

CITY COUNCIL AGENDA

May 4, 2026



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To attend the city council meeting virtually register here:
https://us02web.zoom.us/webinar/register/WN__NBh6HdhS7CQJUuQUUIK7w

The 6 p.m. Study Session will take place in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926. No public comment will be accepted. The meeting is available to livestream on YouTube at ECTV Ellensburg.

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.

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ellensburgwa.gov

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](https://www.youtube.com/channel/UCv3v3v3v3v3v3v3v3v3v3v3). 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 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 scheduled for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

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

**CITY OF ELLENSBURG
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Monday, May 4, 2026
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (No Public Comment)

- A General Sewer System Plan Overview 7

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

- 2.A Jewish American Heritage Month 17

- 2.B Asian American/Native Hawaiian & Pacific Islander (AANHPI) Heritage Month 18

3. Awards and Recognitions

4. Approval of Agenda (No Public Comment)

5. Consent Agenda (No Public Comment)

Items listed below have been distributed to Councilmembers in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember or at the request of a member of the public with concurrence of a Councilmember. Requests to remove items should be made under Item 4 Approval of Agenda.

- 5.A Approve Minutes of April 20, 2026 Regular Meeting 19

- 5.B Acknowledge Minutes of Boards and Commissions 23

- 5.C Clean Energy Transformation Act (CETA) RCW 19.405.120, Section 120 Low-income Program Funding 53

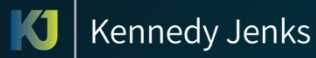
- 5.D 2025-2026 Stormwater Management Plan Update 60

- 5.E Renewal of the Memorandum of Understanding (MOU) authorizing the Kittitas County Conservation District and City of Ellensburg to collaborate in implementing the Heritage Gardens Program and other conservation activities within the City 101

- 5.F Bid Award – Bid Call 2026-07 Recirculation Pump Station Upgrades 107

5.G	Fair and Rodeo Approvals	109
5.H	Contract Amendment for Axon Enterprise Transcription Services	116
5.I	Project Acceptance - NTIA Fiber Construction Project	127
5.J	Approve May 4, 2026 Voucher Listing	129
6.	Petitions, Protests, and Communications	
6.A	Arts Commission Appointment - Emily Jacobs (Public Comment Opportunity)	130
6.B	Utility Advisory Committee Appointments - Charlotte Tullos, Camber Owlsym, & Frederick Padjen (Public Comment Opportunity)	135
6.C	Cold Weather Shelter 2025-2026 Season Recap by HopeSource (Public Comment Opportunity)	144
6.D	Puget Sound Energy (PSE) and City Light Wildfire Communications (Public Comment Opportunity)	
7.	Public Comment on Non-agenda Items	
8.	Business Requiring Public Hearings	
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Ordinance 4986 (2nd Reading) — Approving Rezone of Parcel #367933 (Public Comment Opportunity)	145
9.B	First Reading of Ordinance 4984 Amending Ellensburg City Code Chapter 8.54.150 -- Residential Parking Zones (Public Comment Opportunity)	156
9.C	Resolution 2026-08 Amending the Community Development Fee Schedule (Public Comment Opportunity)	169
10.	Unfinished Business	
11.	New Business	
11.A	Facility Use Agreement for Mobile Medication Unit—Opioid Treatment Program (Public Comment Opportunity)	175
11.B	Lodging Tax Advisory Committee Funding Recommendation for Ellensburg Downtown Association (Public Comment Opportunity)	190
11.C	Adoption of the 2026 General Sewer Plan (Public Comment Opportunity)	204
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	206
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	

14. Adjournment



General Sewer Plan Update

City Council
5.4.2026

Presented by:
Mackenzie Capaci, PE



1

Agenda

- 1 Share key findings from the General Sewer Plan (GSP)
- 2 Explain why capital improvements are needed
- 3 Walk through how projects were identified and prioritized discussion
- 4 Provide context for upcoming financial discussion



CITY OF ELLENSBURG | GSP

2

GSP Objectives

- Looks 20 years ahead (to 2044)
- Evaluates system risk, condition, and capacity
- Ensures continued permit compliance
- Protects public health and the Yakima River



3

Purpose

- Protects public health and the environment
- Reduces long-term financial risk
- Supports growth and development
- Positions the City for regulatory certainty

4

System Analysis



5

System Analysis



Risk = Consequence of Failure (CoF) x Business Vulnerability (BV) x Likelihood of Failure (LoF)

- Public & Staff Health and Safety
- Environmental and Regulatory Impacts
- Quality of Service and Continuity
- Public Perception
- Fiscal Impact

- Work Execution Management
- Asset Condition
- Workforce Reliability and Training
- Workforce Safety Features and Culture
- Process Resiliency
- Engineering for Maintenance Reliability and Asset Performance Tracking

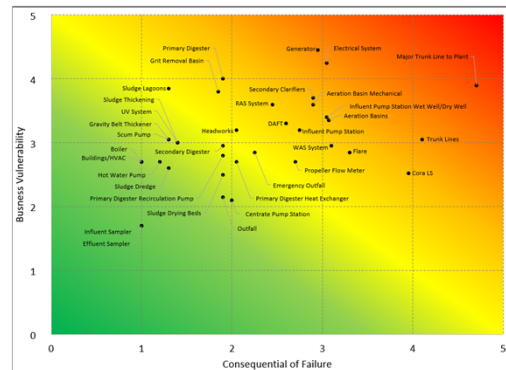
- Obsolescence and Maintainability
- Regulatory Compliance
- Capacity and Performance
- Existing and Future Physical Conditions

6

System Analysis



- What the BRVA told us
 - Identified systems where failure has highest consequences
 - Focused on safety, environment, and service reliability
- Highest-risk areas
 - Electrical systems
 - Secondary clarifiers
 - Aeration equipment
 - Influent systems



7

System Analysis

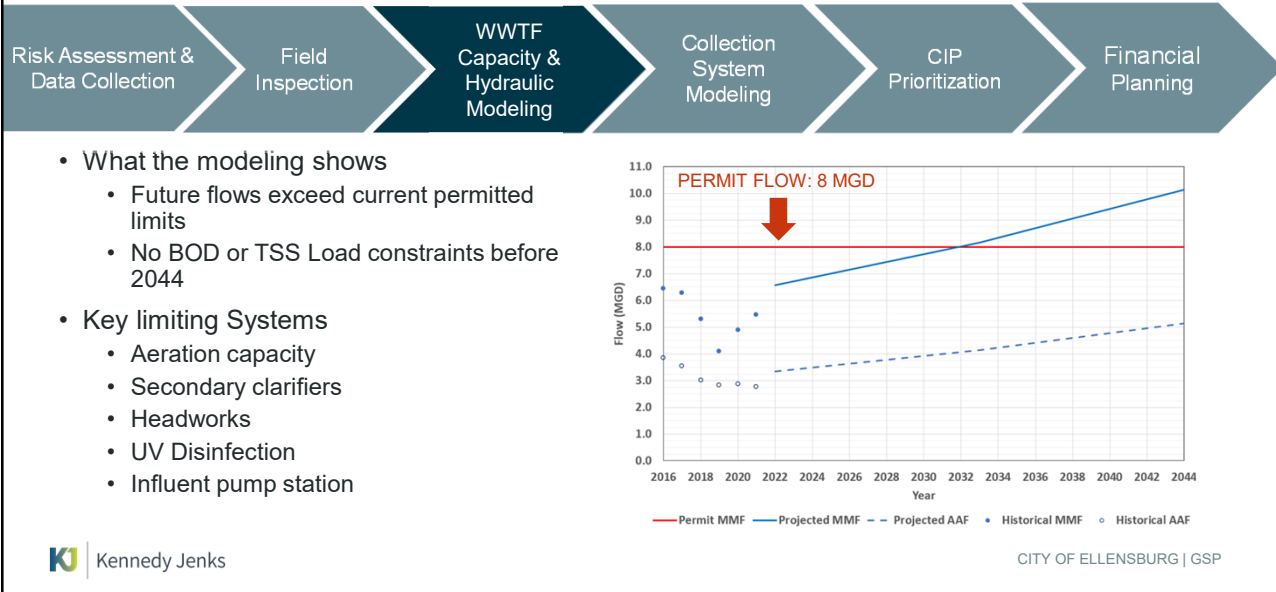


- Inspection highlights
 - Poor/failing equipment & corrosion
 - Grit System, MCCs, Flare
 - Safety Concerns
 - MCCs
 - Secondary Clarifier
 - Limited redundancy
 - Aeration Basins
 - Influent Pump Station
 - Maintenance & access constraints
 - Secondary Clarifier



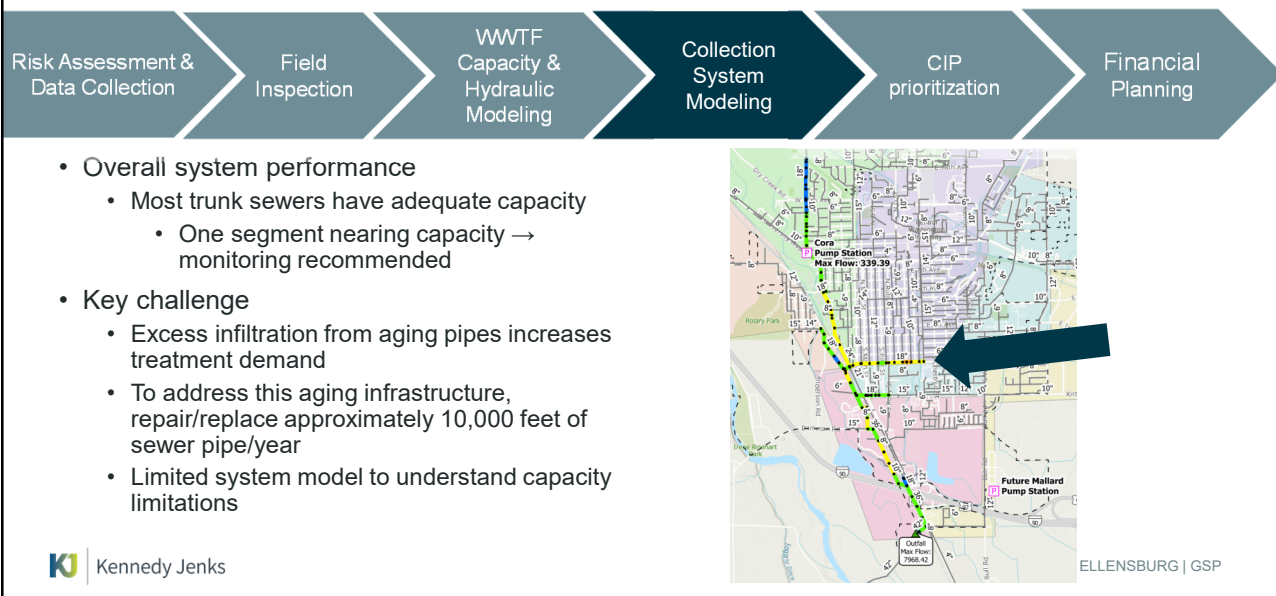
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System Analysis



9

System Analysis



10

System Analysis



• Without upgrades

- Increased operational risk
- Reduced treatment reliability
- Higher regulatory compliance risk

• With upgrades

- Long-term environmental protection
- Reliable service through 2044
- Predictable, planned investment

11

System Analysis



• How projects were prioritized

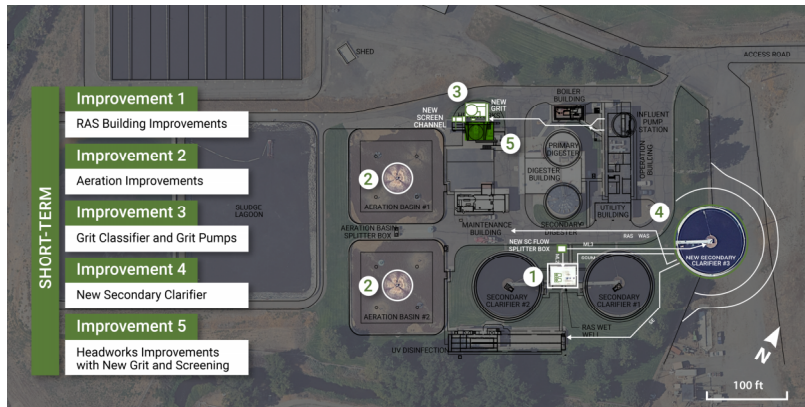
- Risk reduction
- Capacity needs
- Regulatory requirements
- Constructability and phasing

• Strategy

- Near-term stabilization
- Mid-term expansion
- Long-term resilience

12

System Analysis



Kennedy Jenks

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13

System Analysis

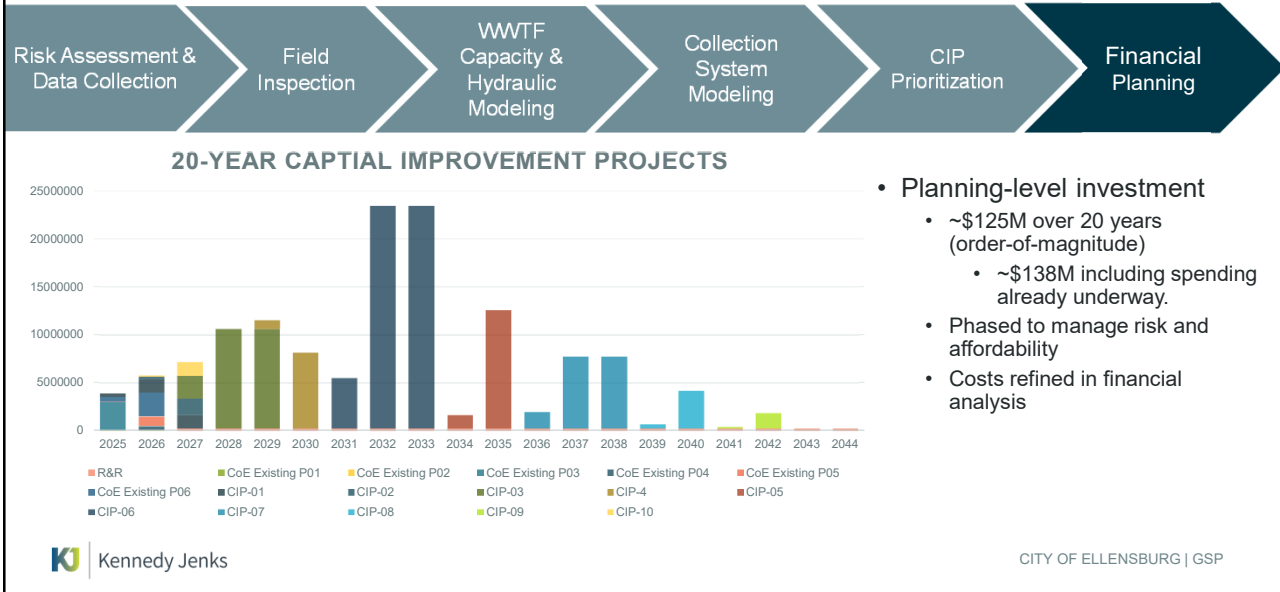


Kennedy Jenks

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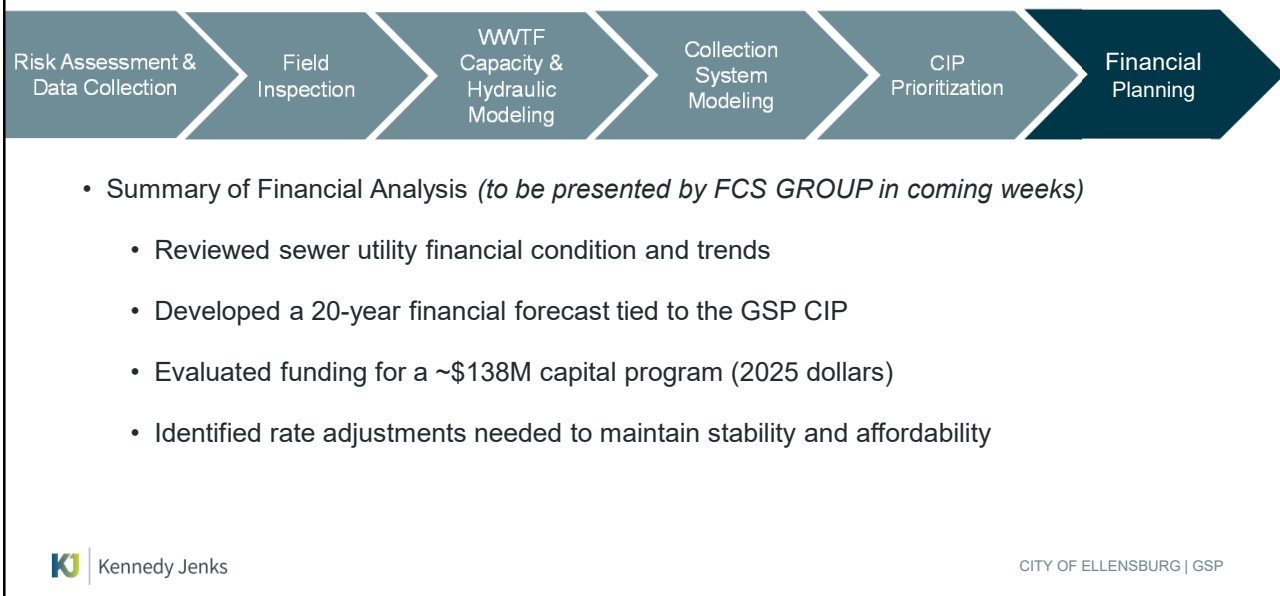
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System Analysis



15

System Analysis



16

Key Takeaways

- 1 Capital projects are driven by risk and data
- 2 Investments are needed to maintain compliance
- 3 Phased improvements protect public health and the environment
- 4 Financial planning follows this technical foundation

17

Looking Ahead



Department of Ecology in final review



Wastewater Comprehensive Plan for Council adoption

18

Request for
Council
Approval

*Acceptance of General Sewer Plan during
your regular meeting.*

 Kennedy Jenks

CITY OF ELLENSBURG | GSP

19

Q & A

 Kennedy Jenks

20



PROCLAMATION

Jewish American Heritage Month 2026

Whereas, fleeing oppression from other areas of the world and looking for a place where they could practice their faith and lead their lives freely, the first Jewish immigrants arrived on American soil in 1654 in New Amsterdam; and

Whereas, since 2006, when President George W. Bush issued the first Presidential Proclamation designating May as Jewish American Heritage Month; and

Whereas, bias acts of antisemitism, from subtle to overt, continue to increase in Washington, across America, and in our community, we remember the anti-Jewish expulsions, mass murders, and discrimination of the Holocaust, and we recognize the need to root out prejudice and combat anti-Semitism locally, statewide, and nationally; and

Whereas, we recognize Jewish Americans who, in the face of discrimination, sexism, and hard times, made, and continue to make, significant contributions locally, statewide as well as nationally; and

Whereas, the City of Ellensburg recognizes and honors the many Jewish Americans in our community who strengthen our medical, educational, business, religious systems, and our civic organizations;

Now, Therefore, the Mayor of the City of Ellensburg does hereby proclaim May 2026 as Jewish American Heritage Month in Ellensburg and encourages all residents to join in this observance by building bridges of understanding and friendship with our Jewish American neighbors.

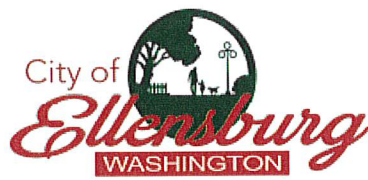
Signed this 4th day of May 2026.

Attest:
City Clerk

A handwritten signature in blue ink, reading "Beth Leach", written over a horizontal line.

A handwritten signature in blue ink, reading "Rich Elliott", written over a horizontal line.

Rich Elliott, Mayor



PROCLAMATION

Asian American/Native Hawaiian and Pacific Islander (AANHPI) Heritage Month 2026

Whereas, May is a celebration of Asian American/Native Hawaiian and Pacific Islander cultures, languages, and religions and a recognition that these peoples, as individuals and groups, have enriched the United States' culture and society and strengthened its global connection; and

Whereas, we acknowledge the Asian American/Native Hawaiian and Pacific Islander communities continue to experience exclusion, racism, discrimination, physical attackers, incarceration, and deportation and a lack of equity in this country; and

Whereas, the American story as we know it would be impossible without the strength, contributions, and legacies of AANHPI individuals and communities who have helped build and unite this country in each successive generation. From laying railroad tracks, tilling fields, and starting businesses, to caring for our loved ones and honorably serving the country in uniform, AANHPI communities are deeply rooted in the history of the United States; and,

Whereas, the City of Ellensburg recognizes and honors many Asian American, Native Hawaiians, and Pacific Islanders residing herein who contribute each day to the strength and vibrancy of this community.

Now, Therefore, the Mayor of the City of Ellensburg does hereby proclaim May 2026 as Asian American/Native Hawaiian and Pacific Islander Heritage Month in Ellensburg and encourages all citizens to join in this observance by building bridges of understanding and friendship with our Asian American/Native Hawaiian and Pacific Islander neighbors.

Signed this 4th day of May 2026.

Attest:
City Clerk

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

A black ink signature of Rich Elliott, 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

April 20, 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 Thompson

1. Call to Order and Roll Call

Roll Call Present: Sarah Beauchamp, Nancy Goodloe, Nancy Lillquist, David Miller, Joshua Thompson

Absent: Rich Elliott and Delano Palmer (both excused)

Others present in person: Finance Director Pascoe (Acting City Manager), City Attorney Horner, City Clerk Leader, Community Development Director Carlson, Associate Planner Pedersen, Energy Services Director Stanavich, Energy Resources Manager Baker and approximately three members of the public

Others present remotely via Zoom: Two members of the public

2. Proclamations

2.A National Safe Digging Month

Councilmember Miller read the proclamation.

2.B Bike Month

Mayor Pro Tem Lillquist read the proclamation

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Goodloe moved to approve the Agenda as presented. **Motion Approved 5-0**

5. Consent Agenda

5.A Approve Minutes of April 6, 2026 Regular Meeting

5.B Approve Minutes of April 6, 2026 Study Session

5.C Acknowledge Minutes of Boards and Commissions

5.D Approve April 20, 2026 Voucher Listing

Councilmember Miller moved to approve the Consent Agenda as presented. **Motion Approved 5-0**

6. Petitions, Protests, and Communications

6.A Planning Commission Appointment (Matt Stalder) & Reappointment (Ed Harrell) (Public Comment Opportunity)

Dan Carlson, Community Development Director, presented the recommended appointment of Matt Stalder and reappointment of Ed Harrell to the Planning Commission.

Matt Stalder spoke regarding his interest in serving on the commission.

Councilmember Miller moved to approve appointment of Matt Stalder and reappointment of Ed Harrell to the Planning Commission. **Motion Approved 5-0**

7. Public Comment on Non-agenda Items

Public Comment was heard from the following citizen:

- Pat Kelleher

8. Business Requiring Public Hearings

8.A Closed Record Hearing for Rezone Application P26-002, Manufactured Home Park (MHP) to Residential Medium (R-M) Zoning, and First Reading of Ordinance #4986 (Limited Public Comment)

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

With no comments from the public and no questions from Council, Mayor Pro Tem Lillquist closed the public hearing.

Councilmember Miller moved to approve rezone application request P26-002 to rezone parcel #367933 to Residential Medium (R-M) and adopt the Hearing Examiner's Recommended Findings of Fact, Conclusions of Law, and Decision, and to conduct first reading of Ordinance 4986. **Motion Approved 5-0**

9. Introduction and Adoption of Ordinances and Resolutions

9.A Second Reading of Ordinance 4983 Amending Ellensburg City Code Chapter 9.91.100 — Electric Utility Rate Schedules (Public Comment Opportunity)

Nichole Baker, Energy Resources Manager, presented Information in the staff report.

Public Comment was heard on the topic from the following citizen:

- Pat Kelleher

Council asked questions of staff.

Councilmember Goodloe moved to Conduct Second Reading and Adoption of Ordinance 4983 — Amending Ellensburg City Code Chapter 9.91.100 — Electric Utility Rate Schedules **Motion Approved 4-1 (Beauchamp voted no)**

10. Unfinished Business

11. New Business

- 11.A Letter of Commitment, CWU Collaboration, Geothermal Resource Characterization & Confirmation (Public Comment Opportunity)
Buddy Stanavich, Energy Services Director, presented information in the staff report.

Councilmember Miller moved to approve the Mayor to sign the Letter of Commitment for the Department of Energy Notice of Funding Opportunity, Central Washington Collaboration – Geothermal Resource Characterization & Confirmation, as attached, or in substantially similar form. **Motion Approved 5-0**

12. Miscellaneous

- 12.A Manager's Report (No Public Comment)
Jerica Pascoe, Finance Director and Acting City Manager, presented information in the report.

Staff requested Council set a study session for 6 pm on May 18th to review proposed water and wastewater rate increases.

Councilmember Miller moved to approve a study session for 6:00 pm on Monday, May 18, 2026. **Motion Approved 5-0**

- 12.B Councilmembers' Reports (No Public Comment)

- Councilmember Beauchamp attended the LEOFF Disability Board meeting, Arts Commission member interviews, FISH warehouse dedication ceremony and Poet Laureate event. She announced she was unable to continue as liaison on Library board and Councilmember Goodloe volunteered to serve as council liaison
- Councilmember Goodloe reported on AAEE Commission, and KCCOG Executive Director interviews taking place April 29th
- Councilmember Miller attended the LEOFF Disability Board meeting, Planning Commission member interviews, and FISH warehouse dedication ceremony

-
- Mayor Pro Tem Lillquist attended the Environmental Commission and Utility Advisory Commission meetings

An Executive Session was needed and was expected to last approximately ten minutes. No action would be taken.

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.

Council recessed to Executive Session at 7:58 pm and it was anticipated to last ten minutes. No action would be taken. Councilmember Miller announced at 8:08 pm that the Executive Session was being extended an additional five minutes.

Council reconvened at 8:13 pm.

14. Adjournment

Meeting adjourned at 8:14 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Affordable Housing Commission Meeting

April 1, 2026

4:30 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Present: Courtney Garzone, Dan Witkowski, Delano Palmer, John Perrie, Kim Funston, Sarah Syverson.

Not present: None.

Also present: Dan Carlson, Community Development Director; Lily Frey, Housing Program Manager; Denise Tlatelpa, Planning Technician and several members of the public.

Chair Garzone called the meeting to order at 4:30 p.m.

2. Approval of Agenda

Councilmember Palmer moved to approve the agenda as presented. Motion passed 6-0.

3. Approval of Minutes

3.A. March 4th, 2026 Meeting minutes

Councilmember Palmer moved to approve the minutes as presented. Motion passed 6-0.

3.B. March 18th, 2026 Meeting minutes

Councilmember Palmer moved to approve the minutes as presented. Motion passed 6-0.

4. Public Comments

None.

5. New Business

5.A. June Land Development Code Changes Review

Frey presented proposed changes to the Land Development Code for completion by June 2026 due to legislative requirements, including the conversion of buildings to residential use and related parking and other exemptions, and removal of siding prohibitions. Other proposed Land Development Code changes address detached accessory dwelling unit (ADU) placement requirements. Commissioners discussed the opportunities presented for ADU options. Councilmember Palmer moved to recommend the proposed Land Development Code changes to Planning Commission. Motion passed 6-0.

5.B. Housing Element Draft Review (Public Comment Opportunity)

Frey summarized updates from the housing element draft including population trends, existing housing compared to household size, and the changes in the housing market. Frey shared proposed edits to the Goals, Policies, & Programs section, requesting feedback from the group.

The commissioners discussed opportunities to improve on vague or exclusionary terminology and a proposed new program under Goal H-2 Policy A to monitor permitting for barriers to middle and multifamily housing. Most items that have been deleted are not directly related to housing. No public comments were heard. Councilmember Palmer moved to recommend the Housing Element to the Planning Commission for approval. Motion passed 6-0.

6. Unfinished Business

None.

7. Staff Update/ Discussion Items

7.A. Commissioner & Staff Updates

Denise Tlatelpa, with the Community Development department, will be attending for clerical support. Tlatelpa made a short introduction.

Frey announced that Sarah Bedsaul has resigned from her position on the commission and requested a subcommittee volunteer to interview new potential commissioners; Kim Funston volunteered.

7.B. Upcoming meeting schedule

The commission will meet on April 15 for discussion of the racially disparate impact memo.

Frey provided an overview of the new Zoom Webinar format, which enables the muting or removal of disruptive attendees. Commissioners can notify Frey if they plan to attend virtually to receive a presenter link. Frey will check if social media mentions require Zoom link updates.

8. Commission Representative Update

None.

9. Adjournment

Chair Garzone adjourned the meeting at 5:05 p.m.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Environmental Commission, Regular Meeting

January 21, 2026

5:15 PM

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926**

[Environmental Commission Regular Meeting | Meeting-Join |
Microsoft Teams](#)

1. Call to Order and Roll Call of Members

- 1.A **Nancy Lillquist:** City Council Member
Jordan Spradlin: CWU-Appointed Member
Christina Wollman: Chairperson
Brenda DeVore: Member at Large
Kamran Hermann: Member at Large
Raven Harlin: Member at Large
 OPEN : EHS Env. Club President (Ex-officio Member)

Present: Nancy Lillquist, Christina Wollman, Brenda DeVore, Raven Harlin

Absent: Jordan Spradlin, Kamran Hermann

Others Present: Rebecca Springer - Water Resources Manager, Stacey Henderson - Planning Manager, Erin McGowan - Water|Storm Program Coordinator

2. Approval of Agenda

- 2.A Approval of the Proposed Agenda for January 21, 2026

Commissioner DeVore moved to approve the agenda. Motioned passed 4-0.

3. Approval of Minutes

- 3.A Approval of the Meeting Minutes from December 17, 2025

Commissioner Lillquist moved to approve the December 17, 2025 meeting minutes. Motioned passed 4-0.

4. New Business

4.A Official Welcome to Jordan Spradlin!

Jordan Spradlin's nomination to the Environmental Commission was approved by City Council.

4.B Climate & Environmental Planning Task Force - Subcommittee Creation

Stacey Henderson invited two members of the Environmental Commission (EC) to participate in the Climate & Environmental Planning Task Force. The Task Force will support the Comprehensive Plan update by assisting with development of a new Climate Resilience chapter and updates to the Environmental chapter.

The consultant recommended an extensive work plan to support policy development, determine whether the Climate Resilience and Environmental chapters should be combined or standalone, and review draft and final chapter materials. EC representatives serving on the Task Force will provide updates at regular EC meetings for discussion and direction as needed. The tentative schedule is expected to be finalized next week.

Commissioner Lillquist moved to nominate Commissioner Wollman to serve as an EC delegate to the Climate & Environmental Task Force and to circulate an email to recruit an additional EC representative.

Motion passed 4-0.

5. Unfinished Business

5.A Verification of Bike Month Subcommittee (3 members)

Commissioner Lillquist moved to appoint Commissioners Lillquist, DeVore, and Spradlin to the Bike Month Subcommittee.

Motion passed 4-0.

5.B 2026 Community Recycling Event

The Commission discussed planning and logistics for the 2026 Community Recycling Event, including revisions to the event flyer, use of a QR code for updated information, and potential materials and activities to be included. Volunteer participation and coordination with partner organizations were also discussed.

6. Citizen Comment

None.

7. Staff Update/Discussion Items

7.A Ecology WQ Stormwater Capacity Grant Acceptance

Rebecca Springer provided an update on the Ecology Water Quality Stormwater Capacity Grant. City Council approved execution of the grant agreement, which provides \$120,000 in funding to support development of the Stormwater Companion Document.

7.B Companion Storm Document Update

Rebecca Springer provided an update on the Companion Stormwater Document currently in development. Once completed, it will be adopted into City standards and will include a flow chart outlining stormwater requirements to clarify standards and expedite review timelines.

7.C Gateway II 90% Design Grant closeout

Rebecca Springer provided an update on the Gateway II 90% design grant closeout, which is expected to be completed by the end of the month. She noted that construction grant funding will be available this spring, with construction anticipated in 2028.

