, and including appendices C and D to the International Building Code; except that the following sections of the International Building Code are hereby further amended to read as follows:

105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet (11 m²).
2. Fences not over 8 feet (2,134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18,925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1,753 mm) in height.
14. Replacement of residential domestic hot water heaters within a single dwelling unit.

105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one (1) year after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one (1) year after the time the work is commenced. The building official is authorized to grant, in writing, one extension of time, for a period not more than one (1) year. The extension shall be requested in writing at least seven (7), but no more than sixty (60) calendar days prior to the date the original permit becomes invalid and justifiable cause demonstrated.

~~Recommendation after expiration. An expired permit may be recommenced one (1) time for a period not to exceed one (1) year subject to the following conditions:~~

- ~~a. Application for recommendation is made in writing within 180 days from the date the original permit expired and justifiable cause is demonstrated;~~
- ~~b. If there have been no changes to the original permit plans for which the permit was issued and there have been no changes to the building codes since the original building permit was issued, a recommendation fee of 10% of the original permit and plan review fee or a minimum fee of \$25.00, whichever amount is greater, shall be charged;~~

~~e. If there are changes to the original permit plans for which the permit was issued or there have been changes to the building codes since the original building permit was issued, the recommencement shall require a new building permit application with new building permit application fees; and~~

~~d. There shall be no extensions granted for a recommenced permit and no additional recommencement opportunities shall be provided for a recommenced permit.~~

Appendix D Fire Districts.

D 101.2 Establishment of Area. For the purpose of this code, the fire district shall include that area bounded by public rights-of-way that are zoned as Central Commercial (C-C) in the city of Ellensburg as provided for in Title 13 of the Ellensburg City Code. Subsections D 101.2.1, D 101.2.2 and D 101.2.3 of Appendix D of the International Building Code are inapplicable to this section.

Section D101.3 General. Use of Easements for Fire Separation. Use of the area encompassed by a private property easement which prohibits the construction of conflicting buildings may be used as the property line for the purpose of setbacks related to fire resistances and required building setbacks, subject to the following conditions:

1. Acceptance of the easement restricting any new buildings is subject to approval by the Building Official.

2. The decision of the Building Official shall be based upon the following factors:

A. Satisfactory arrangements for the placement of new and existing utility service lines on both the subject and the easement property. Any such work deemed necessary by the creation of the easement shall be borne by the Applicant.

B. Removal of all existing buildings in the proposed easement area which are deemed by the city's fire marshal to present a fire hazard by virtue of their proximity to the proposed new building location on the subject easement. Any such work deemed necessary by the creation of the easement shall be borne by the Applicant.

C. Construction of fences and other improvements other than buildings in the restricted easement area shall be subject to the review and approval of the Building Official.

D. Placement of building eaves or projections beyond the exterior wall which are contained on the subject building's property, and do not cause any material problems of drainage or other physical impact off the subject property.

3. The easement authorized by this section, if approved by the Building Official, may only be used to meet the fire resistance and opening protection requirements of the International Building Code. Use of the easement to meet other requirements or allow additional development is prohibited.

4. Such easement, if accepted by the Building Official, shall name the City of Ellensburg as one of the beneficiaries and holders of the easement. Further language describing and locating said easement shall be recorded with the Kittitas County Auditor as a covenant on the land, subject to all legal and customary conditions as they apply to easements. Further, such easement may not be eliminated or changed in any respect without the written permission of the City of Ellensburg.

5. The above provisions shall not apply to walls at right angles to the property line.

B. The most current edition of the International Residential Code (IRC) with Washington State amendments, including appendices A, B, C, and D thereto, published by the International Code

Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-51 WAC; except that the following section of the International Residential Code is hereby amended to read as follows:

Section R105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one (1) year after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one (1) year after the time the work is commenced. The building official is authorized to grant, in writing, one extension of time, for a period not more than one (1) year. The extension shall be requested in writing at least seven (7), but no more than sixty (60) calendar days prior to the date the original permit becomes invalid and justifiable cause demonstrated.

~~Recommencement after expiration. An expired permit may be recommenced one (1) time for a period not to exceed one (1) year subject to the following conditions:~~

~~a. Application for recommencement is made in writing within 180 days from the date the original permit expired and justifiable cause is demonstrated;~~

~~b. If there have been no changes to the original permit plans for which the permit was issued and there have been no changes to the building codes since the original building permit was issued, a recommencement fee of 10% of the original permit and plan review fee or a minimum fee of \$25.00, whichever amount is greater, shall be charged;~~

~~c. If there are changes to the original permit plans for which the permit was issued or there have been changes to the building codes since the original building permit was issued, the recommencement shall require a new building permit application with new building permit application fees; and~~

~~d. There shall be no extensions granted for a recommenced permit and no additional recommencement opportunities shall be provided for a recommenced permit.~~

- C. The most current edition of the International Existing Building Code (IEBC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-50 WAC.
- D. The most current edition of the International Mechanical Code (IMC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-52 WAC.
- E. The most current edition of the International Fire Code (IFC) with Washington State amendments, including the following appendices as they relate to the general fire code standards: B, C, D, E, F, and G to the International Fire Code are hereby adopted and amendments thereto as referenced in chapter 3.03 ECC; provided, that notwithstanding any wording in this code, participants in religious ceremonies shall not be precluded from carrying hand-held candles. In accordance with chapter 19.27 RCW, the International Fire Code published by the International Code Council, Inc., together with any additions, deletions, and exceptions currently enacted or as may be amended from time to time by the state of Washington through its Building Code Council pursuant to the Washington Administrative Code (WAC), and as further amended in this chapter, is hereby adopted and incorporated by this reference. One copy of the International Fire Code and the appendices adopted below are on file with the city's fire code official. To the extent allowed by RCW 19.27.040, if a conflict exists between the provisions of the International Fire Code adopted and amended by the Washington State Building Code Council and the provisions of chapter 3.03 ECC, the Ellensburg City Code provisions shall govern.

- F. The most current edition of the Uniform Plumbing Code (UPC) and Uniform Plumbing Code Standards, published by the International Association of Plumbing and Mechanical Officials, as adopted and amended by the Washington State Building Code Council, chapters 51-56 and 51-57 WAC.
- G. The most current edition of the International Energy Code with Washington State amendments, as adopted by the Washington State Building Code Council, chapters 51-11, 51-11C and 51-11R WAC.
- H. Uniform Code for the Abatement of Dangerous Buildings and amendments thereto, 1997 Edition, published by the International Conference of Building Officials.
- I. Code precedence. In case of conflict among the codes enumerated in this section, the following shall be the order of precedence:
 - 1. International Building Code, standards and amendments;
 - 2. International Residential Code, standards and amendments;
 - 3. International Mechanical Code, standards and amendments;
 - 4. International Fire Code, standards and amendments;
 - 5. Uniform Plumbing Code, standards and amendments.

(Ord. 4857 § 1, 2020; Ord. 4643 § 2, 2013; Ord. 4566 § 7, 2010; Ord. 4553 § 1, 2009; Ord. 4543 § 1, 2009; Ord. 4486 § 1, 2007; Ord. 4450 § 1, 2006; Ord. 4390, 2004; Ord. 4384, 2004; Ord. 4302, 2001; Ord. 4245, 2000; Ord. 4159, 1998; Ord. 4121, 1997; Ord. 4002 § 1, 1995; Ord. 3799 § 2, 1992; Ord. 3667 § 1, 1989; Ord. 3655 § 1, 1989; Ord. 3600 § 1, 1987; Ord. 3538 § 1, 1986; Ord. 3531 § 1, 1986; Ord. 3466 § 1, 1984; Ord. 3447 § 1, 1984; Ord. 3266 § 1, 1980; Ord. 3257 § 1, 1980)

Section 4. Section 3.01.180, last amended by Section 1 of Ordinance 4896 is hereby repealed.

Section 5. Section 3.01.181, last amended by Section 4 of Ordinance 4643 is hereby repealed.

Section 6. Section 3.01.190, last amended by Section 4 of Ordinance 4467 is hereby repealed.

Section 7. Section 3.12.090, last amended by Section of Ordinance 4907 is hereby repealed.

Section 8. 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 9. 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 numbers, sections/subsections numbers and any references thereto.

Section 10. Effective Date. This ordinance shall take effect and be in full 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 16th day of March, 2026.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City do certify that Ordinance No. 4981 is a true and correct copy of said Ordinance of like number as the same was passed by said Council and that Ordinance No. 4981 was published as required by law.

BETH LEADER

RESOLUTION NO. 2026-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG
ADOPTING COMMUNITY DEVELOPMENT REVIEW FEES**

WHEREAS, Ellensburg City Code 2.42 provides that the fee schedule for services provided by the Community Development Department shall be adopted by resolution of the City Council; and

WHEREAS, on November 3, 2014, the City Council adopted Resolution No. 2014-32 establishing review fees for land use permits; and

WHEREAS, the City Council determines that building permit and land use application fees should reasonably cover the City's cost for review; and

WHEREAS, Community Development staff presented the attached Community Development Fee Schedule to City Council on March 16, 2026.

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

Section 1. Resolution No. 2014-32 is hereby repealed in its entirety.

Section 2. The fees set forth in Exhibit A shall accompany all applications and appeals submitted for review pursuant to ECC Chapter 3.01.

Section 3. The fees set forth in the attached Exhibit B shall accompany all applications and appeals submitted for review pursuant to ECC Title 15.

Section 4. The International Code Council August 2025 Building Valuation Data table of Square Foot Construction Costs and a multiplier of .0115 are hereby adopted for the purpose of calculating building permit review fees for the new construction. Said fees shall accompany all applications for new construction pursuant to ECC 3.01.

ADOPTED by the City Council of the City of Ellensburg this 16th day of March, 2026.

Mayor

Attest:

City Clerk

Exhibit A – Building Application Fees

Application Type	Fee
Hourly Inspection Fee	\$100/hour
Hourly Plan Review Fee	\$100/hour
Reinspection Fee	\$100/hour
Outside Consultants	Actual Cost
Demolition	\$310
Move Structure	\$620
Fence	\$470
Foundation	\$520
Residential Reroof	\$210
Commercial Reroof	\$410
Window Replacement	\$410
Manufactured Home Placement	\$620
Commercial Coach/Modular Building	\$830
Swimming Pool (above ground)	\$210
Swimming Pool (below ground)	\$410
Remodel	By Valuation
Mechanical Permit Issuance	\$100
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$160
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	\$160
For the installation or relocation of each floor furnace, including vent	\$160
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$160
For decorative inserts or heaters (gas stoves) and wood stoves	\$160
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$30

Application Type	Fee
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the mechanical code	\$160
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$50
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) and including 500,000 Btu/h (146.6 kW)	\$100
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$160
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or for each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$210
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$210
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	\$210
For each air-handling unit over 10,000 cfm (4,719 L/s)	\$160
For each air-handling unit over 10,000 cfm (4.72 m ³ /s)	\$160
For each evaporative cooler other than portable type	\$50
Package units (include both heating and cooling capabilities) Less than 100,000 btu total for both sides	\$210

Application Type	Fee
Package units (include both heating and cooling capabilities) More than 100,000 btu total for both sides	\$310
For each ventilation fan connected to a single duct	\$30
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$50
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$310
For the installation or relocation of each domestic-type incinerator	\$210
For the installation or relocation of each commercial- or industrial-type incinerator	\$310
For each gas piping system of one to five outlets	\$160
For each additional gas piping system, per outlet	\$50
For each hazardous process piping system (HPP) of one to four outlets	\$210
For each HPP piping system of five or more outlets, per outlet	\$50
For each nonhazardous process piping system (NPP) of one to four outlets	\$210
For each NPP piping system of five or more outlets, per outlet	\$50
Plumbing Permit Issuance	\$100
Plumbing Fee per fixture	\$100
Additional Plumbing Fixtures for New Construction	\$50
Sign Permit	\$260

Exhibit B – Land Use Application Fees

Application Type	Fee
Administrative Variance	\$560
Affordable Housing Agreement Monitoring	\$60/hour
Annexations	\$2,790
Appeals	\$1,900
Binding Site Plan	\$1,120
Boundary Line Adjustment	\$450
Commercial Wireless Communication Facilities	\$1,120
Comprehensive Plan Amendments	\$2,790
Conditional Use Permit	\$1,900
Critical Area Determination	\$450
Critical Area Variance	\$1,900
Design Review Departure	\$330
Design Review Major	\$1,120
Design Review Minor	\$450
Development Agreement	\$2,790
Essential Public Facilities	\$2,790
Extensions to Regional Retail Commercial Master Site Plan	\$1,900
Final Binding Site Plan	\$450
Final Short Subdivision	\$450
Final Subdivision	\$450
Home Occupation	\$450
Land Development Code Amendment	\$2,790
Landmarks Register Demolition	\$1,120
Long Subdivision Alteration	\$2,790
Major Revision to Regional Retail Commercial Site Plan	\$2,790
Minor Revisions to Regional Retail Commercial Site Plan	\$450
Nonconforming Use Determinations	\$450
Preapplication Meeting	\$450
Preliminary Short Subdivision	\$1,120
Preliminary Subdivision	\$2,790
Regional Retail Commercial Master Site Plan	\$2,790
SEPA Review	\$1,120
Short Subdivision Alteration	\$1,120
Site Development Permits (No SEPA)	\$450
Site Development Permits (SEPA Required)	\$1,120
Site Specific Rezone	\$2,790
Small Wind Energy Systems	\$1,120
Special Valuation for Historic Properties	\$560
Temporary Use Permits	\$1,120
Variance	\$1,900



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: First Reading of Ordinance 4982 Amending Ellensburg City Code Chapter 1.88-Access and Engagement Commission (Public Comment Opportunity)

Submitted by: Heidi Behrends Cerniwey, City Manager

Department: City Attorney

Suggested Motion/Action:

Move to conduct first reading of Ordinance 4982 amending Ellensburg City Code Chapter 1.88 regarding the name, role, duties, and responsibilities of the Diversity, Equity, and Inclusion Commission.

Background/Summary:

City Council created the Diversity, Equity, & Inclusion ("DEI") Commission in March 2021. The purpose of the Commission is set forth in ECC 1.88.010, which currently states "The purpose of the DEI commission is to assist the city council in promoting diversity, equity and inclusion in the city of Ellensburg through action, education, and guidance."

One of the Commission's primary responsibilities is outlined in ECC 1.88.060(C), which is to, "...review and recommend amendments that incorporate the values of diversity, equity and inclusion into the city of Ellensburg comprehensive plan," among others. As such, the DEI Commission, shortly after it was formed, worked with staff to develop a new Comprehensive Plan chapter ("Chapter 9 Diversity, Equity & Inclusion"), which was adopted by Council as Ordinance 4882 on December 20, 2021.

In March 2025, the City received approximately 308 applications generally requesting to amend Ellensburg's Comprehensive Plan and remove Chapter 9, Diversity, Equity, & Inclusion. This item was docketed for consideration as Amendment 25-02.001-250.02.308, under the annual amendment process as outlined by ECC 15.250.090. Staff's recommendation to docket 25-02.001-.308 included a request to gather additional information and possible direction from the public, by way of three planned community outreach events. Staff was to bring the results and information from these events back to Council for further direction and next steps.

On October 20, 2025, staff presented the results of the public outreach regarding 25-02.001-.308, which included two Community Conversations and a Braver Angels Common Ground Workshop. Staff presented common themes, observational analysis, and six possible next steps in addressing the Chapter 9 request, and requested guidance from Council based on the new information. Council discussed the need to update the chapter in the near term to address possible legal concerns raised by the public and to ensure compliance with federal requirements, as well as realistic timelines. Council ultimately adopted a revised version of

Chapter 9 - “Access, Engagement, & Belonging,” at the Council meeting on December 15, 2025.

On February 17, 2026, Council provided direction to staff to draft an ordinance containing revisions to Chapter 1.88 of the Ellensburg City Code, regarding the name, purpose, duties, activities, and priorities of the DEI Commission, for consideration at a future Council meeting.