7.D Winter Lecture Series

Commissioner Lillquist shared that Mid-Columbia Fisheries has put out a 2026 Winter Speakers' Series. On February 18th, they will be providing an update on the Lower Kittitas Valley Floodplain Restoration. Cowiche Canyon Conservancy will also be holding Winter Talks that you can attend in person at Yakima Valley College or view via livestream.

8. Adjournment

Commissioner Wollman adjourned the meeting at 6:20 PM.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Environmental Commission, Regular Meeting

February 18, 2026

5:15 PM

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926**

[Environmental Commission Regular Meeting | Meeting-Join |
Microsoft Teams](#)

1. Call to Order and Roll Call of Members

Commissioner Wollman called the meeting to order at 5:15 p.m.

- 1.A Nancy Lillquist
Jordan Spradlin
Christina Wollman
Brenda DeVore
Kamran Hermann
Raven Harlin
___ OPEN ___ : EHS Env. Club President (Ex-officio Member)

Present: Nancy Lillquist, Jordan Spradlin, Christina Wollman, Brenda DeVore,
Kamran Hermann, Raven Harlin

Absent: None.

Others Present: Rebecca Springer - Water Resources Manager, Ryan Lyyski -
Public Work Director, Erin McGowan - Water / Storm Program Coordinator,
Shelly Edwards - KEEN, Meisner Dunlap - Staff Reporter CWU

2. Approval of Agenda

- 2.A Approval of the Proposed Agenda for February 18, 2026

Commissioner Lillquist moved to approve the agenda. Motioned passed 6-0.

3. Approval of Minutes

- 3.A Approval of the Meeting Minutes from January 21, 2026

Commissioner Lillquist moved to approve the January 21, 2026, meeting
minutes. Motion passed 6-0.

4. New Business

None.

5. Unfinished Business

- 5.A Climate & Environment Planning Task Force
Meeting #1: Tomorrow, Feb. 19 (3-5 pm) Com. Dev. Conference Room

Rebecca Springer reminded members that the first Climate & Environmental Planning Task Force meeting is scheduled for tomorrow, February 19th, from 3:00 to 5:00 p.m. Environmental Commission representatives, Commissioners Wollman and Hermann, will share feedback with the Commission at its next meeting.

- 5.B 2026 Community Recycling Event Update

Rebecca Springer shared the finalized list of approved items for collection at the Community Recycling Event, scheduled for Saturday, May 2nd. It was confirmed that Kittitas County Solid Waste will collect small batteries, and Commissioner Spradlin will collect clothing for CWU's Professional Clothing Closet. The list of booths has been tentatively finalized, with a few organizations still pending follow-up.

Commissioner DeVore moved to approve the final recycling list, including any pending items. Motion passed 6-0.

- 5.C Bike Month Subcommittee Update

Commissioner Lillquist provided an update on the work being done by the Bike Month Subcommittee. Planning for the event is similar to last year. Raffle items are being secured, and local businesses along the bike route are being contacted for potential donations.

The Bike Month Event is scheduled for May 30th at Unity Park. Youth bike helmets will be distributed, and sponsors are being sought for fundraising. The Independent Order of Odd Fellows (IOOF), Washington State Parks, and Central Transit will participate. The Special Olympics bike team, OPR, and Kittitas County Public Health have been invited but have not confirmed. School principals will also be invited to promote Bike to School Day, and outreach is planned for Bike to Church and Bike to Work days.

The June bike rodeo still needs to be finalized for advertising.

6. Citizen Comment

Commissioner and guest introductions.

7. Staff Update/Discussion Items

- 7.A Tree City USA Application accepted by the Arbor Day Foundation, marking 43 years as a designated Tree City USA!

This year marks the 50th Anniversary of the Tree City USA program, and Ellensburg has been recognized for 43 years.

- There are four standards required to maintain the designation:
 1. Establish a community tree board, department, or position with legal authority for public tree care decisions
 2. Adopt a public tree care ordinance
 3. Maintain an annual expenditure of at least \$2 per capita on community tree care activities — In 2025, Ellensburg spent \$12.32 per capita to support Urban Forestry.
 4. Hold an Arbor Day observance and proclamation.

- 7.B City also received 3rd consecutive Growth Award for going above and beyond the minimum Tree City requirements!
In 2025, Ellensburg also received the Growth Award recognition. The Growth Award honors communities that go above and beyond the four standards of the Tree City USA program. This is the third consecutive year Ellensburg has received the award.

- Achievements contributing to the recognition include:
 1. Completion of the City Park & Facilities Tree Inventory.
 2. Implementation of a public outreach campaign as part of the broader Urban Forestry project, completed in summer 2025.
 3. Volunteer service efforts, including partnering with CWU SLICE Volunteers to plant trees and native plants in the areas of Irene Rinehart Park affected by the 2024 summer fires.

- 7.C Upcoming utility rate update and new sewer system plan updates.

Ryan Lyyski shared that Public Works has been working on utility rate updates and a new sewer system plan update, which will be presented to the Environmental Commission in March or April.

8. Adjournment

Commissioner Wollman adjourned the meeting at 5:45 p.m.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Environmental Commission, Regular Meeting

March 18, 2026

5:15 PM

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926**

[Environmental Commission Regular Meeting | Meeting-Join |
Microsoft Teams](#)

1. Call to Order and Roll Call of Members

- 1.A Nancy Lillquist
Jordan Spradlin
Christina Wollman
Brenda DeVore
Kamran Hermann
Raven Harlin
___OPEN___: EHS Env. Club President (Ex-officio Member)

Present: Nancy Lillquist, Jordan Spradlin, Christina Wollman, Brenda DeVore, Kamran Hermann, Raven Harlin.

Others Present: Rebecca Springer – Water Resources Manager

2. Approval of Agenda

- 2.A Approval of the Proposed Agenda for March 18, 2026

Commissioner Harlin moved to approve the agenda as proposed. The motion was seconded by Commissioner Lillquist. Motion passed 6-0.

3. Approval of Minutes

- 3.A Approval of the Meeting Minutes from February 18, 2026

Commissioner Spradlin moved to approve the Meeting Minutes from February 18, 2026. The motion was seconded by Commissioner DeVore. Motion passed 6-0.

4. Citizen Comment

None.

5. New Business

5.A Bike Month Proclamation

No formal action was taken on this agenda item.

5.B Arbor Day Proclamation (Submitted - on April 6th City Council Agenda)

No formal action was taken on this agenda item.

5.C Discussion of Preferences for Proclamation Review

Commissioner Lillquist made a motion that the Environmental Commission consider proclamations for Arbor Day, Bike Month, and Earth Day on a recurring basis, and review other environmentally relevant proposed proclamations upon submittal, unless such review would present a conflict due to time constraints. The motion was seconded by Commissioner DeVore. Motion passed 6-0.

5.D April Meeting Discussion - Reviews of Sewer Plan & Transportation Element of Comprehensive Plan (Special Meetings? Change date to 4/25?)

A discussion of Commissioner availability and schedule preferences for the April meeting was held, as this meeting is expected to be uncharacteristically long to accommodate several time-sensitive items. No formal action was taken on this agenda item. However, a general preference for a long meeting beginning at 4 pm on April 15, 2026, was noted.

6. Unfinished Business

6.A Climate & Environment Planning Task Force - Recap & Discussion

No formal action was taken on this agenda item.

6.B 2026 Community Recycling Event Update

No formal action was taken on this agenda item.

6.C Bike Month Subcommittee Update

No formal action was taken on this agenda item.

7. Staff Update/Discussion Items

7.A 13-Month Pumping Report

No formal action was taken on this agenda item.

8. Adjournment

Commissioner Wollman adjourned the meeting at 6:25 pm.

3.A

Motion to Approve the February 17, 2026, ETAC Agenda.

Motion to approve the February 17, 2026, ETAC Agenda was made by Committee member Chrisman.

Motion carried 6-0.

4. Approval of Minutes

4.A

Motion to Approve the January 20, 2026, Meeting Minutes.

Motion to approve the January 20, 2026, Meeting Minutes was made by Committee member Blanchard.

Motion carried 6-0.

5. Consent Agenda

5.A

Motion to recommend the City Council approve the PTD1309 Formula Operating Grant Agreement.

5.B

Motion to recommend the City Council approve the Amended Agreement between the City of Ellensburg and Central Washington University.

5.C

Motion to recommend the City Council approve the 2026 WSTIP Risk Grant.

Motion to approve the Consent Agenda was made by Committee Member Hurson.

Motion carried 6-0.

6. Transit Updates

6.A

Special Guest Speakers from the Developmental Disabilities Advisory Committee.

Guest speakers shared their experiences and improvements for the future of Ellensburg Central Transit.

6.B

January 2026 Transit Information.

The January 2026 Transit Information was shared with Committee Members.

7. Transportation Updates

7.A

Capital Improvement Project Update

Staff shared updates for the Mtn. View Ave/Bull Rd/Willow St. Signal project, Vantage Hwy. Shared Use Pathway, 3rd Ave. Shared Use Pathway, Gateway II, the Umptanum and Anderson Roundabout project, and the 2025 Canyon Rd Overlay.

7.B

Grant Application Update.

Grant updates for capital improvement projects were shared with the Committee. Staff is currently preparing a Freight Mobility Strategic Investment board application for the University Way and Water St. intersection improvements.

7.C

Comprehensive Plan Transportation Element Status.

Staff shared an update on the status of the transportation section for the 2026 Comprehensive Plan. The traffic engineering consultant will come to the next meeting to present additional details to ETAC. Committee members asked about consideration of all-way stop control at Water St. and Bender Rd. and at 5th Ave. and Chestnut St.

8. Member Updates

8.A

Open to ETAC Members.

9. Next ETAC Meeting

9.A

March 17th

10. Adjournment

The February 17, 2026, ETAC Meeting was adjourned at 4:19 PM.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of LEOFF 1 Disability Board, Regular Meeting

January 28, 2026

8:00 AM

Ellensburg City Hall - Council Conference Room

501 N Anderson St.

Ellensburg, WA 98926

1. Call to Order

The meeting was called to order at 8:14 am

Board members present: Councilmember Sarah Beauchamp, Mike Davis, Larry Loveless and Councilmember David Miller

Board members absent: None

Others present: Beth Leader, Board Clerk and Russell Colemore

2. Introduction of New Members - Councilmembers Beauchamp and Miller

Councilmembers Beauchamp and Miller were introduced.

3. Election of Chair and Vice-Chair

Larry Loveless agreed to continue serving as Board Chair. Sarah Beauchamp agreed to serve as Board Vice-Chair

David Miller moved to approve Larry Loveless as Chair and Sarah Beauchamp as Vice-Chair to the Board. **Motion approved 4-0**

4. Approval of Agenda

David Miller moved to approve the Agenda as amended, adding two retiree claims. **Motion Approved 4-0**

5. Approval of Minutes

5.A Approve Minutes of December 17, 2025 meeting

Mike Davis moved to approve the minutes as presented. **Motion Approved 4-0**

6. Unfinished Business

Beth explained past issues with the City's long term care insurance, UNUM, and the current retiree utilizing the insurance is now receiving payments. She has been working with the family to true-up payments between the City and UNUM.

7. New Business

7.A Review Nine Claims from Five Retirees

Two additional claims were received for board review, for a total of eleven claims.

Beth explained how claims are processed and how she tracks the medical reimbursements.

David Miller moved to approve the eleven claims as submitted. **Motion Approved 4-0**

8. Miscellaneous

9. Adjournment

Meeting adjourned at 8:44 am



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of LEOFF 1 Disability Board, Regular Meeting

February 25, 2026

8:00 AM

Ellensburg City Hall - Council Conference Room

501 N Anderson St.

Ellensburg, WA 98926

1. Call to Order

The meeting was called to order at 8:05 am

Board members present: Councilmember Sarah Beauchamp, Mike Davis, Larry Loveless and Councilmember David Miller

Board members absent: None

Others present: Beth Leader, Board Clerk and Rick West

2. Approval of Agenda

David Miller moved to approve the Agenda as amended, adding two retiree claims. **Motion Approved 4-0**

3. Public Comment on Non-Agenda Items

Public Comment was heard from LEOFF 1 Retiree Rick West

4. Approval of Minutes

4.A Approve Minutes of January 28, 2026 Meeting

David Miller moved to approve the minutes as presented. **Motion Approved 4-0**

5. Unfinished Business

6. New Business

6.A Review Two Claims from Two Retirees

Two additional claims from one retiree were received for board review, for a total of four claims.

David Miller moved to approve the four claims as submitted. **Motion Approved 4-0**

7. Miscellaneous

8. Adjournment

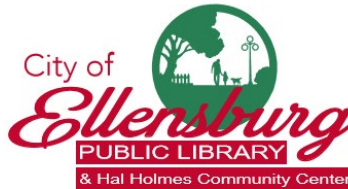
Meeting adjourned at 8:17 am

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

February 10, 2026

4:30 p.m.

Council Conference Room

Richard Moreno, Chair term expires 12- 31-2026

Josh Aubol, term expires 12-31-2027

Vikki Carpenter, Co-Chair, term expires 12-31-2028

Andreina Delgado, term expires 12-31-2028

Mary James, term expires 12-31-2027

Emily Brown-Pratz, term expires 12- 31-2030

Marty Blackson, term expires 12- 31-2027

I. CALL TO ORDER

Moreno called the meeting to order at 4:33 p.m.

II. ATTENDANCE

PRESENT: Josh Aubol, Marty Blackson, Emily Brown-Pratz, Mary James, Rich Moreno

ABSENT (excused): Vikki Carpenter, Andreina Delgado

COUNCIL LIAISON: Sarah Beauchamp (absent)

GUEST(S): None

OTHERS PRESENT: Josephine Camarillo, staff and Eli Carr, EPD

III. APPROVAL OF AGENDA

Motion made by Blackson to approve agenda with amendments; motion seconded by Aubol.

Motion approved. Motion passed 5-0.

IV. APPROVAL OF MINUTES

Motion made by James to approve January 2026 minutes; motion seconded by Blackson.

Motion approved. Motion passed 5-0.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director Report: Attending Council budget retreat on Feb. 6. 2026. Summer Reading theme is Unearth a Story (geology, dinosaurs, etc.). HH hosted Missoula Children's Theatre

B. Budget Report: 1st preliminary December 2025 budget looked well. Total library expenditures ending at about 95% for 2025.

C. Friends of the Library Report: FOL approved to fund one single space POD.

D. Library Birthday Event: Library birthday was a great success with nearly 200 people stopping by. Collage Club program attendance increasing and has been well received. Next celebration will be Wednesday, January 20, 2027.

VII. UNFINISHED BUSINESS

- A. Levels of Service Standards: Director will edit Library chapter in Comp plan and will send to Board prior to next meeting. Levels of Service will also be reviewed at next meeting with James and Director's suggested edits.
- B. Library user survey- Eli Carr, EPD visited Library Board to speak on City Customer Service Satisfaction survey and Community survey. City surveys target rollout expected April 2026. Library survey with more qualitative questions will follow in July with results review by September/October

VIII. NEW BUSINESS

- A. Staff Retreat: Staff retreat will take place on Friday, Feb. 27th. Library Board scheduled to attend 3:30pm-5:30pm for their regular meeting in lieu of March regular meeting. Supervisors will be presenting their 2025 highlights and goals for the upcoming year. Regular Board meeting will be 5pm-5:30pm. March meeting on, March 10th, will not be a regular meeting but a study session to finish Comp. plan chapter and Level of Services.

IX. UNSCHEDULED BUSINESS

- A. National Library Week, April 19-25, 2026.

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, February 27, 2026, at Hal Holmes during staff retreat.

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by Moreno at 5:43 p.m.

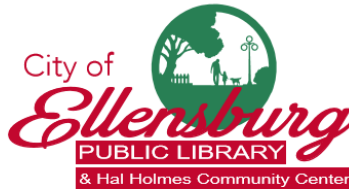
Respectfully submitted,
Josephine Camarillo, Director

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

February 27, 2026

4:45 p.m.

Council Conference Room

Richard Moreno, Chair term expires 12- 31-2026

Vikki Carpenter, Co-Chair, term expires 12-31-2028

Mary James, term expires 12-31-2027

Marty Blackson, term expires 12- 31-2027

Josh Aubol, term expires 12-31-2027

Andreina Delgado, term expires 12-31-2028

Emily Brown-Pratz, term expires 12- 31-2030

I. CALL TO ORDER

Moreno called the meeting to order at 4:56 p.m.

II. ATTENDANCE

PRESENT: Josh Aubol, Vikki Carpenter, Marty Blackson, Emily Brown-Pratz, Andreina Delgado, Mary James, Rich Moreno

ABSENT (excused): None

COUNCIL LIAISON: Sarah Beauchamp

GUEST(S): None

OTHERS PRESENT: Josephine Camarillo, staff

III. APPROVAL OF AGENDA

Motion made by Blackson to approve agenda with amendments; motion seconded by Carpenter.

Motion approved. Motion passed 7-0.

IV. APPROVAL OF MINUTES

Approval of February 10, 2026, minutes tabled till the next meeting on April 14, 2026.

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director Report: Department Supervisors presented 2025 highlights and 2026 goals during staff retreat.

B. Budget Report: 2nd preliminary December 2025 budget. Total library expenditures ending at about 95% for 2025. January 2026 budget not yet available.

C. Friends of the Library Report: No report.

D. Library Birthday Event: No report

VII. UNFINISHED BUSINESS

- A. None

VIII. NEW BUSINESS

- A. March meeting on, March 10th, will not be a regular meeting but a study session to finish Comprehensive Plan chapter and Level of Services Standards.

IX. UNSCHEDULED BUSINESS

- A. National Library Week, April 19-25, 2026.
- B. FISH Food Bank will be hosting a book drive.

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, March 10, 2026- Special meeting study session.

XII. ADJOURNMENT

With no further discussion, the meeting was adjourned by Moreno at 5:10 p.m.

Respectfully submitted,
Josephine Camarillo, Director



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

January 8, 2026

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call of Members

Chair Harrell called the meeting to order at 5:45 PM.

Planning Commission Present: Ed Harrell, Michael Buehn, Skylar Bisom-Rapp, Geraldine O'Mahony, Joe Sheeran, George Bottcher (arrived at 5:56PM)

Planning Commission Absent: Sathy Rajendran

Affordable Housing Commission Present: Delano Palmer, Sarah Bedsaul, Sarah Syverson, Kim Funston, Courtney Garzone, Dan Witkowski, John Perrie

Affordable Housing Commission Absent: None

Others Present: Andrew Oliver, Leland Consulting Group; Heidi Behrends Cerniwey, City Manager; Dan Carlson, Community Development Director; Stacey Henderson, Planning Manager; Lily Frey, Housing Program Manager; Mark Rud, Associate Planner; David Miller, Council liaison, and several members of the public.

2. Approval of Agenda

Commissioner Witkowski moved to amend the agenda to consider 4B - Review and discussion on Comprehensive Plan Periodic Update: Land capacity analysis and proposed zoning changes overview with Andrew Oliver of Leland Consulting before 4A - Planning Commission election of chair and co-chair. Motion passed 12-0.

3. Approval of Minutes

- 3.A Planning Commission November 13, 2025 regular meeting minutes
- Planning Commission November 13, 2025 regular meeting minutes
- Commissioner Sheeran moved to approve the November 13, 2025 Planning Commission regular meeting minutes as presented. Motion passed 5-0.

4. New Business

- 4.A Review and discussion on Comprehensive Plan Periodic Update: Land capacity analysis and proposed zoning changes overview with Andrew Oliver of Leland Consulting.
Henderson introduced the session goals of presenting work to date and gathering initial feedback and recapped the overall comprehensive plan update process. Frey shared housing allocations to the City by income band based on County allocations. Oliver presented an overview of the Land Capacity Analysis

(LCA) process and assumptions.

Commissioners discussed the overall growth planning assumptions, connections between jobs and housing, and how the LCA relates to urban growth area (UGA) expansion, and annexations and zoning changes. Oliver shared the initial calculations of land available by housing income bands, which indicates a small deficit of land available for multifamily housing for 0-80% AMI households. Frey presented proposed zoning changes to increase multifamily capacity, including potential changes south of Umptanum Road, along West University Ave, along North Airport Road and near North Water Street and Helena Ave. Commissioners asked about county vs. city income levels and reflections in housing figures.

Commissioners asked about analysis of public service impacts from proposed rezones, which have been considered in transportation modeling to date and will be considered in the Comp plan process based on the commissions' recommendations. Commissioners recommended considering Commercial Highway (C-H) zoned parcels along University Ave East for rezone potential to Central Commercial II (CC-II), which would allow developers access to the multifamily tax exemption program. Commissioners recommended considering mixed-use zoning for the Airport Road and Helena and Water areas to allow for desired neighborhood services and numbering these proposed changes to allow for separate consideration.

Commissioners identified that some parcels identified for potential rezone along North Airport Road would be affected by the airport overlay and expressed interest in revisiting the overlay zone definition and relevant restrictions. Commissioners expressed support for pursuing all of the proposed rezone options recognizing the need for more multifamily housing. Commissioners encouraged staff to consider how comp plan policies could affect underutilized parcels, particularly in central locations.

- 4.B 2026 election of Planning Commission chair and vice chair
Commissioner Bisom-Rapp nominated Commissioner O'Mahony as Planning Commission chair. Motion passed 6-0.
Commissioner Bottcher nominated Commissioner Bisom-Rapp as Planning Commission co-chair. Motion passed 6-0.

5. Unfinished Business

None.

6. Public Comment

None

7. Staff Update/Discussion Items

- 7.A Staff Updates: Council Action on 2025 Code Update and 2025 Annual Code Amendments
Henderson noted that Council followed the Planning Commission's recommendations as edited passing an ordinance of Title 15 changes including

temporary sales use, binding site plan regulations, co-living housing and code cleanup, adopting these changes in November 2025. The ordinance changes are currently in force and will be reflected on the City's code website in the coming months. Council followed the Planning Commission's capital improvement plan recommendations and adopted the changes. Council ultimately chose to adopt the alternate revisions to Chapter 9 of the Comprehensive Plan submitted by the Diversity, Equity and Inclusion (DEI) Commission rather than the staff recommended revisions of this chapter with a rewrite planned in 2026. Henderson thanked commissioners for their work on these challenging topics.

cleanup, adopting these changes in November 2025. The ordinance changes are currently in force and will be reflected on the City's code website in the coming months. Council followed the Planning Commission's capital improvement plan recommendations and adopted the changes. Council ultimately chose to adopt the alternate revisions to Chapter 9 of the Comprehensive Plan submitted by the Diversity, Equity and Inclusion (DEI) Commission rather than the staff recommended revisions of this chapter with a rewrite planned in 2026. Henderson thanked commissioners for their work on these challenging topics.

8. Commission Representative Update

None.

9. Adjournment

Chair O'Mahony adjourned the meeting at 7:28 pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

February 12, 2026

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call of Members

Commissioner Bisom-Rapp called the meeting to order at 5:45pm

Present: Michael Buehn, Ed Harrell, George Bottcher, Skylar Bisom-Rapp.

Absent: Geraldine O'Mahony, Sathy Rajendaran, Joe Sheeran

Others Present: Stacey Henderson, Planning Manager; Dan Carlson, Community Development Director; David Miller, City Council Liason.

Commissioner Harrell moved to approve the excused absences of commissioners Geraldine, Sathy, and Joe.

2. Approval of Agenda

Commissioner Bisom-Rapp moved to amend the agenda. Motion to add discussion item regarding Ellensburg demographics under unfinished business.

Commissioner Bhuen seconded the amended agenda. Motion passed 4-0

Commissioner Bhuen moved to approve amended agenda

Motion passed 4-0.

3. Approval of Minutes

- 3.A January 8, 2026 joint meeting with Planning Commission minutes
Review of January 8, 2026 meeting minutes from the joint study session with the Affordable Housing Commission.

Commissioner Harrell and Commissioner Botcher pointed out repeated paragraphs towards the end of the minutes as they were provided in the packet, and requested these two errors be amended.

Ed motioned to approve the January 8, 2026 meeting minutes with corrections of the two scrivener's errors.

Motion passed 4-0.

4. New Business

- 4.A Discuss upcoming land use planning and building fee changes
Discussion Item: Community Development Director Dan Carlson presented upcoming land use planning and building fee changes.

Community Development Director Carlson updated the planning commission regarding why we are looking at updating department fees, who is getting to look at updated fees, the last time they were updated, and how the fee updates have been calculated to ensure accuracy and fairness.

Commissioner Bisom-Rapp, Commissioner Harrell, and Commissioner Bhuen commented.

4.B Review: Comprehensive Plan- Chapter 8- Historic Preservation

Discussion Item: Comprehensive Plan- Chapter 8- Historic Preservation.

Planning Manager Henderson updated the commission on discussions with the Landmarks and Design Commission (LDC) regarding Comprehensive Plan Chapter 8, Historic Preservation. Henderson explained the contents of the chapter with the commission, and explained that the only edit the LDC suggested, was to add a land acknowledgment statement either in Chapter 8, or the introduction.

Commissioner Bisom-Rapp commented.

4.C 2026 Community Development Long Range Planning Work Program

Discussion Item: 2026 Community Development Long Range Planning Work Program.

Planning Manager Henderson explained why we developed the Long Range Planning Work plan. Henderson explained the items within the proposed plan and why they are listed. Commissioner Bysom-Rapp commented and asked about possible additional development changes to explore in the future.

5. Unfinished Business

Amended discussion item: January 8, 2026 meeting follow up, community demographics.

5.A Follow Up: LCA proposed zoning changes- discussed at council study session

Planning Manager Henderson updated the commission that the Land Capacity Analysis and proposed zoning changes were well received by Council, and staff will be moving forward with continuing to propose all changes as discussed at the January 8 study session at this time.

6. Public Comment

7. Staff Update/Discussion Items

8. Commission Representative Update

9. Adjournment

Commissioner Bisom-Rapp adjourned at 7:25pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

March 26, 2026

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Chair O'Mahony called the meeting to order at 5:45pm.

Present: Michael Buehn, Ed Harrell, George Bottcher, Skylar Bisom-Rapp, Joe Sheeran, Geraldine O'Mahony

Others Present: Dan Carlson, Community Development Director; Mark Rud, Associate Planner; David Miller, City Council Liason

2. Approval of Agenda

Commissioner Sheeran moved to approve the agenda.

Motion passed 6-0.

3. Approval of Minutes

Commissioner Buehn moved to approve

michael approved minutes

ed seconded

3.A Review of February 12, 2026 Meeting Minutes

Review of February 26, 2026 Planning Commission meeting minutes.

Commissioner Buehn moved to approve February 26, 2026 meeting minutes as presented.

Motion passed 6-0.

4. Public Comment

5. New Business

5.A P25-136 D&N Development LLC Annexation Petition (Public Comment Opportunity)

Public Hearing (Legislative) to Consider item P25-136 D&N Development LLC Annexation Petition.

Chair O'Mahony opened the public hearing to consider P25-136 Annexation Petition. Associate Planner Rud gave the staff report, noting the future land use

designation is Industrial Light, and the proposed zoning designation is Industrial Light. Rud summarized the annexation process, and suggested a motion to recommend approval of the D&N Development LLC Annexation Petition P25-136 to City Council. Commissioners asked minor follow-up and clarification questions. Chair O'Mahony closed the public testimony. Commissioner Bisom-Rapp motioned that the Planning Commission recommend approval of the proposed annexation to Council. Motion Passed 6-0.

6. Unfinished Business

7. Staff Update/Discussion Items

8. Commission Representative Update

9. Adjournment

Chair O'Mahony adjourned at 6:02pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Utility Advisory Committee, Regular Meeting

March 19, 2026

3:30 PM

Council Conference Room

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Chair Bousson called the meeting to order at 3:33 pm.

Members present in person: Nancy Lillquist, City Council; Delano Palmer, City Council; Fred Springsteen, Utility Customer.

Others present in person: Energy Services Director Stanavich, Energy Resources Manager Baker, Gas Engineer Yusi, Finance Officer Bair, Telecom Manager Hiede

Others present remotely via Zoom: Jeff Bousson, Chair/CWU, Rate Analyst Mooers, members of the public

2. Approval of Agenda

Committee member Palmer moved to approve the agenda as presented. **Motion approved.**

4-0

3. Approval of Minutes

3.A Utility Advisory Committee Meeting 02-19-2026 - Minutes

Committee member Palmer moved to approve the regular meeting minutes as presented. **Motion Approved 4-0**

4. Correspondence and Citizen Comments on Non-Agenda Items

4.A Public Comment

Meghan Anderson made a public comment.

Public comment was provided by the following (remote) attendees: Varg Vikernes, Dylan Roof.

5. Electric, Natural Gas, and Telecommunications Discussion Items

5.A HopeSource Low-Income Energy Conservation Program Update

Nichole Baker introduced guest Andrew Lyons representing Hope Source, who presented the Low-Income Energy Conservation Program. Committee member Nancy Lilquist requested follow-up data on savings from the program, both monetary and energy values. Committee member Jeff Bousson asked Andrew

Lyons on the number of residences that will be improved in the year 2026 and discussed the goals.

5.B Natural Gas System Plan

Darrin Yusi presented the upcoming 6-year natural gas system plan.

Requesting a recommendation from the committee to take to council on April 6th. Committee member Nancy Lilquist requested a staff follow-up with data on the pros and cons of expanding gas utilization. Public comment from Meghan Anderson.

Committee member Palmer moved to forward a favorable recommendation to City Council to authorize the City Manager to execute the Agreement for Professional Services for the 2027-2032 Natural Gas System Plan with the consultant Kimley-Horn. **Motion approved. 4-0**

5.C NoaNet Interlocal Agreement Amendment 3

Kenneth Heide presented NoaNet Interlocal agreement amendment 3.

Requested favorable motion of recommendation to on council April 6th.

Committee member Palmer moved to forward a favorable recommendation to City Council to authorize the City Manager to execute Amendment 3 to the Interlocal Agreement between the City Of Ellensburg and the Northwest Open Access Network (NoaNet). **Motion approved. 4-0**

5.D Electric Utility Rate Increases

Nichole Baker introduced FCS consultants to present the electric utility rate increase. Committee members Jeff Bousson and Nancy Lillquist ask for clarification on rate increases for annual and monthly frequencies for residents in the community. Committee member Jeff Bousson requested guidance from FCS on public education to support the rate increases.

Energy Services Director Buddy Stanavich verbally committed to providing information and educational materials to the public to help explain the increase in rates. Requested favorable motion of recommendation to council on April 6th.

Committee member Bousson moved to forward a favorable recommendation to City Council to approve the Electric Utility Rate increase as presented. **Motion approved. 4-0**

6. Energy Services Updates

6.A New UTC Annual Report - Natural Gas

Gas Engineering Darrin Yusi shared information only item of New UTC Annual Report on leak emissions. Darrin Yusi shared metrics on gas leaks and gas loss in 2025.

6.B Energy Services Updates

7. Commission Representative Update

None

8. Adjournment

Meeting adjourned 5:29pm



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Clean Energy Transformation Act (CETA) RCW 19.405.120, Section 120 Low-income Program Funding
Submitted by: Nichole Baker, Energy Resources Manager
Department: Energy Services

Suggested Motion/Action:

Approve the designation of up to \$150,000 annually of Bonneville Power Administration (BPA) Energy Conservation funding to support the City's compliance obligation for the Clean Energy Transformation Act (CETA) RCW 19.405.120, Section 120 Low-income programs.

Background/Summary:

On May 7, 2019, Governor Jay Inslee signed the Clean Energy Transformation Act (CETA) (SB 5116, 2019) into law, which commits Washington to an electricity supply free of greenhouse gas emissions by 2045. CETA reporting includes the Clean Energy Implementation Plan (CEIP) and the RCW 19.405.120 reporting. The CEIP is required every four years and Section 120 has a biennial reporting requirement.

RCW 19.405.120 4(a)(iii) requires electric utilities to submit biennially to the Washington Department of Commerce "a cumulative assessment of previous funding levels for energy assistance compared to the funding levels needed to meet: (A) Sixty percent of the current energy assistance need, or increasing energy assistance by fifteen percent over the amount provided in 2018, whichever is greater, by 2030; and (B) ninety percent of the current energy assistance need by 2050."