Previous Council Action:

Ordinance 4871 was adopted by Council on March 1, 2021 – which created the Diversity, Equity and Inclusion (DEI) Commission and added Chapter 1.88 Diversity, Equity and Inclusion Commission to Ellensburg City Code (ECC). Ordinance 4916, adopted on May 15, 2023, amended 1.88.010 to expand the Commission to nine (9) members.

On January 20, 2026, Council and the DEI Commission held a joint study session to discuss and provide direction on the purpose, duties, activities, and priorities of the DEI Commission found in Chapter 1.88 of Ellensburg City Code.

On February 17, 2026, Council provided direction to staff to draft an ordinance containing revisions to Chapter 1.88 regarding the name, purpose, duties, activities, and priorities of the DEI Commission, for consideration at a future Council meeting.

Analysis:

Through community conversations and public testimony around the 2025 Comprehensive Plan update activities, focused around Chapter 9, there emerged differing opinions and misunderstandings of the role, duties, actions, and responsibility of the Diversity, Equity, and Inclusion Commission, codified in ECC Chapter 1.88. The DEI Commission itself has struggled in identifying priorities for their work plan and has requested guidance from Council. The draft revision to ECC Chapter 1.88 provides additional clarity, direction, and purpose of the commission, as directed by Council at their February 17, 2026 meeting.

The draft revision also incorporates results of the Common Ground Workshop. Some agreed values from the Common Ground Workshop were:

- Value strengthening community through social engagement and respect.
- Value accessibility as a community in terms of language, financial, and physical (jobs, decent place to live, transportation, playgrounds, etc.).
- Value community that includes people of many backgrounds and lived experiences.

In addition to providing additional clarity, direction, and purpose to the commission, the draft revision to ECC Chapter 1.88 also addresses legal guidance from the federal government. Since January 2025, the new federal administration has provided policy direction for DEI programs. Several guidance documents include, but are not limited to:

- Executive Order 14173-“Ending Illegal Discrimination and Restoring Merit-Based Opportunity” (dated January 21, 2025);
- Letter from U.S. Department of Transportation Secretary Sean P. Duffy, addressed “To All Recipients of U.S. Department of Transportation Funding” (dated April 24, 2025); and
- Memo from U.S. Attorney General Pamela Bondi –“Guidance for Recipients of Federal

Funding Regarding Unlawful Discrimination” (dated July 29, 2025).

These federal guidance documents generally indicate the legal landscape around diversity, equity, and inclusion (DEI) is continuing to change at the state and federal levels.

The draft revisions to Chapter 1.88-Diversity, Equity and Inclusion Commission, were presented to the DEI Commission at their March 10, 2026 meeting. The DEI Commission generally requested minor edits to the draft, which are incorporated into the draft presented to Council. However, the DEI Commission also requested adding the word "Equity" to the proposed name of the commission. That edit is not included in the draft presented to Council, but is being noted here for Council's reference.

For these reasons, staff has recommended revisions to Ellensburg City Code, Chapter 1.88 - Diversity, Equity and Inclusion Commission. In addition to the draft Ordinance, attached is a clean version of the proposed draft revisions to Chapter 1.88 ECC.

Financial Impact:

Council has provided \$10,000 annually, since 2023 to fund activities of the DEI Commission. Council has approved a spending plan proposed by the Commission for 2023-2025. To date, no plan has been proposed for the budgeted \$10,000 appropriated for 2026.

Budget Adjustment: No

Attachments:

1. Ordinance 4982 - Amending Chapter 1.88
2. DRAFT CHAPTER_1.88 Access and Engagement Commission

ORDINANCE NO. 4982

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, AMENDING CHAPTER 1.88 DIVERSITY, EQUITY AND INCLUSION COMMISSION OF THE ELLENSBURG CITY CODE.

WHEREAS, City Council created the Diversity, Equity, & Inclusion ("DEI") Commission in March 2021, codified in ECC Chapter 1.88.

WHEREAS, through community conversations and public testimony around the 2025 Comprehensive Plan update activities, focused around Chapter 9, there emerged differing opinions and misunderstandings of the role, duties, actions, and responsibility of the DEI Commission. In addition, the DEI Commission itself has struggled in identifying priorities for their work plan and has requested guidance from Council.

WHEREAS, since January 2025, the new federal administration has provided policy direction for DEI programs, and the legal landscape around DEI is continuing to change at the state and federal levels.

WHEREAS, on January 20, 2026, Council and the DEI Commission held a joint study session to discuss and provide direction on the purpose, duties, activities, and priorities of the DEI Commission found in Chapter 1.88 of Ellensburg City Code.

WHEREAS, on February 17, 2026, Council provided direction to staff to draft an ordinance containing revisions to Chapter 1.88 of the Ellensburg City Code, regarding the name, purpose, duties, activities, and priorities of the DEI Commission, for consideration at a future Council meeting.

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

Section 1. Section 1.88.010 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4916, is hereby amended to read as follows:

1.88.010 - Creation and purpose.

There is created a ~~diversity, equity and inclusion (DEI)~~ the access and engagement commission consisting of nine members, one of whom shall be a city council member serving as chairperson and a nonvoting member except in the case of a tie.

The purpose of the ~~DEI~~ access and engagement commission is to advise and assist the city council in promoting ~~diversity, equity and inclusion in~~ meaningful community participation, equitable access to city government services, and opportunities that support multicultural understanding, and a sense of belonging within the city of Ellensburg through action, advocacy, education, and guidance. Through it's advisory role, the commission will seek to support

Ellensburg in ~~celebrating~~fostering a diverse, equitable, and inclusive community that welcomes and is supportive to all residents and visitors because doing so enriches each individual's life and the community's well-being and vitality.

(Ord. No. [4916](#), § 1, 5-15-2023; Ord. 4883 § 37, 2022; Ord. 4871 § 1, 2021)

Section 2. Section 1.88.020 of the Ellensburg City Code, as last amended by Section 38 of Ordinance 4883, is hereby amended to read as follows:

1.88.020 - Term—Composition.

A. Members of the ~~DEI~~ access and engagement commission shall serve without compensation for a three-year term. At least five members must reside within the city limits of the city of Ellensburg.

B. Each replacement member of the commission will be appointed to a full three-year term by city council.

C. The city council shall ~~ensure a mix of~~ appoint commission members ~~who represent communities diverse in age, skin color, gender identity, sexual orientation, religion or disability, and who bring knowledge of community needs, familiarity with barriers that may affect participation in civic life or access to services, and a demonstrated interest in promoting community engagement and access to city services. In making appointments, the city council will seek to attract members who represent business, nonprofit, or education sectors, and who have skills or experience in analytics, translation, marketing, technology, human resources, or law-community organizations, or other areas relevant to the commission's work. The city council will seek to attract members that are interested in diversity issues, can respect different viewpoints, are action-oriented, and have personal experience that will provide empathy and community understanding regarding issues of diversity, equity and inclusion. Commission members should demonstrate the ability to engage with individuals with differing viewpoints, collaborate constructively, and contribute to thoughtful discussions of issues impacting community participation.~~

(Ord. 4883 § 38, 2022; Ord. 4871 § 1, 2021)

Section 3. Section 1.88.040 of the Ellensburg City Code, as last amended by Section 40 of Ordinance 4883, is hereby amended to read as follows:

1.88.040 - Subcommittees.

The commission may create subcommittees that include members of the public to address certain ~~DEI~~ community engagement topics, issues affecting access or barriers to services or civic participation, or assist with specific initiatives~~promote certain events~~. The subcommittee chair

must be a member of the ~~DEI~~ access and engagement commission, and must be appointed by a majority of the ~~DEI~~ commission membership.

(Ord. 4883 § 40, 2022; Ord. 4871 § 1, 2021)

Section 4. Section 1.88.050 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4871, is hereby amended to read as follows:

1.88.050 - Communication with city council.

The commission shall forward communications which require city council action to city council through separate memoranda, including all rationale, which shall be scheduled as council agenda items. The commission may designate a representative(s) to present recommendations or provide clarification to the council during council meetings when matters related to the commission are being considered. Memoranda requesting council authority for programs or projects that require funding must be received by June 30 of each year in order to be considered for inclusion in the biennial budget or annual budget amendment process. Commission recommendations not incorporated in the preliminary budget shall be forwarded to the city council for consideration with the preliminary budget.

(Ord. 4871 § 1, 2021)

Section 5. Section 1.88.060 of the Ellensburg City Code, as last amended by Section 1 of Ordinance 4871, is hereby amended to read as follows:

1.88.060 - Duties and responsibilities.

The powers and duties of the commission shall be as follows:

A. Advise city council on actions, strategies, processes, and services needed to sustain and improve community engagement, improve access to city government services, and support opportunities for residents to participate in civic life ~~in~~ diversity, equity and inclusion in the city of Ellensburg;

~~B. Examine the practices and procedures of the city of Ellensburg to identify strategies to create processes and services which recognize the needs and differences of all who live and work in, or visit, Ellensburg~~ Identify and provide recommendations regarding barriers that may affect residents' ability to participate in community life or access city services and programs-;

~~C. Review and recommend amendments that incorporate the values of diversity, equity and inclusion into the city of Ellensburg comprehensive plan;~~

~~DC. Recommend for council adoption a community engagement~~ an annual commission plan that may include ~~includes~~, but is not limited to, the following:

1. Developing activities such as forums, community gatherings, neighborhood programs, and events to promote mutual understanding and that encourage residents to connect with one another;
2. Identifying partner groups or organizations to sponsor regular ~~cultural~~ multicultural celebrations activities and community conversations on relevant policy issues;
3. ~~Creating~~ Advising the city on communication plans, strategies, and culturally appropriate outreach to distribute information to residents who may experience barriers to participation, including language access, disability access, or other accessibility needs ~~people of different cultures (e.g. bilingual resources, disability resources, culturally appropriate ways);~~
4. ~~Implement~~ Advising the city on outreach strategies for improving awareness of barriers and access to city services relating to DEI;
5. ~~Advise~~ Advising the city council regarding the impact of policy and budgetary ~~choices on marginalized communities~~ decisions on residents who may experience additional barriers to participation or access to city government services;
6. Developing relevant metrics and assessments for measuring progress and/or success of the commission's work (including, but not limited to, grant funded events); and
7. Submitting a report to council that references the work plan, and includes recommendations to the city council on how to achieve the duties and responsibilities outlined in this section. Reports to the city council may be made as progress occurs, but no less than annually.

~~E. Present recommendations to the city council on how to achieve the duties and responsibilities outlined in this section. Reports to the council may be made as progress occurs, but no less than bi-annually.~~

D. Advise city council on questions and issues the council sends to the commission for review.

(Ord. 4871 § 1, 2021)

Section 6. 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 7. 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 8. 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 March, 2026.

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. 4982 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4982 was published as required by law.

BETH LEADER

CHAPTER 1.88 ACCESS & ENGAGEMENT COMMISSION

1.88.010 Creation and purpose.

There is created the access and engagement commission consisting of nine members, one of whom shall be a city council member serving as chairperson and a nonvoting member except in the case of a tie.

The purpose of the access and engagement commission is to advise and assist the city council in promoting meaningful community participation, equitable access to city government services, and opportunities that support multicultural understanding and a sense of belonging within the city of Ellensburg through action, advocacy, education, and guidance. Through its advisory role, the commission will seek to support Ellensburg in fostering a community that welcomes and is supportive to all residents and visitors because doing so enriches each individual's life and the community's well-being and vitality.

(Ord. No. 4916, § 1, 5-15-2023; Ord. 4883 § 37, 2022; Ord. 4871 § 1, 2021)

1.88.020 Term—Composition.

- A. Members of the access and engagement commission shall serve without compensation for a three-year term. At least five members must reside within the city limits of the city of Ellensburg.
- B. Each replacement member of the commission will be appointed to a full three-year term by city council.
- C. The city council shall appoint commission members who bring knowledge of community needs, familiarity with barriers that may affect participation in civic life or access to services, and a demonstrated interest in promoting community engagement and access to city services. In making appointments, the city council will seek to attract members who represent business, nonprofit, or education sectors, and who have skills or experience in analytics, translation, marketing, technology, human resources, community organizations, or other areas relevant to the commission's work. Commission members should demonstrate the ability to engage with individuals with differing viewpoints, collaborate constructively, and contribute to thoughtful discussions of issues impacting community participation.

(Ord. 4883 § 38, 2022; Ord. 4871 § 1, 2021)

1.88.030 Removal—Vacancy.

Repealed by Ord. 4883.

(Ord. 4871 § 1, 2021)

1.88.040 Subcommittees.

The commission may create subcommittees that include members of the public to address certain community engagement topics, issues affecting access or barriers to services or civic participation, or assist with specific initiatives. The subcommittee chair must be a member of the access and engagement commission, and must be appointed by a majority of the commission membership.

(Ord. 4883 § 40, 2022; Ord. 4871 § 1, 2021)

1.88.050 Communication with city council.

The commission shall forward communications which require city council action to city council through separate memoranda, including all rationale, which shall be scheduled as council agenda items. The commission may designate a representative(s) to present recommendations or provide clarification to the council during council meetings when matters related to the commission are being considered. Memoranda requesting council authority for programs or projects that require funding must be received by June 30 of each year in order to be considered for inclusion in the biennial budget or annual budget amendment process. Commission recommendations not incorporated in the preliminary budget shall be forwarded to the city council for consideration with the preliminary budget.

(Ord. 4871 § 1, 2021)

1.88.060 Duties and responsibilities.

The powers and duties of the commission shall be as follows:

- A. Advise city council on actions, strategies, processes and/services needed to sustain and improve community engagement, improve access to city government services, and support opportunities for residents to participate in civic life in Ellensburg;
- B. Identify and provide recommendations regarding barriers that may affect residents' ability to participate in community life or access city services and programs.
- C. Recommend for council adoption an annual commission work plan that may include, but is not limited to, the following:
 - 1. Developing activities such as forums, community gatherings, neighborhood programs, and events to promote mutual understanding and that encourage residents to connect with one another;
 - 2. Identifying partner groups or organizations to sponsor regular multicultural activities and community conversations on relevant policy issues;
 - 3. Advising the city on communication plans, strategies, and culturally appropriate outreach to distribute information to residents who may experience barriers to participation, including language access, disability access, or other accessibility needs.
 - 4. Advising the city on outreach strategies for improving awareness of barriers and access to city services;
 - 5. Advising the city council regarding the impact of policy and budgetary decisions on residents who may experience additional barriers to participation or access to city government services;
 - 6. Developing relevant metrics and assessments for measuring progress and/or success of the commission's work (including, but not limited to, grant funded events); and
 - 7. Submitting a report to council that references the work plan, and includes recommendations to the city council on how to achieve the duties and responsibilities outlined in this section. Reports to the city council may be made as progress occurs, but no less than annually.
- C. Advise city council on questions and issues the council sends to the commission for review.

(Ord. 4871 § 1, 2021)



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Lodging Tax Advisory Committee Presents Partnership Request: Rodeo Grandstand Improvement Project (Public Comment Opportunity)

Submitted by: Kelle Vandenberg, Arts & Economic Development Manager

Department: Lodging Tax Advisory Committee

Suggested Motion/Action:

Motion to approve award of \$500,000 lodging tax funding to Kittitas County to support the Rodeo Grandstand Improvement Project, per the Lodging Tax Advisory Committee recommendation, approve budget adjustments, and authorize the City Manager's signature on the resulting lodging tax grant agreement with Kittitas County.

Background/Summary:

The Ellensburg Rodeo Grandstands Improvement Project is a significant community investment with broad regional impact. Renovations to the grandstands began immediately following the 2025 Ellensburg Rodeo and must be completed in time for the 2026 event. While the project has secured \$13.5 million in funding, unanticipated building and design requirements have emerged, resulting in an additional \$1.4 million in project costs.

Previous Council Action:

None

Analysis:

At the February 4, 2026, Ellensburg's Lodging Tax Advisory Committee (LTAC) meeting, representatives from the Rodeo Grandstand Improvement Project addressed the committee and presented a letter outlining the current request. The LTAC committee, based on the presentation and letter of request, voted to approve the recommendation. Based on that, the Rodeo Grandstand Improvement Project team submitted a formal application that LTAC reviewed at their March 4, 2026, special meeting and is forwarding their recommendation to City Council for review and approval.

The Lodging Tax Advisory Committee forecasts that 2026 lodging tax revenues will remain flat, with approximately \$700,000 to \$750,000 in annual collections. If Council approves this recommended expenditure, the anticipated ending balance of the Ellensburg Lodging Tax Fund would be approximately \$1.6 million to \$1.7 million.

Financial Impact:

To date, the City of Ellensburg has not provided financial support for this project. If approved, this one-time recommended expenditure would represent the City's first direct funding

contribution. In addition, the Ellensburg Rodeo and other events hosted at the arena contribute to local tourism and serve as an economic driver for Ellensburg hotels, restaurants, and related businesses.

Budget Adjustment: Yes

Attachments:

1. Rodeo Grandstands_Partnership Request to City of Ellensburg_Draft_1.28.26
2. 2-4-26 LTAC Minutes-DRAFT
3. LODGING TAX 2026 Exped.-Rev Estimates
4. Tourism-Related Internal Application - Internal 2026-Rodeo Grandstands



Kittitas County, Washington
BOARD OF COUNTY COMMISSIONERS

District One
Cory Wright

District Two
Laura Osiadacz

District Three
Brett Wachsmith

To: Ellensburg City Council / City of Ellensburg Lodging Tax Committee/ City Manager
From: Kittitas County Board of Commissioners
Subject: Partnership Request: Ellensburg Rodeo Grandstand Improvement Project

Kittitas County is proud to lead the revitalization of the historic Ellensburg Rodeo Grandstands, a project central to our regional identity and economic vitality. To date, the County and the Rodeo Board have committed \$13.5 million in combined working capital to ensure the facility meets modern standards for safety and fan experience.

As we work toward the critical completion deadline of the 2026 Ellensburg Rodeo, we have encountered necessary but unanticipated building and design requirements. To maintain the project's strict timeline, we must approve essential change orders totaling \$1.4 million.

While the Rodeo Board is actively working with the County to help bridge this gap, these necessary adjustments and additional change orders may result in a budget shortfall of \$750,000.

The Ellensburg Rodeo is a primary economic driver for City businesses, hotels, and restaurants. To ensure this project is completed without delay or compromise, we are inviting the City of Ellensburg to join us as a formal partner to help bring this project across the finish line.

We request a contribution of \$500,000 to help close the funding gap. This investment ensures:

- On-time completion prior to the 2026 season.
- Safety and accessibility upgrades that benefit all residents and visitors.
- Continued economic growth through a premier, multi-use venue.

We view this as a strategic partnership. By joining forces, we can ensure that our community continues to possess a facility that matches its world-class reputation as a rodeo and events destination.

We welcome the opportunity to discuss this request in more detail at your earliest convenience.

Brett Wachsmith, Kittitas County Commissioner

Bryan Elliott, County Auditor



CITY OF ELLENSBURG

Date of Meeting
6Time of Meeting
Place of Meeting

Minutes of Lodging Tax Advisory Committee, Regular Meeting
February 4, 2026
2:00 PM
Council Conference Room 501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom

1. Call to Order and Roll Call

1.A Roll Call Present: Carmen Wiggins, Steve Townsend, Lacie Dawson, Sarah Beauchamp
Absent: Arlo Evasick

Guests: Matt Anderson, Kittitas County Chamber of Commerce, Amy McGuffin, Kittitas County Chamber of Commerce, Brett Wachsmith, Kittitas County, Carl Jensvold, Ellensburg Rodeo, Bryan Elliott, Kittitas County, and Kady Porterfield, Kittitas County Event Center

2. Approval of Agenda

2.A Motion: Move to approve the February 4, 2026, LTAC meeting agenda as presented.
By: Carmen Wiggins
Seconded by: Steve Townsend
All in Favor:
Opposed: None
Abstained: None
Motion carries

3. Approval of Minutes

3.A Approval of January 7, 2026, Lodging Tax Advisory Committee meeting minutes as presented.

By: Lacie Dawson
Seconded: Steve Townsend
All in Favor: All in Favor
Opposed: None
Abstained: None
Motion Carries

4. Budget Report

4.A JLARC REPORTING FOR 2025
Staff updated the committee regarding no reporting required for 2025.

4. B 2026 Budget Update & 2026 Estimated Expenditure Report: Staff updated the budget as presented in the packet.

5. New Business

5.A Partnership Request: Ellensburg Rodeo Grandstand Improvement Project

Funding Request from Rodeo Grandstand Partnership Group: Bryan Elliott, Carl Jensvold, Kady Porterfield, Brett Wachsmith

Discussion: Bryan Elliott outlined the request as presented per the letter in the agenda packet. Reviewed the funding stack of existing partners with the committee. Committee asked questions regarding overage costs and timelines.

\$13.5 M secured currently with existing partners funding stack.

Motion: Ellensburg Lodging Tax Committee recommends to City Council to utilize \$500,000.00 in lodging tax funding to support the Ellensburg Rodeo Grandstand Improvement Project.

By: Carmen Wiggins

Seconded by: Steve Townsend

All in Favor:

Opposed: None

Abstained: Lacie Dawson

Motion carries

6. Previous Business

6.A LTAC Strategic Spending Plan for Funding Ellensburg Projects and Facilities
Brief committee discussion regarding long-term strategic planning for funding.

6.B. 2026 Schedule Review (see notes from packet)

Committee Review and amended the previously approved 2026 LTAC meeting schedule for 2026.

2026 Schedule:

- March No meeting
- April 1, 2026
- May No meeting
- June 3, 2026
- July No meeting
- August 5, 2026 CLTAC Training with Matt Anderson from Kittitas County Chamber of Commerce
- September 9, 2026 (moved back one week due to holiday/rodeo week)

- October 7, 2026
- November 4, 2026 (tentative date—pending CLTAC Presentation meeting)
- December 3, 2026 (tentative date)

7. Tourism Report

7.A Kittitas County Chamber of Commerce gave update on monthly social media report.

8. Council Report

No update given

9. Citizen Comment

No citizen comment

10. Adjournment

With no further business, the meeting was adjourned at 2:56 pm.

2026 EXPENDITURES TRACKING REPORT

ELLENSBURG CONTRACTUAL/ANNUAL	2026 Expenditures		
Chamber Contract:	\$	292,600.00	Approved Budgeted item (tourism contract)
Community Calendar:	\$	6,000.00	Approved by Council <i>\$6,000 spent in 2025</i>
Trash Can Replacement	\$	58,300.00	\$60,000.00 Approved by Council
Tourism Banner Signage Maintenance	\$	10,000.00	Reoccurring budgeted item
Estimated 2026 Subtotal	\$	366,900.00	

Consolidated: Ellensburg Portion	2026 CLTAC Commitment		
CLTAC Grant Administration	\$	7,717.00	Approved by Council on 11/17/25
Consolidated Grant Contribution	\$	108,259.11	
2026 Consolidated Subtotal:	\$	115,976.11	

2026 Beginning Fund Balance: \$ 1,966,275.00 1/8/2026

2026 Estimated Contractual Expenditure \$ 482,876.11

2026 Estimated Ending Fund Balance: \$ 1,483,398.89

2026 Estimated Revenue: \$ 750,000.00

2026 Estimated Total Revenue: \$ 2,233,398.89

PENDING ANTICIPATED PROJECTS Requests		
Rodeo Grandstands	\$	500,000.00
Places Conference	\$	15,000.00

2026 Estimated Closing Balance \$ 1,718,398.89 *If committee agrees to fund the two items above.*



Lodging Tax for Tourism-Related Operations Application

Submission Deadline: Open

City of Ellensburg
501 N Anderson St,
Ellensburg, WA 98926

Lodging Tax General Information

The City of Ellensburg imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. In accordance with the tax and Washington State law, a Lodging Tax Advisory Committee has also been established. The committee's purpose is to advise and recommend to the City Council how excise taxes on lodging should be allocated to support tourism, which in turn generates revenue.

Uses According to Law:

Per RCW 67.28.1816, lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor bureau or destination marketing organization for:

- a) Tourism marketing;
- b) The marketing and operations of special events and festivals designed to attract tourists;
- c) Supporting the operations and capital expenditures supporting the operations of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
- d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.

The following definitions, as set forth in RCW 67.28.080, should be considered in any application requesting funding:

1. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
2. Tourism promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
3. Tourism-related facility means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended; a business organization, destination marketing organizations, main street organization, lodging association, or chamber of commerce; and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The City of Ellensburg's Lodging Tax Advisory Committee (LTAC) will review all completed applications. Applicants will be provided with the opportunity to present their projects to the

LTAC and answer questions. The LTAC will submit their recommendations to the City Council who have final approval authority for the list of recommendations.

Prior to making a final decision, the Council will publicly deliberate on the recommendations received from the LTAC. Applicants may also be requested to present their projects to the Council and answer questions.

SUBMITTAL INSTRUCTIONS FOR APPLICATION

Please return **ONE COPY** of the entire original application and answers to narrative questions to:

City of Ellensburg
Attn: Kelle Vandenberg, Arts & Economic Development Manager
501 N Anderson Street
Ellensburg, WA 98926

Project Management:

After reviewing and considering the recommendation of the LTAC, the City of Ellensburg's City Council will approve or deny the application, following the process set forth in RCW 67.28.1816 and/or RCW 67.28.1817. The Council's approval of an application and award of funds will be via Resolution.

All funds awarded under this program will be available in the form of a direct charge to the Lodging tax budget for the Fiscal year, January through December.

All funds awarded will be available for reimbursement until January of the next year. If January 15, falls on a weekend the requests must be submitted on the Monday immediately following. Unless otherwise approved by the City, in writing, any unexpended funds will be returned to the Lodging Tax account and made available for re-appropriation.

All requests for reimbursement shall be made to the City of Ellensburg's Managers office at the following address:

City of Ellensburg
Attn: Kelle Vandenberg, Arts & Economic Development
Manager
vandenbergk@ellensburgwa.gov
509-962-7149
501 N Anderson St
Ellensburg, WA 98926

For specific information and requirements regarding the reimbursement process, please contact 509-962-7221.

Application Requirements

X 1. As required by RCW 67.28.1816, Applicants must demonstrate the project is for tourism promotion purposes, and Applicants must also provide estimates of how any moneys

received will result in increases in the number of people traveling for business or pleasure on a trip:

- a) Away from their place of residence or business and staying overnight in paid accommodations;
- b) To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- c) From another country or state outside of their place of residence or their business.

X 2. A completed project budget is included in the application.

Applicant Certification: Please sign below in agreement with statement of certification.

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I further certify that the application thresholds are met at the time of application.


Signature of Official Representative

COUNTY AUDITOR
Title

3/03/2026
Date

Tourism-Related Facility Operational Funding Narrative

Expanded Questions for Application

1. Project Description:

The Ellensburg Rodeo Grandstands Project is a large-scale infrastructure initiative designed to enhance both the spectator experience and safety at the historic Ellensburg Rodeo and the many year-round events held at the Kittitas Valley Event Center (KVEC). The project includes the demolition of aging structures—including seating sections AA through JJ, the catwalk, restrooms, and Behind-the-Chutes areas—and the construction of modern, accessible, and code-compliant grandstands with expanded restrooms, upgraded concessions, improved lighting, and safer, more efficient pedestrian circulation. This redevelopment enhances safety, accessibility, and functionality while preserving the venue's historic character.

Key project components include:

- New Grandstands: Aluminum bench seating with backs, premium seating zones, and expanded ADA-accessible seating.
- Support Facilities: Upgraded restrooms, expanded concessions, improved participant staging areas, and modernized gathering spaces.

- Infrastructure Improvements: Enhanced lighting, safe pedestrian flow with a new skywalk connection to the fairgrounds, and full building code compliance.
- Sustainability: Designed to achieve LEED Silver certification through energy-efficient systems and durable materials.

Milestone	Start Date	Completion Date
Final Design Completed	May 1, 2025	June 30, 2025
Permitting and Bidding	July 1, 2025	September 9, 2025
Approval and Contracting	September 16, 2025	September 30, 2025
Site Prep and Demolition	October 1, 2025	November 15, 2025
Primary Construction	November 16, 2025	May 31, 2026
Final Inspections/Testing	June 1, 2026	July 31, 2026
Facility Opening and Prep	August 1, 2026	August 10, 2026

2. Tourism Impact Analysis:

The grandstands redevelopment substantially advances regional tourism by modernizing one of the County's premier event venues. This project directly aligns with the top recommendation in the Kittitas County Tourism Strategic Plan, which prioritizes investment in KVEC and the Rodeo Grounds as critical tourism infrastructure. The enhanced facility is expected to increase event attendance, elevate the profile of the Ellensburg Rodeo, and expand the venue's usability for concerts, festivals, equestrian events, and other year-round programming.

3. Projected Attendance and Visitor Data

The upgraded grandstands will support major tourism-driven events such as the Ellensburg Rodeo, Bares & Broncs, Cowboy Cross, equestrian competitions, and concerts. Improved amenities and expanded accessibility will benefit tourists, participants, and community members alike. Currently the event calendar has availability for 27 additional event days. Upgrades are expected to attract additional interest in the facility. If an 9 additional events were added during the May to October period, with 3 of them being large scale events then based on an average attendance of 5,000 per event, the venue could attract approximately 15,000 attendees during this period, including an estimated 5,100 tourists traveling more than 50 miles.

4. Economic Benefits:

The economic impact of these improvements is equally significant. As more visitors attend events at the modernized facility, they will spend more in the local economy—staying in hotels, dining at restaurants, shopping at local businesses, and fueling at area gas stations. The Kittitas Valley Event Center serves as a key economic driver for Kittitas County by generating a significant volume of overnight stays in lodging facilities located both inside and outside the City of Ellensburg. With the planned enhancements, this impact is expected to grow, further establishing the Event Center as a key contributor to overnight visitation and regional economic development. Increased activity will support local jobs and generate sustained growth, benefiting both residents and business owners.

Assuming an additional 5,100 tourists spend a minimum of \$223 per day* and stay for an average of 1.47 days**, this project is estimated to generate an additional \$1,671,831 in economic impact for both the City of Ellensburg and Kittitas County.

** Spending amount figure was pulled from Oxford Economics and presented by the Thurston EDC during their official 2022 economic impact study on the Ellensburg Rodeo*

***1.47 is the multiplier effect assigned to KVEC within the Kittitas County Tourism Strategic Plan when discussing the potential economic impact of capital investments.*

5. Marketing and Outreach Plan

The Ellensburg Rodeo remains the signature event for this facility, backed by more than a century of tradition and a well-established outreach and marketing program that reaches regional, national, and international audiences. In addition to the Rodeo, emerging events such as Cowboy Cross continue to grow in popularity and attract new visitors to both the Event Center and the City of Ellensburg.

Each event maintains its own marketing strategy, but all will benefit significantly from the modernized, more accessible, and enhanced grandstands. These upgrades will allow event organizers to better showcase the spectator experience, elevate promotional content, and expand their reach to new audiences.

Throughout construction, the Event Center is collaborating with local media partners to provide a live construction feed and periodic project updates to keep the community and visitors engaged. Planning is also underway for a grand opening celebration aligned with the 2026 Ellensburg Rodeo, which will serve as a major promotional opportunity for the facility and the broader tourism economy.

6. Sustainability Plan

To ensure the long-term viability and success of the Rodeo Arena Grandstands, a comprehensive maintenance and funding strategy will be implemented, designed to preserve the facility's condition, enhance the visitor experience, and support continued economic contributions to Kittitas County. This proactive approach emphasizes sustainability, financial responsibility, and strategic partnerships to safeguard the investment and extend the life of the upgraded venue.

A key element of this plan is the implementation of a routine maintenance schedule to preserve the long-term quality and functionality of the grandstands. Regular inspections and timely upkeep of critical infrastructure—including seating, support facilities, plumbing, and electrical systems—will help ensure the safety, reliability, and visual appeal of the venue.