Completing this assessment requires that each utility estimate its current annual energy assistance need for the reporting biennium. The report will provide an estimate of the 2024-2025 energy assistance need to support the City of Ellensburg's next RCW 19.405.120 report.

At the April 16, 2026, Utility Advisory Committee meeting, the Committee approved forwarding a favorable recommendation to Council to designate up to \$150,000 annually of Bonneville Power Administration (BPA) Energy Conservation funding to support the City's compliance obligation for the Clean Energy Transformation Act (CETA) RCW 19.405.120, Section 120 Low-income programs.

Previous Council Action:

CETA reporting includes the Clean Energy Implementation Plan (CEIP) and the RCW 19.405.120, Section 120 reporting. The 2026 CEIP, which is required every four years, was approved by Council on November 17, 2025. No previous action for the 2026 CETA RCW 19.405.120, Section 120 Report.

Analysis:

Based on this analysis completed by the consultant Empower Dataworks, the assessment is that the City of Ellensburg's energy assistance need in the 2024-2025 biennium was approximately \$967,000/year across its service area. This sets the targets required to complete the cumulative funding assessment at the following levels:

	Value
Current Energy Assistance Need 2024-2025	\$967,000/year
2030 Target (60% of current energy assistance need)	\$580,000/year
2050 Target (90% of current energy assistance need)	\$870,000/year

The approximate \$967,000 annual target applies to customer-facing rebates, discounts, and grants. Current resources already include roughly \$300,000–\$400,000 per year in Low-Income Home Energy Assistance Program (LIHEAP) support and approximately \$100,000 per year through the Low-Income Discount Program. Expanding the City's existing Energy Conservation Program would close the remaining gap—an estimated \$100,000–\$150,000 annually—which would equate to roughly 10 projects per year by 2030, compared to the current pace of approximately 3–4 projects annually. Section 120 biennial reporting requires utilities to annually make programs and funding available for energy assistance in compliance with RCW 19.405.120 and to demonstrate measurable progress toward the City's 2030 and 2050 objectives. Staff recommendation for the 2026–2027 Section 120 planning period is to expand the existing Energy Conservation Program when feasible.

The City currently has a \$75,000 professional services agreement to support low-income energy conservation projects; however, additional funding is needed to meet compliance requirements. To address remaining low-income conservation program needs, the City may use Bonneville Power Administration (BPA) funding, provided the projects comply with the BPA Energy Conservation Implementation Manual. The chart below shows the BPA implementation budget available for the 2026–2028 rate period.

City of Ellensburg	Amount in Dollars ¹
FY26 Implementation Budget Allocation	\$226,599.22
FY27 Implementation Budget Allocation	\$225,623.34
FY28 Implementation Budget Allocation	\$299,780.70
Initial Implementation Budget	\$752,003.26
Carryover Amount from 24-25 Rate Period	\$9,683.76
Budget Transfer Returns from 24-25 Rate Period	(\$10,000.00)
26-28 Available Implementation Budget	\$751,687.02

¹ Any amounts subtracted from the Implementation Budget are displayed in parentheses.

Financial Impact:

Designate up to \$150,000 annually of Bonneville Power Administration (BPA) Energy Conservation funding to support the City's compliance obligation.

Budget Adjustment: No

Attachments:

1. CityOfEllensburg_EmpowerDataworks_ComplianceMemo2026_FINAL



MEMO: City of Ellensburg's 2024-25 Energy Assistance Need and Assessment of Compliance with RCW 19.405.120

Date: 04/01/2026

From: Hassan Shaban, Empower Dataworks

Context

RCW 19.405.120 4(a)(iii) requires electric utilities to submit biennially to the Washington Department of Commerce "a cumulative assessment of previous funding levels for energy assistance compared to the funding levels needed to meet: (A) Sixty percent of the current energy assistance need, or increasing energy assistance by fifteen percent over the amount provided in 2018, whichever is greater, by 2030; and (B) ninety percent of the current energy assistance need by 2050."

Completing this assessment requires that each utility estimate its current annual energy assistance need for the reporting biennium. The purpose of this memo is to provide an estimate of the 2024-25 energy assistance need to support the utility's next RCW 19.405.120 report. Additionally, we examined aspects of the utility's compliance with RCW 19.405.120.

Energy Assistance Need

Methodology

This assessment relies on collecting customer-level data, modeling missing attributes, then aggregating energy assistance need across the service area. Energy usage and bills were obtained from the utility's Customer Information System (CIS). Demographic data was procured from a third-party data vendor. For households with missing income data, an estimated income was calculated as the average of the incomes of the five geographically closest households. The incomes for all households were then adjusted by a constant percent so that the median income agreed with the median household income from Federal Reserve data for 2024-25.

Meters were classified into several categories:

- Meters using in excess of 60,000 kWh per year were labelled as commercial uses or are master metered.
- Meters that showed energy consumption less than 2,400 kWh/year were flagged as potentially unoccupied.
- Meters with less than 9 months of billing history were left out of the analysis due to incomplete data.

To estimate total household energy assistance need for non-electrically heated households, we assumed a cost of \$1,200/year for alternate fuel expenses¹. Total household energy expenses in excess of 6% of income count towards the energy assistance need. Adding up all the excess

¹ As of 2024-25, average NW Natural bill in Washington is \$83.70/month, \$91.66 for Cascade Natural Gas

energy expenses for customers across the service area gives an estimate of the total energy assistance need.

This approach has been used by Empower Dataworks in dozens of utility service areas. The main source of uncertainty in the energy assistance need calculation is the household income. Household income is a dynamic piece of data as residents move in and out of homes and income data can become outdated within a year or two. Household income data is also potentially less accurate for households without a credit history.

Results

Based on this analysis, our assessment is that the **City's** energy assistance need in the 2024-25 biennium was approximately **\$967,000/year** across its service area. This sets the targets required to complete the cumulative funding assessment (not including admin expenses) at the following levels.

	Value
Current Energy Assistance Need 2024-25	\$967,000/year
2030 Target (60% of current energy assistance need)	\$580,000/year
2050 target (90% of current energy assistance need)	\$870,000/year

The City does not have specific accounting of administrative expenses related to energy assistance – we would recommend using an average value of 10% admin expenses for completing the cumulative funding assessment.

Comparison to LEAD estimates of energy assistance need and recommendations for future CETA energy assistance need calculations

A separate estimate of energy assistance need was obtained from the Energy Assistance Need Lookup Tool developed by the Department of Commerce. **The estimate for the City of Ellensburg (census tracts in Kittitas County: 53037975300, 53037975402, 53037975500, 53037975600. Census tract 53037975401 was missing from the LEAD tool) was approximately \$1.14M.**

The main sources of error in the LEAD estimate appear to come from unrealistically high alternative fuel costs or very low incomes assigned to some household segments which is clearly a modeling error. Annual fuel costs in the LEAD tool are calculated from one month of data multiplied by 12. This appears to greatly overestimate the annual cost of seasonal fuels like natural gas and wood in the tool. Additionally, the City only serves a portion of some census tracts and thus is not responsible for all the need in those areas.

For future energy assistance reports, we are recommending the **City of Ellensburg** use tools published by Commerce such as the LEAD tool, but with the caveat that an **85% adjustment** should be applied if the LEAD methodology is not corrected (this adjustment might be different if the missing census tract 53037975401 is added to the tool). An alternative rule of thumb is that energy assistance need roughly increases at twice the pace of rate increases. For example, if rates were to increase by 5% in the next 2 years, then the energy assistance need will increase

by roughly 10%. This can also allow **the City** to estimate future assistance need without requiring a full energy burden assessment.

2022 and 2018 DOE LEAD: Energy Assistance Need Lookup Tool

Slicers

County Name

Kittitas County

Census Tract FIPS

53037975101

53037975102

53037975103

53037975104

53037975201

53037975202

53037975203

53037975300

53037975402

53037975403

53037975404

53037975500

53037975600

53037975700

Instructions:

To filter energy assistance need by county name or census tract FIPS code, select the items in the slicer. To filter by the classic filter, make sure multi-select is enabled + click or ctrl + click to multi-select the scroll and search functionality. If you would like to type and search for specific census tract FIPS code, click on "Add current selection to filter." To reset county or census tract FIPS code filters, you can click on "Reset filters." 2018 and 2022 DOE LEAD Tool Data is available for filtering in this tool.

Classic Filters

YEAR 2022

Census Tract FIPS (Multiple Items)

Row Labels

Energy Assistance Need

Kittitas County \$1,140,580.91

Grand Total \$1,140,580.91

Compliance Evaluation

We performed an assessment of the compliance of the utility's energy assistance portfolio in tandem with regulatory requirements from [RCW 19.405.120](#) (including additional guidance/rulemaking from the Dept. of Commerce), particularly in consultation with its program management staff, regulatory affairs staff and Empower Dataworks. The following summarizes the current state of compliance as of the memo date.

RCW 19.405.120 Section	Assessment of utility energy assistance portfolio
(2) An electric utility must make programs and funding ¹ available for energy assistance to low-income households ² by July 31, 2021.	¹ Requirement that at all low-income households can access at least two programs: The utility offered weatherization, the HEAR program and the Families credit to all low-income customers in this biennium. For the next biennium (2026-27), an additional unrestricted energy assistance program might be required to meet this requirement.

(2) Each utility must demonstrate progress in providing energy assistance pursuant to the assessment and plans in subsection (4) of this section.	Refer to “Cumulative Funding Assessment” tab in 2026 Commerce report.
(2) To the extent practicable, priority must be given to low-income households with a higher energy burden.	N/A
(4)(a) In addition to the requirements under subsection (3) of this section, each electric utility must submit biennially to the department an assessment of: (i) The programs and mechanisms used by the utility to reduce energy burden and the effectiveness of those programs and mechanisms in both short-term and sustained energy burden reductions;	Refer to “Assessments” tab in 2026 Commerce report.
4(a)(ii) The outreach strategies used to encourage participation of eligible households, including consultation with community-based organizations and Indian tribes as appropriate, and comprehensive enrollment campaigns that are linguistically and culturally appropriate to the customers they serve in vulnerable populations;	Refer to “Assessments” tab in 2026 Commerce report.
(4)(a)(iii) A cumulative assessment of previous funding levels for energy assistance compared to the funding levels needed to meet: (A) Sixty percent of the current energy assistance need ¹ , or increasing energy assistance by fifteen percent over the amount provided in 2018, whichever is greater, by 2030; and (B) ninety percent of the current energy assistance need by 2050.	Refer to “Cumulative Funding Assessment” tab in 2026 Commerce report.



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: 2025-2026 Stormwater Management Plan Update
Submitted by: Rebecca Springer, Water Resources Manager, Erin McGowan, Stormwater/Urban Forestry
Department: Public Works

Suggested Motion/Action:
Move to approve the 2025-2026 Stormwater Management Plan Update

Background/Summary:
The Stormwater Management Plan is updated annually in accordance with the provisions of the City's National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) permit, issued by the Washington State Department of Ecology. The plan outlines the City's programs, policies, and actions to manage stormwater, protect water quality, and maintain compliance with state and federal regulations.

Previous Council Action:
City Council reviews and approves the Stormwater Management Plan annually.

Analysis:
The Stormwater Management Plan summarizes the City's ongoing implementation of programs, policies, and capital improvements to manage stormwater and protect water quality. The annual update reflects continued progress and any necessary revisions to maintain compliance with applicable regulatory requirements.

The plan was reviewed by the Environmental Commission, which provided a favorable recommendation at its April 15th meeting. The updated DRAFT plan was submitted to the Washington State Department of Ecology as part of the City's Annual Report. Following Council approval, the final plan will be posted to the City's Stormwater Utility website. The final plan must be posted to the website by May 31, 2026, to maintain permit compliance.

Financial Impact:
There is no financial impact.

Budget Adjustment: No

Attachments:
1. 2025-2026 Stormwater Management Plan Update



Stormwater Management Plan 2025/2026



Written by:

Rebecca Springer and Erin McGowan

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1.0 Introduction

On January 17, 2007, the City of Ellensburg (City) was issued a National Pollution Discharge Elimination System (NPDES) Eastern Washington Phase II Municipal Stormwater Permit (Phase II Permit) by the Washington State Department of Ecology (DOE). In compliance with the provisions of the State of Washington Water Pollution Control Law, Chapter 90.48 Revised Code of Washington, and the Federal Water Pollution Control Act (the Clean Water Act), the City formed the Stormwater Utility in 2009. The City adopted ordinances, established utility fees, and hired the necessary staff to develop and implement programs and practices to support permit compliance. These programs and associated projects are summarized each year in the annual report to DOE, and in this Stormwater Management Plan (SWMP).

As a part of permit compliance, the City's Stormwater Utility division maintains public infrastructure, performs outreach education, looks for illicit discharges, reviews development and redevelopment plans and specs for both private and public projects to ensure compliance with the **City's Stormwater Utility Code** and the most recent version of DOE's **Stormwater Management Manual for Eastern Washington (SWMMEW)**, provides opportunities for public input, and oversees the operation and maintenance of the City Shop as it relates to stormwater. As a part of permit compliance, the division also administers the City's Street Tree program. In 2025, management of the Stormwater Utility became the responsibility of the City's Water Resources Manager. The Stormwater Utility employs one-half (1/2) FTE Water Resources Manager, one-half (1/2) FTE Water/Stormwater Coordinator, and one (1) FTE Stormwater/Urban Forestry Tech position.

As a part of Phase II Permit requirements, the City developed its own Stormwater Operation and Maintenance (O&M) Plan in 2010 and updated it in 2017 and 2022. The City has provided Stormwater Best Management Practices and pollution-prevention training to all field staff across all departments since 2010. A copy of the 2022 O&M Plan is provided in the O&M section of this SWMP.

The City of Ellensburg maintains approximately 2,529 catch basins, 346 manholes, and 44 city-maintained stormwater infiltration swales in the public right of way. The public stormwater system includes 49.76 miles of underground pipe that convey stormwater to approximately 90 outfalls (discharge locations) in local streams. In addition, most newer developments infiltrate stormwater into the ground via infiltration facilities (swales or ponds). Stormwater infiltration helps naturally filter common pollutants, reduce the risk of urban flooding during rain or rain-on-snow events, reduce streambank erosion caused by high-flow events, and recharge the regional groundwater supply, which is vital for drinking water and agriculture, especially in areas facing water scarcity.

This SWMP outlines specific programs and projects focused on improving water quality throughout the City. Public outreach/education, illicit discharge elimination, construction/post-construction runoff controls, public participation, operation and maintenance, and Low Impact Development (LID) stormwater retrofit projects are covered in detail with this plan.

1.1 Stormwater Management Plan General Requirements

1.1.1 Internal Coordination Mechanisms

The City's 2024-2029 Phase II Permit includes several new permit provisions that must be implemented to support water quality improvement efforts. One of these provisions is a substantially reduced threshold that triggers stormwater review and mandated compliance with the Core Elements of the 2024 SWMMEW. Previously, the City's Site Development Permit thresholds coincided with the 1-acre of disturbance stormwater trigger. However, the City recognized that they did not have an established permit that could be linked to trigger stormwater review at the reduced threshold of 5,000 square feet of new or redeveloped impervious surface (or $\frac{3}{4}$ acre of landscaping, or 2.5 acres of pasture), which includes residential developments. To ensure that the Stormwater Utility could successfully incorporate the reduced thresholds by 2027, as required by its Phase II Permit, the Utility began a full review of its processes, ordinance, and standards. During this review, the Utility recognized the confusion of many applicants and developers.

To address this, Staff engaged a consultant (Evergreen Storm H2O) to assist with the review and update, and to help with the development of revised standards, which will include templates and checklists to improve the clarity of the stormwater permitting process both internally and externally. This effort, called the Companion Storm Project, also included interviewing other City departments and teams (Community Development, Public Works) that interact with applicants and/or developers prior to or during the Stormwater review process. This project will be ongoing in 2026 and is supported by the Stormwater Capacity Grant.

Separate from the Companion Storm project, the City is also working with the State Auditor's Office in 2026 to participate in a Kaizen cycle for continuous improvement to streamline the permitting process. The goal of this process, which involves several departments and teams, is to reduce delays, increase transparency, and enhance the overall development process.

1.2 S5 – Stormwater Management Program Components

1.2.1 Public Education and Outreach

The City's Public Education and Outreach Program is designed to raise awareness of stormwater pollution, encourage behaviors that reduce pollutant loads in runoff, and engage the community through educational events, hands-on activities, and volunteer opportunities. These activities help protect local creeks, improve water quality, and enhance environmental stewardship. The following events, initiatives, and programs support this effort.

1.2.1.1 Ellensburg Water Quality Grant Program: Ongoing

In 2015, the City Council approved a grant program whereby stormwater utility funds are used to improve the health of local streams and the environment. Applicants who can demonstrate improvements in water quality within the city limits are encouraged to apply annually. Grant applications are scored and ranked

by the Environmental Commission, and those applicants that meet the funding guidelines are awarded. The utility awards up to \$10,000 annually out of the stormwater budget.

In 2025, the Mid-Columbia Fisheries Enhancement Group (MCFEG) was again awarded grant funding from the City's Stormwater Utility to grow the Adopt-A-Stream and Backyard Buffers program. Community volunteer groups planted trees and removed trash from local streams. The Ellensburg Stormwater Utility is happy to help fund this necessary program, which has consistently demonstrated success and responsible financial stewardship.



[2025 Progress Report - Adopt-A-Stream & Backyard Buffer Project](#)

1.2.1.2 Earth Day Activities: **Ongoing**

In 2025, the Stormwater Utility partnered with the Parks Department and Central Washington University's Student Leadership, Involvement and Community Engagement (SLICE) volunteers to plant native plants and trees in two areas of Irene Rinehart Park that were damaged by a fire during the summer of 2024. The volunteer event was held on Saturday, April 12th, from 9 am to 12 pm. Following the planting activities, volunteers walked the park to collect trash and pet waste that had accumulated over the winter.

SLICE integrates education into the volunteer experience, allowing staff to educate volunteers on the importance of native plants in the riparian areas and highlight the impacts of trash and pet waste on stormwater and the broader environment.

The Stormwater Utility has also partnered with the Parks Department and Central Washington University's SLICE volunteers to collect trash and pet waste throughout Irene Rinehart Park in 2026. This

park was affected by the December 2025 flooding, and the Parks Department has been hard at work restoring it to pre-flood conditions. The CWU SLICE team is excited to lend a hand once again! **The 2026 volunteer event is planned for Saturday, April 18th.**

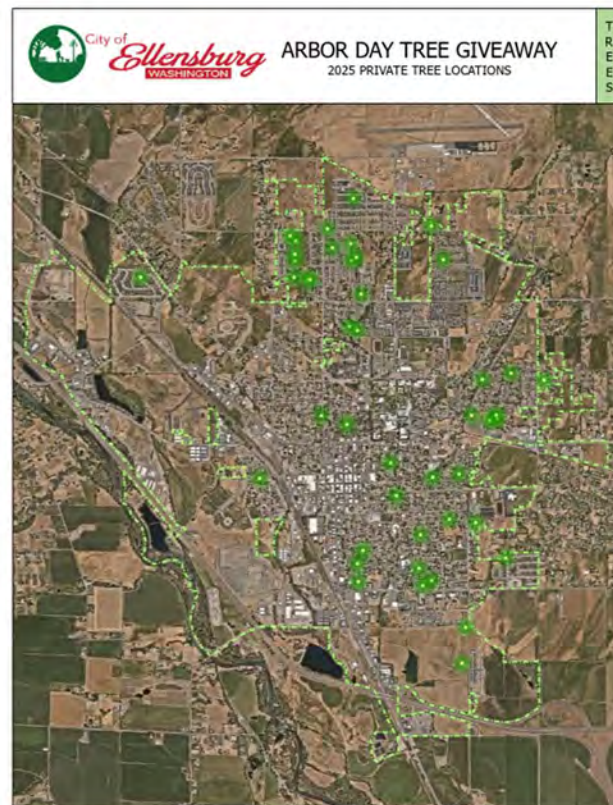


1.2.1.3 Arbor Day Tree Giveaway: Ongoing

Since 1982, the City of Ellensburg has offered an annual Arbor Day Tree Giveaway each April, traditionally funding tree planting in the City right-of-way through the Street Department. In 2024, guided by the City's Urban Tree Canopy Assessment and Sustainability & Energy Plan, the Stormwater Utility expanded the program to include trees for residential properties, supported by a \$10,000 annual budget.

Program participation increased in 2025, with a total of 12 street trees and 45 residential trees provided to residents. Long-term, these trees help manage stormwater by reducing runoff, increasing rainfall interception, and mitigating flooding, while also improving air quality and overall environmental health.

In 2026, the Stormwater Utility will continue the expanded Arbor Day Tree Giveaway with the same \$10,000 budget. Program goals include maintaining annual tree distribution, increasing community participation, and advancing the City's long-term stormwater and urban tree canopy objectives.



1.2.1.4 Interlocal Agreement Franklin County Conservation District (Drain Rangers): Ongoing

In 2025, based on the success of previous years, the City revised the Interlocal Agreement with Franklin Conservation District and the Drain Rangers program to extend through the end of its Phase II permit cycle (2029). The Drain Rangers program educates students about stormwater runoff and its environmental impacts. Through hands-on lessons and interactive models like the EnviroScope, the curriculum teaches students about water pollution, engineering solutions, and watershed management. It equips them with problem-solving and communication skills to address stormwater issues, preparing them to make informed decisions that protect water quality. The program targets elementary students and aligns lessons with Common Core and Next Generation Science Standards.

The progress report from the 2025 Drain Rangers program is shown below.

**City of Ellensburg
Jr. Drain Rangers, Drain Rangers & Wheat Week Report
July – December 2025**

Jr. Drain Rangers	# Students	# Teachers	# of Lessons
Kittitas County	254	14	13
Ellensburg	64	3	3
Ida Nason Aronica Elementary	64	3	3
Kittitas	109	7	6
Kittitas Elementary	109	7	6
Thorp	81	4	4
Thorp Elementary	81	4	4
Grand Total	254	14	13

Drain Rangers	# Students	# Teachers	# of Lessons
Kittitas County	105	6	5
Kittitas	88	4	4
Kittitas Elementary	88	4	4
Thorp	17	2	1
Thorp School	17	2	1
Grand Total	105	6	5

Wheat Week	# Students	# Teachers	# Weeks
Kittitas County	25	1	1
Thorp	25	1	1
Thorp Elementary	25	1	1
Grand Total	25	1	1

Drain Rangers Virtual Teacher Workshops:

September 30th – 21 Teachers

December 1st – 12 Teachers

Total students taught between July and December 2025: 384

Total teachers taught between July and December 2025: 21

1.2.1.5 Touch-A-Truck: Ongoing

Each year, the City hosts the Touch-A-Truck event, which has grown significantly in popularity over the past decade. In 2025, the event was held on Wednesday, June 18th, following the end of the school year, and drew an estimated record 500 to 600 participants. The Stormwater Utility partnered with Drain Rangers to staff an educational booth focused on the message “only rain down the storm drain.” Activities included hands-on education for children, distribution of free car-wash coupons, and outreach to parents about how proper car-washing practices help prevent polluted wash water from entering the storm system.

The utility also displayed a street sweeper and vector truck, giving attendees an opportunity to learn how these vehicles support stormwater management and protect water quality. The Stormwater Utility will continue its partnership with Drain Rangers and participate in the 2026 Touch-A-Truck event.



1.2.1.6 Ellensburg Academy: New!

The City team established Ellensburg Academy, a series of civic education workshops designed to inform residents and community stakeholders about the operations of City government and what is involved in delivering and maintaining services to the residents of Ellensburg, in 2025. The Stormwater Utility team presented at the Ellensburg Academy on two separate occasions – educating the community about stormwater and water resources in July 2025, and about street trees and the urban forest in September 2025. Ellensburg Academy was very well received by the community! The Stormwater Utility team will continue presenting on stormwater and water quality topics at the Academy in 2026.



ELLENSBURG ACADEMY

The 2026 Ellensburg Academy is a two-session class designed to teach Ellensburg residents about the inner workings of Ellensburg's local government. Join this free program to get involved and become a more informed and engaged resident!

Class is in session from 6-9 p.m. March 11 & March 18, 2026 at Hal Holmes Community Center, 209 N. Ruby St., Ellensburg.

Enroll at: www.ellensburgwa.gov/academy

You'll get:

- ✓ A behind-the-scenes look at local government
- ✓ Practical knowledge you can share
- ✓ A certificate upon completion of both classes and a secret swag item

Scan QR code to enroll or visit www.EllensburgWA.gov/academy

City of Ellensburg WASHINGTON

1.2.2 Public Involvement and Participation

The City encourages public participation in its stormwater program by providing opportunities to give input on utility program development, the NPDES permit, volunteer initiatives, and other related topics. Residents can use the City's stormwater webpage to report issues, share concerns, and stay informed about upcoming events. For inquiries, feedback, or volunteer opportunities, the Stormwater Utility Manager (Water Resources Manager) can be reached at 509-925-8619.

1.2.2.1 Environmental Commission (EC): Ongoing

The City of Ellensburg Environmental Commission (EC) meets on the 3rd Wednesday of the month at 5:15 pm at City Hall, and these meetings are open to the public. The EC is staffed by the Water Resources Manager and Water/Storm Coordinator. All committee meetings have stormwater or water resources agenda items and updates from Stormwater Utility Staff. Commission engagement has increased substantially during 2025 and 2026. In previous years, this public participation was handled through the Utility Advisory Committee (UAC). This SWMP goes before the EC for public approval and is recommended by the EC for City Council approval. Most Stormwater Program undertakings, such as SWMP, O&M,

grants/projects, and ordinances, are presented first to the EC, and then to the City Council for authorization and public comment.

1.2.2.2 Annexations: 2025/2026

No annexations occurred in 2025.

1.2.2.3 Administrative Hearing (Public Works Development Standards Update): 2025/2026

In 2025, the Stormwater Standards and Details were updated as part of a broader revision to the Public Works Development Standards. These updates incorporated links to the 2024 SWMMEW, clarified and strengthened requirements for geotechnical assessments and reporting, and mandated the use of Low Impact Development (LID) design practices where feasible. The proposed updates were presented to the Utility Advisory Committee (UAC) and went before City Council. The proposed changes were announced via publication in the local newspaper on March 1st and March 6th, 2025. An administrative hearing was held on March 13, 2025, providing the public with another opportunity to comment on the proposed changes to the Stormwater Standards and Details.

In late 2025 and continuing into 2026, the Stormwater Utility engaged a consultant to help streamline the stormwater review process for development within the City and UGA. This project, known as the Companion Stormwater Project, will clarify the process for applicants and developers and provide a series of flowcharts and checklists to develop stormwater facilities that comply with the 2024 SWMMEW.

A subsequent revision to the Stormwater Ordinance and Standards will be required to adopt these new guidance materials, which support compliance with elements of the Phase II Permit cycle. The proposed revision will be presented to the Environmental Commission (EC) and will go before City Council for approval and public comment. Additionally, an administrative hearing will be held, providing the public with another opportunity to comment on the proposed changes to the Stormwater Ordinance and Standards.

1.2.2.4 Urban Forest Management Project Community Engagement: 2025/2026

Public participation and outreach were conducted to support updates to the City's Tree Ordinance and the development of an Urban Forest Management Plan, with a focus on inclusive and equitable engagement. A bilingual (English and Spanish) public survey received 547 responses, and outreach staff held more than 350 in-person conversations with community members at tabling events throughout the summer. Engagement efforts were designed to reach underserved and underrepresented populations by meeting residents at existing community events and through targeted digital outreach, which generated more than 9,700 unique social media views.

Feedback from these efforts will inform policy updates and help establish community-supported urban forestry priorities. This outreach directly supports the Stormwater Permit's S8 Monitoring and Assessment – Tree Canopy for Stormwater Management requirements by informing the development of tree canopy

goals that support stormwater management through reduced runoff, increased infiltration, and long-term water quality benefits.



1.2.3 Illicit Discharge Detection and Elimination (IDDE)

The 2024 Phase II Eastern Washington Municipal Stormwater Permit requires municipalities to establish legal authority to prohibit illicit discharges, maintain an updated MS4 map, and implement procedures for detecting, investigating, and eliminating unauthorized discharges. Staff training, public education, and community reporting are essential components of the program. Additionally, all IDDE activities must be documented, with annual reports submitted to the Washington State Department of Ecology to ensure compliance and protect water quality.

1.2.3.1 Legal Authority to Prohibit Discharge

Links are provided to the City's Municipal Code, which outlines prohibited discharges, allowable discharges, conditional discharges, and prohibited illicit connections to the storm drainage system.

[Ellensburg City Code 9.25.320 - Prohibited Discharges to Storm Sewers](#)

[Ellensburg City Code 9.25.322 - Allowable Discharges to Storm Sewers](#)

[Ellensburg City Code 9.25.324 - Conditional Discharges to Storm Sewers](#)

[Ellensburg City Code 9.25.326 - Prohibition of Illicit Connections to Storm Sewers](#)

The City implements an escalating enforcement procedure in accordance with Ordinance 4717, Chapter 1.80 of the Civil Violations and Penalties section of the City Code. This ordinance enables the City to enforce water quality and other stormwater regulations beyond an initial educational correction notice. The code applies to Illicit Discharge Detection and Elimination (IDDE), Post-Construction, and Construction compliance.

1.2.3.2 Stormwater Utility Map Updates: Ongoing

All permitted and documented modifications to stormwater infrastructure are tracked and mapped for both public and private stormwater systems that connect to or overflow into the MS4. Newly installed infrastructure is incorporated into inspection lists and schedules to ensure proper maintenance and compliance. Private stormwater systems that do not connect to the MS4 are also mapped. Mapping is conducted as needed and upon project completion. The maps are maintained in ESRI GIS and are accessible to staff and field crews through ESRI Field Maps and ArcGIS Online (AGOL).

1.2.3.3 Spill Reporting and Tracking: Ongoing

Stormwater complaints, drainage concerns, spills, flooding, and other water quality issues are documented and tracked in a spreadsheet. The Stormwater Utility operates on a complaint-driven basis, enforcing storm drainage regulations by thoroughly investigating and addressing all reported issues until compliance is achieved or the matter is resolved. While public complaints can remain anonymous, they are classified as public records.

A significant portion of reported spills originates from City crews, emphasizing the importance of internal monitoring and rapid response. Complaints involving violations of state water quality standards are reported to the Washington State Department of Ecology through the Environmental Reporting Tracking System (ERTS) and Portal.

To facilitate timely reporting and response, the City maintains a 24-hour spill response hotline. Residents can report spills by calling (509) 962-7230 during regular business hours or (509) 925-8534 after hours.

In 2026, the Stormwater Utility will explore the use of SmartGov to improve tracking, routing, review, and enforcement of potential code violations reported through the stormwater reporting process.

Additional information is available on the [Stormwater Utility Website](#)



1.2.3.4 Outfall Inspection Program: Ongoing

Annually, the City performs outfall screenings during the dry season and following rain events that exceed the 10-year, 24-hour storm threshold. In 2025, no recorded storm events surpassed this threshold, thus no spot checks were necessary. The City conducted mapping of all outfalls to local streams in 2010 and again in 2013. There are approximately 90 discharge points (outfalls) within the 49.76-mile underground system. The following provides a breakdown of underground pipe/outfall diameters (in inches) and the corresponding quantities of each pipe type within the system.

Pipe/culvert size diameter on the top row and the number of pipes/culverts that match that size on the bottom row.

48"	42"	36"	30"	24"	18"	16"	12"	10"	8"	6"	4"
15	6	3	4	82	129	137	1013	136	947	354	30



Below is the 2025 inventory of storm pipes that indicates the pipe make, type, length etc.