Currently, much of our annual maintenance for the Rodeo Arena seating and support areas is centered on ongoing repairs and safety checks. Facility walk-throughs are conducted annually or semi-annually with stakeholders to inspect and assess maintenance needs. Once issues are identified, they are incorporated into our yearly maintenance schedule, which includes both winterization and spring reopening preparations.

Each year, this work typically involves replacing or re-securing boards on the seating, stairwells, and walkways; welding railings; replacing toilets; and repairing leaks and other broken components throughout the restrooms. This reactive approach focuses heavily on addressing liabilities and urgent safety concerns. Over the past decade, we've incurred significant repair costs simply to maintain basic usability.

Shifting to a preventative maintenance model for the new facility will help reduce costly repairs, minimize downtime, and preserve the venue's quality for both spectators and event participants.

To support these ongoing efforts, a dedicated maintenance fund has been established. A portion of sponsorship revenues and grant funding will be directed into a Capital Improvements reserve, specifically earmarked for facility repairs, upgrades, and general upkeep. This financial foundation will ensure that resources are available when needed and will reduce reliance on emergency funding or reactive fixes.

Collaboration with local businesses and organizations will further strengthen the long-term maintenance strategy. Strategic partnerships will be pursued to secure sponsorship opportunities and develop fundraising initiatives that contribute directly to the upkeep and enhancement of the facility. These relationships not only provide financial support but also help build community investment and pride in the venue.

Sustainability will be at the core of the infrastructure management approach. The use of durable, low-maintenance building materials and the integration of energy-efficient systems will minimize operational costs and environmental impact. By reducing the frequency and cost of repairs and lowering energy consumption, these sustainable choices will contribute to the facility's long-term affordability and resilience.

Regular facility assessments will also be conducted by professionals to identify potential issues early and recommend necessary upgrades. These evaluations will be critical in preventing deterioration, ensuring compliance with safety standards, and continuously improving the visitor experience.

By implementing this multi-faceted strategy, the Rodeo Arena Grandstands will be positioned to remain a premier event destination for decades to come. These efforts will not only protect the investment made in the upgrades but also ensure that the venue continues to serve as a key driver of tourism, community engagement, and economic growth in Kittitas County.

7. Details of Budget

The total cost of the Grandstands Project is currently estimated at approximately \$14.25 million, including several pending change orders associated with the construction contract. County staff continue to work closely with the architect and general contractor to identify cost-saving opportunities wherever feasible. However, we must also maintain an accelerated schedule to ensure the project is fully completed in time for the 2026 Ellensburg Rodeo, which remains a key driver for both timeline and budget.

To date, the County has secured \$13.5 million in committed funding for the project. A \$500,000 contribution from the City through Lodging Tax funds would substantially close the remaining funding gap and provide greater budget certainty as the project moves into final stages. The County is prepared to absorb any remaining costs beyond this contribution if necessary.

A detailed revenue and expense breakdown is provided below.

8. Partnerships and Collaboration

The Grandstands Project represents more than a decade of planning, community engagement, and coordination among public and private partners. Throughout this period, Kittitas County has worked closely with key stakeholders—including the Washington State Department of Commerce, the Ellensburg Rodeo Board, event organizers, and local business partners—to design a modern facility that strengthens the community's identity and supports long-term tourism growth.

The City of Ellensburg has been a critical collaborator from the outset. Most recently, the City's leadership partnered with the County by enabling our Community Development Department to take the lead on permitting, an effort that has been essential in navigating a compressed construction timeline and keeping the project on track for completion ahead of the 2026 Ellensburg Rodeo.

A contribution from the City's Lodging Tax would build on this strong foundation of partnership. With \$13.5 million already secured, the County is working to close the remaining funding gap and maintain momentum through the final phases of construction. Continued support from the City would demonstrate a shared commitment to delivering a modern, accessible, and high-quality facility that benefits residents, visitors, and the broader tourism economy.

9. Risk Assessment

While the project is carefully planned, there are potential risks and challenges that could impact its timeline and success. The primary risk is completing construction in time for the next Ellensburg Rodeo and Kittitas County Fair.

Risk: Construction Delays: The project is expected to take 9-10 months based on consultations with architects and engineers experienced in stadium construction. However, unforeseen challenges such as supply chain issues, labor shortages, or weather conditions could extend the timeline.

Mitigation Strategy: To minimize delays, we will work with experienced contractors who have a proven track record of meeting tight deadlines. We will also implement a phased construction approach to ensure that critical components, such as seating and infrastructure, are prioritized.

Risk: Limited Pre-Rodeo Event Time: We aim to fully open at least one month before the rodeo, but any setbacks could reduce that timeline.

Mitigation Strategy: By maintaining a buffer period in our schedule, we can still accommodate smaller events and preparation plans even if minor delays occur. Additionally, we will ensure early procurement of materials and permits to prevent administrative delays.

Risk: Budget Overruns: Cost overruns could occur due to fluctuating material prices or unexpected scheduling or structural requirements.

Mitigation Strategy: A contingency fund is built into the budget to cover unexpected expenses. Regular financial tracking and cost assessments will help ensure expenditures stay within budget. County leadership will explore additional partnerships, if cost overruns are at risk of exceeding the contingency.

10. Project Feasibility

The feasibility of the Ellensburg Rodeo Grandstands project is strongly supported by a foundation of thorough planning, professional expertise, and secured funding, all of which contribute to a high level of confidence in the project's successful and timely completion. This approach ensures that the grandstands redevelopment can move forward efficiently, with minimal risk of delays or budgetary shortfalls.

Comprehensive studies and planning efforts have played a critical role in laying the groundwork for success. Architectural and engineering assessments have confirmed that the proposed construction timeline of 9 to 10 months is both realistic and achievable. The design team has integrated efficient

construction techniques and scheduling strategies that aim to minimize disruption to surrounding activities while maximizing productivity. This level of planning helps ensure that each phase of the project proceeds smoothly and on schedule.

The cross functional team behind the project further strengthens its feasibility. The involvement of experienced county maintenance, finance, IT, Events center, CDS along with the Rodeo Board and our contract architects, and engineers provides assurance that the work will meet high standards of quality, safety, and efficiency. The collective expertise enhances the project's overall credibility and reduces the likelihood of complications during construction.

11. Measurement of Success

Project success and tourism impact will be evaluated using quantitative and qualitative metrics. Key measures include:

- **Event Attendance and Visitor Origin:** Tracking total attendance, proportion of visitors traveling more than 50 miles, and increases in multi-day event participation.
- **Lodging Metrics:** Monitoring changes in hotel occupancy rates, average length of stay, and lodging tax collections during major events and newly introduced programming.
- **Event Utilization:** Measuring the number of new events hosted annually, total event-day usage of the arena, and growth in year-round bookings.
- **Economic Impact Indicators:** Estimating visitor spending using established multipliers from the Kittitas County Tourism Strategic Plan and comparing year-over-year sales tax and business revenue trends.
- **Visitor Satisfaction:** Gathering feedback through digital surveys distributed at events to assess facility quality, accessibility, and overall experience.

Together, these metrics will demonstrate the project's impact on increasing tourism, supporting overnight stays, strengthening event activity, and contributing to Ellensburg's visitor economy

Additional Certification Requirements

- **Alignment with Strategic Goals:** The Ellensburg Rodeo Grandstands Project directly supports Ellensburg's tourism-related objectives by modernizing one of the community's most iconic tourism assets and enhancing the City's ability to attract and retain overnight visitors. As emphasized in the Kittitas County Tourism Strategic Plan, investment in the Kittitas Valley Event Center—and specifically the renovation of the Rodeo Grounds—is a top regional priority for strengthening tourism infrastructure and expanding year-round event capacity. The upgraded, accessible grandstands will elevate the spectator experience for the Ellensburg Rodeo and other emerging events, increase the venue's operational flexibility, and support growth in multi-day programming that drives lodging demand. By improving safety, comfort, and ADA accessibility, the project reinforces Ellensburg's commitment to providing high-quality visitor amenities and preserving the cultural heritage that draws tens of thousands of tourists to the community each year.
- **Progress Reports**
 - Require applicants to provide a timeline for submitting periodic progress updates and a final report on outcomes and impact.

Project Budget Template

1. Revenue

Funding Source	Amount (\$)	Status (Secured, Pending, In-kind)	Comments/Notes
City Lodging Tax	\$500k	Requested	Lump Sum Requested
County REET	\$3MM	Secured	Debt Service/10 Years.
County Lodging Tax	\$2.5MM	Secured	Debt Service/10 years
County Lodging Tax	\$3MM	Secured	Lump Sum
Rodeo Board	\$2.5MM	Secured	Debt Service/10 Years
Rodeo Board	\$100k	Pending	Additional Rodeo Board Lump Sum to support accelerated construction
DOC Grants	\$2.5MM	Secured	State Grant (Reimbursement)
Total Revenue	\$14.1MM		

2. Expenses (See attached expense table)

3. Budget Summary

Category	Amount (\$)
Total Income	\$14.1MM
Total Expenses	\$14.25MM
Surplus/Deficit (Income - Expenses)	(\$150k)*

**Kittitas County I prepared to cover the outstanding balance at the end of the project.*

Nor Pac Seating			ALSC		Cascade Central Construction			Fulcrum		
Contract Term			Contract Term		Contract Term			Contract Term		
PSA Sign Date			PSA Sign Date		PSA Sign Date			PSA Sign Date		
Contract Amount			1,004,973.00		Contract Amount			Contract Amount		
Change Orders			11,792.00		Change Orders			Change Orders		
Contract Total			1,016,765.00		Contract Total			Contract Total		
Expense To Date			735,143.21		Expense To Date			Expense To Date		
Amount Remaining			281,621.79		Amount Remaining			Amount Remaining		
Invoice Number			Amount		Invoice Number			Amount		
9386			12,122.35		38584			7,047.34		
9409			78,351.61		38600			00254537-00-46083		
9440			86,160.55		38610			BP-25-00570-135633		
			290,158.05					328511-COPY SHOP		
			58,891.85					905-UPS-CC		
			3,681.81					327375-COPY SHOP		
			72,614.98					254966278-001 UNITED RENTA		
			22,724.31					NKOTRIBUNE SEALED BIDS		
			4,679.10					585385-CITY OF ELLENSBURG		
			14,037.30					14632-BAER TESTING		
			18,818.78					4291-4294 KC AUDITOR		
			28,365.66							
			18,947.61							
			7,486.56							
			1,871.64							
			16,231.05							



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Park, Recreation, Open Space, and Sustainable Plan Adoption (Public Comment Opportunity)
Submitted by: Brad Case, Parks & Recreation Director
Department: Parks & Recreation

Suggested Motion/Action:

Adopt the Park, Recreation, Open Space, and Sustainable Funding Plan as presented.

Background/Summary:

In June 2025, the City hired MIG to perform an update of the Park, Recreation, and Open Space Plan. The primary goal of the plan is to identify the recreational priorities of the community and to develop a path forward to meet those goals. MIG staff will be attending the Council meeting virtually to go over the plan.

Previous Council Action:

At their June 2, 2025, meeting, the City Council approved a professional services agreement with MIG for consultant services for the 2026-2032 Park, Recreation, Open Space and Sustainable Funding Plan. The draft plan, along with an overview of the plan, was brought to the Council at their March 2, 2026, study session.

Analysis:

MIG has completed their scope of work and is ready to present the City of Ellensburg Park, Recreation, Open Space, and Sustainable Funding plan to Council. MIG's scope of work included:

- Needs Assessment and Public Involvement; review of previous planning efforts, and city historical and cultural information; evaluate the profile of the community, demographic trends, future growth potential, and 2024 census data; extensive community involvement effort including focus groups, meetings with key stakeholders, neighborhood and community-wide public meetings, survey at-large community events, polling, and other types of surveys; research of trends and statistics related to lifestyles to help guide recreation and health/wellness programming and facility development.
- Inventory; an inventory of parks and facilities using existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of the facilities and surrounding areas
- Assessment and Analysis; review and evaluate relevant plans; assess organizational strengths, weaknesses and opportunities; analyze level of service that is feasible and aligned with the desires of the community as expressed through the public involvement process;

analyze the level of service needed for projected growth in Ellensburg; explore finance and funding mechanisms to support the development and sustainability of the system. Polling to include tolerance of funding methods.

•Recommendations: Goals, Objectives, and Action Plan; identify and categorize recommendations into themes with goals, objectives, and an action plan for implementation; develop an action plan and prioritized list for capital improvements including cost, funding source potentials, and timeframe to support the implementation of the plan; develop a funding strategy, including recommended park impact fees adjustments; prepare draft and final reports, including text, graphics, maps, park plans, etc. in electronic format for final adoption and distribution.

At their special February 25, 2026, Parks & Recreation Commission meeting, the commission reviewed the draft plan and unanimously recommended its approval.

The PROS plan, the appendices and the slides from the March 2, 2026, study session can be found via the link below:

[City Council Meeting 3-2-26](#)

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Lease Agreement between the City of Ellensburg and Kittcom for Unit 4 at the Airport Business Park (Public Comment Opportunity)

Submitted by: Kelle Vandenberg, Arts & Economic Development Manager

Department: City Attorney

Suggested Motion/Action:

Move to authorize the City Manager to negotiate and execute a lease agreement (as attached or in substantially similar form) for Unit 4 located at the Airport Business Park, 3110 N. Airport Rd., Ellensburg.

Background/Summary:

The Airport Business Park is a City-owned commercial and light industrial area intended to:

- Promote business recruitment and expansion
- Generate lease revenue to support airport adjacent operations
- Enhance utilization of publicly owned assets

The City has received an inquiry/proposal from KITTCOM, a civilian-staffed 911 center in Kittitas County, Washington, seeking to lease Unit 4 consisting of approximately 1,969 square feet, for storage, light assembly, and other business activities. The proposed business aligns with the intended use and zoning of the Airport Business Park and supports the City's broader economic development goals.

Previous Council Action:

On September 16, 2024, Council approved an Interlocal Agreement (ILA) between the City of Ellensburg, Kittitas County, and Central Washington University for economic development property exchanges, including the Airport Hanger, a property parcel on 18th and Helena, and the Airport Incubator Building.

On October 7, 2024, the City Council conducted second reading and adoption of Ordinance 4944 Repealing Ordinance 3895 and dissolved the EBDA/CenterFuse, transferring physical and intellectual property back to the City of Ellensburg, which including the Airport Business Park.

On November 4, 2024, Council adopted Resolution 2024-29 declaring the Ellensburg Airport Incubator Building and parking lot as surplus to the City's needs, allowing for future execution of a property exchange agreement to implement the ILA from September 16, 2024.

Analysis:

The City and Kittitas County are in the final stages of executing an agreement that would transfer ownership of the Ellensburg Airport Incubator Building, from the City to Kittitas County. It is anticipated the property transfer agreement will be finalized in April or May this year. However, KITTCOM has an immediate need for use of Unit 4 at the building, and the County has indicated it supports leasing Unit 4 to KITTCOM. The proposed lease agreement has been developed in partnership with Kittitas County staff and legal representation and includes a provision authorizing the City to transfer the lease to Kittitas County upon finalization of the property exchange agreement which transfers the building and parking lot. For this reason, staff recommends Council approve the lease agreement with KITTCOM.

Financial Impact:

The City of Ellensburg would lease the space at a monthly rate of \$2,264.35 to the tenant.

Budget Adjustment: No

Attachments:

1. Kittcom LEASE AGREEMENT - Clean

LEASE AGREEMENT
between
CITY OF ELLENSBURG
and
KITTCOM

This Lease Agreement (hereinafter “LEASE”) is made and entered into as of this ____ day of March, 2026 by and between **the CITY OF ELLENSBURG**, a Washington Municipal Corporation (hereinafter “LESSOR”), and **KITTCOM**, a Washington Corporation (hereinafter “LESSEE”).