Storm Pipe Inventory

Dia.	Length (ft) by Material ¹												Total Feet	Total Miles	% Total
	CI	DI	CMP	HDPE	PVC	AC	CONC	TRUSS	VC	STL	OJ	UNK			
4"			8	189	116		175			60		324	871	0.17	0.33%
6"	83	571	3022	1094	3714	246	8478	75	217		953	409	18,862	3.57	7.18%
8"		763	7017	13622	24651	770	16445	2626	530		1981	3404	71,808	13.60	27.33%
10"			684	3254	2473		4076		609				11,096	2.10	4.22%
12"		2571	6839	52917	28225	355	12599	5316	143		3985	1571	114,521	21.69	43.58%
14"		39											39	0.01	0.01%
15"				10350	2314		7697						20,361	3.86	7.75%
18"		140	940	8502	1788		2771						14,141	2.68	5.38%
21"			1749		199		611						2,559	0.48	0.97%
24"			1623	3572	1117		1401						7,713	1.46	2.94%
30"			150										150	0.03	0.06%
36"							7						7	0.00	0.00%
42"				344									344	0.07	0.13%
48"			145										145	0.03	0.06%
Unknown/ Irregular			136	2									139	0.03	0.05%
Total Feet	83	4,084	22,313	93,846	64,597	1,371	54,260	8,017	1,500	60	6,919	5,708	262,757	49.76	100%
Total Miles	0.02	0.77	4.23	17.77	12.23	0.26	10.28	1.52	0.28	0.01	1.31	1.08			

CI = Cast Iron, DI = Ductile Iron, CMP = Corrugated Metal Pipe, HDPE = High Density Polyethylene, PVC = Polyvinyl Chloride, AC = Asbestos Concrete, CONC = Concrete, STL = Steel, ABS = Pressure Pipe, TRUSS = Thermoplastic Composite, Double-Walled Pipe, VC = Vitrified Clay, OJ = Open Joint, UNK = Unknown

¹All pipe totals are manually entered and come from the most current GIS storm main totals. Verify totals each year as the map is updated.

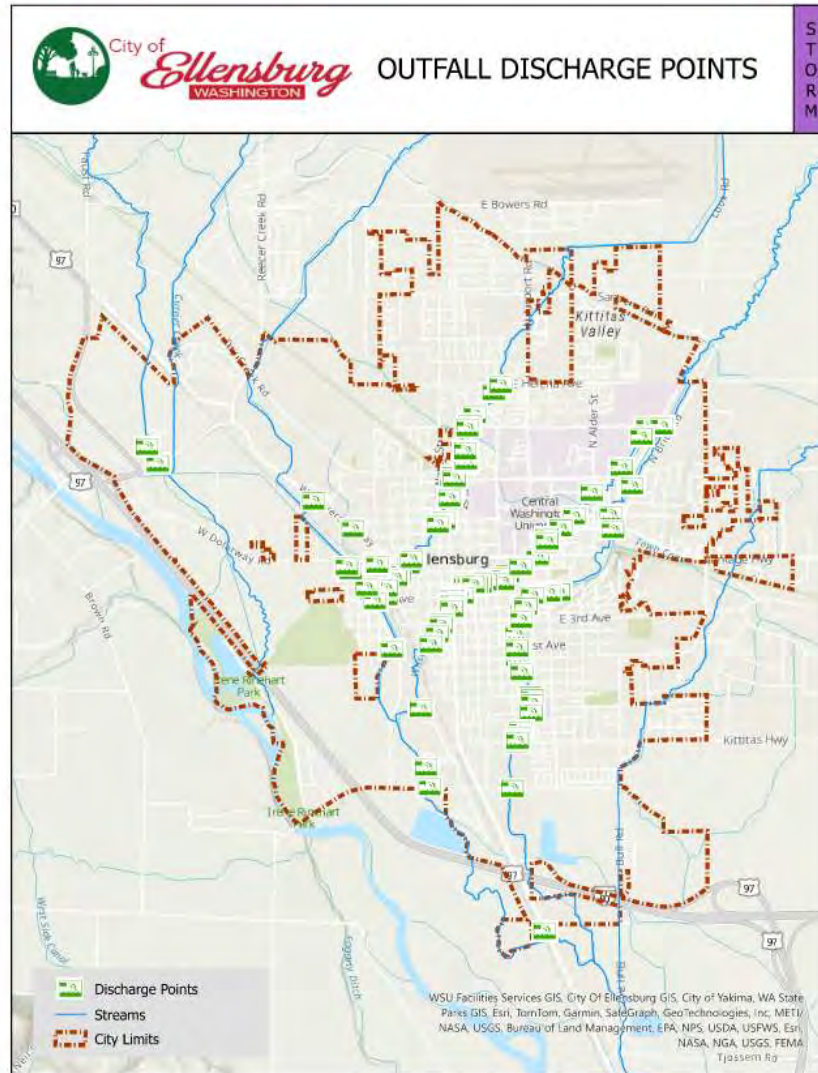
²Only SubTypes 1, 2, 4, 7 & 8 were used starting in 2017

Updated: EM 03/23/2025

Catch Basins	2529
Manholes	346

The average underground pipe size in Ellensburg is 12 inches in diameter. An outfall is defined by 40 CFR 122.2, a point where a discharge leaves the MS4 and discharges to waters of the state.

Below is the Outfall Discharge Points Map



Each outfall is identified by an ID number correlating with the City's GIS maps. Each outfall is screened for flow, odor, color, and any visible signs of pollution annually. Each outfall inventoried has an NPDES dry weather field screening data form.

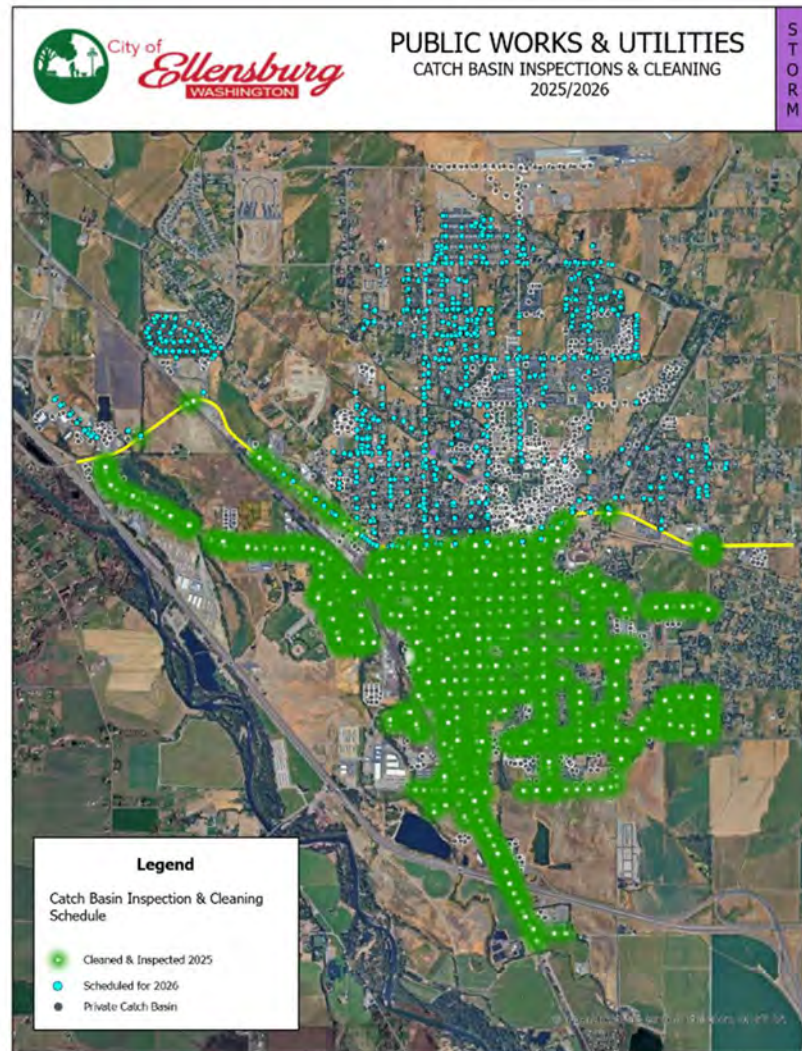
In 2025, City staff inspected all 85 accessible outfalls that discharge stormwater to local creeks (waters of the State).

[illegible]

To facilitate Illicit Discharge Detection and Elimination (IDDE) inspections, the Stormwater Utility uses a software program powered by ESRI Field Maps. Inspection crews are equipped with tablets to document data on each inspection and cleaning activity. Before cleaning, crews conduct a comprehensive assessment of each catch basin, manhole, and pipe, evaluating inlets and outlets for flow, odor, color, sheen, staining, and the presence of floatable materials. Any visible discharge from private sources inside laterals is also documented. Following the inspection, the lines are cleaned. Structural damage, if identified, is documented in the capital facilities plan. When pollution-related issues are detected, staff are notified, and a source-tracing investigation is conducted to address and mitigate the problem.

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Below is the 2025/2026 Catch Basin Cleaning & Inspection Map



1.2.3.6 Bacteria Monitoring: Ongoing

The Stormwater Utility conducts bacteria monitoring at five locations along Wilson Creek, from the northern city limits to the southern interchange. As part of the Illicit Discharge Detection and Elimination (IDDE) and Total Maximum Daily Load (TMDL) programs, monitoring occurs twice weekly from March through December. A one-milliliter sample is plated using Coliscan Easygel and incubated for 24–36 hours at the Wastewater Treatment Facility to measure bacteria levels in colony-forming units per milliliter (CFU/mL).

Ellensburg began collecting data to assess bacteria loading as Wilson Creek entered the city and to determine concentrations as it exited. Early results indicated a significant dilution effect as the creek moved through town. Data collected by the Washington State Department of Ecology confirmed that most of the bacteria loading originated outside the city limits. By the time Wilson Creek reached Berry Road

and Umptanum Road, concentrations had significantly decreased. In 2012, the City collaborated with the County Fairgrounds to eliminate all storm drains discharging into Wilson Creek, further reducing potential contamination sources.

Data trends continue to show higher bacteria concentrations in the northern portion of Wilson Creek, with levels decreasing as the water flows through Ellensburg. If unusually high bacteria levels are detected and cannot be attributed to factors such as low water flow or high temperatures, the utility investigates potential sources through nearby outfalls. Since the program's implementation in 2010, several illicit discharges have been detected and eliminated.

Bacterial monitoring data is recorded in a centralized spreadsheet, documenting sample collection date and time, and bacterial levels in coliform units per 100 milliliters. While the collection and analysis methods are certified for detecting coliform presence, they do not use the EPA-certified Standard Method of membrane filtration. This monitoring effort enhances the City's IDDE program by identifying and addressing potential sources of contamination.

In 2025 staff conducted 305 tests of streams from March thru November. These tests are used to detect coliform bacteria in Wilson Creek.

Date sample taken	Wilson @ Sanders cfu/mL	Wilson above Fairgrounds @ 8th & Alder cfu/mL	Wilson @ 5th w of Poplar cfu/mL	Wilson @ Mtn. View south side cfu/mL	Wilson @ Comfort Inn cfu/mL	Precip past 24 hrs	comments
5/13/2025	0	0	0	500	0	Trace	
5/27/2025	100	0	300	200	200	0	
5/28/2025	100	500	0	300	200	0	
6/2/2025	400	100	300	0	600	0	
6/4/2025	400	0	900	100	100	0	
6/11/2025	1600	500	300	300	500	0	
6/16/2025	1100	100	600	700	0	0	
6/23/2025	900	300	700	200	200	0	
6/25/2025	800	100	600	0	200	0	
6/30/2025	1100	200	800	100	500	0	
7/2/2025	2500	100	100	500	0	0	
7/8/2025	700	200	500	300	500	0	
7/9/2025	400	100	100	3100	100	0	
7/16/2025	2000	400	500	600	1500	0	
7/17/2025	1300	100	100	200	0	0	
7/22/2025	100	300	100	300	100	0	
7/23/2025	600	300	600	100	500	0	
7/29/2025	700	600	300	500	800	0	
7/31/2025	700	100	300	100	600	0	
8/4/2025	200	0	100	500	800	0	
8/6/2025	1600	300	400	600	900	Trace	
8/11/2025	200	100	0	600	800	0	
8/12/2025	200	300	100	500	200	0	

1.2.3.7 ORP, Temperature, and pH Monitoring: Ongoing

Staff conduct weekly ORP, temperature, and pH monitoring at eight sites from March to November. This program assesses water quality in the Whiskey, Wilson, and Mercer Creeks by tracking pollution levels, detecting chemical and thermal changes, and evaluating potential impacts.

In 2025, staff recorded 328 ORP, temperature, and pH measurements. This program will continue in 2026.

Below is an example of the ORP data spreadsheet.

	Site 7 Wilson east	Wilson E. @ 5th & Poplar					(calculated)	(calculated)
sample date	pH	mV	sample temp C.	Conductivity	TDS	Resist. (MΩ)	Resist. (Ω)	sample temp F.
5/1/2025	7.18	-35.2	8.1	98.0	49.1	0.014	14.00	46.6
5/12/2025	7.50	-52.1	8.3	123.8	61.7	0.011	11.00	46.9
5/13/2025	7.54	-54.4	9.4	128.8	64.4	0.011	11.00	48.9
5/27/2025	7.49	-51.7	12.9	198.6	99.2	0.007	7.00	55.2
5/28/2025	7.87	-71.6	13.6	206.6	103.0	0.007	7.00	56.5
6/2/2025	7.94	-75	12.0	189.8	94.9	0.007	7.00	53.6
6/4/2025	8.19	-88.2	15.0	209.5	105.0	0.007	7.00	59.0
6/9/2025	8.14	-85.7	17.8	146.9	73.4	0.009	9.00	64.0
6/16/2025	7.47	-70.4	14.4	159.1	79.5	0.009	9.00	57.9
6/23/2025	7.38	-65.4	14.0	189.2	94.5	0.007	7.00	57.2
6/25/2025	7.21	-58.8	15.9	200.8	100.0	0.007	7.00	60.6
6/30/2025	7.21	-55.9	15.8	209.2	105.0	0.007	7.00	60.4
7/2/2025	7.39	-67.9	17.3	217.3	109.0	0.006	6.00	63.1
7/8/2025	7.64	-81.2	17.9	236.9	118.0	0.006	6.00	64.2
7/9/2025	7.78	-88.9	17.5	219.3	110.0	0.006	6.00	63.5
7/16/2025	7.33	-60.8	17.4	167.5	83.8	0.008	8.00	63.3
7/17/2025	7.29	-58.8	19.6	149.3	74.7	0.009	9.00	67.3

1.2.4 Construction Site Stormwater Runoff Control

The City has established a program to minimize pollutants in stormwater runoff from construction activities and projects before they enter the MS4. This program applies to both public and private developments, including City led projects. The following section outlines the City's ongoing efforts to ensure thorough project review, inspections, and compliance with stormwater regulations.

1.2.4.1 Regulatory Erosion, Sediment, and Pollution Mechanisms: Ongoing

The City of Ellensburg has established regulatory mechanisms to ensure compliance with stormwater management requirements for construction projects. All site operators, civil engineers, city staff, and

private developers must adhere to the City's Stormwater Development Standards when designing and constructing projects. [City of Ellensburg - Public Works Development Standards](#)

Under the 2019 Phase II Eastern Washington Municipal Stormwater Permit, only sites one acre or greater were required to develop a Stormwater Pollution Prevention Plan (SWPPP). However, the 2024 stormwater permit lowers this threshold to include single-family lots beginning in 2027. The Stormwater Utility is in the process of implementing Stormwater Review for all development. This process, guided by the Companion Storm Document (in development), requires Temporary Erosion and Sediment Control (TESC) measures on all projects, regardless of size. Projects that meet or exceed the SWMMEW thresholds are also required to provide a formal SWPPP and a Stormwater Drainage Report. Projects involving flow control and/or stormwater treatment also require submittal of a SWMMEW-compliant Operation & Maintenance (O&M) manual in addition to the TESC Plan, SWPPP, and Drainage Report.

All submittal documents provided to the Stormwater Utility are reviewed by both the Stormwater Coordinator and Stormwater Utility Manager for compliance with the 2024 SWMMEW and City Stormwater Development Standards.

To ensure developers are aware of stormwater requirements, the Stormwater Construction Fact Sheet and O&M Template are provided at every pre-application meeting. These documents outline the need for sites one acre or larger to develop a SWPPP and TESC plan, obtain a Construction General Permit from the Washington State Department of Ecology, and implement an O&M plan. As discussed above, the Stormwater Utility is working to incorporate updates to all outreach materials to reflect the new permit language on single-family lot requirements before 2027. Both the O&M Template and Fact Sheet are also available on the [Stormwater Utility Website](#).



STORMWATER CONSTRUCTION FACT SHEET



- If your site is one acre or greater of disturbance or part of a common plan, or sale, you need to comply with the Department of Ecology regulations and apply for a Stormwater General Construction Permit well in advance of any site work taking place (see link below)
<http://www.ecy.wa.gov/programs/wq/stormwater/construction/index.html>
- A stormwater pollution prevention plan (SWPPP) is required (see template link above on DOE website) and will be reviewed by City staff for completeness before work takes place.
- Temporary Erosion Sediment Control (TESC) is required on all plans submitted if disturbance is one acre or greater. Plans must be reviewed by City staff and approved before work takes place.
- New rules apply for construction de-watering, dust control and several other construction related elements (see link above)
- Commercial and residential stormwater flow control/treatment facilities (swales/detention ponds, bio-filtration) on sites one acre or greater must be designed to meet Core Element 2,5 and 6 out of the Eastern Washington Stormwater Management Manual along with the City of Ellensburg Development Standards. <http://www.ci.ellensburg.wa.us/index.aspx?nid=339>
- **New:** An Operation and Maintenance plan for the perpetual maintenance of the facilities is now required. <http://www.ci.ellensburg.wa.us/index.aspx?nid=252>

To further protect water quality, the City has adopted ordinances prohibiting construction-related pollutants such as silt, sediment, and concrete slurry from entering the public storm system.

[Ellensburg City Code 9.25.320 - Prohibited Discharges to Storm Sewers](#)

These ordinances, along with the adoption of the Eastern Washington Stormwater Manual, the City's Development Standards, SWPPP requirements, site plan reviews, and field inspections, work together to ensure compliance with the stormwater permit requirements.

In 2025, the City held approximately 32 pre-application meetings.

1.2.4.2 Development/Redevelopment Plan Review: Ongoing

The City of Ellensburg's Stormwater Development Standards were updated in 2025 to better reflect stormwater best practices. The 2025 update included requirements to evaluate groundwater during the irrigation season and to use Low Impact Development (LID) as the design approach wherever feasible. The update also incorporated links to the 2024 SWMMEW and clarified that a SWPPP must be submitted, reviewed, and approved by City staff before any permits are issued or ground disturbing activities begin.

The Stormwater Utility has begun implementing Stormwater Review for all development. This process, guided by the Companion Storm Document (currently in development), will require TESC measures on all projects, regardless of size. Each project proponent will be required to provide a brief narrative for their project and a total proposed impervious surface area (ISA). Based on this information, the Stormwater Utility will determine the level of review and the supporting documentation required. Projects that meet or exceed the SWMMEW thresholds will be required to provide a Stormwater Site Plan, SWPPP, and Stormwater Drainage Report in addition to a TESC Plan. Projects that require Flow Control and/or Treatment must also provide a site-specific geotechnical report and an Operation & Maintenance (O&M) manual.

All submittal documents provided to the Stormwater Utility are reviewed by both the Stormwater Coordinator and Stormwater Utility Manager for compliance with the 2024 SWMMEW and City Stormwater Development Standards.

Since the issuance of the 2007 Phase II Permit, the City of Ellensburg has maintained records for all construction projects that disturb one acre or more. The permit requires that construction records be retained for at least 5 years after project completion. However, the City archives all records related to public and private development indefinitely.

Under the current Stormwater Development Standards, staff must review all site plans for plats, commercial property improvements, and parking lots to ensure compliance with treatment and flow control requirements and inspect all stormwater Best Management Practices (BMPs) and erosion control measures, regardless of whether the project meets the one-acre disturbance threshold. These standards will be updated again in 2026 to include stormwater review for all development projects, as described in Section 4b. Stormwater Utility review records will continue to be maintained for all completed reviews as the review process is updated.

In 2025, staff reviewed 14 proposed projects. Of these, 6 complied with the provisions of the 2024 SWMMEW and were approved for construction. Projects not approved for construction were sent requests for revision with specific comments discussing which revisions were necessary to demonstrate compliance with the 2024 SWMMEW and move toward project approval.

Below is an example of the 2025-2026 Plan Review Spreadsheet.

NPDES Stormwater Construction Review					
Project	Project Title In PW Review	Applicant	Reviewer	prelim storm review	Comments
1501 Colanway		Greer	RS	1/3/26	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.
3023-695	800 Sanders Rd SP	Artemis	RS	1/3/26	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.
3024-675	ProStar Collision - 1060 1st Opportunity St	Henderson	RSEM	10/1/25	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.
2024-091	305 E. Railroad Ave - Cedar Eden Woodier	Bello	RS	7/23/25	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.
2024-186	Opportunity St - Theater Supply	Thames	RS	12/29/25	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.
2024-106	2300 S Canyon Rd - Jackson EV	Jackson	RS	3/8/25	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.
2025-081	917 E Elmway - Redline Powdercoating	Shelley	RSEM	12/19/25	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.
2025-262	Alvan - EV	Griff	RS	10/3/25	The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities. The engineer has also provided a site plan showing the location of the stormwater management facilities.

1.2.4.3 Construction Site Inspections and Enforcement: Ongoing

Once a construction permit is issued and work begins, staff conduct inspections to verify that BMPs are installed in accordance with the approved plan set. The City's construction inspector maintains a daily log, known as the Inspector's Daily Report (IDR), to document site conditions, erosion and sediment control issues, and any corrective actions taken to ensure compliance.

In 2025, the City's inspector for private development projects conducted inspections on over 16 active construction sites.

Below is an example of an IDR.


CITY OF ELLENSBURG
 Public Works Department
 Inspector's Daily Report

Project: 23-078 Kittitas County Transfer Station		Date: 4/21/2025	
Weather AM: cool/50 degrees		Weather PM: 50 degrees	
Location: 400 W Bender Rd			
Contractor: Belsas & Smith	Representative: Dave Newkirk		
Sub Contractors:			
Equipment: (4) Excavators (1) Bulldozers (1) Earthmovers (1) Front loader (1) Telehandler (1) Large dump (1) Roller (1) hoepack			
Labor:			

Item Of Work	In-Progress	Complete	Erosion Control	Required	Installed	Approved
Saw Cutting			EC Plan	x	x	
Clearing/Grubbing	x		SWPP			
Excavation & Haul			Track Out Pad	x	x	
Storm Sewer			Silt Fence	x	x	
Utilities	x		Wattles			
Water	x		Wattles			
Sidewalks			Check Dams			
HMA Patch			Drain Filter			
Signage			Seeding/Sod			
Punch List			Sed. Ponds			
Sewer	x					
Paving						

Traffic Control Needed? Yes ☐ No ☒ **Traffic Control Installed?** Yes ☐ N/A ☒

3000' + water main installation with 6 hydrants, 4 services, and a site fireline began in Nov 2024. In Dec, spoke with contractor about timing of installation to make sure all Public Works requirements would be met and was told that the main and services would be installed, pressure tested, BacT'd, and tied in to the existing City water main by January 2025. Pressure test passed on 1/7/2025. BacT on water main taken on 1/9/2025. Received results of BacT on 1/13/2025 and everything looked good. Spoke with contractor about doing tie-in to COE Water main and because of colder temperatures, he wanted to hold off for a bit so that the pipeline wouldn't freeze and possibly break.

Photos/Video taken?
Inspector's On Site Hours

1.2.4.4 Internal Staff Training: Ongoing

All employees involved in operations and maintenance, plan review, construction inspection, and stormwater management receive stormwater pollution prevention training and hold Certified Erosion and Sediment Control Lead (CESCL) certification. Staff renew their CESCL accreditation every three years to ensure continued compliance and up to date knowledge of best practices.

In 2025, the Stormwater Utility funded two new CESCL certifications and one recertification.

1.2.4.5 Construction Site Operator Outreach: Ongoing

All construction site operators, developers, and engineers receive information on erosion control training, proper installation of BMPs, and compliance with Appendix 1 of the Phase II Eastern Washington Municipal Stormwater Permit. Guidance is provided on selecting and applying BMPs as outlined in Chapter 7 of the 2024 Stormwater Management Manual for Eastern Washington.

Private contractors have access to statewide CESCL training, informational flyers and pamphlets available on the City's website, and printed materials distributed during pre-construction meetings. Capital Improvement Projects are held to the same standards as private developments, undergoing thorough permitting, erosion control review, plan evaluation, field inspections, and compliance monitoring.

To further support erosion control efforts, the Stormwater Utility developed a flyer aimed at educating contractors on implementing erosion control measures on all sites, regardless of size. This flyer is distributed at pre-development meetings, available online, and provided in the Building Department at City Hall. The Stormwater Utility plans to update outreach materials in 2026.

In 2025, the City held approximately seventeen (17) pre-construction meetings for private development and approximately seven for Capital Improvement Projects.



1.2.5 Post-Construction Stormwater Management for New Development and Redevelopment

The City ensures long-term stormwater management by requiring Low Impact Development (LID) techniques, runoff treatment, and flow control for new development and redevelopment projects. The Stormwater Development Standards continue to adopt new practices to protect water quality and reduce pollutants. Through plan reviews, inspections, and maintenance requirements, the City enforces compliance and promotes sustainable stormwater practices.

1.2.5.1 Regulatory Post-Construction Stormwater Management Mechanisms

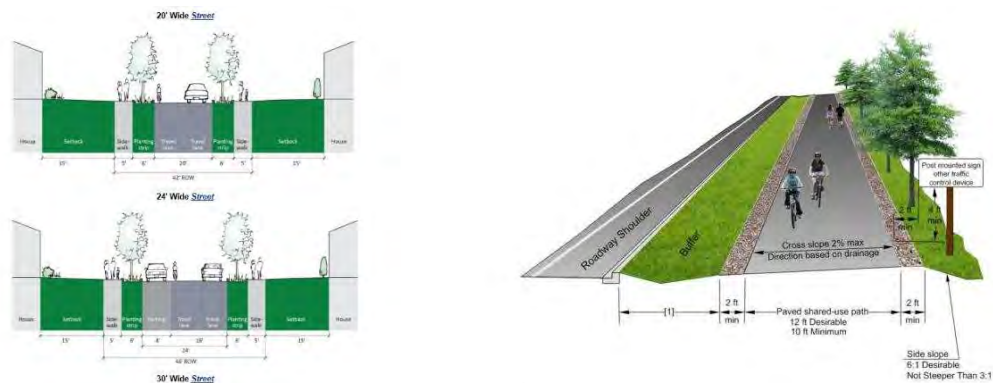
“Permanent stormwater control facilities shall be maintained and operated in compliance with Chapter 9.100 ‘Storm Drainage and Surface Water Management Utility’ of the Ellensburg Municipal Code and the current Stormwater Management Manual for Eastern Washington. Stormwater control facilities include

streams, rivers, ponds, lakes, waterways, groundwater, and functionally related natural and manmade stormwater control facilities that combined constitute the city's stormwater control facility."

Cited above is an excerpt from the 2025 City of Ellensburg Storm Drainage Standards. It references the code Chapter 9.100. The ordinance requires that owners (private or public) of stormwater facilities that were constructed after the effective date of this permit maintain their facilities in accordance with the standards and details to which they were constructed.

1.2.5.2 Low Impact Development (LID) and Site Design

The City of Ellensburg adopted street standards that prioritize Low Impact Development (LID) practices to improve stormwater management. As part of these updates, all frontage improvements must now provide infiltration for street runoff rather than connecting to the existing storm system. The new standards also narrow street widths and require vegetated or rock-lined planter strips to manage runoff, integrating stormwater treatment directly into the streetscape. Examples of these new street standards, as outlined in the City Code, are pictured below.



Since 2020, most developers, builders, and engineers have moved away from centralized storm ponds, opting instead for roadside rock-lined or compost-amended swales. This shift allows for more efficient land use, enabling developers to build additional homes while eliminating the need for large, under-maintained detention ponds that often fall into disrepair due to absent HOAs or unclear maintenance responsibilities. By treating and controlling stormwater at the source, developments eliminate the need for large detention facilities on separate parcels, reducing future maintenance concerns.

In both private and public projects, large stormwater holding facilities are being replaced with rock-lined swales (xeriscaping) in the right-of-way, making them visible and accessible for maintenance. Xeriscaping swales are increasingly popular in Ellensburg due to their low cost, minimal maintenance needs, and ability to blend with the native landscape. Unlike traditional stormwater ponds, these swales do not require watering, providing an additional water conservation benefit.



To ensure proper treatment, pre-treatment BMPs must be implemented to treat the first half-inch of rainfall. The Stormwater Management Manual for Eastern Washington provides options such as 60/40 bio-soil retention media, grassy strips, downturn elbows, and other BMPs, allowing design engineers to select the most appropriate solution for each site.

Additionally, the Department of Ecology now requires that all new development and redevelopment projects that involve BMPs for Runoff Treatment, Flow Control, and/or Wetlands Protection shall create an operation and maintenance (O&M) manual for these BMPs which shall identify the maintenance obligations for each BMP, the party (or parties) responsible for the O&M, the and long-term funding source(s).

1.2.5.3 Stormwater Treatment and Flow Control

The link below references the Stormwater Design standards and details for the City of Ellensburg. Currently, all projects (public and private) that disturb one acre or more, projects of less than one acre that are part of a larger common plan of development or sale, and all plats, commercial property improvements, and parking lots must comply with the Stormwater Treatment and Flow Control provisions as listed in the 2024 SWMMEW. The design storm shall treat the first ½ inch of rainfall in 24 hours (6-month, 24-hour storm event) for all pollution-generating impervious surfaces. Flow control shall be designed based on the 10-year 24-hour storm event and if detention is proposed, it shall be based on the first 1.6 inches of rain in 24 hours (25-year storm event).

The City maintains an annually updated inventory of private BMPs that discharge to ground or surface waters, ensuring they are properly mapped and documented. Below are examples of public and private post-construction flow control and treatment BMPs within Ellensburg.



1.2.5.4 Post-Construction Inspections and Maintenance: Ongoing

The City of Ellensburg, located in a high desert/shrub-steppe region, receives approximately 8.89 inches of annual precipitation, primarily as snow. Stormwater Utility Staff perform post-event inspections on all City-owned stormwater facilities following any rain event exceeding the 10-year, 24-hour storm threshold (1.2-1.4 inches, depending on location). **No recorded storm events exceeded 1.2 inches in 24 hours in 2025. Therefore, no post-event inspections were completed.**

In addition to post-event inspections, Stormwater Utility Staff perform routine inspections of all *City-owned BMPs*. The Phase II Permit (S5.B.6.i.ii.a) requires inspections every two years or as needed for 95% of treatment and flow control facilities. When facilities show signs of damage, they are added to a Capital Facilities Improvement List for necessary repairs.

In 2025, City staff inspected all 47 City-owned and maintained swales and 13 Private swales.

The City contracts a private company to maintain public stormwater swales, while City staff handle catch basin cleaning. A comprehensive inventory of post-construction BMPs, both public and private, has identified 475 systems citywide, the majority of which are privately owned and predate 2007. The City inspects private post-construction BMPs every two to four years, focusing on those built after 2007.

1.2.5.4.1 Post-Construction Stormwater Management Challenges: Ongoing

The City faces ongoing challenges with maintaining post-construction stormwater facilities. Many of these facilities are privately owned, were built before the 2007 Phase II Eastern Washington Municipal Stormwater Permit, and lack clearly defined maintenance responsibilities. As a result, many have fallen into disrepair, become overgrown and clogged, and are used as dumping sites.



Statewide, maintaining post-construction stormwater facilities is a common challenge, especially when homeowner associations fail to form, or developers abandon responsibility. In Ellensburg, 12 to 14 stormwater detention ponds built before 2007 have been effectively abandoned, lacking both HOA oversight and legal maintenance requirements. In 2024, the City had to intervene and provide emergency repairs after one of these facilities failed, posing a public hazard. The Stormwater Utility is actively exploring a new program to refurbish and maintain these facilities. In September 2025, as a part of this undertaking, the City's Stormwater Utility applied for funding through the FY27 Water Quality Combined Funding Grant Application but was not funded in the initial funding announcement. To support this effort in 2026, the Stormwater Utility has allocated a portion of its Capital Projects (\$75,000) budget to begin addressing the most problematic of these facilities.

Below is an example of the City-Maintained Swale Inspection Spreadsheet

Swale ID	Maintenance notes	Project #	Plot / Dist. Name	Street	V Street	Inspected 2025	Additional Maintenance Needs	Maintenance Completed
36	no issues - maintained by homeowner	2002-075	Kelly/Mylase short plots	Ridgeview Ln		8/18/25	None	
59	no issues - maintained by city contract	2023-074	Planning South Shared Use Path	Planning South	N of 3rd Ave	8/19/25	None	
60	no issues - maintained by city contract	2022-095	Planning North Improvements	Planning North	S of Radio Road	8/19/25	None	
61	no issues - maintained by city contract	2023-130	Brick Road Improvements	Brick Road	Seymour - N of Bonnie Ln	9/12/25	None	
62	still works, but excess vegetation	2002-080	Halena Ave Impr.	Halena Ave	Chestnut St.	8/19/25	Remove excess vegetation	
64	still works, but excess vegetation	2002-080	Halena Ave Impr.	Halena Ave	Chestnut St.	9/12/25	Remove excess vegetation	
65	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	9/12/25	None	
99	still works, but excess vegetation	2002-080	Halena Ave Impr.	Halena Ave	Alder St.	9/12/25	None	
134	no issues - grass maintained by city contract	2007-049	Alliance SP	Enterprise Way	Dolanway	9/12/25	None	
135	no issues - grass maintained by city contract	2007-049	Alliance SP	Enterprise Way	Dolanway	9/12/25	None	
139	no issues - grass maintained by city contract	2006-080	Dolanway Rd. Impr project	Dolanway Rd.	Prospect St.	9/12/25	None	
205	still works, but excess vegetation	2003-055	Water St Impr project	Manitoba	Water	9/12/25	Needs Rehab	
212	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	9/12/25	None	
213	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	9/12/25	None	
214	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	9/12/25	None	
215	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	9/12/25	None	
216	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Ruby St.	9/12/25	None	
217	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Whitman St.	9/12/25	None	
218	vegetation maintained by city contract - constant groundwater drainage, leads to excess vegetation at inlet	1997-029	Water St Impr project	Water St.	13th Ave	9/12/25	Mow, and add to city maintenance contract	Added to City contract 6/25; trim & garbage pick up once a month June-Nov (Mowed 10/23/2025)
220	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
221	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
222	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
223	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
224	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
225	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
226	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
227	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
228	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
229	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Chestnut St.	8/18/25	dig out grass from curb inlet	
230	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	8/18/25	dig out grass from curb inlet	
231	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	8/18/25	dig out grass from curb inlet	
232	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	8/18/25	dig out grass from curb inlet	
233	grass maintained by city contract	2005-127	Mtn View Improvements	Mountain View	Willow St.	8/18/25	dig out grass from curb inlet	
258	still works, but excess vegetation	2008-067	Airport Road Improvements	Airport	Halena Ave	8/19/25	Remove excess vegetation	

1.2.5.5 Post-Construction Record Keeping: Ongoing

The City maintains comprehensive records for public and private developments, including civil design plans, drainage reports, and O&M plans. Starting in 2027, the City will retain records in accordance with the new threshold requirements outlined in Appendix 1. The City also tracks all maintenance activities, enforcement actions, and staff training to ensure compliance with stormwater regulations and support long-term stormwater management efforts.

1.2.6 Municipal Operations and Maintenance

The City's Operations and Maintenance (O&M) Program minimizes stormwater pollution from city-owned facilities, streets, and storm systems. Compliance is achieved through regular inspections, maintenance, and pollution prevention practices, including catch basin cleaning, street sweeping, and stormwater facility upkeep. City staff receive stormwater pollution prevention training, ensuring BMPs are followed. The O&M Plan is regularly updated to meet permit requirements.

1.2.6.1 Operations and Maintenance Plan

The City of Ellensburg wrote its own O&M Plan in 2010. The Utility updated that plan in 2017 to meet the permit requirement S5 6a. The Plan was again updated in 2022 and a copy of it is attached in the link below. All City staff are trained on Best Management Practices (BMPs) and pollution prevention every permit cycle.



Operation and Maintenance Plan 2022

[City of Ellensburg - 2022 Stormwater Operation & Maintenance Plan](#)

As previously mentioned in the IDDE section, the vector truck is outfitted with a software tool that tracks inspection, cleaning, and jetting. The 2025 map on page 19, shows the south half of the City was cleaned and inspected for IDDE and O&M in 2025.

1.2.6.2 City Shop Stormwater Pollution Prevention Plan (SWPPP): 2025/2026

In 2023/2024, the utility wrote its first-ever SWPPP. Up until this time, Ecology accepted the management plan in place of a SWPPP. In 2023/2024, Ecology recommended that the city write a SWPPP for the City Shop. Attached below is a copy of the City Shop SWPPP. The Stormwater Utility began updating the Shop SWPPP in 2026.

[City of Ellensburg - 2023 City Shop Stormwater Pollution Prevention Plan](#)

1.2.6.3 Ecology's 2024 City Shop Inspection: 2025/2026

Subsequently, following the SWPPP submission, Ecology's Industrial Program conducted an inspection of the City Shop. The results of Ecology's inspection are available at the following link:

[2024 City Shop DOE Stormwater Compliance Inspection Report](#)

The Stormwater Utility has been collaborating with Shop Management and City crews to address Ecology's inspection comments. There is some potential for select City Shop operations to be moved to a different property in the near future. Therefore, the Stormwater Utility and Shop Management teams are taking care to consider the best long-term options. Recent inspection report response actions include:

- Shop detention ponds were cleaned out between 2024 and 2025.
- Plans for a concrete pad to be located in front of the Salt Shed are in the initial stages of development as of 2026.
- A feasibility study for the Fueling Station will be initiated in 2026.
- Wash bay conceptual options are in discussion as of 2026.

1.2.6.4 Street Sweeping Program: Ongoing

The city has always had a sweeping program, but it has been largely undocumented and never tracked. In 2014, the city applied for a grant from the Department of Ecology and was awarded funds to purchase two new regenerative air sweepers. The grant required tracking the broom downtime, engine miles, and tonnage, but did not request route tracking. The city generates 750 tons of solids each year through the street-sweeping and catch-basin-cleaning program. The 2024-2029 Phase II Permit requires that, by 2027, the sweeping program be tracked by tonnage swept, miles swept, and street type. Arterial, collector, and local access are the three major street types, and each will have its own sweeping frequency. The Stormwater Utility is working to incorporate these updates in 2026.



1.3 S7 – Compliance with Total Maximum Daily Load (TMDL) Requirements

The City has implemented programs to support compliance with Total Maximum Daily Load (TMDL) limits for impaired waterbodies. Wilson Creek, which flows through Ellensburg, is subject to a TMDL for fecal coliform, requiring the City to reduce pollutant loads and improve water quality. To meet these requirements, the City utilizes BMPs, conducts public outreach, and implements stormwater infrastructure improvements, all aimed at reducing fecal coliform levels in Wilson Creek and ensuring alignment with TMDL goals.

1.3.1 Enhanced IDDE Program in Wilson Creek: 2025/2026

Beginning in March 2025, City staff implemented the enhanced IDDE program to support the Wilson Creek TMDL. Sampling was conducted at 15 outfall locations across 24 sampling events, with three samples collected at each event. Sampling occurred during both the dry and wet seasons along Mercer Creek and the East and West Branches of Wilson Creek.

Samples were collected using the same method as the standard IDDE program. A one-milliliter sample is plated using Coliscan Easygel and incubated for 24 to 36 hours at the Wastewater Treatment Facility to measure bacteria levels in colony-forming units per milliliter (CFU/mL).

This program is continuing in 2026.

Date sample taken	Sample Location	Creek	Outfall ID	Sample 1	Sample 2	Sample 3	Water Temp (C°)	Precipitation (past 24 hours)
3/5/2025	5th Ave, west of Poplar St.	Wilson Creek - East Branch	Wilson E14	0	0	200	2.9	0.05
3/10/2025	Willow St & Brook Lane, north of creek culvert	Wilson Creek - East Branch	Wilson E16	0	0	0	4.3	0
3/12/2025	11th Ave, west of Maple St	Wilson Creek - West Branch	Wilson W22	0	0	0	5.7	Trace
3/26/2025	15th Ave and Brook Lane	Wilson Creek - West Branch	Wilson W25	100	300	100	9.5	Trace
4/2/2025	Alder Street, S of 14th	Wilson Creek - West Branch	Wilson W24	100	0	0	5.2	Trace
4/8/2025	4th Ave W of Walnut St.	Wilson Creek - East Branch	Wilson E11	100	0	300	5.5	0.2
4/14/2025	5th & Walnut St.	Wilson Creek - East Branch	Wilson E12	0	0	0	12.3	0
4/16/2025	Anderson Street, south of 7th Ave	Wilson Creek - West Branch	Wilson W15	200	100	0	10.2	0
4/23/2025	Washington Ave, west of Sampson	Wilson Creek - East Branch	Wilson E05	100	0	0	11.2	0
5/7/2025	Mercer Creek @ Green Parks Drive	Mercer Creek	Mercer 23	100	0	300	-	0
5/13/2025	west side of B Street, North of Lexus Ln	Mercer Creek	Mercer 20	100	100	0	13.2	Trace
5/27/2025	west side of B Street, S of Lexus Ln	Mercer Creek	Mercer 18	1000	1000	1200	13.1	0
6/2/2025	Mercer Creek @ Mercer Church next to trash rack on creek	Mercer Creek	Mercer 17	300	400	300	12.4	0
6/16/2025	Wenas St. S of 7th	Mercer Creek	Mercer 04	200	200	300	16.1	0
6/23/2025	5th Ave, W of Wenas, east side of creek	Mercer Creek	Mercer 02	300	200	300	15.1	0
6/29/2025	5th Ave, west of Poplar St.	Wilson Creek - East Branch	Wilson E14	300	300	100	17.4	0
7/31/2025	Willow St & Brook Lane, north of creek culvert	Wilson Creek - East Branch	Wilson E16	300	300	400	19.6	0
8/6/2025	11th Ave, west of Maple St	Wilson Creek - West Branch	Wilson W22	0	0	0	-	Trace
8/11/2025	15th Ave and Brook Lane	Wilson Creek - West Branch	Wilson W25	200	200	100	-	0
8/12/2025	Alder Street, S of 14th	Wilson Creek - West Branch	Wilson W24	300	100	200	-	0
8/20/2025	5th & Walnut St.	Wilson Creek - East Branch	Wilson E12	100	300	300	-	0
9/9/2025	Mercer Creek @ Green Parks Drive	Mercer Creek	Mercer 23	400	100	200	-	Trace
9/17/2025	west side of B Street, North of Lexus Ln	Mercer Creek	Mercer 20	1400	1400	1600	-	0
9/23/2025	west side of B Street, S of Lexus Ln	Mercer Creek	Mercer 18	600	800	600	-	0

1.3.1.1 Public Education and Outreach

The City's education and outreach program under the TMDL requirements informs the public about pollution sources affecting impaired waterbodies and actions to reduce them. Efforts focus on fecal coliform pollution in Wilson Creek and may include educational materials, public events, and direct community engagement to promote best management practices.

1.3.1.1.1 Pet Waste Education Program: Ongoing

The City is required to maintain pet waste stations at all public parks, city properties, and open spaces to help reduce stormwater contamination. The Stormwater Utility funds the pet waste bags available at these locations and collaborates with the Parks Department on their implementation.

The City has also permitted several pet relief stations in the Historic Downtown that are maintained by local businesses. These stations help protect water quality by reducing pet waste entering the stormwater system. By encouraging proper waste disposal, pet relief stations help prevent contamination and keep public spaces and local water resources clean.

The Stormwater Utility worked with a consultant to update our pet waste outreach materials between 2024 and 2025. The updated materials were launched via social media campaigns in early 2026.



1.4 S8 Monitoring and Assessment

Section S8 of the Phase II Permit requires the City to monitor and assess stormwater impacts to evaluate program effectiveness. This includes tracking pollutant levels, assessing BMP performance, and reporting findings annually. The permit provides multiple compliance options, allowing permittees to select the most effective approach to meet these requirements.

1.4.1 Tree Canopy for Stormwater Management: 2025/2026

In 2025, the Stormwater Utility initiated the Urban Forest Management Project, a multi-year effort to improve tree maintenance, establish urban tree canopy goals, and strengthen tree policies citywide. The project is funded by the Washington State Department of Natural Resources Urban Forestry Program and the USDA Forest Service. As part of this effort, the City completed a comprehensive inventory of approximately 1,500 trees located in parks and at City facilities, establishing a baseline dataset on species, condition, and location to support future canopy planning and monitoring.

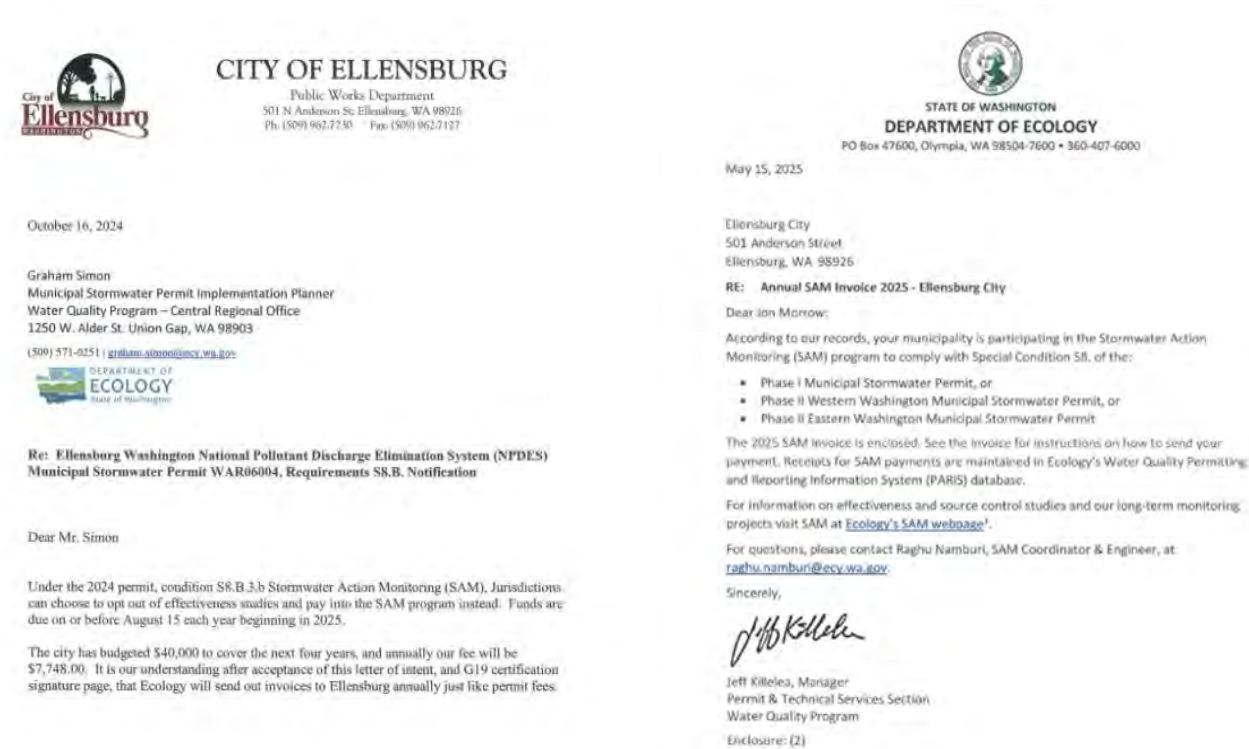
The project also includes development of an Urban Forest Management Plan (UFMP), which will define long-term canopy goals, promote equitable tree distribution, and identify best management practices. As part of the UFMP, a Historic District Tree Maintenance Plan is being developed for the neighborhood with the highest tree canopy density and the largest concentration of mature trees in Ellensburg. This plan includes a Level 2 assessment of trees with diameters of 24 inches and greater to help prioritize maintenance and support long-term tree health. In addition, the City is updating its Tree Ordinance and Development Standards to ensure regulatory support for UFMP goals.

Public engagement, including bilingual outreach and community input as described in Section 2.e of this Stormwater Management Plan, has informed plan development and policy updates. Collectively, these efforts support the Stormwater Permit Tree Canopy for Stormwater Management requirements by

establishing baseline inventory data, developing community-supported canopy goals, and strengthening the framework needed to preserve and expand the City's urban tree canopy over time.

1.4.2 Payments into the Stormwater Action Monitoring Collective Fund

To meet the requirements of Section S8 of the Phase II Eastern Washington Municipal Stormwater Permit, the City has opted to participate in the Stormwater Action Monitoring (SAM) Program. By contributing to SAM, the City supports regional stormwater research and effectiveness studies rather than conducting independent monitoring. This collaborative approach provides valuable data on stormwater impacts, BMP performance, and overall water quality trends.



1.5 Achievements and Planned Activities

This section highlights the City's accomplishments in stormwater management over the past year and provides an overview of ongoing projects and grant opportunities. These efforts contribute to regulatory compliance, infrastructure improvements, public engagement, and water quality protection. Moving forward, the City remains dedicated to enhancing stormwater programs and securing funding to support long-term goals.

1.5.1 Gateway II Stormwater Retrofit Project Update: 2025/2026

The city was successful in obtaining grant funding from the Department of Ecology to design, permit, and construct Gateway II. Gateway II is the same identical project as Gateway I in scope and size, just on the

opposite end of town. The agreement between Ecology and the City is fully executed. In October 2021, a consultant was hired to begin designing the project. Below is a conceptual artist's rendition of what one side of the project might look like when complete. The project will be constructed on both sides of the street.

The project was held up for one entire calendar year due to a fish-screen de-regulation issue involving East Branch Lyle Creek. The fish screen was installed, and East Branch Lyle Creek was successfully de-regulated in the summer of 2025. A grant amendment was executed in August 2025 to extend the grant timeline. This amendment required the City to complete the 90% design by early 2026 and to reapply for construction funding that same year. The 90% design of the project was completed in January 2026, and the design portion of the grant was closed out with Ecology. Permitting for the project is ongoing, and staff are geared up to apply for construction funding this summer.



1.5.2 Reecer/Currier Floodplain Project Update: 2025/2026

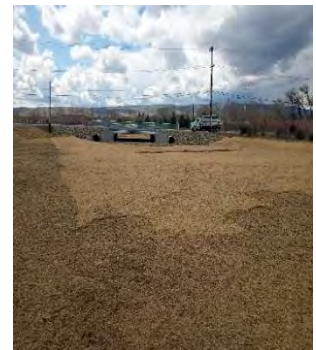
The City has been working on flood management projects with regard to West Ellensburg and Reecer Creek since 2010. Phase I relocated a section of Reecer Creek into a new channel that supported fish habitat and constructed a setback levee. Phase II bonded five million dollars to acquire 56 acres of land, extend the setback levee up to the Burlington Northern Railway, build a new fish passable 35-foot bridge on Dolarway, and construct three contiguous flood swales.

Phase I was completed in the spring of 2023. The project experienced significant delays due to cultural resource issues. These issues were resolved through diligent work, and Phase II, which extended the levee and flood swales up to the Burlington Northern Railway, was completed at the end of 2025.

Before 2022-2023



After 2024



After 2025



1.5.3 Flood Planning Assistance Grant (FCAAP) Project: 2025/2026

The city applied to the Department of Ecology's Flood Control Assistance Account Program (FCAAP) and was awarded \$400,000.00 to model the City's storm system. To support modeling efforts, the City used \$130,000.00 of Stormwater Capacity Grant funding to re-map the storm system in its entirety. This data, along with the County's 2D model, was incorporated into a 3D model designed to re-evaluate the current flood maps for Ellensburg and examine the storm system's role in reducing urban flooding during small events. The project identified areas where the storm system is undersized and helped the City's team prioritize long-term capital projects for culverts and outfalls. The work was completed in June 2025.

1.5.4 Floodplains By Design Land Acquisition Grant Project: 2025/2026

In 2024, the City's Utility submitted a grant application for the acquisition of two frequently flooded properties on the western edge of the City. Combined, the properties total 52 acres and are situated almost entirely within the 100-year floodplain. Whiskey Creek, which has become the focal point for the reintroduction of Steelhead into the Naneum Canyon, also runs through both properties. Discussions among the Fisheries, Tribe, and County Flood District have proposed reintroduction through Reecer Creek, potentially via the Phase II Levee extension. A recreational trail is also proposed to connect the Gateway 1 project to the Palouse-to-Cascades Trail via the two properties. This FBD project would support flood protection, fish passage, public recreation, and education.

This land acquisition grant was not funded in the initial award announcement. However, in late 2025, the City was notified that returned funding was available to support a portion of the initial project scope. Since early 2026, the City has been collaborating with Ecology to revise the project scope.

1.6 Appendices:

[2025-2026 Biennial Budget - Stormwater Utility](#)



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Renewal of the Memorandum of Understanding (MOU) authorizing the Kittitas County Conservation District and City of Ellensburg to collaborate in implementing the Heritage Gardens Program and other conservation activities within the City

Submitted by: Rebecca Springer, Water Resources Manager, Erin McGowan, Stormwater/Urban Forestry

Department: Public Works

Suggested Motion/Action:

Authorize the City Manager to execute the Memorandum of Understanding (MOU) between Kittitas County Conservation District and City of Ellensburg.

Background/Summary:

Staff and the Kittitas County Conservation District (KCCD) propose renewal of the Memorandum of Understanding (MOU) authorizing collaboration between KCCD and the City to implement the Heritage Garden Program and other water conservation and drought resilience activities within the City.

The Heritage Garden Program was developed by KCCD and the Benton Conservation District, with funding support from the Washington State Department of Ecology through the Yakima Basin Integrated Plan. The program promotes sustainable gardens and landscapes designed to honor the cultural and natural heritage of the Columbia River Basin while reducing water use.

In addition to the Heritage Garden Program, the MOU provides a framework for collaboration on additional water conservation and drought resilience activities in response to multiple years of drought in the Yakima Basin and the need to maximize limited natural resources.

Previous Council Action:

The previous ILA used for this purpose expired in December 2025.

Analysis:

The proposed MOU authorizes a cooperative partnership between the City and KCCD by clearly defining each party's roles and responsibilities. KCCD will lead program implementation, outreach, and education efforts, while the City will support these efforts through referrals, promotion, and coordination, as appropriate.

The agreement outlines a collaborative partnership and does not include any direct exchange of funds unless approved through a future amendment. Both parties' responsibilities are

dependent on available funding and resources.

The MOU term extends from January 1, 2026, through December 31, 2029, providing a multi-year framework to support ongoing conservation programming and allow for continued outreach and implementation.

Overall, the agreement supports the City's goals related to water conservation, sustainability, and drought resiliency, while leveraging the expertise and resources of KCCD to expand program reach and effectiveness.

Financial Impact:

There is no direct financial impact. Activities under this agreement are subject to available funding and resources.

Budget Adjustment: No

Attachments:

1. Memorandum of Understanding (MOU) Between Kittitas County Conservation District and City of Ellensburg

MEMORANDUM OF UNDERSTANDING (MOU)
Between
Kittitas County Conservation District
And
City of Ellensburg

This MOU is entered into by and between Kittitas County Conservation District, an Association, hereinafter called KCCD and the City of Ellensburg, a non-charter code city of the State of Washington, hereinafter called CITY, collectively referred to as the Parties, for the Parties to collaborate on implementing the Heritage Garden Program and other water conservation and drought resiliency activities.

RECITALS

The Parties wish to collaborate on implementing the Heritage Garden Program within the CITY.

The Heritage Garden Program was established by the Benton Conservation District and KCCD with funding provided by the Yakima Basin Integrated Plan's Municipal Subgroup through the Washington State Department of Ecology.

The Heritage Gardens are landscaped areas designed to honor the cultural and natural heritage of the Columbia River Basin while utilizing sustainable gardening practices.

Also, in the interest of implementing sustainable practices that optimize our limited natural resources, and in response to multiple years of drought within the Yakima Basin, the Parties also wish to collaborate on other water conservation and drought resiliency activities within the CITY.

NOWTHEREFORE, KCCD and the CITY mutually agree as follows:

I. Purpose & Scope.

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the Heritage Garden Program, and other water conservation and drought resiliency activities.

II. Term.

This MOU shall be in full force and effect on January 1, 2026, and shall remain in effect until December 31, 2029, unless extended or terminated sooner according to the provisions herein.

III. Kittitas County Conservation District agrees to:

- Market and implement the Heritage Garden Program to interested landowners and businesses in the CITY;
- Advertise to CITY residents' available workshops / seminars on Heritage Gardens or other available conservation programs;
- Collaborate with CITY to implement other mutually beneficial conservation and resiliency programs, as appropriate; and
- KCCD's capability to carry out its responsibilities in this MOU is contingent upon the availability of funding and resources.

IV. The City of Ellensburg agrees to:

- Refer landowners to KCCD for participation in the program as appropriate;
- Advertise Heritage Garden workshops / seminars to landowners and businesses interested in developing Heritage Gardens to the extent that CITY is able;
- Support KCCD, as customary and appropriate, in submitting funding requests to other entities to fund the Heritage Garden Program or other available conservation programs;
- Collaborate with KCCD to implement other mutually beneficial conservation and resiliency programs, as appropriate; and
- The CITY's capability to carry out its responsibilities in this MOU is contingent upon the availability of funding and resources.

V. Funding.

This MOU does not include the reimbursement of funds between the two Parties unless reimbursement of funds is expressly set forth in a written amendment signed by the Parties.

VI. Records.

Each party shall preserve and maintain its records regarding this MOU 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.

VII. Indemnification.

Each party shall indemnify, defend and hold the other party, its departments, elected and appointed officials, employees and agents, harmless from and against any and all claims, damages, losses and expenses for any bodily injury, sickness, disease, or death, or any damage to or destruction of property, including the loss of use resulting there from, which are alleged or proven to be caused in whole or in part by a negligent act or omission of the party, its officers, directors, and employees. This indemnification obligation shall not apply in the limited circumstance where the claim, damage, loss, and expense are caused by the sole negligence of a party.

VIII. Insurance.

Each party hereto shall at all times during the term of this MOU maintain insurance coverage (or participate in a local government risk pool) adequate to cover its activities under this MOU. A certificate of coverage indicating policy coverage shall be provided upon ratification of this MOU 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.

IX. Modification.

This MOU may not be amended, supplemented, or otherwise modified unless expressly set forth in a written amendment signed by the Parties.

X. Termination.

Either party may terminate this MOU at any time upon ten (10) days written notice to the other party.

XI. Independent Capacity.

Each party to this MOU 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 MOU 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.

XII. Severability.

If any provision of this MOU shall be held invalid, such invalidity shall not affect the other provisions of this MOU that can be given effect without the invalid provision, if such remainder is consistent with applicable law and with the fundamental purpose of this MOU, and to this end the provisions of this MOU are declared to be severable.

XIII. Waiver.

The waiver by a party of any default or breach of this MOU, 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.

XIV. Disputes.

In the event of a dispute between the Parties relating to this MOU, the Parties agree to make a good faith attempt to resolve such dispute informally, prior to the commencement of any legal action or arbitration.

XV. Governing Law.

This MOU shall be governed by the laws of the State of Washington.

XVI. Force Majeure.

In the event of a forced delay in performance by a party of its obligations under this MOU, 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 MOU shall be extended for the period of the forced delay.

XVII. Effective Date and Signature.

This MOU shall be effective upon the signature of KCCD and CITY authorized officials.

KITTITAS COUNTY CONSERVATION DISTRICT	CITY OF ELLENSBURG
 _____ Signature	_____ Heidi Behrends Cerniwey City Manager
 _____ Printed Name Chair	Date: _____
Date: <u>4/3/26</u>	Attest: _____ City Clerk
	Approved as to form: _____ Christopher Horner Ellensburg City Attorney



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Bid Award – Bid Call 2026-07 Recirculation Pump Station Upgrades
Submitted by: Grant Maskal, Construction Project Manager
Department: Public Works

Suggested Motion/Action:

Award bid call 2026-07, to Strider Construction Co., Inc, in the amount of \$1,355,328.00, the lowest responsive and responsible bidder.

Background/Summary:

Bids were received on Thursday, April 16th, 2026 for the above-mentioned project. Strider Construction Co., Inc. was the lowest responsive and responsible bidder in the amount of \$1,355,328.00. Council is being requested to award the bid to Strider Construction Co., Inc.

The project consists of furnishing all labor, materials, equipment, and other miscellaneous items to improve return activated scum (RAS) and scum pumping in the existing Recirculation Building, including replacement of two (2) vertical, non-clog, centrifugal RAS pumps, one (1) positive displacement scum pump, with associated piping, valves and appurtenances, electrical work, instrumentation, painting, and demolition. The work includes the replacement of the existing motor control center, the installation of a temporary motor control center, and installation of a network cable between the Recirculation Building and the Administration Building, including coordination with the Owner's Programmer for PLC and OIT programming; and other miscellaneous items necessary to complete this project.

Kennedy Jenks, in conjunction with City staff, designed and prepared bid specifications for this project, Bid Call #2026-07. City staff will provide administration for the above scope of work associated with this bid call with support from Kennedy Jenks.

Previous Council Action:

No action previously taken with regards to construction.

Analysis:

The project was advertised and bids were received as follows:

Strider Construction Co. Inc	\$1,355,328.00
Interwest Construction, Inc	\$1,570,681.80
Clear Water Construction & Management LLC	\$1,653,728.22
Redline Mechanical	\$1,813,727.51
Engineer's Estimate	\$2,217,612.00

The low bid submitted by Strider Construction Co., Inc. is below the engineer's estimate.

Financial Impact:

The total project is estimated to cost \$1,355,328.00. Costs for the project are an approved budget item within the sewer fund.

Budget Adjustment: No

Attachments:

None



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Fair and Rodeo Approvals
Submitted by: Brad Case, Parks & Recreation Director
Department: Parks & Recreation

Suggested Motion/Action:

Approve requests from the Ellensburg Rodeo Board and Kittitas Valley Event Center.

Background/Summary:

Each year the City receives requests related to the Kittitas County Labor Day Fair and the Ellensburg Rodeo. These requests include but are not limited to modifications to parking rules, parade route approval, and traffic revisions.

Previous Council Action:

N/A

Analysis:

City staff from the Ellensburg Police Department and Public Works, reviewed the letters from the Ellensburg Rodeo Board and the Kittitas Valley Event Center and do not have any concerns with the requests. The requests for 2026 are consistent with requests from previous years.

Financial Impact:

The financial impacts on the city from these requests are accounted for in the 2026 budget.

Budget Adjustment: No

Attachments:

1. 2026 Ellensburg Rodeo Request
2. 2026 Fair Request to the City of Ellensburg



609 N. MAIN ST

• ELLENSBURG, WA 98926

• (509) 962-7831

• 1-800-637-2444

March 6, 2026

Ellensburg City Council
501 N. Anderson Street
Ellensburg, WA 98926

Dear City Council Members,

We appreciate the continued support and cooperation of the city during our busy and exciting Labor Day Weekend, and request your annual permission for the use of the following facilities:

Reed Park – Monday, September 7th.

Catherine Park – Monday, August 31st through Tuesday, September 8th (overflow, overnight parking). We have been in contact with city staff in regards to the requirement for parking lot supervision and lot cleanup at the conclusion of the weekend.