RECITALS:

LESSOR owns a commercial real estate building structure located at 3110 N. Airport Road, Unit No. 04, Ellensburg, WA (hereinafter “BUILDING”),

LESSOR has approved the BUILDING as available for lease as provided by this LEASE and LESSEE desires to occupy and use such a portion of the BUILDING in accordance with this LEASE,

NOW THEREFORE, in consideration of the mutual promises, covenants, conditions, and terms to be kept and performed, the parties agree as follows:

1. SUMMARY

1.1 Leased PREMISES.

LESSOR leases to LESSEE and LESSEE leases from LESSOR a portion of the BUILDING located on the PREMISES. The leased portion of the BUILDING located on the PREMISES consists of approximately One Thousand Nine Hundred Sixty-Nine (1,969) square feet. The PREMISES does not include, and LESSOR reserves, the exterior walls and roof of the PREMISES, the land beneath the PREMISES, the pipes and ducts, conduits, wires, fixtures and equipment above suspended ceiling or structural elements of the BUILDING in which the PREMISES are located. The BUILDING, the land upon which it is situated, all other improvements located on such land and all common areas appurtenant to the BUILDING are referred to herein as the "PROPERTY".

LESSEE agrees to accept the PREMISES “as-is” and LESSOR makes no warranty as to the condition of the PREMISES or their suitability for any particular purpose.

1.2 Initial Term.

The LEASE shall commence on March 17, 2026 ("Commencement Date"). The initial term of this LEASE is for one (1) year, but may be extended as set forth elsewhere in the LEASE,

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or terminated, with or without cause, at any time by LESSEE or LESSOR with 30 days written notice to the other party prior to the last day of any month during the term.

1.3 Extension of Term.

Provided that LESSEE is not in default as described in Section 11 herein, LESSEE shall have the option to extend the LEASE for a second term of one (1) year ("Option Period"). Extension of the term shall be mutually agreed upon by the LESSEE and the LESSOR and must be evidenced in writing. This option shall permit LESSEE to extend the LEASE on the same terms and conditions as those of the initial term, except that the base rent of the extension period shall be calculated at the then existing fair market rental rate for comparable uses in commercial space located at the Kittitas County Airport, but not less than the base rent of the preceding year, plus annual increases of 3% per year of the Option Period. Fair market rent to be established by an appraisal of the property or any other method acceptable to the City Manager (or Kittitas County Board of County Commissioners in the event of transfer of property ownership). To exercise the option described in this Section, LESSEE must notify LESSOR in writing at least sixty (60) days prior to the expiration of the initial LEASE term and request a determination of the Option Period rental rate as provided herein. At the end of the Term, or the Option Period, the LESSEE shall quit, vacate and surrender possession of the PREMISES and shall not hold over as provided herein below.

1.4 Base Rent ("Rent").

LESSEE shall pay to LESSOR as Rent due on the first day of each month the monthly sum according to the following:

Year One	
Begin	March 17, 2026
End	March 16, 2027
Area (Sq. Ft.)	1,969
\$/Sq. Ft.	1.15
Monthly Rate	\$2,264.35
Leasehold Tax*	\$290.74
Monthly Amount Due	\$2,555.09

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*NOTE: Current leasehold tax rate is 12.84%, and is subject to change (WA State Dept of Revenue) and this LEASE and the monthly amount due for Rent shall adjust accordingly without advance notice of Rent increase or further amendment required.

1.5 Due Date and Late Charge.

Rent is due and payable on the first day of each month beginning on the Commencement Date and continuing through the LEASE term or any renewal or extension thereof. In the event LESSEE fails to pay any installment of Rent or any other sum due on or before the tenth (10th) day of the month for which it is due, LESSEE shall pay to LESSOR an interest penalty of ten percent (10%) of the amount due.

1.6 Prepaid Rent.

There is no prepaid rent for this LEASE.

1.7 Security Deposit.

Upon execution of this LEASE, the LESSEE shall deposit with the LESSOR a security deposit in the amount of one month rent plus leasehold tax. If LESSEE breaches any covenant or condition of this LEASE, including but not limited to the payment of Rent, LESSOR may apply all or any part of the security deposit specified above to the payment of any sum in default and any damage suffered by LESSOR as a result of LESSEE's breach. In such event, LESSEE shall, within five (5) days after written demand by LESSOR, deposit with LESSOR the amount so applied. Any payment to LESSOR from the security deposit shall not be construed as a payment of liquidated damages for any default and in no way limits LESSOR's remedies or rights to recovery. LESSOR may apply all or any part of the security deposit to repair or replace any missing or damaged fixture or to perform any unfulfilled obligation of LESSEE under the LEASE.

1.8 Leasehold Tax Assessments.

In addition to the Rent due each month, LESSEE shall pay leasehold tax as set forth by RCW 82.29A.030 or as amended. The tax shall be due and payable at the same time the rental charged herein is due and payable. Currently, the leasehold Tax rate is twelve-point eighty-four percent (12.84%) and is subject to adjustment during the term without advance notice of Rent increase or further amendment required, and the total monthly amount due for Rent shall be adjusted accordingly.

1.9 Acceptance.

LESSOR's acceptance of less than the full amount of payment due from LESSEE shall not be deemed an accord and satisfaction, novation, waiver, or compromise of such payment, the LEASE, or LESSOR's legal remedies, unless LESSOR specifically consents to such in writing.

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2. USE OF PREMISES.

2.1 Represented Use.

In entering into this LEASE, LESSOR is relying upon LESSEE's substantial compliance with the business activities and management as represented to LESSOR by LESSEE.

2.2 LESSEE Acceptance.

LESSEE agrees that by taking possession of the PREMISES, LESSEE has determined to its satisfaction that the PREMISES can be used for the purpose(s) set forth above. LESSEE waives any right to terminate this LEASE if the PREMISES cannot be used for that purpose. The PREMISES may not be used for any other purpose without LESSOR's prior written consent.

2.3 Restrictions on Use.

LESSEE may not use or occupy the PREMISES or Property in violation of any law, ordinance, regulation or the certificate of occupancy issued for the Property and may not bring or keep anything in or about the PREMISES that will cause an increased premium for or the cancellation of any insurance covering the Property without express written permission of LESSOR. If the LESSEE does cause any such increase in the insurance premiums, LESSEE shall pay or reimburse LESSOR for the entire amount thereof, without regard to whether LESSOR elects to terminate this LEASE as a result of LESSEE's unauthorized use of the PREMISES.

LESSEE may not use the PREMISES in any manner that will constitute waste, nuisance, or unreasonable annoyance to other tenants in the Property, normal wear and tear excepted, nor may LESSEE cause damage to the Property. LESSEE may not permit floor loading in excess of the pounds per square foot limitation, which LESSOR notifies LESSEES is the maximum permissible for the PREMISES.

2.4 Compliance with Laws.

LESSEE shall not cause or permit the PREMISES to be used in violation of any law, ordinance or governmental regulation or order. LESSOR represents to LESSEE, to the best of LESSOR's knowledge, that with the exception of any leasehold improvements, as of the Commencement Date, the PREMISES shall be in compliance with all applicable laws, rules, regulations or orders, including, without limitation, the Americans with Disabilities Act, if applicable, and LESSOR shall be responsible to promptly cure any noncompliance, which existed on the Commencement Date.

LESSEE also shall be responsible for complying with all laws applicable to the PREMESIS as a result of LESSEE's represented use. If the enactment or enforcement of any law,

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ordinance or regulation or code during the LEASE Term requires any change to the PREMISES during the LEASE Term, the LESSEE shall perform all such changes at its expense if the changes are required due to the nature of LESSEE's activities on the PREMISES, or to alterations that LESSEE seeks to make to the PREMISES; otherwise, LESSOR shall perform all such changes at its expense.

LESSEE shall obtain and maintain in current status all permits and licenses that are required under any laws and regulations in connection with LESSEE's use, occupancy, or operations at the PREMISES.

3. MAINTENANCE OF PREMISES

3.1 LESSEE's Obligations.

- a. By taking possession of the PREMISES, LESSEE accepts the PREMISES as being in good and sanitary order, condition and repair. LESSEE agrees, at its expense, during the term of this LEASE to keep the floor of the PREMISES and all appurtenances, including carpet, floors, wall-coverings, signs, windows, doors, skylights, plumbing and other fixtures, equipment and improvements in a clean and sanitary condition, to use all necessary safeguards against fire risk, to maintain drip pans under its machinery for the purpose of preventing oil, grease, ink or other wet materials from sinking in to the floor of the PREMISES leased. LESSEE shall not cause any holes to be made in said floor or walls for the purpose of anchoring machinery, shelving, office partitions or for any other reason whatsoever, without written authorization from LESSOR.
- b. LESSEE shall pay the cost of electricity, natural gas, water, sewer, and waste disposal consumed or generated by LESSEE. All utilities are metered separately. Upon occupancy, LESSEE will transfer utilities to its name and shall begin responsibility. Waste disposal is LESSEE's responsibility.
- c. LESSEE shall be entitled to signage as agreed by LESSEE and LESSOR and in compliance with City of Ellensburg and Kittitas County design standards and codes. LESSEE is responsible for all permit fees and all costs for the construction and removal of signs.
- d. LESSEE further agrees that it will not encumber or obstruct the sidewalk in front of or adjacent to said BUILDING and that no goods, material or machinery or other articles shall be stored on said sidewalk of the BUILDING or left there for a longer period than shall be absolutely necessary to transport them to or from the PREMISES of LESSEE.

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- e. LESSEE is responsible for exterior maintenance and outside lighting of PREMISES including keeping sidewalks and parking area free of snow and ice and otherwise maintained in a safe condition for pedestrian and vehicular traffic.
- f. LESSEE further agrees to maintain in good working order any and all improvements existing or modified to the BUILDING. Including but not limited to water heater, air heating and cooling system, doors, etc.
- g. LESSEE shall not store on the PREMISES any inoperable vehicles, or equipment, discarded or unsightly materials, or materials likely to create a hazard; shall not use areas outside of enclosed buildings for storage; and shall store trash in covered metal receptacles.
- h. Any substance or material that is regulated by an Environmental Law shall meet the requirements of the law.
- i. If LESSEE fails to comply with this requirement after a written request by LESSOR to comply, LESSOR may, but is not required to, cause the removal of any such material or to eliminate any such defect, at LESSEE's sole expense by any means that LESSOR reasonably determines. Any such costs incurred by LESSOR shall become due and owed immediately from LESSEE, and subject to late fees, penalties and interest as set forth for late monthly payments.
- j. If LESSEE fails to comply within fourteen (14) calendar days with the requirements after a written notice by the LESSOR, this agreement may be terminated.

3.2 LESSOR's Obligations.

- a. LESSOR shall perform (or have performed) at its expense all necessary repairs not arising from LESSEE's, agents, employees, or invitees negligence; replacements; and required maintenance with respect to all structural facilities of the BUILDING to include roof, supporting structural members, and heating with the exception of leasehold improvements of the LESSEE at or serving the PREMISES. LESSOR shall have no obligation to repair or maintain any leasehold improvements installed by LESSEE in the BUILDING or PREMISES.

4. IMPROVEMENTS AND ALTERATIONS BY LESSEE.

- 4.1 LESSEE shall not make any improvements or alterations to the PREMISES without the prior written consent of LESSOR. After obtaining LESSOR's written consent, and any applicable permits, LESSEE shall be entitled to make such leasehold improvements as it

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may require, at its own expense, provided that such leasehold improvements comply with all applicable laws, rules, and regulations, that they do not breach the structural integrity of the BUILDING walls, and do not significantly penetrate the floor, such that they could endanger imbedded plumbing, wiring, and conduit under the floor. LESSEE may, after such initial leasehold improvements, make additional alterations to the PREMISES at its own expense, provided such alterations do not impair the structure in which the PREMISES are situated. LESSEE shall reimburse LESSOR for any cost incurred by LESSOR in the event LESSOR is required to assist in obtaining any approvals.

- 4.2 If requested by LESSOR, LESSEE shall post a bond or other security reasonably satisfactory to LESSOR to protect LESSOR against liens arising from work performed by or for LESSEE. All work performed must be done in a workmanlike manner and with material (when not specifically described in the specifications approved by LESSOR) of the quality and appearance customary in the trade for first-class construction of the type of building in which the PREMISES are located.
- 4.3 At the termination of this LEASE, and with prior written consent of LESSOR, LESSEE may remove any alterations which it has made pursuant to this Section 4, provided such removal can be and is done without damaging the PREMISES or the structure in which it is situated (i.e. BUILDING) and the PREMISES are left in, or brought back to, its previous condition. Any alterations left after termination of the tenancy shall become the property of LESSOR. LESSOR will not charge LESSEE for any improvements made by LESSOR prior to the Commencement Date of this LEASE or improvements made by LESSOR after the Commencement Date this LEASE agreement unless agreed to by both parties in writing.

5. LIENS.

- 5.1 LESSEE shall keep the PREMISES and the real property upon which the PREMISES are situated free from any liens arising out of any work performed, materials furnished or other obligations incurred by LESSEE. LESSOR has the right at all reasonable times to post any notices on the PREMISES which it deems necessary for LESSOR's protection from such liens. If any such liens are filed, LESSOR may, without waiving its rights and remedies for breach and without releasing LESSEE from its obligations, require LESSEE to post security in form and amount satisfactory to LESSOR or cause such liens to be released by any means LESSOR deems proper, including payment in satisfaction of the claim giving rise to the lien. LESSEE shall pay to LESSOR upon demand any sum paid by LESSOR to remove the liens, together with interest from the date of payment by LESSOR, at the lesser of 1-1/2% per month or the maximum rate permissible by law.

6. INSURANCE.

6.1 LESSEE's Obligations.

- a. **Commercial General Liability Insurance.** During the LEASE Term, LESSEE shall maintain commercial general liability insurance at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover PREMISES and contractual liability. This policy shall name LESSOR as an additional insured using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage, and shall insure LESSEE's activities and those of LESSEE's employees, officers, contractors, licensees, agents, employees, guests, invitees or visitors with respect to the PREMISES against loss, damage or liability for personal injury or death or loss or damage to property with limits of not less than \$2,000,000 per occurrence, \$2,000,000 general aggregate. The insurance will be primary and noncontributory with liability insurance carried by LESSOR. LESSEE shall be responsible for any deductibles and/or coinsurance.
- b. **Automobile Liability Insurance.** Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01 with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- c. **Property Insurance.** During the LEASE Term, LESSEE shall maintain commercial property insurance written on an all risk basis providing coverage, at a minimum, for "special forms" perils, covering the full value of LESSEE's personal property, trade fixtures and tenant-owned alterations and utility installations in or on the PREMISES, with no coinsurance provisions. Such insurance shall have limits acceptable to LESSEE with a deductible not to exceed \$10,000 per occurrence. The proceeds from any such insurance shall be used by LESSEE for the replacement of personal property and the restoration of trade fixtures and LESSEE-owned alterations and utility installations. LESSOR shall not be required to insure LESSEE alterations and utility installations unless LESSOR has specifically accepted in writing, ownership of said alterations and/or installations.
- d. **Miscellaneous.** No insurance policy shall be canceled or reduced in coverage and each such policy shall provide that it is not subject to cancellation or a reduction in coverage. LESSEE shall provide LESSOR with written notice of any policy cancellation within two business days of their receipt of such notice. LESSEE shall deliver to LESSOR upon commencement of this LEASE and from time to time thereafter, copies or certificates of the insurance policies required by this Section. In no event shall the limit of such policies be considered as limiting the liability of LESSEE under this LEASE.

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- e. Other Insurance Provisions. The LESSEE's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the LESSOR. Any insurance, self-insurance, or self-insured pool coverage maintained by the LESSOR shall be excess of the LESSEE's insurance and shall not contribute with it.
- f. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- g. Waiver of Subrogation. Lessee hereby agrees to waive rights of subrogation which any insurer of Lessee may acquire from Lessee by virtue of the payment of any loss. Lessee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The General Liability and Workers' Compensation policies shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Lessee, its employees, agents and subcontractors
- h. LESSOR's Property Insurance. LESSOR shall purchase and maintain during the term of the LEASE all-risk property insurance covering the BUILDING for its full replacement value without any coinsurance provisions.
- i. Failure to Maintain Insurance. Failure on the part of the LESSEE to maintain the insurance as required shall constitute a material breach of this LEASE, upon which the LESSOR may, after giving five business days' notice to the LESSEE to correct the breach, terminate this LEASE or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the LESSOR on demand.
- j. The LESSEE shall obtain and maintain in force during the term of this agreement a liability insurance policy, which provides protection for bodily injury (including death) and property damage. Said insurance shall provide coverage by the LESSEE to any employees or permittees of the LESSEE and shall name the LESSOR as coinsured.
- k. All policies (except any policies required for workers' compensation or errors and omissions) and the certificates evidencing coverage shall name LESSOR and LESSOR's Associates as additional insureds. LESSEE shall furnish the LESSOR with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured and primary coverage endorsements, evidencing the insurance requirements of the LESSEE. LESSEE shall provide for a renewal of all insurance coverage on a timely basis to prevent any lapse in coverage. All certifications of meeting the insurance requirements of this LEASE are attached hereto as Exhibit F and incorporated herein by this reference.