Downtown parade route – route, staging areas, and return route on September 5th (parade route map enclosed). In order to safely and successfully manage the parade we would like to ask for the following street closures the early morning of Saturday, September 5th through the end of the parade as deemed necessary by the Ellensburg Police Department:

Helena & Alder s/b
18th & Alder s/b
Dean Nicholson Blvd & Walnut (close e/b access)
Dean Nicholson and Alder
Willow Street and Brooklane
University Way and Brick Road
Willow & Brick Road (Local access only sign)
University and Walnut
University and Sprague
University & D Street
University & C Street
University & Ruby
University & Pine
University & B Street
University Way and Pearl Street
University Way and Main Street
University Way and Maple Street

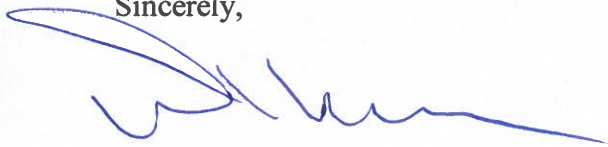
Main Street at 7th, 6th, 5th, 4th, 3rd, & 2nd
Pearl at 7th, 6th, 5th, 4th, 3rd, & 2nd
Pine Street & 2nd, 3rd, 4th and 5th
Ruby & 5th w/b
Sprague & 5th
7th & Chestnut

We would also like to request some no parking zones from late Friday, September 4th through the end of the parade on Saturday, September 5th during parade set up and the duration of the parade:

Alder Street from University Way North to Helena Street
Pearl Street from University Way to 2nd Street
Pine Street from 2nd to 5th Street
5th Street from Pearl to Anderson Street

Thank you for your consideration.

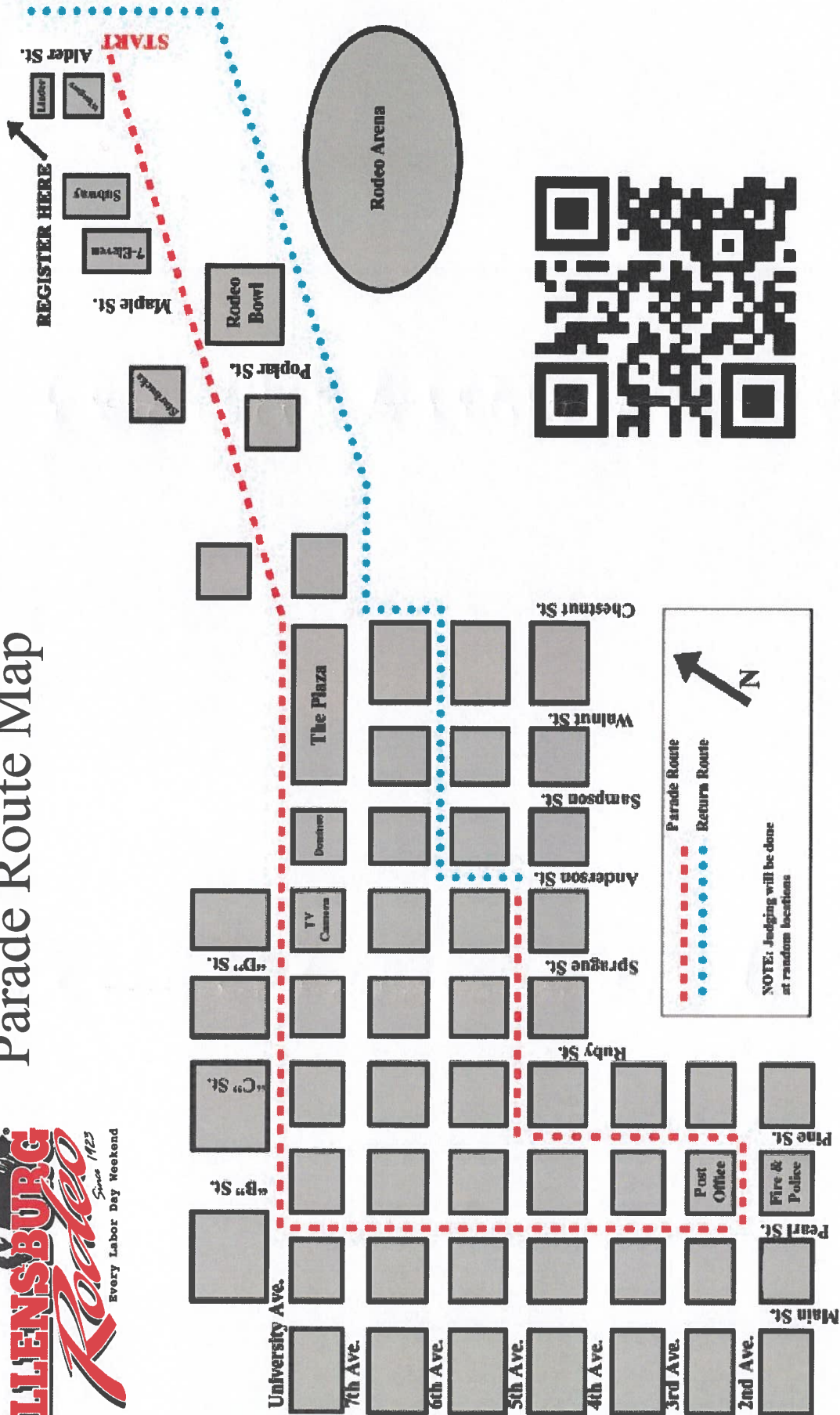
Sincerely,



Dan Morgan
President



Parade Route Map



Please return to staging via the route shown in blue. You will need to enter 8th street using the Sherwin Williams parking lot. Please only use the University Way and Alder Street intersection to return to staging.



March 10, 2026

The Honorable Rich Elliott
Mayor, City of Ellensburg
501 N. Anderson
Ellensburg, WA 98926

Dear Mayor Elliott,

On behalf of the Kittitas County Fair and Ellensburg Rodeo, we respectfully request that you grant the following items to implement the successful operation of the 2026 Kittitas County Fair and Ellensburg Rodeo.

Request for City Council Approval:

1. A waiver of the City of Ellensburg's noise ordinance to include only commercial and public reserve areas (zoning designations), with quiet hours between 3:00 a.m. and 6:00 a.m. for a limited period of time extending from Thursday, September 3, 2026, through Monday, September 7, 2026.
2. Use of Golf Carts and UTVs/ATVs on routes that are necessary for Fair and Rodeo operations under the following regards:
 - 1) Routes to include Popular Street, between 7th and 8th Ave; Maple Street, between 8th and 9th Ave; 8th Ave, between Popular Street and Alder Street; Adler Street, from 8th Ave up to 18th Ave, and from 710 N Chestnut St up Chestnut St to 9th Ave.
 - 2) Vehicles using these routes will be clearly marked.
 - 3) A lane will be designated from Popular to Alder Street along 8th Ave for Cart and ATV use only. The lane will be marked with chalk.
 - 4) Carts and ATVs will not operate in crosswalks.
 - 5) Carts and ATVs will follow all traffic laws and operate the road like any other vehicle.
 - 6) Carts and ATVs will only cross University Way at the Alder Street and Chestnut Street cross sections.



3. Effective Monday, August 31st:

- 7) A temporary closure of 7th Avenue, from the corner of Chestnut and 7th to Poplar Street on the south half of the street.
- 8) A temporary closure of Poplar Street, from the corner of 7th Avenue to the corner of 8th Avenue.
- 9) Designate one-way traffic: 9th Avenue, east bound between Poplar Street and Maple Street.
- 10) Designate one-way traffic: Maple Street, south bound between 9th Avenue and 8th Avenue.
- 11) Designate one-way traffic: Alley located between 8th Ave and 9th Ave, west bound between Alder Street and Maple Street.
- 12) Designate one-way traffic: 8th Avenue, west bound between Alder Street and Poplar Street and add **two (2) 'Do Not Enter' signs** facing west on the 8th Avenue and Maple St. cross-section in front of the Fair's Ticket Office, one on each side of the road.
- 13) Designate one-way traffic: South bound on Alder between alley and 8th Avenue.
- 14) Permission to place signs in appropriate locations for the purpose of directing people to the Event Center and designated parking areas, from the I-90 interchanges and other locations throughout the city.
- 15) A "No Overnight Camping" sign along the north side of 6th Avenue in front of Memorial Park/Swimming Pool.
- 16) A "No Parking" area along the north side of 6th Avenue for Handicapped parking and an extra bus stop area.
- 17) Authorize "15-minute Parking" and "No Parking" areas in the customary areas surrounding the Event Center as designated by Ellensburg Police Department in conjunction with Event Center/Fair staff.
- 18) A "No Parking" area along the east and west sides of Alder Street adjacent to the Event Center north parking lot, between University Way and 8th Avenue.
- 19) A "No Parking" area along the north side of 8th Avenue between Chestnut and Alder.
- 20) A "No Parking" area along the north side of 9th Avenue between East University Way and Maple Street.
- 21) Designate "one-way" from Chestnut East up 5th Avenue to Poplar; North Poplar to 6th Avenue; and 6th Avenue West to Chestnut.
- 22) Temporary 4-Way Stop at 5th Avenue and Chestnut, and 6th Avenue & Chestnut.



- 23) Parking in the area at the south end of Poplar at the foot of Craig's Hill, along the fence adjacent to the Event Center maintenance parking area, reserved for Emergency Vehicles only.
- 24) Use of cones to designate parking.
- 25) A temporary suspension of the RPZ restrictions.
- 26) "No Parking" signs by Rodeo gates on south side of 8th Avenue, between Alder and Maple.
- 27) Designate pedestrian crosswalk at the KXLE to Contestant Hill crossing on University Way/Vantage Highway.
- 28) A temporary closure of the alley directly east of Poplar St between 6th Ave and 5th Ave, which dead ends into Bloom Pavilion, allowing for trailers to block the alleyway for use as a livestock exhibitor staging area.

Note: All Fair and Rodeo gates will be padlocked with same key; extra keys will be located in the First Aid Station and the Police Station located adjacent to the Bloom Pavilion (in the old Fair Office).

Everyone involved with the 2026 Kittitas County Fair and Ellensburg Rodeo greatly appreciates the cooperation of the City Departments involved in making the Fair and Rodeo a safe place for the patrons of our annual Labor Day event!

Sincerely,

Kady Porterfield
Kittitas Valley Event Center, Director

Cc: Heidi Behrends Cerniwey, *City Manager*
Ken Wade, *Chief of Police, City of Ellensburg*
Dan Morgan, *President, Ellensburg Rodeo Association*
Roy Palmer, *Interim Fire Chief, Kittitas Valley Fire and Rescue*
Ryan Lyyski, *Public Works Director, City of Ellensburg*
Jerry Lael, *President, Kittitas County Fair Board*



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Contract Amendment for Axon Enterprise Transcription Services
Submitted by: Jim Weed, Captain
Department: Police

Suggested Motion/Action:

Approve the City Manager's signature on Amendment 1 to the contract with Axon Enterprises for unlimited transcription services.

Background/Summary:

The Ellensburg Police Department seeks to amend its services contract with Axon to add unlimited body camera transcription services to its suite of products under the original contract. This product will allow all body camera footage to be transcribed and available for investigations, analytical support and legal proceedings.

Previous Council Action:

Council approved spending authority through the budget process in December 2024 for the 2026 budget. Council approved the budget amendment for the new quote in November 2025, which accounted for inflation and transcription service subscription. Council most recently approved the City Manager to sign the original contract for services.

Analysis:

The addition of transcription services will aid the police department in a number of ways. Investigations, and legal proceedings will all benefit from the transcription of recorded body camera footage. Automatic transcription will save staff time and reduce turnaround for requested transcribed products. Additionally, the recent acquisition of the Peregrine analytical software program will be a strong beneficiary of transcription services as that program scrapes narrative documents for search features and requested information. It then makes the information from the body camera transcription usable in incident summaries and for collation of crime statistics.

Financial Impact:

Spending authority for this contract amendment was authorized in November 2025 for the 2026 budget amendment process. No additional funding is required. This is a signatory authority request only.

Budget Adjustment: No

Attachments:

1. Ellensburg_PD_(WA)_ _First_Amendment_to_MSPA_- _Axon_Signed_41626 (1)

**AMENDMENT 1 TO THE
MASTER SERVICES AND PURCHASING AGREEMENT
BETWEEN THE CITY OF ELLENSBURG AND AXON ENTERPRISE, INC.**

RELATING TO: Purchase of Axon Hardware, Software and Services for City of Ellensburg Police Department

This Amendment 1 to the Master Services and Purchasing Agreement originally executed on September 19, 2025 (the "Agreement") is made and entered into as of the Effective Date set forth below by and between the City of Ellensburg (Customer") and Axon Enterprise, Inc. ("Axon"). The Customer and Axon are collectively referred to as the "Parties".

WHEREAS, the Parties entered into the Master Services and Purchasing Agreement and Quote Number Q-729488-45915AA for certain Axon hardware, software, and services for Customer's Police Department for the sixty (60) month term of November 1, 2025 through November 30, 2030; and

WHEREAS, the Parties now desire to add additional services and increase the Total Cost of the Agreement,

NOW, THEREFORE, the Parties agree to amend the Agreement as follows:

- 1. Add thirty-five (35) A la Carte Unlimited Services for Axon Auto-Transcribe** per Quote Number Q-841407-46128NW for the term of May 1, 2026 through November 30, 2030 in accordance with Exhibit A, attached hereto and incorporated herein.
- 2. Total Cost.** The Total Cost under the original Agreement was \$485,361.39. This Amendment 1 increases the Total Cost an additional \$56,214.89, to a new Total Cost of \$541,576.28. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from the Customer in the form of a negotiated and executed amendment to the Agreement.
- 3. Full Force and Effect.** Except as modified herein, all terms and conditions of the original Master Services and Purchasing Agreement shall remain in full force and effect.

This Amendment shall be effective as of the date of the last signature below.

CITY OF ELLENSBURG

AXON ENTERPRISE, INC.

By: _____

Signed by:
Robert Driscoll
By: 55DAEBB131A4424_____

Name: _____

Name: Robert Driscoll

Title: _____

Title: Deputy General Counsel

Date: _____

Date: 4/16/2026 | 1:56 PM MST



Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Exhibit A

Q-841407-46128NW

Issued: 04/16/2026

Quote Expiration: 04/30/2026

Estimated Contract Start Date: 05/01/2026

Account Number: 107327

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Ellensburg Police Dept. - WA 100 N Pearl St Ellensburg, WA 98926-3325 USA	Ellensburg Police Dept. - WA 100 N Pearl St Ellensburg WA 98926-3325 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Nathan Williams Phone: 480-448-9988 Email: nwilliams@axon.com Fax:	Jim Weed Phone: (509) 962-7286 Email: weedj@ci.ellensburg.wa.us Fax:

Quote Summary

Program Length	55 Months
TOTAL COST	\$51,763.25
ESTIMATED TOTAL W/ TAX	\$56,214.89

Discount Summary

Average Savings Per Year	\$0.00
TOTAL SAVINGS	\$0.00

Payment Summary

Date	Subtotal	Tax	Total
Apr 2026	\$10,352.65	\$890.33	\$11,242.98
Apr 2027	\$10,352.65	\$890.33	\$11,242.98
Apr 2028	\$10,352.65	\$890.33	\$11,242.98
Apr 2029	\$10,352.65	\$890.33	\$11,242.98
Apr 2030	\$10,352.65	\$890.32	\$11,242.97
Total	\$51,763.25	\$4,451.64	\$56,214.89

Quote Unbundled Price:	\$51,763.25
Quote List Price:	\$51,763.25
Quote Subtotal:	\$51,763.25

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Software									
85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	35	55		\$26.89	\$26.89	\$51,763.25	\$4,451.64	\$56,214.89
Total							\$51,763.25	\$4,451.64	\$56,214.89

Delivery Schedule

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	35	05/01/2026	11/30/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	100 N Pearl St	Ellensburg	WA	98926-3325	USA

Payment Details

Apr 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	35	\$10,352.65	\$890.33	\$11,242.98
Total				\$10,352.65	\$890.33	\$11,242.98

Apr 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	35	\$10,352.65	\$890.33	\$11,242.98
Total				\$10,352.65	\$890.33	\$11,242.98

Apr 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	35	\$10,352.65	\$890.33	\$11,242.98
Total				\$10,352.65	\$890.33	\$11,242.98

Apr 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	35	\$10,352.65	\$890.33	\$11,242.98
Total				\$10,352.65	\$890.33	\$11,242.98

Apr 2030						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	35	\$10,352.65	\$890.32	\$11,242.97
Total				\$10,352.65	\$890.32	\$11,242.97

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Rewrite Estimates

Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing

Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing

Shipment Variance. Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

Signature

Date Signed

4/16/2026





Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Project Acceptance - NTIA Fiber Construction Project
Submitted by: Kenneth Heide, Telecom Business Manager
Department: Energy Services

Suggested Motion/Action:

Accept NTIA Fiber Construction Project as complete.

Background/Summary:

The project of constructing a new fiber backbone to the city wells and wireless tower is now complete. The completed project consisted of building new fiber backbone to the newly constructed Hayward Well Tower site where fixed wireless was installed and offered by Central Connect, who was a sub-recipient of grant funding. Paramount Communications Inc constructed new fiber backbone from existing City fiber infrastructure to both the Hayward Well tower site and fiber infrastructure to the Hwy 10 wells.

On July 20, 2022, the City of Ellensburg Telecom Utility received an award letter for \$437,573 for a grant from the WSBO (Washington State Broadband Office). The WSBO's application was funded through the National Telecommunications and Information Administration (NTIA)- Broadband Infrastructure Program.

On August 19, 2022, the City of Ellensburg Telecom Utility received an additional \$109,393 award from the WSBO's Match Grant Program to cover changes in projected costs to complete the project due to cost increases for materials and construction.

The City of Ellensburg Telecom Utility received an award from the WSBO for \$437,573 and a matching grant amount of \$109,393 for a total grant funding in the amount of \$546,966, later adjusted to \$582,966 for the City of Ellensburg Fiber Extension and Fixed wireless Broadband Project. All work is deemed complete and is in the closeout process.

Previous Council Action:

Council authorized the City Manager to sign the NTIA fiber construction project quote and grant on May 6th, 2024.

Analysis:

All construction was done in accordance with Washington State Department of Enterprise Services Contract #05620.

Financial Impact:

Budget adjustments were already made and accounted for this project. No further budget

adjustments needed.

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: 2026.04.27 15:02:53 -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 **4TH DAY OF MAY 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	174147	TO	174302	\$	613,027.33
EFT #'s	7914	TO	7942	\$	1,090,488.49
Treasure Cash				Total Amounts	
EFT #'S	1744	TO	1771	\$	695,153.03
Check #'s	34566	TO	34577	\$	1,801.33
Payroll Fund				Total Amounts	
Check #'s	96590	TO	96590	\$	2,469.67
Direct Deposits	91586	TO	91858	\$	604,387.16

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK

	Residency Requirement	Members within City Limits	Members outside City Limits	CWU-Appointed	ESD-Appointed	Ex Officio (EHS-Appointed)	Utility Customers	Alternates	Total Members	Current Vacancies	Applicant Name
Access, Advocacy, Equity, & Engagement	Y	7	1	N/A	N/A	N/A	N/A	N/A	9	1	
Affordable Housing Commission	Y	5	1	N/A	N/A	N/A	N/A	N/A	7	1	
Arts Commission	N	4	2	N/A	N/A	N/A	N/A	N/A	7	1	Emily Jacobs
Civil Service Commission	Y	2	0	N/A	N/A	N/A	N/A	N/A	3	1	
Ellensburg Transportation Advisory Committee	N	6	1	2	1	N/A	N/A	1	7	1 (alternate)	
Environmental Commission	Y	5	1	1	1	1	N/A	N/A	7	1 (EHS appointment)	
Landmarks & Design Commission	Y	6	1	N/A	N/A	N/A	N/A	N/A	7	0	
LEOFF Board	Y	3	1	N/A	N/A	N/A	N/A	N/A	5	1	
Library Board	Y	7	0	N/A	N/A	N/A	N/A	N/A	7	0	
Lodging Tax Advisory Committee	N	4	1	N/A	N/A	N/A	N/A	N/A	7	2	
Parks & Recreation Commission	Y	6	1	N/A	N/A	N/A	N/A	N/A	7	0	
Planning Commission	Y	7	0	N/A	N/A	N/A	N/A	N/A	7	0	
Utility Advisory Committee	N	4	0	1	N/A	N/A	4	N/A	7	3 (Utility customers)	Charlotte Tullos, Camber Owlsym, Frederick Padjen

From: noreply@civicplus.com
To: [Gretchen Delaford](#)
Subject: [Ext] Online Form Submittal: Application for Appointment
Date: Monday, March 23, 2026 4:58:44 PM

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

Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission.

Please note that information provided on this application form is subject to Chapter 42.56 RCW: Public Records Act. If recommended for appointment, your application will be submitted to the City Council in the public agenda packet.

Boards & Commissions	Arts Commission
----------------------	-----------------

Have you attended a meeting for the board or commission you are applying to?	Yes
--	-----

Name of Applicant:	Emily Jacobs
--------------------	--------------

Address	
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Mailing Address (If Different)	Field not completed.
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City	Ellensburg
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State	WA
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Zip	98926
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Email Address	
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Phone Number	
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Length of Residency in Kittitas County	11 1/2 years
--	--------------

Do you live within the city limits? Yes

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

Occupation Status and Background: I am employed part time for an organization that is working to depolarize America and also am self employed, having my own consulting and mediation company. My background is largely in public lands/storytelling (interpretation) but in the last 3-5 years I have been working to expand that work into helping businesses, main street communities and other entities better tell their stories within their communities. I have been an avid supporter of the arts all of my life and also teach part time ceramics classes at Gallery One.

Organization Affiliations: Member of the WA Museum Association, Independent Museum Practitioners Group and the National Association for Interpretation.

Why are you seeking appointment? During my time as an Ellensburg resident, I have served on many committees including being Vice President of the former Kittitas County Habitat for Humanity and the City of Ellensburg's Environmental Commission. I believe strongly in public service and want to contribute any way I can to do meaningful work. I believe Ellensburg is a bit of a community in crisis, investigating the tension between who we have been (a rural, small town) with who we are becoming (a growing community filled with people who have moved in from the west side, merging with folks who grew up here). In this tension, I believe the arts can serve as a bridge between these two communities and would love to support the work. I also am extremely excited about how the arts have been growing here... from outdoor summer Shakespeare to community bands and Phoenix Alley-- there are many exciting things going on and I would love to help to support it!

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

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

Boards & Commissions *Field not completed.*

Field not completed.

Boards & Commissions

Email not displaying correctly? [View it in your browser.](#)



DATE: May 4, 2026
TO: City Council
From: Ellensburg Arts Commission
Subject: Recommendation of Appointments

The Ellensburg Arts Commission subcommittee consisting of Alex Eyre, Sarah Beaucamp, Jeffrey Snedeker, and staff member, Kelle Vandenberg conducted a series of interviews for the vacancy on the Arts Commission. We had two applicants for the vacancy. Both applicants met the meeting requirements of attending a meeting and participating in the panel interview.

New Appointment Recommendation:

Emily Jacobs is a business owner, artist, teacher, community leader, and a life-long advocate for the arts. She brings her extensive experience in interpretative storytelling and engagement and mediation skills to help strengthen the Arts Commission's mission of expanding art through community engagement and increasing the accessibility of art.

She brings the ability to catalog and preserve the historical stories of the City Art Collection and help the commission make the collection accessible to all, to capture and share the emerging stories from the Creative District, increasing awareness and growing tourism, and to assist with overall enhancement of community outreach and engagement through meaningful connections and leadership.

She is a member of the WA Museum Association, Independent Museum Practitioners Group, and the National Association for Interpretation. Emily has served as the Vice Present of Kittitas County Habitat for Humanity and on the City's Environmental Commission.

The Arts Commission is pleased to recommend applicant, Emily Jacobs for council consideration to serve effective June 1, 2026.

Submitted by:
Kelle Vandenberg
Arts & Economic Development Manager
Staff Liaison, Ellensburg Arts Commission

From: noreply@civicplus.com
To: [Gretchen Delaford](#)
Subject: [Ext] Online Form Submittal: Application for Appointment
Date: Monday, February 9, 2026 5:45:58 PM

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission.

Please note that information provided on this application form is subject to Chapter 42.56 RCW: Public Records Act. If recommended for appointment, your application will be submitted to the City Council in the public agenda packet.

Boards & Commissions	Utility Advisory Committee
----------------------	----------------------------

Have you attended a meeting for the board or commission you are applying to?	No
--	----

Name of Applicant:	Charlotte Tullos
--------------------	------------------

Address	
---------	--

Mailing Address (If Different)	Field not completed.
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City	Ellensburg
------	------------

State	WA
-------	----

Zip	98926
-----	-------

Email Address	
---------------	--

Phone Number	
--------------	--

Length of Residency in Kittitas County	22 years
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Do you live within the city limits? Yes

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

Occupation Status and Background: Higher Education Consultant. 35 years of higher education leadership experience at the VP level. Hold a doctorate degree.

Organization Affiliations: League of Women Voters, national professional organizations, member of the Board of Trustees of Berkeley School of Theology.

Why are you seeking appointment? Interested in serving the community and being of service.

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

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

Boards & Commissions Diversity, Equity & Inclusion

Boards & Commissions Planning Commission

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TO: City Council
FROM: Utility Advisory Committee (UAC)
DATE: April 21st, 2026
RE: Recommendation of Appointment

The Utility Advisory Committee (UAC) recommends the appointment of Charlotte Tullos to the Committee. Charlotte submitted an appointment application on February 9th, 2026, completed an interview with the Committee, and attended the last UAC meeting held on April 16, 2026.

Based on her interest, participation, and qualifications, the Committee respectfully recommends that the City Council appoint Charlotte Tullos to the Utility Advisory Committee for a 3-year term.

From: noreply@civicplus.com
To: [Gretchen Delaford](#)
Subject: [Ext] Online Form Submittal: Application for Appointment
Date: Saturday, February 21, 2026 9:18:03 PM

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Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission.

Please note that information provided on this application form is subject to Chapter 42.56 RCW: Public Records Act. If recommended for appointment, your application will be submitted to the City Council in the public agenda packet.

Boards & Commissions	Utility Advisory Committee
----------------------	----------------------------

Have you attended a meeting for the board or commission you are applying to?	No
--	----

Name of Applicant:	Camber Owlsym
--------------------	---------------

Address	
---------	--

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

City	Ellensburg
------	------------

State	WA
-------	----

Zip	98926
-----	-------

Email Address	
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Phone Number	
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Length of Residency in Kittitas County	6 months
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Do you live within the city limits? Yes

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

Occupation Status and Background: Employed full time as a Business Systems Analyst and am also a consultant for a Brokerage as their Bookkeeper and Fractional CFO. I have a background in business analysis, residential rental properties, accounting, data analysis, and project management.

Organization Affiliations: I'm not completely sure what kind of organizations you're referencing here such as the organizations I work for, have worked for in the past, have volunteered with, or something else. Feel free to clarify and I'd be happy to provide the information.

Why are you seeking appointment? I'd like to join the board as I just recently moved here from Federal Way and have been looking for a way to give back to my community and thought a city commission might be a good way to do that. I've previously volunteered for MANY non-profits, served on a few boards helping to plan and organize events, raised thousands for different charities, and with such a small town I'd like to see if there's a way for me to make a difference. Hopefully you'll give me that opportunity.

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

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

Boards & Commissions Parks and Recreation Commission

Boards & Commissions Diversity, Equity & Inclusion

Email not displaying correctly? [View it in your browser.](#)



TO: City Council
FROM: Utility Advisory Committee (UAC)
DATE: April 21st, 2026
RE: Recommendation of Appointment

The Utility Advisory Committee (UAC) recommends the appointment of Camber Owlsym to the Committee. Camber submitted an appointment application on February 21, 2026, completed an interview with the Committee, and attended a UAC meeting held on March 19, 2026.

Based on his interest, participation, and qualifications, the Committee respectfully recommends that the City Council appoint Camber Owlsym to the Utility Advisory Committee for a 3-year term.

From: noreply@civicplus.com
To: [Gretchen Delaford](#)
Subject: [Ext] Online Form Submittal: Application for Appointment
Date: Monday, April 13, 2026 6:55:24 PM

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

Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission.

Please note that information provided on this application form is subject to Chapter 42.56 RCW: Public Records Act. If recommended for appointment, your application will be submitted to the City Council in the public agenda packet.

Boards & Commissions	Utility Advisory Committee
----------------------	----------------------------

Have you attended a meeting for the board or commission you are applying to?	Yes
--	-----

Name of Applicant:	Frederick Padjen
--------------------	------------------

Address	
---------	--

Mailing Address (If Different)	Field not completed.
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City	Ellensburg
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State	Wa.
-------	-----

Zip	9892
-----	------

Email Address	
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Phone Number	
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Length of Residency in Kittitas County	36 years
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Do you live within the city limits? Yes

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

Occupation Status and Background: Retired

Organization Affiliations: Kittitas Climate Action group

Why are you seeking appointment? I'm somewhat familiar with current utility issues as well as human-caused climate issues. I'm concerned for low-income and fixed-income residents being able to afford utility rates and being able to transition to non-fossil fuels to heat and cool their homes.

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

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

Boards & Commissions *Field not completed.*

Boards & Commissions *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)



TO: City Council
FROM: Utility Advisory Committee (UAC)
DATE: April 21st, 2026
RE: Recommendation of Appointment

The Utility Advisory Committee (UAC) recommends the appointment of Frederick Padjen to the Committee. Fred submitted an appointment application on April 13th, 2026, completed an interview with the Committee, and attended the last UAC meeting held on April 16, 2026.

Based on his continued interest, participation, and qualifications, the Committee respectfully recommends that the City Council appoint Frederick Padjen to the Utility Advisory Committee for a 3-year term.

Ellensburg Cold Weather Shelter

2025-2026 Season Recap

Lessons learned:

- Begin contract and program planning well in advance of the first shelter night
- Plan and budget for staff turnover and limited volunteer availability
- Maintain consistent procedures to ensure smooth implementation

55

volunteers
supporting the
shelter

72

unique
individuals
served

1300+

total bed nights provided

Positive Highlights

- Centralized operations at a single location improved guest access and streamlined coordination
- Accommodated up to 18 guests on the busiest night
- Leveraged strong community support to achieve significant cost savings:
 - Over 540 donated meals from local restaurants
 - \$3,000+ in donated cash and food from individuals

11

average guests
per night



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4986 (2nd Reading) — Approving Rezone of Parcel #367933 (Public Comment Opportunity)
Submitted by: Chace Pedersen, Associate Planner
Department: Community Development

Suggested Motion/Action:

Move to conduct second reading of Ordinance 4986, approving rezone of parcel #367933 from Manufactured Home Park (MHP) to Residential Medium (R-M).

Background/Summary:

City Council held a closed record hearing on April 20, 2026, to consider Hearing Examiner Andrew Kottkamp's March 27, 2026, Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision pertaining to the site-specific rezone request submitted by PR Douglas Development Group LLC, property owner. The rezone request was approved at the conclusion of the Closed Record hearing and was immediately followed by first reading of Ordinance 4986.

The subject property is located at 704 S Ruby St., parcel #367933. After taking evidence at the open record hearing on March 25, 2026, and considering the record, the Hearing Examiner recommended that City Council approve the rezone from Manufactured Home Park (MHP) to Residential Medium (R-M). The request is consistent with the City's Comprehensive Plan future land use designation of Blended Residential Neighborhood. At the conclusion of the closed record hearing on April 20, 2026, City Council approved a motion to adopt the Hearing Examiner's Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision.

Previous Council Action:

On April 20, 2026, City Council voted to approve the rezone of parcel #367933 and performed first reading of Ordinance 4986.

Analysis:

City Council adopted the Hearing Examiner's Recommended Findings of Fact, and Recommended Conclusions of Law and Recommended Decision. Therefore, the ordinance reflects the applicable conclusions and findings to adopt the zone change as discussed and approved by City Council at the Closed Record Hearing on April 20, 2026. The ordinance also directs staff to make appropriate changes to the City's zoning map and to the Geographic Information System (GIS) data.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Ordinance 4986
2. P26-002 Exhibit A - Hearing Examiner Recommendation

ORDINANCE NO. 4986

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM MANUFACTURED HOME PARK (MHP) TO RESIDENTIAL MEDIUM (R-M).