- l. LESSOR full availability of LESSEE limits. If the LESSEE maintains higher insurance limits than the minimums shown above, the LESSOR shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the LESSEE, irrespective of whether such limits maintained by the LESSEE are greater than those required by this LEASE or whether any certificate of insurance furnished to the LESSOR evidences limits of liability lower than those maintained by the LESSEE.
- m. LESSEE is responsible for all costs of business or other interruption of activities on or about the PREMISES, however incurred, and LESSEE may purchase business interruption insurance as LESSEE may determine. The LESSEE shall provide the LESSOR with a copy of said insurance policy.

7. INDEMNIFICATION.

- 7.1 LESSEE shall indemnify, defend and hold LESSOR, its officers, officials, employees, and volunteers, harmless from all claims arising from LESSEE's use of the PREMISES or conduct of its business, or from any activity or thing done by, or permitted to be done by, LESSEE in or about the PREMISES and the Property. LESSEE shall further indemnify, defend and hold LESSOR, its officers, officials, employees, and volunteers, harmless from all claims, liabilities, costs, attorneys' fees and expenses arising from any breach or default in the performance of any obligation to be performed by LESSEE under the terms of this LEASE, or arising from any act or omission of LESSEE or of its agents or employees.
- 7.2 LESSEE's obligation to indemnify LESSOR under this Section includes an obligation to indemnify for losses resulting from death or injury to LESSEE's employees and LESSEE accordingly hereby waives any and all immunities it now has or hereafter may have under any Industrial Insurance Act, or other worker's compensation, disability benefit or other similar act which would otherwise be applicable in the case of such a claim. In case any action or proceeding is brought against LESSOR by reason of any such claim, LESSEE, upon notice from LESSOR, shall defend the same at LESSEE's expense, by counsel approved in writing by LESSOR. LESSEE, as a material part of the consideration to LESSOR, hereby assumes all risk of and waives any claims LESSEE might have in respect to any damage to property or injury to persons in, upon or about the PREMISES from any cause whatsoever, except that which is caused solely by LESSOR's gross negligence or willful misconduct. Neither LESSOR nor any director, officer, agent or employee of LESSOR will be liable to LESSEE, or to its partners, directors, officers, contractors, agents, employees, invitees, sub-tenants or licensees, for any loss, injury or damage to LESSEE or to any other person, or to its or their property, irrespective of the cause of such injury, damage or loss, unless solely caused by or solely resulting from the gross negligence or willful misconduct of LESSOR or its employees in the operation or maintenance of the

PREMISES or the Property without contributory negligence on the part of the LESSEE or any of its sub-tenants or licensees, or its or their employees, agents, or contractors, or any other LESSEEs or occupants of the Property.

- 7.3 Furthermore, neither LESSOR, nor any director, officer, agent or employee of LESSOR will be liable (i) for any damage caused by other tenants or persons in or about the Property or caused by quasi-public work; or (ii) for consequential damages arising out of any loss of the use of the PREMISES or any equipment or facilities therein, by LESSEE or any person claiming through or under LESSEE.

8. DAMAGE/DESTRUCTION OF PREMISES.

- 8.1 The LESSEE shall be responsible for all damages to BUILDING, grounds, fields, and equipment incident to the LESSEE's use. LESSEE shall not do, or permit to be done, upon the PREMISES, anything that will tend to injure, mar, or in any manner deface the PREMISES and will not allow to be made any alterations of any kind to the BUILDING without expressed written consent of the LESSOR in accordance with Section 4. LESSEE will be responsible for replacement fees for equipment that is lost, stolen, destroyed, or damaged incident to the LESSEE's use.

- 8.2 In case of fire, earthquake or other casualty, LESSEE shall immediately notify LESSOR, who shall cause the damages to that portion of the BUILDING hereby leased to be repaired, but if the PREMISES are so damaged that LESSOR shall decide not to rebuild, the term shall cease and the accrued rent shall be paid up to the time of said casualty. In the event the PREMISES are destroyed or injured by fire or earthquake or other casualty, to the extent that they are un-tenantable in whole or in part, then LESSOR may, at LESSOR's option, proceed with reasonable diligence to restore the PREMISES or such part thereof, provided that within 60 days after such destruction or injury LESSOR shall notify LESSEE in writing of LESSOR's intention to do so. During the period from destruction or damage to restoration, Rent will be abated in the same ratio as that portion of the PREMISES which LESSOR determines is unfit for occupancy bears to the whole PREMISES.

9. CONDEMNATION.

- 9.1 If all or part of the PREMISES are taken under power of eminent domain, or sold to a condemning authority in lieu thereof, this LEASE will terminate as to the part so taken as of the date the condemning authority takes possession.
- 9.2 Any award for the taking of all or part of the PREMISES under the power of eminent domain, including payments received for a sale to the condemning authority in lieu thereof,

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will be the property of LESSOR, whether made as compensation for diminution in value of the leasehold, for the taking of the fee, or for severance damages. LESSEE may make a separate claim for loss of or damage to LESSEE's trade fixtures and removable personal property and LESSEE's moving expenses, so long as LESSEE's claim does not result in any reduction to the amount of the award otherwise payable to LESSOR.

10. ATTORNMENMENT, ASSIGNMENT OR SUBLEASE.

- 10.1 The LESSOR intends to transfer ownership of PREMISES to Kittitas County (SUCCESSOR LANDLORD). As such, if or when any transfer of the PREMISES should occur, LESSEE shall and hereby does attorn to SUCCESSOR LANDLORD, as the landlord under the LEASE, and LESSEE shall be bound to SUCCESSOR LANDLORD under all of the terms, covenants, and conditions of the LEASE, including any rights or claims asserted by LANDLORD at the time of transfer, for the balance of the LEASE term and any extensions or renewals of it which may then or later be in effect under any validly exercised extension or renewal option contained in the LEASE, all with the same force and effect as if SUCCESSOR LANDLORD had been the original LANDLORD under the LEASE.
- 10.2 The LESSEE shall not assign this LEASE or sublease the PREMISES or any part thereof without prior written consent of LESSOR. This LEASE is not assignable by operation of law. If LESSEE is a corporation, any transfer of this LEASE by merger, consolidation or liquidation, or any change in ownership, or power to vote the majority of the outstanding vote stock of LESSEE, constitutes an assignment for purposes of this section. If LESSEE is a partnership or proprietorship, a transfer or controlling interest in such partnership or proprietorship constitutes an assignment for purposes of this section.
- 10.3 If LESSEE at any time desires to assign this LEASE or to sublet the PREMISES, it must first notify the LESSOR in writing and offer LESSOR the right to recapture all or any part of the PREMISES which tenant desires to sublet or assign. LESSOR has the option, which may be exercised within sixty (60) days from the date of receipt of notice, to require LESSEE to execute an assignment to LESSOR of this LEASE or a sublease to the LESSOR of the PREMISES (or such portion of either as LESSEE desires to sublet or assign, as the case may be) with the right of LESSOR to assign or sublet to anyone.
- 10.4 If LESSOR exercises this option and such assignment or sublease is at or above the rental rate specified in this LEASE, then LESSEE will be released from all further liability after the effective date of the assignment or sublease, with respect to the portion of the PREMISES subject thereto. If LESSOR does not exercise its option to recapture within 60

days from the date of receipt of notice, then LESSEE may thereafter assign this LEASE or sublet the PREMISES as proposed, provided LESSOR has consented in writing thereto.

No inaction by LESSOR in connection with its rights under this Section will constitute an approval of a proposed assignment or sublease. Whether LESSOR shall grant consent to an assignment or subletting, LESSEE shall pay LESSOR the reasonable legal fees LESSOR incurs to review the proposal.

Each time the right to occupy a leased area is transferred by an assignment, sublease or sale, the LESSEE shall pay the LESSOR a sum of \$625.00, as an administration fee.

11. DEFAULT- REMEDIES.

11.1 Default by LESSEE. The occurrence of any one or more of the following events constitutes a default under this LEASE by LESSEE:

- a. Vacation or abandonment of PREMISES. Abandonment is a default in the payment of Rent and the LESSEE reasonably indicates by words or actions the intention not to continue the tenancy.
- b. Failure by LESSEE to make any payment of Rent when due, or failure to make any other payment required hereunder when due when that failure continues for a period of five (5) days after written notice from LESSOR;
- c. Failure by LESSEE to observe or perform any of the covenants, conditions or provisions of this LEASE, other than making of any payment, where that failure continues for a period of thirty (30) days after written notice from LESSOR; provided, that if the nature of LESSEE's obligation is such that more than thirty (30) days are reasonably required for cure, LESSEE will not be in default if LESSEE commences to cure within thirty (30) days of LESSOR's notice and thereafter diligently pursues completion and completes performance within a reasonable time;
- d. Either (i) the making by LESSEE of any general assignment or general arrangement for the benefit of creditors; (ii) the filing by or against LESSEE of a petition in bankruptcy, including reorganization or arrangement, except in the case of a petition filed against LESSEE when the same is dismissed within thirty (30) days after filing; or (iii) the appointment of a trustee or receiver to take possession of substantially all of LESSEE's assets located at the PREMISES or of LESSEE's interest in this LEASE;
- e. Cancellation of a guaranty of LESSEE's obligations by a guarantor;

- f. LESSEE's failure to comply with the same LEASE term or covenant on three occasions during the Term, even if such breach is cured within the applicable cure period; or
- g. LESSEE's failure to comply with the LEASE conditions, unless such failure is cured within fourteen (14) days after notice.

11.2 Remedies for Default by LESSEE.

In the event of any default, LESSOR may, at any time, without waiving or limiting any other right or remedy, re-enter and take possession of the PREMISES, terminate this LEASE, accelerate all Rent payments due hereunder which payment will then become immediately due and payable, take possession, sell or otherwise dispose of any LESSEE Property in the case of abandonment, or pursue any other remedy allowed by law. LESSEE shall pay LESSOR the costs of recovering possession of the PREMISES, the expenses of re-letting, and any other costs or damages arising out of LESSEE's default. Notwithstanding any re-entry or termination, LESSEE will remain liable for all sums LESSEE is obligated to pay hereunder for the balance of the Term, and LESSEE shall compensate LESSOR for any deficiency arising from re-letting the PREMISES, provided, however, that LESSOR shall use reasonable efforts to mitigate its damages. Unless the LESSOR elects to accelerate the Rent owed hereunder, LESSEE shall pay such deficiency each month as the amount thereof is ascertained by LESSOR.

11.3 Default by LESSOR.

LESSOR will not be in default unless LESSOR fails to perform or cause to be performed an obligation within 60 days after notice by LESSEE, which notice must specify the alleged breach; provided, that if the nature of LESSOR's obligation is such that more than 30 days are reasonably required for cure, LESSOR will not be in default if LESSOR commences to cure within 30 days of LESSEE's notice and thereafter diligently pursues completion and completes performance within a reasonable time.

12. WAIVER.

- 12.1 Failure of LESSOR to promptly enforce its rights hereunder will not waive such rights. LESSOR's acceptance of Rents subsequent to a LESSEE breach will not waive such breach.

13. ACCESS.

- 13.1 LESSOR, its employees or agents, shall have the right to emergency access to the PREMISES in the event of fire or similar casualty, or in the event that there is an immediate

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threat to the safety of persons or the BUILDING the PREMISES are in, or to the adjacent spaces. Otherwise, upon not less than twenty-four (24) hours prior notice, and during normal business hours unless otherwise arranged, LESSOR and LESSOR's agents and representatives shall have the right to enter and inspect any part of the aforesaid premises for the purpose of examining same or making any necessary repairs or changes in plumbing, electric wiring, or pipes, gas pipes, heating or other alterations and repairs in any part of the PREMISES hereby leased.

LESSOR may also enter the PREMISES, with proper notice given to LESSEE, to show the PREMISES to prospective purchasers or tenants. LESSOR shall have the right to erect on the PREMISES a suitable sign indicating the PREMISES are available. LESSEE shall ensure that LESSOR at all times has a key with which to unlock all doors and gates in the PREMISES, excluding LESSEE's vaults and safes. No re-keying of the doors or gates may be done without LESSOR's prior written approval.

14. HAZARDOUS MATERIALS.

- 14.1 LESSEE shall not cause or permit any Hazardous Material (as defined below) to be brought upon, kept or used in or about, or disposed of on the PREMISES by LESSEEs, its agents, employees, contractors or invitees, except in strict compliance with all applicable federal, state, and local laws, regulations, codes and ordinances. If LESSEE breaches the obligations stated in the preceding sentence, then LESSEE shall hold harmless, protect, indemnify, and defend LESSOR from and against any damage, loss, claim or liability resulting from any damages or injury caused as a result of such materials on the PREMISES, including attorneys' fees and costs incurred. This indemnity will survive the termination of this LEASE, whether by expiration of the Term or otherwise.

As used herein, the term "Hazardous Material" means any hazardous, dangerous, toxic, or harmful substance, material or waste which is or becomes regulated by any local governmental authority, the State of Washington or the United States Government, due to its potential harm to the health, safety or welfare of humans or the environment.

Except as provided in this Section 14 and otherwise allowed by law, LESSEE shall not, without LESSOR's prior written consent, keep on or around the PREMISES for use, handling, transport, disposal, treatment, generation, storage or sale, any substances designated as, or containing components designated as hazardous, dangerous, toxic, harmful, medical or infectious (collectively referred to as "HAZARDOUS SUBSTANCE"), and/or is subject to regulation by any federal, state or local law, regulation, statute, ordinance or management plan. With respect to any such HAZARDOUS SUBSTANCE, LESSEE shall:

Maintain on the PREMISES only reasonable quantities of such HAZARDOUS

SUBSTANCES as are reasonably necessary, usual and appropriate for the routine maintenance and operation of business;

- a. Within five (5) days of LESSOR's request, provide information to LESSOR regarding LESSEE's use, handling, storage, treatment, transportation, generation, or disposal of HAZARDOUS SUBSTANCES and provide evidence satisfactory to LESSOR of LESSEE's compliance with the applicable government regulations;
- b. Allow LESSOR or LESSOR's agent, representative or consultant to come on the PREMISES as allowed in Section 5.2 to inspect LESSEE's compliance with all applicable governmental regulations regarding HAZARDOUS SUBSTANCES and to assess the environmental condition of the PREMISES, including, but not limited to, the imposition of an environmental audit;
- c. Comply with all applicable governmental statutes, ordinances, rules, regulations, management plans and requirements regarding the proper and lawful use, handling, disposition, transportation, generation, treatment, and disposal of HAZARDOUS SUBSTANCES.

14.2 Cleanup Costs, Default and Indemnification:

LESSEE shall be fully and completely liable to LESSOR and shall indemnify, defend and save LESSOR harmless from any and all cleanup costs, and any and all other charges, fees, penalties (civil and criminal) imposed by any governmental authority with respect to LESSEE's unauthorized, negligent or illegal use, handling, disposal, transportation, generation and/or disposal of HAZARDOUS SUBSTANCES, in or about the PREMISES. Upon LESSEE's default under this Section 7, in addition to the rights and remedies set forth elsewhere in this LEASE, LESSOR shall be entitled to the following rights and remedies:

- a. At LESSOR's option, to exercise the remedies under the procedures set forth in **Section 14**; and
- b. To recover any and all damages associated with the default, including, but not limited to cleanup costs and charges, civil and criminal penalties and fees, loss of AIRPORT revenue by LESSOR, any and all damages and claims asserted by third parties and LESSOR's attorneys' and consultants' fees and costs.