WHEREAS, on January 15, 2026, the City received an application (P26-002) from PR Douglas Development Group LLC, property owner, requesting a rezone of one parcel of land located at 704 S Ruby Street, Parcel ID Number 367933; and

WHEREAS, the application proposed to rezone the parcel from Manufactured Home Park (MHP) to Residential Medium (R-M); and

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

WHEREAS, the proposed rezone is categorically exempt from SEPA pursuant to WAC 197-11-800(6)(b) and WAC 197-11-800(6)(c); and

WHEREAS, the Hearing Examiner held a duly noticed open record hearing on March 25, 2026, where the Examiner received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on March 27, 2026, issued “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision” for the rezone request from MHP to R-M; and

WHEREAS, the Ellensburg City Council held a closed record hearing on April 20, 2026, and at the conclusion of the hearing approved a motion to adopt the Hearing Examiner’s “Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision” dated March 27, 2026, and to approve the applicant’s request to rezone the subject property from MHP to R-M.

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

Section 1. The City Council adopts the findings of fact and conclusions based thereon, made and entered by the Hearing Examiner in support of the recommendation to the City Council for approval with regard to the rezone for the hereinafter described property located at 704 S Ruby Street, with Parcel ID Number 367933, as set forth in the Hearing Examiner’s “Recommended

Findings of Fact, Recommended Conclusions of Law, and Recommended Decision,” dated March 27, 2026 attached as Exhibit A.

Section 2. Title 15 of the Ellensburg City Code is hereby amended by changing the city’s zoning map as adopted in ECC 15.300.020 for the following described area from Manufactured Home Park (MHP) to Residential Medium (R-M):

PARCEL ID NUMBER 367933 – TWN EBURG; SCHNEBLY FRT LD; BLOCK 40;
LESS TAX NO. 6

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

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

Section 5. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance.

Section 6. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 4th day of May 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. 4986 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4986 was published as required by law.

Beth Leader

**CITY OF ELLENSBURG
LAND USE HEARING EXAMINER**

IN THE MATTER OF P26-002 Douglas Development Group Rezone	))))	RECOMMENDED FINDINGS OF FACT, RECOMMENDED CONCLUSIONS OF LAW, AND RECOMMENDED DECISION
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THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on March 25, 2026, the Hearing Examiner having taken evidence hereby submits the following Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision as follows:

I. RECOMMENDED FINDINGS OF FACT

1. **Applicant:** PR Douglas Development Group LLC, property owner
2. **Requested Action:** The applicant seeks to rezone the subject property from Manufactured Home Park (MHP) to Residential Medium (R-M).
3. **Location:** The parcel is located at 704 S Ruby Street; Kittitas County Assessor's Parcel ID # 367933.
4. **BACKGROUND AND SITE INFORMATION**
 - 4.1. **Site History:** Parcel ID # 367933 is in the MHP zone, with an existing single-family residence constructed in 1940.
 - 4.2. **Site Characteristics:** The site topography is relatively flat and mostly undeveloped. An existing residential structure is located on the subject property. The S. Ruby St. frontage is improved with curb, gutter, and sidewalks. There are no regulated critical areas on the subject property. See **Exhibit A**.
 - 4.3. **Surrounding Properties:** A zoning map of the surrounding properties is found in **Exhibit B** and further described below:
 - 4.3.1. **North:** Zoned MHP, consisting of an established manufactured home park
 - 4.3.2. **South:** Zoned MHP, consisting of single-family residences and unimproved lands.
 - 4.3.3. **East:** Zoned MHP, consisting primarily of unimproved lands
 - 4.3.4. **West:** Zoned R-M, consisting of multi-family and single-family residences
 - 4.3.5. **Access:** Access to the property is from S Ruby Street; a designated Landscape Street.
 - 4.4. **Zoning and Development Standards, ECC Title 15:** Ellensburg City Code (ECC) Table 15.310.040, "Residential-Based Uses," indicates that "Dwelling, single family" and "Manufactured home park" are permitted used in the current MHP zoning. Manufactured home parks are not a permitted use in the R-M zone. The R-M zone is intended to provide for a mixture of housing types in a walkable neighborhood setting. The proposed R-M zone is consistent with parcels to the west of the subject parcel and is a compatible zone considering the future land use designation.
 - 4.5. **Comprehensive Plan:** See the map found in **Exhibit C**. The Ellensburg Comprehensive Plan's Future Land Use Designation of the property is Blended Residential Neighborhood, intended to

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provide a range of housing types, and functions as a transition between neighborhoods with less density and core uses such as mixed-use areas and higher density residential and commercial areas. Blended Residential Neighborhood includes R-M, as is proposed, as well as Residential Low (R-L), Residential High (R-H), and Commercial Neighborhood (C-N). – see **Exhibit D**.

- 4.6. **Public Comments:** Community Development issued a Notice Public of Application and Rezone hearing on February 12, 2026, initiating a 21-day comment period that concluded March 6, 2026 (**Exhibit E**). The site was posted with land use action signs on February 5, 2026 (**Exhibits F & G**). Notice of the Rezone was mailed to property owners within 300 feet of the proposed site on February 12, 2026 (**Exhibit H**).
- 4.7. As of the date of the hearing, no public comments were received. The City of Ellensburg Public Works Department submitted comments stating that future development applications will require consistency with Public Works development standards (**Exhibit J**). These general requirements will apply absent any specific conditions pursuant to approval of the proposal.

5. Environmental (SEPA) Review

- 5.1. Site-specific rezones are considered exempt from SEPA if the project is in an Urban Growth Area for jurisdictions planning under the Growth Management Act (RCW 36.70A.040), the proposal is consistent with and does not require an amendment to the jurisdiction's Comprehensive Plan, and the Plan was previously subjected to an Environmental Impact Statement prior to its adoption that adequately addressed environmental impacts of the rezone.
- 5.2. Ellensburg is part of a Kittitas County Urban Growth Area as a fully planning jurisdiction under the Growth Management Act. The rezone is consistent with the Ellensburg Comprehensive Plan, which has not required an amendment for the project, and which was subject to a Supplemental EIS prior to adoption of its Future Land Use Map and Zoning Conversion Table.
- 5.3. As such, the proposed rezone is categorically exempt from SEPA pursuant to WAC 197-11-800(6)(b) and WAC 197-11-800(6)(c).

6. PROJECT ANALYSIS

6.1. Ellensburg City Code Requirements for Site-Specific Rezone

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

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

6.2. Analysis of Criteria for a Site-Specific Rezone

6.2.1. The applicant has submitted an application and narrative (**Exhibit I.1 & Exhibit I.2**) addressing the rezone criteria. Information submitted by the applicant is followed by staff analysis.

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

6.2.1.1.1. **Applicant narrative:** *"The conditions of this property and land use needs have changed since it was zoned originally. The city has expanded rapidly and there is an increased need for higher density rental developments with convenient access to resources and amenities."*

6.2.1.1.2. **Hearing Examiner Finding:** Parcel 367933 is zoned Manufactured Home Park (MHP); it borders parcels north, south, and east also zoned MHP, while parcels west are zoned with the proposed Residential Medium (R-M) designation. A single-family residence is currently sited on the approximately 1.47-acre subject property. A manufactured home park is established north of the subject property and more densely sited single-family residences are established to the west of the subject property. The requested site-specific rezone to R-M is consistent with the Blended Residential Neighborhood Future Land Use Designation and Zoning Options outlined in the Comprehensive Plan. Staff finds conditions have thus changed on the property since the imposition of its existing zoning.

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

6.2.1.2.1. **Applicant narrative:** *"Rezoning this parcel to Residential Medium will help alleviate the housing shortage in town. With the increased density allowed with the rezone, the project will add a large number of units within an area of increasing density and thus reducing urban sprawl expansion. There will also be infrastructure upgrades as a requirement of development benefiting pedestrians and the public."*

6.2.1.2.2. **Hearing Examiner Finding:** The purpose of ECC Title 15 is in part "for the conservation, protection and enhancement of the public health, safety and general welfare" per ECC 15.110.020. The rezone of parcel 367933 to R-M zoning will allow for multi-family uses on the property. R-M is a mixed-use zone "intended to provide for a mixture of housing types in a walkable neighborhood setting," per ECC 15.300.040(B)(C). The applicant will be responsible for meeting all development standards for any future development plans in ECC Title 15, as applicable. The proposed rezone thus bears a substantial relationship to the public health, safety, morals and general welfare of the City of Ellensburg as regulated by ECC Title 15.

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

6.2.1.3.1. **Applicant narrative:** *"The proposed rezone to Residential Medium is consistent with the comprehensive plan. The comprehensive plan land use category of this parcel is "Manufactured Home Park" (Exhibit A). According to COE "Future Land Use-Zoning Conversion Table" (Exhibit B) Residential Medium (R-M) is an allowed zoning option in the "Residential, General" land use category."*

- 6.2.1.3.2. *The comprehensive plan outlines goals for sustainable development, efficient land use, and vibrant neighborhoods. Rezoning to Residential Medium aligns with these objectives by promoting growth, maximizing land use, and being conveniently located to amenities and services for residents.*
- 6.2.1.3.3. *In addition, the site-specific rezone request is consistent with the goals, policies, and programs of the current Comprehensive Plan."*
- 6.2.1.3.4. **Hearing Examiner Findings:** The Comprehensive Plan's Future Land Use Designation for the parcel is Blended Residential Neighborhood, accommodating a mixture of residential uses. The Plan's Future Land Use-Zoning Conversation Table indicates the rezone request to R-M is consistent with the Future Land Use Map. Blended Residential Neighborhood is a residential Future Land Use designation intended to provide a range of housing types, and functions as a transition between neighborhoods with less density and core uses such as mixed-use areas and higher density residential and commercial areas.
- 6.2.1.3.5. In addition, the request for R-M zoning is consistent with the following goals, policies and programs in the Comprehensive Plan:
- 6.2.1.3.5.1. **Goal LU-1:** Encourage development that creates a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible to neighborhoods.
- 6.2.1.3.5.2. **Policy A:** Encourage infill development and increased residential density in and around the downtown area.
- 6.2.1.3.5.3. **Policy B:** Integrate new development with consideration to design and scale that complements existing neighborhoods and provides effective transitions between different uses and intensities.
- 6.2.1.3.5.4. **Goal LU-2:** Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation.
- 6.2.1.3.5.5. **Policy A:** Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth.
- 6.2.1.3.5.6. **Goal LU-3:** Encourage pedestrian-scale design in commercial and mixed-use areas.
- 6.2.1.3.5.7. **Policy B:** Facilitate development of vacant land in and around downtown into commercial, financial, government, high density residential, and cultural uses while respecting design, scale, and uses of surrounding neighborhoods
- 6.2.1.3.6. Based on the preceding, the proposed rezone is consistent with the Comprehensive Plan.
- 6.2.1.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC [ECC Title 15] for the zoning district.
- 6.2.1.4.1. **Applicant narrative:** *"The proposed rezoning to Residential Medium adheres to the specific development standards outlined in the Land Development Code (LDC) of the zoning district. The applicant will ensure and future development complies with the regulations regarding building heights, setbacks,*

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lot coverage, and other relevant criteria, maintaining the character and quality of the area while accommodating Residential Medium development. The proposed rezone shall be consistent with the development standards in the LDC for Residential Medium."

- 6.2.1.4.2. **Hearing Examiner Findings:** The applicant will be responsible for meeting all development standards in ECC Title 15, as well as Public Works and building code standards applicable for the project, including but not limited to, utilities, signage, and landscaping for any future proposed development. The proposed rezone to R-M is thus consistent with ECC Title 15 regulations and related Ellensburg development and construction standards as applicable.
7. An open record public hearing was held, after legal notice, on March 25, 2026.
 8. Appearing and testifying on behalf of the Applicant were the following individuals
 - 8.1. Ryan Wales: Mr. Wales testified that he was an agent authorized to appear and speak on behalf of the applicant and property owner. Mr. Wales indicated that he agreed with all the representations within the staff report. He stated that they wanted to build affordable housing on the site.
 - 8.2. Kate Brown: Ms. Brown also testified that she was an agent authorized to appear and speak on behalf of the applicant and property owner. Ms. Brown testified that this site had good pedestrian access.
 9. No member of the public testified at the hearing.
 10. The following exhibits were admitted into the record:
 - 10.1. Ex. A. Location Map
 - 10.2. Ex. B. Current Zoning Map
 - 10.3. Ex. C. Comprehensive Plan Future Land Use Map
 - 10.4. Ex. D. Comprehensive Plan Future Land Use-Zoning Conversion Table
 - 10.5. Ex. E. Affidavit of Publication, *Ellensburg Daily Record*
 - 10.6. Ex. F. Posted Land Use Action Sign and Affidavit
 - 10.7. Ex. G. Affidavit of Posted Land Use Action Sign
 - 10.8. Ex. H. Affidavit of Mailed Notice
 - 10.9. Ex. I. Rezone Application, Narrative, & Site Plan
 - 10.10. Ex. J. City of Ellensburg Public Works Comments
 11. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.
 12. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

II. RECOMMENDED CONCLUSIONS OF LAW

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

III. RECOMMENDED DECISION

Based on the above Recommended Findings of Fact and Recommended Conclusions of Law, P26-002 the Hearing Examiner hereby recommends that this Rezone Request be **APPROVED**.

Dated this 27 day of March, 2026

CITY OF ELLENSBURG HEARING EXAMINER

A handwritten signature in blue ink, appearing to read "A. L. Kottkamp", is written over a horizontal line.

Andrew L. Kottkamp



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: First Reading of Ordinance 4984 Amending Ellensburg City Code Chapter 8.54.150 -- Residential Parking Zones (Public Comment Opportunity)

Submitted by: Cameron Clasen, Captain

Department: Police

Suggested Motion/Action:

Move to conduct first reading of Ordinance 4984 amending City Code to include additional language regarding RPZ permit usage.

Background/Summary:

Section 8.54 of the Ellensburg City Code, which governs Residential Parking Zones (RPZ), has been in effect for many years. However, Code Enforcement has identified instances where RPZ permits have been misused by some permit holders.

The proposed additional language is intended to strengthen enforcement against permit violations and help reduce improper use that contributes to decreased neighborhood parking availability, particularly in areas near Central Washington University (CWU).

Language to be added includes: 8.54.150 (B): Permits shall be used only to access or visit a residence or business within the specific limited parking zone for which the permit was issued; and defining unlawful conduct to also include, 8.54.250 (G): To use or permit to be used a permit for any purpose other than accessing or visiting a residence or business within the specific limited parking zone for which the permit was issued. For example, using or permitting to be used a permit for the purpose of parking to attend, visit, or work on the CWU campus is strictly prohibited and is considered an unlawful act.

Per Ellensburg City Code, RPZ permits expire on August 31 of each calendar year. Penalties will remain as provided in ECC 8.54.400: \$25.00 for a first offense, \$50.00 for a second offense within 12 months, and \$75.00 for a third offense within 12 months. Increased penalties apply only when the citations were issued to the same vehicle under the same ownership during that 12-month period.

Additionally, under ECC 8.54.300, a permit may be revoked if the permit holder has made false, misleading, or incomplete statements on the application, or if the permit holder violates any provision of the chapter. See attachment ECC 8.54

There will be an education period, including outreach through social media and the distribution of an educational brochure to offenders at the time of their first offense. City staff

will work with Central Washington University to notify community members of the policy change.

Previous Council Action:

This is an amendment to an existing section of City Code that was previously approved by Council.

Analysis:

The RPZ program is intended to protect neighborhood parking availability by managing limited curb space—not by eliminating public parking, but by prioritizing resident access and discouraging nonresident and commuter parking in residential areas. The proposed language supports these goals by clarifying the rules and consequences to improve compliance, providing clearer authority and standards to ensure consistent enforcement, reducing parking-related impacts on residents' quality of life, and promoting fairness for permit holders who follow the requirements.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. CHAPTER_8.54__RESIDENTIAL_PARKING_ZONES
2. Ordinance 4984 - Residential Parking Zone Update May 2026

CHAPTER 8.54 RESIDENTIAL PARKING ZONES

8.54.000 Purpose.

This chapter is adopted to help preserve parking opportunities within certain defined residential areas of the city which, due to the high demand for parking created by Central Washington University (CWU), have extremely limited on-street parking available, and to encourage CWU staff, faculty, students and visitors to utilize the parking available on campus.

(Ord. 4085, 1997)

8.54.010 Residential parking permits defined.

When properly issued and displayed, a residential parking permit ("permit") shall exempt a vehicle, while parked on a street or alley within a specific limited parking zone for which the permit was issued, from citation for parking longer than the posted time limit for that particular zone and no other; provided, however, the permit shall not authorize parking for more than 24 consecutive hours in any one location. The permit shall not guarantee a parking space, nor shall it exempt the vehicle or operator from observing zones where parking is prohibited at all times, including but not limited to no parking zones, load zones, and fire zones.

(Ord. 4055 § 1, 1996)

8.54.015 Revisions to zone boundaries.

The following requirements are established for the revision of the residential parking zone (RPZ) boundaries as defined by the exhibits in ECC 8.54.999:

- A. Request must be made in writing to the city's public works department;
- B. Revisions to the RPZ boundaries shall be in minimum one-block segments (one side of roadway). In situations where the block length exceeds 500 lineal feet, a revision of a minimum of 300 lineal feet in length will be allowed;
- C. The RPZ boundaries shall remain contiguous and no revision shall create pockets of non-RPZ parking areas within the outer boundaries of the overall RPZ zones;
- D. The written request(s), as described in subsection (A) of this section, shall have the support of at least 60 percent of the immediate adjacent property owner(s), based upon frontage foot of the subject proposed modification. Written support shall be in the form of either a letter or petition that shall include the signatures of the potentially affected property owners; and
- E. Council adoption of an ordinance modifying the RPZ boundaries.

(Ord. No. 4955, § 40, 2-18-2025; Ord. 4804 § 3, 2018; Ord. 4676 § 1, 2014)

8.54.020 Residential parking zones authorized.

The city council may establish a residential parking zone which may have one or more of the following provisions:

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- A. Parking in the street or alley is reserved for the exclusive use by the owners of abutting properties and/or residents in a prescribed vicinity; vehicles used by their visitors; and service vehicles having business in the street or with the residents; and/or
 - B. Parking in the street or alley is reserved during certain posted hours for such exclusive use and available at all other times without additional restriction; and/or
 - C. Time limits are established for parking in the street or alley which apply to all vehicles except vehicles owned by or used by such residents, their visitors or service vehicles of persons having business in the street or with the residents.

Residential parking zones shall be appropriately signed or marked.

The city council may temporarily suspend the parking limitations imposed by this chapter for major public events, such as but not limited to the Kittitas County Fair and Rodeo, major Central Washington University events, and Election Day.

(Ord. 4055 § 1, 1996)

8.54.030 Designation of residential parking zones.

A permit or visitors' permit must be displayed in a prominent place on all vehicles parked within the area or areas designated and identified by the official residential parking zone map, as amended, attached hereto as exhibit "A" and by this reference incorporated herein as if set out in full in the text of this chapter. The time during which parking will be restricted in each zone is set out in exhibit "B," as amended, which is by this reference also incorporated into this chapter.

Except on a legal holiday, no person shall stop, stand or park a vehicle in violation of the posted or marked restrictions or when a permit or other authorization issued by the city is required as a condition for parking unless the same or a card or decal issued pursuant to RCW 46.16.381 or recognized under RCW 46.16.390 is displayed in a prominent place on the vehicle.

(Ord. 4317, 2002; Ord. 4085, 1997; Ord. 4061 § 1, 1996; Ord. 4055 § 1, 1996)

8.54.050 Eligibility for residential parking permits.

- A. *Eligibility.* Permits may be issued only to persons who reside within a residential parking zone area or to businesses located and licensed to operate within such an area; provided, however, a home occupation is not separately eligible for the issuance of permits as a business; and provided further, one permit may be issued to the occupants of any residential property located contiguous to a residential parking zone. For purposes of this chapter, in order to qualify as a residence, a living unit must be an approved fully self-contained building, or portion of a building, which provides for separate living, sleeping, eating, cooking and sanitation facilities, as further defined and required by the provisions of the International Building Code. Additionally, residence or business location shall be determined by the street address of the structure in which the applicant resides or the business is located, as determined by the U.S. Postal Service, or such other street upon which the residence fronts and for which the applicant can present adequate evidence that the proposed alternative frontage adequately reflects the actual orientation and location of the structure in which the applicant resides.
- B. *Proof of residence.* Proof of residence shall be established by:
 - 1. Display of a valid driver's license reflecting a current address within the area for which the permit is issued; or

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2. Display of a deed, lease, rental agreement, utility account or other acceptable document showing residency.

(Ord. 4068 § 1, 1996; Ord. 4055 § 1, 1996)

8.54.100 Applications for permits.

- A. Authorization of finance department. The Ellensburg finance department is authorized to issue permits to qualified residents and businesses.
- B. Application form. Applications for permits shall be made on forms which shall include:
 1. The name, address, telephone number and vehicle license number of the applicant;
 2. The make, model, color and year of the vehicle or vehicles for which the permit is sought;
 3. The type of document used to establish eligibility for the permit as required by ECC 8.54.050;
 4. The license plate number and state of the vehicle;
 5. If a business, the average number of full-time equivalent employees employed by the business;
 6. The number of permits requested/issued;
 7. A statement immediately above where the applicant is to sign stating that the applicant has been provided with an opportunity to examine this chapter and is familiar with the terms thereof. All applications shall be signed by the applicant.
- C. No more than two permits shall be issued to any one residence or business; provided, however, the finance department may issue additional permits if an applicant demonstrates he or she occupies a residence and there are more than three motor vehicles owned or controlled by the occupants of that residence and there is insufficient off-street parking available to accommodate the additional vehicle or vehicles. These additional permits would not be subject to exchange for visitors' permits.

(Ord. 4108, 1997; Ord. 4068 § 2, 1996; Ord. 4055 § 1, 1996)

8.54.120 Residential parking permit description.

The permit shall contain the following information:

- A. The residential parking zone for which the permit is issued; and
- B. The expiration date of the permit.

(Ord. 4055 § 1, 1996)

8.54.150 Use and validity of permits.

- A. *Display.* Permits shall be displayed in the top center of the vehicle's front window; provided, however, any residential parking permit (decal) affixed to the rear window of a vehicle prior to the effective date of the ordinance codified in this section may be maintained in that position until the expiration date of the permit.
- B. *Validity.* Permits shall be valid only in the zone designated, and only for so long as the permit holder retains the vehicle and resides at the address specified in his or her application. Permits are nontransferable. Permits shall be valid during the period September 1 through August 31 of the following year.
- C. *Expiration.* Permits shall expire on August 31 of each calendar year.

(Ord. 4085, 1997; Ord. 4055 § 1, 1996)

8.54.180 Visitors' permits.

- A. The finance department is hereby authorized to issue visitors' permits which shall be valid for a period of up to one year. Two visitors' permits shall be issued upon request for each residential address; provided, however, upon request the finance department may substitute residential parking zone permits for visitors' permits or visitors' permits for residential parking zone permits. A business will be issued upon request with visitors' permits equal in number to the average number of full-time equivalent employees employed by the business. No visitors' permit shall be issued to the occupant of a residence located contiguous to a residential parking zone. Visitors' permits may be temporarily lent or borrowed between residents within the same residential parking zone for which the visitors' permit was issued.

For purposes of this section, the term "full-time equivalent" refers to the calculation made to determine the number of employees, both part-time and full-time, employed by a particular business. The sum of this calculation is stated in a manner that treats part-time employees, in the aggregate, as a whole or a fraction of a full-time employee. Thus, a business which employs two full-time and three half-time employees employs a full-time equivalent of three and one-half employees. Normal rules of fraction "rounding" apply for determining the number of visitors' permits that may be issued to a business.

- B. Visitors' permits shall be issued in conjunction with the issuance or renewal of a residential parking permit, for those individuals or businesses holding a valid residential parking permit or for the calendar year or any unexpired portion thereof for other qualified applicants.
- C. Additional visitors' or temporary guest permits may be issued to a resident or business within a residential parking zone upon application and proof of need. Such permits shall be valid for a period not to exceed three days in duration, with the expiration date of the permit clearly marked on the permit. An application for a temporary visitors' or guest permit may be made over the telephone, with the permit or permits delivered to the applicant through the regular United States Mail.
- D. Upon application, the finance department shall issue up to 20 visitors' permits to any church located within a residential parking zone.

(Ord. 4108, 1997; Ord. 4068 § 3, 1996; Ord. 4055 § 1, 1996)

8.54.190 Childcare, preschool and child-related permits.

- A. *Permit authorized—Purpose.* The city council recognizes there are childcare, preschool and child art instruction businesses located in the residential parking zones. (A "child art instruction" includes, e.g. music and dance lessons and art instruction.) The city council further recognizes that the normal operation of such businesses may require a parent or guardian of a child, especially of a young child, to leave his or her vehicle to drop a child off at or pick a child up from one of the businesses. To accommodate such activities, a child-related permit is authorized to permit short-term parking by a parent or guardian within the block in which the licensed childcare, preschool or art instruction business is located.
- B. *Application form.* Applications for permits shall be made to the Ellensburg finance department on forms which shall include:
1. The name, address, and telephone number of the business;
 2. The business must indicate whether it possesses a current city business license;
 3. The number of children and parents or guardians expected to be served in an average week; and

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(Supp. No. 3)

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4. The number of permits requested/ issued.
- C. *Permit issuance.* The finance department is authorized to issue child-related short-term parking permits to qualified daycare, preschool and art instruction businesses. The reissuance of individual permits to parents or guardians shall be the responsibility of the business operator. The permits shall be issued for the specific street and block upon which the business is located.
- D. *Permit term and use limitation.* A child-related short-term parking permit shall be valid for a period of up to one year and shall expire on August 31 of each year. The permit allows a parent or guardian to park for a period not to exceed 45 minutes and is to be used exclusively for the parent or guardian to either drop a child off at or pick a child up from childcare, preschool or art instruction or to accompany the child during instruction.
- E. *Permit location.* Child-related short-term parking permits should be displayed near the middle of the vehicle's dashboard, clearly visible from outside the vehicle.

(Ord. 4168, 1998)

8.54.200 Service vehicles.

Service vehicles parked in residential parking zones shall be exempt from holding a residential parking permit while making service calls to residential dwellings or businesses within the zone and exempt from posted time limits. Such service vehicles shall either display a sign provided by the city to indicate the vehicle is a service vehicle or be clearly and appropriately marked or signed as a service vehicle on the exterior of the vehicle. In the event a sign provided by the city is used, the sign shall be displayed in the windshield on the street side of the vehicle (driver's side).

(Ord. 4055 § 1, 1996)

8.54.220 Disabled parking.

The parking restrictions established for a residential parking zone shall not limit the parking of vehicles displaying a card or decal issued pursuant to RCW 46.16.381, relating to disabled persons' parking privileges.

(Ord. 4055 § 1, 1996)

8.54.250 Unlawful acts.

It shall be unlawful to do any of the following:

- A. To make any false or misleading statement in application for a permit.
- B. To transfer a permit to another person; provided, however, visitors' permits may be temporarily lent or borrowed between residents of a residential parking zone.
- C. To fraudulently alter a permit or visitors' permit in any manner whatsoever.
- D. To improperly display the permit or visitors' permit or to violate any terms or conditions under which the permit or visitors' permit was issued.
- E. To use or permit to be used a revoked or suspended permit.
- F. To copy, produce or otherwise bring into existence a facsimile or counterfeit parking permit or permits or to knowingly use or display a facsimile or counterfeit permit or visitors' permit in order to evade the time limitations applicable within a residential parking zone.

(Ord. 4055 § 1, 1996)

8.54.300 Revocation of permits.

Permits and/or visitors' permits may be revoked by the director of the finance department for any of the following reasons:

- A. The permit holder has made any false, misleading or incomplete statement in the application.
- B. Violation of any of the provisions of this chapter.

(Ord. 4055 § 1, 1996)

8.54.320 Revocation—Director of finance department duties.

If the director of the finance department finds a permit and/or visitors' permit should be revoked for any of the reasons set forth in ECC 8.54.300, he or she shall cause a written notice to be sent to the permit holder at the address contained on the application. The notice shall contain the following information:

- A. Advise the permit holder that the permit and/or visitors' permit will be revoked on a specified date which shall not be fewer than ten nor more than 13 days from the date of the letter.
- B. Advise the permit holder that unless a written notice of appeal, setting forth the reasons for the appeal, is filed with the finance department not later than the date set forth in subsection A of this section, the permit will be deemed revoked.
- C. Advise the permit holder that if a written notice of appeal is filed within the required time, the date, time and place of the hearing will be set.
- D. The reasons for the revocation.

(Ord. 4055 § 1, 1996)

8.54.350 Appeal.

Upon receipt of the appeal, the city manager or the manager's designee shall set a date for a hearing within 30 days of the receipt of the notice of appeal and notify the appellant of the date, time and place of the hearing. The city manager or the manager's designee shall render the decision within ten days after the hearing is closed, reduce the decision to writing and include a statement of the reasons for the decision. The city manager or his or her designee may affirm or reverse the revocation decision or order suspension for a specified period.

(Ord. 4055 § 1, 1996)

8.54.400 Penalties.

The basic penalty for parking in violation of this chapter shall be a \$25.00 fine; provided, however, upon a second violation in any 12-month period the penalty shall be \$50.00 and upon a third or succeeding violation in any 12-month period the penalty shall be \$75.00; provided further, warning citations shall be issued for such violations during the first 15 calendar days after the creation of a residential parking zone or change in enforcement hours of an existing residential parking zone. For the purpose of determining increased penalties under this section, the notices of infraction shall have been issued on the same vehicle under the same ownership during the 12-month period.

(Ord. 4350, 2002; Ord. 4334, 2002; Ord. 4055 § 1, 1996)

Exhibit "A"

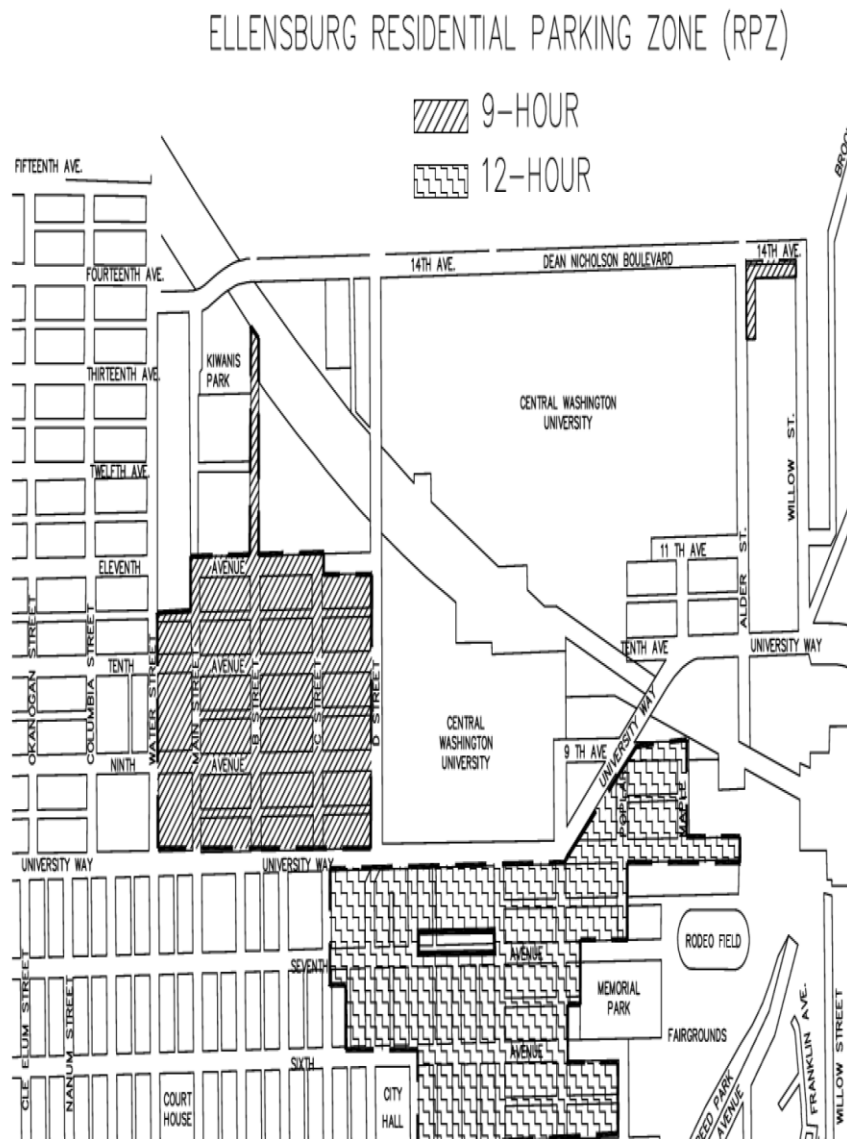


Exhibit "B"

All that area shown on the official map north of University Way shall have on-street parking restricted to vehicles containing RPZ permits, or signed service vehicles, during the hours of 8:00 a.m. to 5:00 p.m., Monday through and including Friday.