14.3 Survival:

The provisions of Section 14 shall survive the expiration or earlier termination of this LEASE.

15. GENERAL PROVISIONS.

15.1 No Exclusive Rights.

Nothing in this LEASE shall be construed to grant to LESSEE any exclusive right or privilege for the conduct of any activity on the Airport, except to lease the PREMISES for LESSEE'S exclusive use as provided herein.

15.2 LEASE Preserves Authority's Compliance.

This LEASE shall be interpreted to preserve LESSOR'S rights and powers to comply with LESSOR'S Federal and other governmental obligations.

15.3 Subordination to Authority's Government Commitments.

This LEASE is subordinate to the provisions of any lease between LESSOR and the United States or other governmental authority (regardless of when made) that affects the Airport, including, but not limited to, leases governing the expenditure of Federal funds for Airport improvements. In the event that the Federal Aviation Administration or other governmental authority requires any modification to this LEASE as a condition of LESSOR entering any lease or participating in any program applicable to the Airport, including, but not limited to, those providing funding, LESSEE agrees to consent to any such modification. If a governmental authority determines that any act or omission of LESSEE or LESSEE'S Associates has caused or will cause LESSOR to be noncompliant with any of LESSOR'S government commitments, including, but not limited to, any assurances or covenants required of LESSOR or obligations imposed by law, LESSEE shall immediately take all actions that may be necessary to preserve LESSOR'S compliance with the same. LESSOR shall have the right to terminate this LEASE and reenter and repossess any portion of the PREMISES if the U.S. Department of Transportation or other governmental authority having jurisdiction expressly requires any such action, subject to any review that may be afforded to LESSEE by such authority. LESSEE'S remedy shall be against the U.S. Department of Transportation or other governmental authority having jurisdiction that required such action in the same means as an event of condemnation as provided above in section.

15.4 Subordination to Financing and Matters of Record.

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This LEASE is subordinate to the provisions of any leases or indentures entered by LESSOR (regardless of when entered) in connection with any debt financing and is subordinate to any matter of record affecting the City real property.

- 15.5 All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following addresses:

If to LESSEE, to:
Kelle Vandenberg , Arts and Economic
Development Manager
City of Ellensburg
501 North Anderson Street
Ellensburg, WA 98926
Email: vandenbergk@ci.ellensburg.wa.us
Phone: (509) 962-7149

If to LESSOR, to:
Rich Elliott, Director

KITTCOM
700 Elmview Rd
Ellensburg, WA 98926
Email
Phone: (509) 925-8534

- 15.6 Force Majeure.

No act or event, whether foreseen or unforeseen, shall operate to excuse LESSEE from the prompt payment of rent or any other amounts required to be paid under this LEASE. If LESSOR, or LESSEE in connection with obligations other than payment obligations, is delayed or hindered in any performance under this LEASE by a force majeure event, such performance shall be excused to the extent so delayed or hindered during the time when such force majeure event is in effect, and such performance shall promptly occur or resume thereafter at the expense of the party so delayed or hindered. A "force majeure event" is an act or event, whether foreseen or unforeseen, that prevents a party in whole or in part from performing as provided in this LEASE, that is beyond the reasonable control of and not the fault of such party, and that such party has been unable to avoid or overcome by exercising due diligence, and may include, but is not limited to, acts of nature, war, riots, pandemics, strikes, accidents, fire, and changes in law.

- 15.7 Rights and Remedies.

Except as expressly set forth in this LEASE, the rights and remedies set forth in this LEASE are not intended to be exhaustive and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently exist.

- 15.8 Amendments and Waivers.

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No amendment to this LEASE shall be binding on LESSOR or LESSEE unless reduced to writing and signed by both parties. No provision of this LEASE may be waived, except pursuant to a writing executed by the party against whom the waiver is sought to be enforced.

15.9 Merger.

This LEASE constitutes the final, complete, and exclusive lease between the parties on the matters contained in this LEASE. All prior and contemporaneous negotiations and leases between the parties on the matters contained in this LEASE are expressly merged into and superseded by this LEASE. In entering into this LEASE, neither party has relied on any statement, representation, warranty, nor lease of the other party except for those expressly contained in this LEASE.

15.10 Confidentiality.

LESSEE acknowledges that LESSOR is subject to legal requirements regarding the public disclosure of records. LESSEE shall comply with such laws in connection with making any request that LESSOR maintain a record confidentially, and if LESSEE complies with the same LESSEE shall have the right to defend any such request for confidentiality at LESSEE'S expense.

15.11 Relationship of Parties.

This LEASE does not create any partnership, joint venture, employment, or agency relationship between the parties. Nothing in this LEASE shall confer upon any other person or entity any right, benefit, or remedy of any nature.

15.12 Further Assurances.

Each party shall execute any document or take any action that may be necessary or desirable to consummate and make effective a performance that is required under this LEASE.

15.13 Miscellaneous.

The headings in this LEASE are provided for convenience only and do not affect this LEASE'S construction or interpretation. All references to Sections are to Sections in this LEASE Each provision to be performed by LESSEE shall be construed as both a covenant and a condition. This LEASE shall be construed without regard to any presumption or rule requiring construction or interpretation against the drafting party. If LESSEE consists of more than one individual or entity, the obligations of all such individuals and entities shall

be joint and several. References in this LEASE to any period of days shall mean calendar days unless specifically stated otherwise.

15.14 Binding Obligation.

LESSEE warrants and represents that it has the right, power, and legal capacity to enter into and perform its obligations under this LEASE as a legal, valid, and binding obligation of LESSEE.

16 ENTIRE AGREEMENT.

16.1 This LEASE constitutes all of the agreements of the parties with respect to any matter covered or mentioned in the LEASE and with no prior agreement, letter of intent or understanding pertaining to any such matter will be effective for any purpose. There are no representations or understandings of any kind not set forth herein. No provisions of this LEASE may be amended or added to, except by an agreement in writing, signed by the parties or their respective successors in interest.

17 ATTORNEY'S FEES AND COSTS.

17.1 In the event either party requires the services of an attorney in connection with enforcing the terms of this LEASE, or in the event suit is brought for the recovery of any sums due under this LEASE or for the breach of any covenant or condition of this LEASE, or for the restitution of the PREMISES to LESSOR or eviction of LESSEE during the Term or after the expiration thereof, the substantially prevailing party is entitled to reasonable attorney fees and all costs incurred in connection therewith, including, without limitation, the fees of accountants, appraisers and other professionals, whether at trial, on appeal or without resort to suit.

18 VACATION OF PREMISES - HOLDING OVER.

18.1 LESSEE shall promptly vacate the PREMISES on or before the last day of the Term or the Option Period if exercised as provided herein above, leaving the PREMISES in the condition described in section (4). If LESSEE holds over after the expiration or earlier termination of the Term without the express written consent of LESSOR, LESSEE will be a LESSEE at sufferance only and LANDLORD reserves all rights and remedies, to include the right to re-enter and retake possession, all statutory remedies in special proceedings to retake possession, or accept rent, in which case the tenancy will continue as a periodic tenancy with monthly rent reserved.

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19 SURRENDER OF PREMISES.

- 19.1 The voluntary or other surrender of this LEASE by LESSEE, or by mutual cancellation thereof, will not work a merger and will, at the option of LESSOR, operate as an assignment to it of all subleases or sub tenancies. Upon the expiration or earlier termination of this LEASE, LESSEE shall peaceably surrender the PREMISES and all of the alterations and additions thereto, leave the PREMISES broom clean, in as good order, repair and condition as was provided to LESSEE on the Commencement Date, reasonable wear and tear excepted, and LESSEE shall comply with the provision of Section (4). The delivery of keys to any employee of LESSOR or to LESSOR's agent or any employee thereof shall not be sufficient to constitute a termination of this LEASE or surrender of the PREMISES.

20 PERFORMANCE BY LESSEE.

- 20.1 Except as otherwise expressly provided hereunder, all covenants and agreements to be performed by LESSEE under this LEASE will be performed by LESSEE at LESSEE's sole cost and expense and without any abatement of Rent. If LESSEE fails to pay any sum of money owed to any party other than LESSOR for which LESSEE is liable hereunder, or if LESSEE fails to perform any other act on its part to be performed hereunder, and such failure continues for 10 days after notice thereof by LESSOR, LESSOR may, without waiving or releasing LESSEE from its obligations, make any such payment or perform any such other act to be made or performed by LESSEE. LESSEE shall pay LESSOR, on demand, all sums so paid by LESSOR and all necessary incidental costs, together With interest thereon at the lesser of 1-1/2% per month or the maximum rate permissible by law, from the date of such payment by LESSOR.

21 NONDISCRIMINATION.

- 21.1 LESSEE agrees not to discriminate against any client, employee or applicant for employment or for services because of race, color, religion, sex, marital status, disability, national origin or age, with regard to, but not limited to, employment; employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. LESSEE must also comply with any applicable Affirmative Action Programs.

22 IDENTIFICATION OF LESSEE.

- 22.1 If more than one person executes this LEASE as LESSEE:
Each of them is jointly and severally liable for performing all of the terms of this LEASE to be performed by LESSEE, and (ii) the term "LESSEE" as used in this LEASE means

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and includes each of them jointly and severally. The act of or notice from, or notice or refund to, or the signature of any one or more of them, with respect to the tenancy of this LEASE, including, but not limited to, any renewal, extension, expiration, termination or modification of this LEASE, is binding upon each and all of the persons executing this LEASE as LESSEE with the same force and effect as if each and all of them had so acted or so given or received such notice or refund or so signed.

23 SEVERABILITY.

23.1 If any term of this LEASE is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.

24 GOVERNING LAW; VENUE.

24.1 This LEASE shall be governed by and construed in accordance with the laws of the State of Washington and venue of any action brought to enforce or interpret any term of this LEASE shall be in Kittitas County, State of Washington.

IN WITNESS WHEREOF, the LESSOR and LESSEE have signed their names and affixed their seals the day and year first above written.

LESSOR:

City of Ellensburg

ATTEST:

City Clerk

Approved as to Form:

City Attorney

City Manager

LESSEE:

By:

Its:

LESSEE _____

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LESSOR _____
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Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Interlocal Agreement with Kittitas County for Cold Weather Shelter Maintenance (Public Comment Opportunity)
Submitted by: Lily Frey, Housing Program Manager
Department: Community Development

Suggested Motion/Action:

Authorize the City Manager to sign the interlocal agreement (ILA) with Kittitas County.

Background/Summary:

The City and Kittitas County have partnered to offer a cold weather shelter for the 2024-2025 and 2025-2026 seasons.

The City signed a two-year lease with Grace Episcopal Church for use of their classroom spaces as the cold weather shelter for the 2025-2026 and 2026-2027 seasons. The Church does not have dedicated maintenance staff and delegated maintenance responsibilities to the City in the lease agreement. In December 2025, the City issued a request for quotations for shelter maintenance services distributed to local property management, restoration and plumbing and handyperson companies and received no quotes in response. Kittitas County has agreed to provide on-call maintenance support for the shelter through an interlocal agreement (ILA).

Previous Council Action:

At the May 19, 2025 meeting, Council voted to discontinue siting of a year-round emergency sleep center and focus on establishing a seasonal cold weather shelter site and services.

Analysis:

The proposed interlocal agreement provides a cost-effective on-call solution for the limited maintenance needs required by the cold weather shelter lease. It parallels the current lease to run through July 31, 2027 and will allow us to ensure maintenance in the shelter's operational season and respond to any off-season needs.

Financial Impact:

Payment under this ILA is not to exceed \$10,000. If Kittitas County were contacted for four hours of on-call work plus one hour each month for system walkthroughs, the cost of the contract would be about \$2,600.

Maintenance ILA costs will be paid from affordable and supportive housing sales and use tax funds previously budgeted to support homeless housing needs.

Budget Adjustment: No

Attachments:

1. 12233 - ILA City and County-Maintenance final

INTERLOCAL AGREEMENT
Between KITTITAS COUNTY and CITY OF ELLENSBURG
for MAINTENANCE SERVICES AT THE COLD WEATHER SHELTER

This Interlocal Agreement (hereinafter the "Agreement") is entered into by and between Kittitas County, a municipal corporation of the State of Washington, "COUNTY" and the City of Ellensburg, a Washington Municipal Corporation, hereinafter referred to as the "CITY" for maintenance services at the cold weather shelter.

WHEREAS, the parties are public agencies as defined in the Interlocal Cooperation Act (RCW 39.34), and wish to enter into this Agreement pursuant to the provisions of said Act, which allows public agencies to cooperate on a basis of mutual advantage to provide services and facilities in an optimized manner to address the needs of local communities; and

WHEREAS, the CITY has leased a facility that is being used as a cold weather shelter, and the COUNTY is providing funding for operations of the cold weather shelter; and

WHEREAS, the CITY is required to provide maintenance at the facility, and the COUNTY has maintenance staff that can perform this work; and

WHEREAS, the governing body of each party to this Agreement has approved such party's involvement in the cooperative interlocal activities as described herein; and

WHEREAS, it is mutually beneficial for the parties to enter into this Agreement at this time;

NOW, THEREFORE, the COUNTY and the CITY hereby agree as follows:

1. Purpose. The purpose of this Agreement is to have COUNTY staff perform maintenance work at the cold weather shelter (located at 1201 North B Street, Ellensburg, WA 98926). The cold weather shelter includes the lower level of a CITY leased facility which comprises approximately 2600 square feet of interior space and includes a large classroom, downstairs hallway, lower-level bathrooms, kitchen (approximately 2178 square feet), and a small classroom (approximately 420 square feet).
2. Term. This Agreement shall be in full force and effect March 16, 2026, and shall remain in effect until July 31, 2027, unless extended or terminated sooner according to the provisions herein.
3. Scope of Services. The COUNTY shall perform monthly inspections of the cold weather shelter to determine maintenance needs; be available for on-call maintenance services; and perform standard maintenance services at the cold weather shelter, as more particularly described and detailed in Attachment "A" incorporated herein by reference.
4. Points of Contact. The parties' addresses and points of contact for any notices to be delivered under this Agreement are as follows:

KITTITAS COUNTY

Kittitas County
205 W 5th Ave, Suite 10
Ellensburg, WA 98926

Cody Cupp
Assistant Maintenance Director
cody.cupp@co.kittitas.wa.us
(509) 962-7509

CITY OF ELLENSBURG

City Hall
501 North Anderson Street
Ellensburg, WA 98926

Lily Frey
Housing Program Manager
freyl@ci.ellensburg.wa.us
(509) 962-7270

5. Budget and Payment. The total compensation paid by the CITY to the COUNTY under this Agreement shall not exceed \$10,000.00. Such amount will be paid on a reimbursement basis, where the COUNTY sends a monthly invoice to the CITY, for services rendered and costs and expenses incurred during the previous month. COUNTY will keep track of staff time spent performing work under this agreement, and the CITY will reimburse actual COUNTY staff time, at a rate of \$ 89.00/hour plus \$50.00 per billing cycle for Auditor processing. COUNTY costs and expenses will be reimbursed by the CITY, except the COUNTY must obtain prior CITY approval for any costs or expenses that will exceed the amount of the remaining compensation balance for this Agreement.
6. Administration. For the purposes of RCW 39.34.030(4)(a), the points of contact as listed in section 4. above shall be the administrators of this Agreement. No separate legal or administrative entity is created by this Agreement. No joint budget or financing method is created by this Agreement; each party will manage its own financing and budgeting processes hereunder. This Agreement will be posted online or filed with the county auditor as required by RCW 39.34.040.
7. Termination. Either party may terminate this Agreement by providing 30 days written notice.
8. Modification. The parties may modify the terms of this Agreement, including but not limited to provision of additional services, through one or more formal written amendments, signed by both parties.
9. Notices. Written notices required or permitted to be provided by one party to the other party under this Agreement may be provided by personal delivery, legal courier service, or certified mail, postage prepaid and return receipt requested. Notice may be provided by regular first class mail if simultaneous notice is provided by email. Notices given by a party shall be provided to the other party's point of contact as listed in Section 4 of this Agreement.

10. Insurance. Each party hereto shall at all times during the term of this Agreement maintain insurance coverage (or participate in a local government risk pool) adequate to cover its activities under this Agreement. A certificate of coverage indicating policy coverage shall be provided upon ratification of this agreement and annually thereafter. Any exclusions that may have an impact on services shall be communicated to the other party as soon as they are known.
11. Property. The parties do not anticipate acquiring jointly owned personal or real property under this Agreement.
12. Records. Each party shall preserve and maintain its records regarding this Agreement in accordance with the Washington state records retention requirements. Such records shall be subject to inspection, review and audit by either party, the Washington State Auditor's Office, or any other entity as required by law. Each party will be responsible for requests for public records made to their respective agency.
13. Indemnification. Should a party receive a claim for damages, demand letter, Summons and Complaint, or other documentation evidencing a threat of litigation or request for monetary compensation, a copy will be forwarded to the other party within ten (10) business days.

Each party will be responsible for its own acts and/or omissions in its performance under this Agreement, and the acts and/or omissions of its employees, agents, officials, and registered volunteers. Neither party shall be responsible to the other party for the acts or omissions of persons or entities not a party to this Agreement. The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages, if any, are adjudicated. If any claim is resolved by voluntary settlement and the parties cannot agree upon apportionment of damages and defense costs, they shall submit apportionment to binding arbitration. The indemnification obligations of the parties shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other worker's compensation act, disability benefit act or other employee benefit act. Each party hereby expressly waives any immunity afforded by such acts to the extent required by its obligations to indemnify, defend and hold harmless the other party. A party's waiver of immunity does not extend to claims made by its employees directly against the party as employer. The foregoing indemnification obligations of the parties are a material inducement to enter into this Agreement and have been mutually negotiated.

14. Independent Capacity. Each party to this Agreement shall act in an independent capacity and not as an agent or representative of the other party. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be the employees or

agents of that party, and shall not be considered for any purpose to be the employees or agents of the other party.

15. Severability. If any provision of this Agreement shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, if such remainder is consistent with applicable law and with the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.
16. Waiver. The waiver by a party of any default or breach of this Agreement, or the failure of a party to enforce any provision hereof or to exercise any right or privilege hereunder, shall not be deemed to waive any prior or subsequent breach or default, the enforcement of any provision hereof, or the exercise of any right or privilege hereunder, unless otherwise stated in a signed writing by the party granting such waiver.
17. Disputes. In the event of a dispute between the parties relating to this Agreement, the parties agree to make a good faith attempt to resolve such dispute informally, prior to the commencement of any legal action or arbitration.
18. Governing Law. This Agreement shall be governed by the laws of the State of Washington.
19. Force Majeure. In the event of a forced delay in performance by a party of its obligations under this Agreement, due to causes beyond that party's reasonable control, including but not limited to natural disasters, epidemics, embargoes, war, insurrection, riots, or strikes, such party's time for performance under this Agreement shall be extended for the period of the forced delay.
20. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all other agreements, understandings, negotiations and discussions, oral or written, express or implied, relating to the subject matter hereof.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties through their authorized representatives, effective as of the latest date written below.

KITTITAS COUNTY BOARD OF COUNTY COMMISSIONERS _____ Chair	CITY OF ELLENSBURG _____ Signature
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_____ Vice-Chair _____ Commissioner Date: _____ Attest: _____ Clerk of the Board	_____ Heidi Behrends Cerniwey _____ City Manager Date: _____ Attest: _____ City Clerk Approved as to form: _____ Christopher Horner Ellensburg City Attorney
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ATTACHMENT A

COUNTY staff shall perform monthly inspections of the cold weather shelter; be available for on-call maintenance tasks (ideally with a response time of one business day); provide any needed equipment/tools (as there are none available on-site); and perform the following maintenance tasks at the cold weather shelter:

- a. Keep all drain pipes free and open; and
- b. Repair all leaks and damage caused by leaks; and
- c. Replace all glass in windows and doors which may become cracked or broken; and
- e. Make repairs as necessary to maintain the premises in good condition, ordinary wear and tear excepted; and
- f. Maintain, clean, and repair any damage to outside fenced area; and
- g. Install an internal door lock on the storage room door and repair any other lock issues that may arise; and
- h. Perform minor maintenance to appliances such as filter or light bulb changes; and
- i. Perform basic lighting repairs (bulbs, ballasts, etc.); and
- j. Repair any damaged or inoperable doors or door hardware; and
- k. Perform other miscellaneous maintenance tasks not listed, but as agreed to by the CITY and COUNTY.

However, the COUNTY is not responsible for maintaining, repairing and replacing the roof, the roof skin and structural portions of the building of which the premises are a part, performing any electrical work, or providing any regular custodial duties resulting from use by the cold weather shelter. If the COUNTY observes any issues with roof or structural portions of the buildings, or if the COUNTY recommends service beyond the scope of this agreement (i.e., electrician), the COUNTY will promptly report same to the CITY.



Meeting Date: March 16, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Kittitas Valley Memorial Pool & Fitness Center Roof Replacement (Public Comment Opportunity)
Submitted by: Brad Case, Parks & Recreation Director
Department: Parks & Recreation

Suggested Motion/Action:

Provide staff with direction on the repair of the Kittitas Valley Memorial Pool & Fitness Center natatorium roof to enable project planning to proceed.

Background/Summary:

The natatorium roof at the Kittitas Valley Memorial Pool and Fitness Center (KVMP) is in need of repair. In recent years, the roof has leaked due to its age and condition. In late summer of 2025, City staff were able to replace some of the roofing material and since that time the roof has not leaked. However, this was a temporary, not a long-term fix. The City has been working with Innova Architecture on identifying repair options and a project budget.

Previous Council Action:

The Council budgeted \$500,000 in the 2026 budget to repair the roof, an additional \$35,000 to hire an architect to do design and prepare project construction drawings.

Analysis:

The two options INNOVA has identified are:

Option 1 - Repair the roof by replacing the existing cedar shingle roof to expose the substructure and attach a new metal roofing system. This option does not address all the potential issues with the roof since the substructure would not be changed, but it would have minimal impact on facility operations. It would be higher risk due to unknown conditions that will be encountered. This option falls within the \$500,000.00 budgeted for the project.

Option 2 - Remove the entire existing roof and substructure down to the glulam beams/purlins and reframe the structure utilizing structural insulated panels (SIP's). Install a new metal roof covering the SIPs. This option will be very invasive and likely to require extended facility closure, possibly for up to two months. Risk is mitigated by replacing everything. This option is estimated at \$1.2M, which includes design contingency, contractor markups and cost escalators. There is some risk that this option may not be completed until 2027.

Financial Impact:

The 2026 budget contains \$500,000 to address the KVMP roof budgeted from the REET

Fund. The estimated cost to perform Option 1 is less than \$500,000. The estimated cost for Option 2 is \$1.2 million and would require a budget adjustment to cover the project balance, which could come from General Fund resources or other sources.

Budget Adjustment: No

Attachments:

None



MANAGER'S REPORT

DATE: March 16, 2026

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. City of Ellensburg to Participate in Local Partnership with America 250

An America 250 Committee, representing the County, Cities, (and Easton), and the KC Chamber of Commerce are creating a county-wide celebration with various activities taking place from Spring 2026 through Fall of 2026. The committee's mission is to unite the residents of Kittitas County in celebrating the 250th anniversary of our nation's independence by fostering a shared sense of patriotism, highlighting local heritage, and engaging the community in meaningful civics and service to build a stronger future.

In addition to educational and civic programs, the committee is coordinating with a statewide calendar alignment regarding specific days of celebration:

- **April 18:** Day of Service (location to be determined)
- **June 14th:** Flag Day in Kittitas County
- **July 4th:** Independence Day - Community Celebrations, to include a Community Picnic from 2:00-6:00 PM at Unity Park and a Live Fireworks Show beginning at 7:00 PM in Cle Elum.
- **August 8th:** Museum Day
- **September 17th:** Day of Civic Engagement

2. FISH Warehouse Dedication Ceremony on April 10

The construction of a new FISH warehouse facility is complete. City Council is invited to attend a short dedication ceremony scheduled for April 10 from 10:00-12:00, followed by a short tour of the facility.

3. City Park Facilities Open March 20 & West Ellensburg Park Project Update

Park restrooms and the Irene Rinehart Riverfront Park gate will open for the season on Friday, March 20, 2026. IRRP trail restoration from winter flooding is scheduled to take place in April, the trails will remain open while restoration work is taking place. The West Ellensburg Park playground will be removed in early April, installation of the new playground is tentatively scheduled for April 25, 2026 – May 1, 2026.

4. Carbon Allowance Purchase Notice

Staff participated in the recent Climate Commitment Act (CCA) Auction #13 on March 4, 2026, and successfully obtained allowances at the settlement price of \$65.26/allowance.

5. Waste Management Spring Cleanup Days

The Waste Management franchise agreement with the City of Ellensburg provides for a fall and spring waste disposal coupon program. The coupons are valid for each Waste Management customer (one per subscribing household) to self-haul to the County Transfer Station. Customers are required to show proof of residency. Coupons have been mailed out and are available at City Hall. This spring's event is scheduled for April 11th through the 18th. Waste Management customers within the city limits who are unable to haul garbage to the transfer station because of disability may request curbside collection of extra garbage during Spring Cleanup Days by calling the City of Ellensburg at 509-962-7230.

6. Go Paperless with Your Utility Bill and Win!

Origin Utility, Inc., the City's utility billing provider is helping incentivize customers to go paperless, which will streamline billing costs and improve efficiency. Inserts go out this month. Prizes are provided by Origin. See attached flyer.

7. Reminders About the Fieldhouse Project

On March 2, the Ellensburg City Council authorized the Mayor to sign a letter of intent, conditionally selecting Central Paving, LLC (a local developer and paving company) as the Ellensburg Fieldhouse developer, which is the first step toward building the Ellensburg Fieldhouse.

When complete, the Ellensburg Fieldhouse will be an indoor recreation facility at Rotary Park, which would replace the Ellensburg Racquet & Recreation Center that burned down in December 2022. In 2025, the City Council made the decision to pursue a private/public partnership as allowed by RCW 35.42 using a lease-leaseback agreement.

Over the course of the next two months, the City and the developer of the Fieldhouse will be identifying the final details of the Fieldhouse project. The general scope of the project has already been identified; at completion, the Fieldhouse will include approximately 14,000 square feet of synthetic turf, up to five full-sized basketball courts that will include lines for pickleball and tennis. There will also be an area designated for indoor walking/running, office space, and multi-purpose rooms. The facility will be approximately 60,000 square feet in size, with at least 300 parking stalls. There will be opportunities for community members to review plans and provide comments; dates for those events have not yet been determined.

As we conclude the update process of the City of Ellensburg Park, Recreation, Open Space and Sustainable Funding Plan, the City recognizes that there are many other recreational needs in our community and will continue to work toward meeting those needs.

Learn more about this project at www.ellensburgwa.gov/fieldhouse.

Additional notes about the Fieldhouse project:

- The Fieldhouse Letter of Intent outlined a non-traditional pathway for development and financing a public facility. It is a “lease lease-back” project (RCW 35.42), where a private developer leases public property to construct a facility and associated amenities. The developer owns the facility, but the City owns the land. When the project is complete, the City leases the facility from the developer for up to 50 years. Detailed terms for the facility and lease payments and are outlined in the lease agreements which include a maximum cost for construction and annual lease payment terms. In Ellensburg’s case, terms will include early buy-down or buy-out options.
- An RFQ to solicit developers for the project was published locally in the Daily Record and in the Seattle Daily Journal of Commerce on October 9 and 16, 2025.
- One response was received. That response was from Central Paving LLC.
- The original City estimates of a facility to replace the ERRC were ~\$12.5 million. Early design and validation through traditional and progressive design-build methodologies escalated the facility cost substantially (from \$24 to \$60 million), which was outside the City’s range of affordability. The maximum construction cost for the facility under the lease lease-back method will be \$16 million.
- The developer’s response (Statement of Qualifications) was reviewed by an internal team and a recommendation was made to proceed with some conditions, which were incorporated into the Letter of Intent, approved by Council on 3/2/26. The letter is the framework to begin building the detailed leases before construction will begin. Other elements in the letter are unique to this type of lease lease-back project delivery.
- Lease papers will be negotiated over the next couple months to create the legal structure that protects the City’s interests in receiving a quality facility with the best public value.
- Parks staff will work with the developer to select the recreation amenities and advise on functional aspects of the design. The Public Works Director will be the project lead because the team is accustomed to construction and public utilities. Staff will host regular project meetings to maximize efficiency to build the final lease documents.
- Please contact PW Director Ryan Lyyski at lyyskir@ellensburgwa.gov or the City Manager at citymanager@ellensburgwa.gov with questions.

8. Consider KEEN Request to Partner for their Get Intimate with the Shrub-Steppe (GISS) & Suncadia SpringFest Kids Nature Coloring Contest

KEEN and Suncadia are working together on hosting 2026 Springfest and GISS and requested a partnership with the City. This would include promotion of a coloring contest for K-5 kids, displaying artwork, and a Council sub-committee would select finalists/winners. Staff request to confirm Council’s interest and appoint three members to serve as judges.

9. Share and Complete the Housing Survey by April 12

Complete [this survey](#) by April 12th to help plan future housing in Ellensburg and enter for a chance to win a \$50 gift card to downtown businesses. Ellensburg renters and homeowners, we want to hear from you! See attached flyer.

10. Preview of Tuesday, April 6 Council Agenda

The next meeting will include Proclamations for Arbor Day and National Child Abuse Prevention Month, as well as an annual presentation from the Kittitas County Chamber of Commerce. An ordinance for electric utility rates will also be presented and second reading of the Ordinance amending Chapter 1.88.

Sign Up For Paperless Billing and Enter To Win \$250!

Let's make bill-paying a breeze, with a chance to win some cash!



Let's make bill-paying a breeze—and give you a shot at one of five \$250 gift cards while we're at it! We're celebrating stress-free billing by rewarding folks who enroll in Paperless Billing through your City of Ellensburg utility account portal.

Already signed up for Paperless Billing? You're automatically entered. No action needed!

If you're not on Paperless Billing yet, use the steps below to sign up.

1. Go to City of Ellensburg website: www.ellensburgwa.gov/
2. Click the "Pay Utility Bill" button to access the account portal.
3. Log in to your account.
4. Click the "Go Paperless" link from the homepage under the "Pay Now" button.

You'll be automatically entered into the drawing to win one of five \$250 gift cards just for making your life easier. Paperless Billing is safe and secure—so you never have to worry. Thanks for being part of what makes Ellensburg flow! Questions? Contact Utility Billing at (509) 962-7201.

NO PURCHASE NECESSARY. Open to legal residents with an active City of Ellensburg account in good standing. Must be enrolled in Paperless/eBill and the online web self-service portal as of April 30, 2026 to qualify. New enrollees must complete signup between March 1, 2026 and April 30, 2026. Limit one entry per account. Five winners will be selected at random and notified via email or phone. Terms subject to change.

This sweepstakes is not paid for with customer rates. It is solely sponsored by Origin Utility, Inc., the electronic bill presentment and payment solution used by City of Ellensburg.





ELLENSBURG 2046

Hometown Heart — Bright Future

Ellensburg Housing Survey

Complete this survey to help plan future housing in Ellensburg and enter for a chance to **win a \$50 gift card to downtown businesses**. Ellensburg renters and homeowners, we want to hear from you!



Encuesta de vivienda en Ellensburg

Complete esta encuesta para ayudar a planificar futuras viviendas en Ellensburg y participe del sorteo para **ganar una tarjeta de regalo por \$50 para tiendas del centro de la ciudad**. ¡Inquilinos y propietarios de Ellensburg, queremos escucharlos!



Questions or comments? - contact freyl@ellensburgwa.gov
¿Preguntas o comentarios? - contacta a freyl@ellensburgwa.gov