All that area shown on the official map south of University Way shall have on-street parking restricted to vehicles containing RPZ permits, or signed service vehicles, during the hours of 6:00 a.m. to 6:00 p.m., Monday through and including Friday, except for the north side of Seventh Ave. between Walnut St. and Anderson St., which shall not be subject to residential parking zone restrictions.

(Ord. 4833 § 4, 2019; Ord. 4698 § 1 (Exh. A), 2015; Ord. 4564 §§ 1, 2, 2010; Ord. 4093, 1997; Ord. 4085, 1997; Ord. 4061, 1996; Ord. 4055, 1996)

ORDINANCE NO. 4984

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG,
WASHINGTON, RELATING TO RESIDENTIAL PARKING ZONES AND AMENDING
SECTION 8.54.150 OF THE ELLENSBURG CITY CODE

WHEREAS, due to high demand for parking near the CWU campus, Residential Parking Zones (“RPZ”) were created around the Central Washington University (“CWU”) campus to help preserve parking opportunities for residences and businesses in the RPZ area;

WHEREAS, it has come to the attention of the Ellensburg Police Department Parking Enforcement staff that some RPZ parking permits are being used by individuals for the sole purpose of visiting the CWU campus, which is contrary to the intent of the RPZ to preserve parking for residences and businesses near CWU; and

WHEREAS, amending city code will provide additional clarity on violations and permitted uses of RPZ parking permits;

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

Section 1. Section 8.54.150 of the Ellensburg City Code, as last amended by Section Ordinance 4085, is hereby amended to read as follows:

8.54.150 Use and validity of permits.

A. *Display.* Permits shall be displayed in the top center of the vehicle's front window; provided, however, any residential parking permit (decal) affixed to the rear window of a vehicle prior to the effective date of the ordinance codified in this section may be maintained in that position until the expiration date of the permit.

B. *Validity.* Permits shall be used only to access or visit a residence or business within the specific limited parking zone for which the permit was issued. Permits shall be valid only in the zone designated, and only for so long as the permit holder retains the vehicle and resides at the address specified in his or her application. Permits are nontransferable. Permits shall be valid during the period September 1 through August 31 of the following year.

C. *Expiration.* Permits shall expire on August 31 of each calendar year.

(Ord. 4085, 1997; Ord. 4055 § 1, 1996)

Section 2. Section 8.54.250 of the Ellensburg City Code, as last amended by Ordinance 4055, is hereby amended to read as follows:

8.54.250 Unlawful acts.

It shall be unlawful to do any of the following:

- A. To make any false or misleading statement in application for a permit.
- B. To transfer a permit to another person; provided, however, visitors' permits may be temporarily lent or borrowed between residents of a residential parking zone.
- C. To fraudulently alter a permit or visitors' permit in any manner whatsoever.
- D. To improperly display the permit or visitors' permit or to violate any terms or conditions under which the permit or visitors' permit was issued.
- E. To use or permit to be used a revoked or suspended permit.
- F. To copy, produce or otherwise bring into existence a facsimile or counterfeit parking permit or permits or to knowingly use or display a facsimile or counterfeit permit or visitors' permit in order to evade the time limitations applicable within a residential parking zone.
- G. To use or permit to be used a permit for any purpose other than accessing or visiting a residence or business within the specific limited parking zone for which the permit was issued. For example, using or permitting to be used a permit for the purpose of parking to attend, visit, or work on the CWU campus is strictly prohibited and is considered an unlawful act.

(Ord. 4055 § 1, 1996)

Section 5. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 6. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Effective Date. This ordinance shall take effect and be in 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 May, 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. 4984 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4984 was published as required by law.

BETH LEADER



Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Resolution 2026-08 Amending the Community Development Fee Schedule (Public Comment Opportunity)
Submitted by: Dan Carlson, Community Development Director
Department: Community Development

Suggested Motion/Action:

Move to adopt Resolution 2026-08 amending the Community Development fee schedule.

Background/Summary:

On March 16, 2026 City Council adopted Resolution 2026-06 adopting the Community Development fee schedule of building permit and land use application review fees. This was a significant update to the fee schedule, and the first update in over 10 years. Since the fee schedule was adopted, Community Development staff has identified that remodel and master plan fees were inadvertently left out of the fee schedule. Master plans are a way of reviewing house plans for building code compliance once, but then multiple permits can be issued for those same plans on different lots. Resolution 2026-08 would amend the fee schedule to add these fees.

Previous Council Action:

City Council approved Resolution 2026-06 adopting the Community Development fee schedule on March 16, 2026.

Analysis:

Resolution 2026-06 was a large update to the Community Fee schedule. Resolution 2026-08 would amend the fee schedule to add remodel and master plan fees that were inadvertently left out of the original adoption.

Financial Impact:

Proposed fees would have a positive financial impact to the General Fund because more of the permit review cost would be covered by review fees.

Budget Adjustment: No

Attachments:

1. Resolution No. 2026-08 Amending Community Development Review Fees

RESOLUTION NO. 2026-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG
AMENDING 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 March 16, 2026, the City Council adopted Resolution No. 2026-06 adopting new review fees for building permits and land use applications; and

WHEREAS, Community Development staff has identified that remodel and master plan fees were inadvertently left out of Resolution No. 2026-06, and

WHEREAS, the City Council desires to include these fees in the Community Development fee schedule.

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

Section 1. This resolution amends Resolution 2026-06.

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 4th day of May, 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 – 3 or fewer windows	\$205
Window Replacement – More than 3 windows	\$410
Manufactured Home Placement	\$620
Commercial Coach/Modular Building	\$830
Swimming Pool (above ground)	\$210
Swimming Pool (below ground)	\$410
Remodel Minor (addition, removal or repair of some walls or partitions, minor mechanical, electrical or plumbing work, such as residential remodeling of bathrooms or kitchens, some refinishing of existing walls, ceilings and floors, replacement of some windows, replacement of ceiling grid)	20% of Remodel Valuation Based on Square Footage
Remodel Major (addition or removal of many walls, extensive mechanical, electrical or plumbing work, significant refinishing of walls, ceiling and floors, replacement of many windows, limited structural modification and addition)	50% of Remodel Valuation Based on Square Footage
Remodel Full (demolition of all nonstructural portions leaving a structural shell, installation of new or substantial replacement of mechanical, electrical or plumbing, significant structural upgrading, extensive structural repair)	80% of Remodel Valuation Based on Square Footage
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

Application Type	Fee
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
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

Application Type	Fee
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
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
Master Plan Review	25% of Building Permit Fee
Each Site-Specific Master Plan Permit after Initial Review	75% of Building Permit Fee

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: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Facility Use Agreement for Mobile Medication Unit—Opioid Treatment Program (Public Comment Opportunity)
Submitted by: Christopher Horner, City Attorney
Department: City Attorney

Suggested Motion/Action:

Move to authorize the City Manager to finalize and sign a Facility Use Agreement (as attached, or in substantially similar form) for placement of a mobile medication unit on City-owned property.

Background/Summary:

Comprehensive Healthcare has requested permission to park a mobile medication unit ("MMU") on a City-owned parking lot located on 2nd Street, between Pine and Ruby Streets. The MMU would provide treatment services for opioid use disorder, such as methadone medication, that are not currently available in Kittitas County. The MMU would be parked in Ellensburg from approximately 7:30 a.m. to 1:30 p.m., Monday through Friday, and 7:30 a.m. to 10:30 a.m. on Saturdays. Comprehensive Healthcare has provided a brochure providing additional information about its program, and that brochure is attached to this staff report.

Use of City property would require a Facility Use Agreement to establish the terms and conditions for use of the City parking lot. With Council's approval, staff will work with Comprehensive Healthcare to finalize the Agreement for the City Manager's signature.

Previous Council Action:

On June 16, 2003, City Council authorized the purchase of real property, consisting of lots 1-5, located between Pine and Ruby Streets, and between 1st and 2nd Streets.

On October 18, 2003, City Council declared lots 3-5 to be surplus to the City's needs, and authorized disposal of those lots for affordable housing purposes.

On December 15, 2025, the City approved an Interlocal Agreement with Kittitas County to pool opioid funds resulting from the settlement of claims against pharmaceutical supply chain participants. As part of the agreement, Kittitas County and the City agreed to use the Kittitas County Community Health Improvement Plan (CHIP) to inform opioid abatement strategies to prioritize for funding including, but not limited to:

- Expanding availability of treatment and support mobile intervention for treatment (MOU) aligns with expand mobile and free clinic presence (CHIP);
- Stigma reduction is in both the MOU and CHIP; and

- Prevention of misuse of opioids aligns with school programming and behavioral health screenings in CHIP.

Analysis:

The City has two roles regarding placement of a mobile medication unit on a City-owned parking lot. The first role is that of a regulating agency for land use. The second role is that of property owner, as Comprehensive Healthcare is requesting placement of the MMU on a City-owned parking lot.

As for the City's role in regulating siting of a mobile medication unit, Comprehensive Healthcare requested an administrative interpretation from the Community Development Director to determine the use of land in the City code, most closely related to the proposed use of a MMU. This is a Type 1 review process under City code. The Community Development Director's Code Interpretation Notice of Decision was issued on April 30, 2026, which determined the MMU is most closely related to a medical office, and is therefore permitted outright in the Central Commercial (CC) zoning district at the proposed location in accordance with ECC Table 15.310.040-2.

As for the City's role as property owner of the parking lot, the City has broad statutory authority to manage and determine the use of its real property. As such, the City and Comprehensive Healthcare would also need to execute a Facility Use Agreement for the terms and conditions for use of the City parking lot. For this project to move forward, Council would authorize the City Manager to sign a Facility Use Agreement, as attached, or in substantially similar form.

Financial Impact:

This is expected to have a minimal financial impact. The Facility Use Agreement would require Comprehensive Healthcare to pay the City a license fee, this would likely be a nominal amount given the intended community benefits of the mobile medication unit.

Budget Adjustment: No

Attachments:

1. MMU Flyer Final
2. FACILITY USE AGREEMENT
3. Proposed Site Plan

Mobile Opioid Treatment Services Unit Coming to Ellensburg

Expanding Access to Lifesaving Care in Kittitas County

Why Ellensburg Needs a Mobile Opioid Treatment Services Unit:

Opioid Use Is a Growing Problem

- **Fatal overdoses are rising.** With the increase in synthetic opioids like fentanyl, the rate of fatal opioid overdoses in Kittitas County has tripled, increasing from 7.4 per 100,000 (2014–2018) to 26.2 per 100,000 (2021–2023).
- **Emergency responses are increasing.** Opioid overdose hospitalizations in 2020–2021 reached 26.1 per 100,000, higher than the Washington state average of 15.1 per 100,000¹
- In 2024 alone, the county saw 29 emergency room visits and 29 EMS responses for opioid overdoses.

Methadone Access is Limited in Kittitas County

- The three FDA-approved medications for opioid use disorder are **buprenorphine, methadone, and naltrexone**.

Buprenorphine and naltrexone are available locally in Kittitas through local treatment organizations.

- **Methadone**, however, must be administered through a certified **Opioid Treatment Program (OTP)** with **daily dosing requirements**, especially early in treatment.
- **There is no OTP in Kittitas County.**



The closest is Comprehensive Healthcare's OTP in **Yakima**, requiring a **one-hour drive each way**.

- Currently, about **20 Kittitas County residents** receive OTP services in Yakima, and **15 more** travel to Chelan County.
- Research shows: **The farther someone lives from an OTP, the less likely they are to access care.**

Comprehensive Healthcare Has Proven Expertise

- ✓ Comprehensive Healthcare has provided substance use disorder treatment **since 1972**.
- ✓ Our Opioid Treatment Program has been operational **since 1973**.
- ✓ We deliver **evidence-based**, person-centered care and partner closely with local providers and communities.

What Impact Will the Mobile Opioid Treatment Services Unit Have?

NO Increase in Crime Rates

- Research demonstrates methadone clinics do not increase crime—and may actually reduce local crime⁴

Methadone Saves Lives

- Treatment with methadone reduces the risk of fatal overdose by 50–75%²
- It also reduces non-fatal overdoses by about 60%⁷

Citations:

¹Kittitas County Public Health Department. (2022). 2022 Community Health Assessment (Kittitas County Public Health Dept.). [https://www.co.kittitas.wa.us/uploads/documents/health/assessment/2022 Community Health Assessment.pdf](https://www.co.kittitas.wa.us/uploads/documents/health/assessment/2022%20Community%20Health%20Assessment.pdf)

²Larochelle, M. R., Bernson, D., Land, T., Stopka, T. J., Wang, N., Xuan, Z., Bagley, S. M., et al. (2018). Medication for opioid use disorder after nonfatal opioid overdose and association with mortality: A cohort study. *Annals of Internal Medicine*, 169(3), 137–145. <https://doi.org/10.7326/M17-3107>

³Pierce, M., Bird, S. M., Hickman, M., Marsden, J., Dunn, G., Jones, A., Millar, T., et al. (2016). Impact of treatment for opioid dependence on fatal drug-related poisoning: A national cohort study in England. *BMJ*, 353, i3330. <https://doi.org/10.1136/bmj.i3330>

⁴Ramaswamy, M., Kral, A. H., Wenger, L. D., & Bluthenthal, R. N. (2021). The impact of opioid agonist treatment programs on crime: A systematic review. *Addiction*, 116(12), 3450–3463. <https://doi.org/10.1111/add.15610>

⁵Sordo, L., Barrio, G., Bravo, M. J., Indave, B. I., Degenhardt, L., Wiessing, L., Ferri, M., & Pastor-Barriuso, R. (2017). Mortality risk during and after opioid substitution treatment: Systematic review and meta-analysis of cohort studies. *BMJ*, 357, j1550. <https://doi.org/10.1136/bmj.j1550>

⁶Washington State Department of Health. (n.d.). Opioid and drug use data: Washington Tracking Network (WTN) — overdose dashboard. <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/opioids/overdose-dashboard>

⁷White, M., Burton, R., Darke, S., Eastwood, B., Knight, J., Millar, T., & Strang, J. (2020). Fatal and non-fatal overdose among heroin users: Impact of treatment and time. *Addiction*, 115(7), 1278–1288. <https://doi.org/10.1111/add.14921>

Mobile Opioid Treatment Services Operations

Clinic Hours:

- Monday–Friday: 8:00am – 1:00pm
- Saturday: 8:00am – 10:00am
- Sunday: **Closed**

General Information:

- Client Capacity: **Approximately 60 clients**
- The unit will return to Yakima each night

Services Offered:

- Provider visits
- Counseling sessions
- Methadone and buprenorphine dosing
- Drug screening
- Referrals to community service providers



How to Get Started

Call Comprehensive Healthcare's OTP direct line at **(509) 317-2622** to be connected with the Opioid Treatment Program and begin enrollment.

FACILITY USE AGREEMENT

Mobile Medication Unit — Opioid Treatment Program

City of Ellensburg Municipal Parking Lot

2nd Avenue & Pine Street, Ellensburg, Washington 98926

This Facility Use Agreement ("**Agreement**") is entered into as of the date last signed below ("**Effective Date**"), by and between the **City of Ellensburg**, a Washington municipal corporation ("**City**"), and **Comprehensive Healthcare**, a Washington nonprofit corporation with its principal office at 402 S. 4th Avenue, Yakima, WA 98902 ("**Licensee**"). The City and Licensee are referred to individually as a "**Party**" and collectively as the "**Parties**."

WHEREAS, the City owns and operates the municipal parking lot located at the intersection of 2nd Avenue and Pine Street, Ellensburg, Washington 98926 (Tax Parcel ID #267033) (the "**Lot**");

WHEREAS, Licensee operates a licensed Opioid Treatment Program (OTP) pursuant to Washington State Department of Health Chapter 246-341 WAC, 42 CFR Part 8, and applicable federal regulations, and seeks to operate a Mobile Medication Unit ("**MMU**") — a licensed extension of its brick-and-mortar OTP — at the Lot to provide FDA-approved medications for opioid use disorder (MOUD) to Kittitas County residents;

WHEREAS, Washington State expressly designates opioid treatment programs, including mobile medication units, as Essential Public Facilities under RCW 36.70A.200, and Washington State has declared that substance use disorders are medical conditions requiring evidence-based treatment including FDA-approved medications under RCW 71.24.590;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. GRANT OF LICENSE; PERMITTED USE

1.1 License Grant. Subject to the terms and conditions of this Agreement, the City hereby grants to Licensee a non-exclusive, revocable license (the "**License**") to use a designated portion of the Lot (the "**Designated Area**"), as described in Exhibit A attached hereto and incorporated herein by reference, solely for the purpose of parking, staging, and operating Licensee's MMU during Permitted Hours in connection with Licensee's OTP program (the "**Permitted Use**"). No other use of the Designated Area or the Lot is authorized under this Agreement.

1.2 Designated Area. The Designated Area shall consist of four contiguous parking spaces within the Lot, as more specifically identified on the site plan attached as Exhibit A. The City will install signage and/or pavement markings in the Designated Area, at the City's discretion and expense, for the purpose of reserving the Designated Area for Licensee's use during the Permitted Hours. However, the City may relocate the Designated Area within the Lot upon not less than thirty (30) days' prior written notice to Licensee, provided that any relocation does not materially impair Licensee's ability to conduct the Permitted Use, including access for patients and ADA-compliant ingress. Should the Designated Area be occupied by a third-party during the Permitted Hours, Licensee is authorized to occupy four contiguous parking lots elsewhere in the Lot for that day, but will return to the Designated Area the following day.

1.3 Permitted Hours. Licensee is authorized to use the Designated Area during the following hours (the "Permitted Hours"):

- (a) Monday through Friday: 7:30 a.m. to 1:30 p.m. (including setup and breakdown time)
- (b) Saturday: 7:30 a.m. to 10:30 a.m. (including setup and breakdown time)
- (c) Closed Sundays and all major federal holidays.

Licensee shall not park or stage the MMU at the Lot outside of Permitted Hours without the City's prior written consent. The MMU shall be removed from the Lot each day upon conclusion of operations.

1.4 No Exclusive Rights; No Easement. This Agreement grants a revocable license only and does not create any easement, lease, tenancy, property interest, or other interest in real property in favor of Licensee. The City retains full ownership and control of the Lot.

2. TERM

This Agreement shall commence on the Effective Date and shall continue for an initial term of 180 days, unless sooner terminated pursuant to Section 9.

The Agreement shall renew automatically for successive one (1) year periods thereafter unless either Party provides written notice of non-renewal not less than ninety (90) days prior to the end of the then-current term.

3. LICENSE FEE

3.1 License Fee. In consideration of the License granted herein, Licensee shall pay the City a monthly license fee based on a formula of \$25/month per parking space occupied, and \$.80 per square foot of the MMU, per month. Based on an MMU square footage of 150 sq ft, the License fee would be $([4 \text{ parking spaces} \times \$25/\text{month}] + [150$

sq ft x \$.80/month = \$120/month]) = \$220/month). Thus, \$220 (the "License Fee"), shall be due and payable on the first day of each calendar month during the Term. The License Fee for any partial month shall be prorated on a per diem basis.

3.2 Payment. Payment shall be made by check payable to the "City of Ellensburg" or by such other method as the City may designate in writing, and delivered to: City of Ellensburg Finance Department, 501 N. Anderson Street, Ellensburg, WA 98926.

3.3 Fee Adjustment. The License Fee may be adjusted annually by the City upon not less than sixty (60) days' prior written notice to reflect changes in the applicable Consumer Price Index (CPI) for the All Urban Consumers (CPI-U) West, Class Size B/C, or such other reasonable basis as the Parties may agree in writing.

4. LICENSEE OBLIGATIONS AND OPERATING CONDITIONS

4.1 Compliance with Law. Licensee shall at all times operate the MMU in full compliance with all applicable federal, state, and local laws, regulations, and ordinances, including without limitation: 42 CFR Part 8; 21 CFR Parts 1301–1307 and 1317; Chapter 246-341 WAC; applicable Drug Enforcement Administration (DEA) requirements; Substance Abuse and Mental Health Services Administration (SAMHSA) accreditation standards. In addition to the foregoing, Licensee shall be solely responsible for any site improvements, modifications, or accommodations necessary to comply with the Americans With Disabilities Act of 1990 (ADA) and the Washington Law Against Discrimination (WLAD); provided, that any site improvements that may alter the City property shall be subject to advance written approval of the City as well as repair or restoration of the Lot as required by Section 9.4.

4.2 Regulatory Authorizations. Licensee represents and warrants that it holds, and shall maintain in good standing throughout the Term, all required federal, state and/or local licenses, certifications, registrations, and approvals necessary to operate the MMU as an OTP medication unit, including without limitation a valid Washington State Department of Health OTP license, DEA registration, and SAMHSA certification. Licensee shall promptly notify the City in writing of any suspension, revocation, or material adverse action with respect to any such authorization.

4.3 Operations. Licensee shall operate the MMU in a professional manner consistent with accepted standards of care for OTPs. Specifically, Licensee shall:

- (a) Staff the MMU at all times during Permitted Hours with no fewer than three (3) qualified personnel, including a licensed registered nurse or licensed practical nurse and a dedicated driver/security staff member responsible for queue management and site safety;

- (b) Not permit the MMU to remain parked at the Lot or on adjacent right of way outside Permitted Hours;
- (c) Store the MMU overnight at a secured, gated facility away from the Lot;
- (d) Enforce a no-loitering policy for patients and visitors in the vicinity of the MMU through a progressive compliance process, up to and including administrative discharge from the program;
- (e) Conduct a daily inspection of the Designated Area upon departure and remove any litter or waste attributable to MMU operations;
- (f) Manage all biomedical waste and controlled substance waste in strict compliance with applicable Washington Department of Health regulations, and transport all such waste back to the Yakima OTP for proper disposal each operating day; and
- (g) Maintain a 24-hour on-call line accessible to local hospitals, other opioid treatment programs, and emergency services for medication verification; and
- (h) Maintain open lines of communication with City Officials, local law enforcement, and city residents, to address concerns or questions.

4.4 Security Systems. The MMU shall at all times be equipped with camera systems providing coverage of the Designated Area, GPS tracking, and alarmed entry points, consistent with DEA and applicable security requirements, and with any signage providing notice of recording on public property, to the extent required by state or federal law.

4.5 No Permanent Improvements. Licensee shall make no permanent improvements, alterations, or installations to the Lot or Designated Area without the City's prior written consent. Any temporary equipment (including signage, cones, or barriers) used in connection with MMU operations shall be removed each operating day.

4.6 Condition of Premises. Licensee shall maintain the Designated Area in a clean, orderly, and sanitary condition during operations and shall return the Designated Area to the same or better condition as received upon each day's departure. Licensee shall work in good faith with the City to resolve any concerns related to the condition of the Designated Area.

4.7 Community Relations. Licensee shall designate the Medical Director and Program Manager as primary points of contact for neighboring businesses and residents during the Term, and shall make their direct contact information available to the City and to neighboring property owners upon request. Licensee shall cooperate in good faith with the City to provide community outreach and education, and to address any reasonable community concerns regarding MMU operations.

4.8 Quarterly Reporting. Beginning sixty (60) days after commencement of operations, Licensee shall provide the City (as designated by the City Manager) with a written summary of MMU operational metrics, including without limitation: new admissions; average monthly census; any incidents requiring law enforcement response; and any overdose reversals occurring at the Designated Area. Should Licensee receive any notification about an urgent issue, or possible claim or lawsuit involving the City and/or arising out of use of the Designated Area, Licensee will notify the City Risk Manager immediately via email at hr@ellensburgwa.gov.

4.9 Substitute Vehicle. In the event that the primary MMU vehicle (the “Primary Vehicle”) is temporarily unavailable for operation due to mechanical breakdown, required maintenance, accident, or other unforeseen circumstance, Licensee is authorized to deploy an alternative Comprehensive Healthcare-owned or -operated vehicle (a “Substitute Vehicle”) to the Designated Area in lieu of the Primary Vehicle, subject to the following conditions:

- (a) The Substitute Vehicle shall be owned or operated by Licensee and shall at all times be staffed and operated in compliance with all applicable federal and state OTP regulations, DEA requirements, and SAMHSA standards, including all requirements applicable to the Primary Vehicle under this Agreement;
- (b) The Substitute Vehicle shall be used solely for the Permitted Use and shall operate only during Permitted Hours within the Designated Area;
- (c) Licensee shall notify the City’s designated contact (see Section 10.1) as soon as practicable — and in no event later than the commencement of the operating day on which the Substitute Vehicle is deployed — that a Substitute Vehicle is in use, including a brief description of the vehicle and the anticipated duration of the substitution;
- (d) The Substitute Vehicle shall be covered by all insurance required under Section 5 of this Agreement, and Licensee shall ensure that the City is named as an additional insured with respect to the Substitute Vehicle’s operations at the Lot to the same extent required for the Primary Vehicle; and
- (e) Use of a Substitute Vehicle is intended to address temporary, unplanned disruptions only. Any planned or extended substitution exceeding thirty (30) consecutive operating days shall require prior written approval from the City, which shall not be unreasonably withheld. Notwithstanding the foregoing, Licensee shall be obligated to notify the appropriate federal regulatory agencies (including SAMHSA and DEA) of any vehicle substitution to the extent required by applicable law or regulation, and shall provide the City with a copy of any such notification upon request.

- (f) Licensee shall not use a Substitute Vehicle substantially larger than the Primary Vehicle, without the City's prior written consent.

5. INSURANCE

5.1 Required Coverage. Throughout the Term, Licensee shall obtain and maintain, at its sole cost and expense, the following insurance coverages with insurers licensed to do business in Washington State and rated no less than A-VII by A.M. Best:

- (a) Commercial General Liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000)] per occurrence and THREE MILLION DOLLARS (\$3,000,000)] in the aggregate, covering premises, operations, products-completed operations, contractual liability, bodily injury, property damage, personal injury, and advertising injury arising from or related to this Agreement and the Permitted Use;
- (b) Commercial Automobile Liability insurance covering the MMU vehicle and all vehicles used in connection with this Agreement, with limits of not less than ONE MILLION DOLLARS (\$1,000,000)] combined single limit for bodily injury and property damage per occurrence;
- (c) Workers' Compensation insurance as required by Washington State law, with Employer's Liability coverage of not less than ONE HUNDRED THOUSAND (\$100,000) per occurrence; and
- (d) Professional Liability (Errors & Omissions) insurance applicable to Licensee's clinical operations, with limits of not less than ONE MILLION (\$1,000,000) per occurrence.

5.2 Additional Insured; Primary Coverage. Each policy required under Section 5.1(a) and (b) shall name the City of Ellensburg, its elected officials, officers, employees, and agents as additional insureds. Such coverage shall be primary and non-contributory with respect to any insurance maintained by the City.

5.3 Evidence of Insurance. Prior to commencement of any operations under this Agreement, and annually thereafter, Licensee shall deliver to the City certificates of insurance and endorsements evidencing the required coverages, including but not limited to additional insured and primary coverage endorsements, upon request. All policies shall provide for not less than thirty (30) days' prior written notice to the City in the event of cancellation or material modification.

6. INDEMNIFICATION

Each party shall be solely responsible for the acts and omissions of its own officers, officials, employees, agents, and subcontractors.

To the extent permitted by law, each party agrees to indemnify, defend, and hold harmless the other party, its officers, officials, employees, and agents, from and against any and all claims, liabilities, damages, losses, and expenses, including reasonable attorneys' fees, but only to the extent caused by the negligent or wrongful acts or omissions of the indemnifying party, its officers, officials, employees, agents, or subcontractors, in the performance of this Agreement.

No party shall be required to indemnify the other for the other party's negligence or willful misconduct.

Nothing in this section shall be construed as a waiver of any statutory, governmental, or sovereign immunity available to either party under Washington law.

7. LIMITATION OF CITY'S OBLIGATIONS

The City makes no representations or warranties regarding the suitability of the Lot or the Designated Area for Licensee's intended use. The Designated Area is provided "as-is." The City shall have no obligation to provide utilities, maintenance, or improvements (including, but not limited to, ADA accessibility specific to Licensee use), to the Designated Area in connection with this Agreement, except as may be expressly set forth herein. The City shall not be responsible for any theft of, or damage to, Licensee's property at the Lot.

8. HAZARDOUS MATERIALS

Licensee shall not store, use, generate, or dispose of hazardous materials at the Lot, except for: (a) controlled substances transported and dispensed in strict compliance with applicable DEA, SAMHSA, and state requirements; and (b) materials customarily used or generated in the ordinary course of providing medical and pharmaceutical services, including but not limited to disinfectants, cleaning agents, sharps, pharmaceutical waste, and other medical supplies. All such materials shall be handled, stored, and disposed of by Licensee in accordance with applicable federal, state, and local laws and regulations, including but not limited to OSHA, EPA, DEA, SAMHSA, and Washington State Department of Health requirements.

Licensee's indemnification obligations under this Section shall be limited to claims, liability, or costs arising from Licensee's negligent or unlawful release of hazardous materials at the Lot, and shall not extend to: (i) any pre-existing contamination at the Lot; (ii) hazardous materials introduced by the City or any third party not under Licensee's control; or (iii) the routine, compliant use and disposal of medical materials as described above.

9. TERMINATION

9.1 Termination for Cause. Either Party may terminate this Agreement upon written notice if the other Party materially breaches any provision of this Agreement and fails to cure such breach within ten (10) days after receiving written notice specifying the breach in reasonable detail.

9.2 Immediate Termination by City. The City may terminate this Agreement immediately upon written notice to Licensee upon the occurrence of any of the following: (a) revocation, suspension, or expiration of any required federal or state license, certification, or permit necessary for Licensee to operate the MMU; (b) a judicial or regulatory finding that Licensee's operations constitute a nuisance or create a threat to public health or safety; or (c) Licensee's insolvency, assignment for the benefit of creditors, or commencement of bankruptcy proceedings.

9.3 Termination for Convenience. Either Party may terminate this Agreement for convenience upon thirty (30) days' prior written notice to the other Party.

9.4 Effect of Termination. Upon termination or expiration, Licensee shall immediately cease use of the Designated Area, remove all of Licensee's property, equipment, and site modifications/improvements therefrom, and return the Designated Area to the City in the condition required by Section 4.6 and to substantially same condition as existed on the inception hereof. Termination shall not relieve either Party of obligations accrued prior to the effective date of termination.

10. GENERAL PROVISIONS

10.1 Notices. All notices, requests, or other communications under this Agreement shall be in writing and shall be deemed given when: (a) delivered personally; (b) sent by nationally recognized overnight courier; or (c) sent by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the City: City of Ellensburg 501 N. Anderson Street Ellensburg, WA 98926
Attn: City Manager

If to Licensee: Comprehensive Healthcare 402 S. 4th Avenue Yakima, WA 98902
Attn: Program Manager, OTP

Either Party may change its notice address by written notice to the other Party.

10.2 Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its conflict of laws principles. Any dispute arising under or relating to this Agreement shall be brought exclusively in the Superior Court of Kittitas County, Washington, and the Parties consent to personal jurisdiction and venue therein.

10.3 Non-Discrimination. Licensee shall not discriminate against any person in the operation of the MMU on the basis of race, color, national origin, sex, age, disability, religion, or any other characteristic protected by applicable federal, state, or local law.

10.4 Assignment. Neither Party shall assign, sublicense, or otherwise transfer this Agreement or any rights hereunder without the prior written consent of the other Party. Any purported assignment without such consent shall be void.

10.5 Entire Agreement; Amendments. This Agreement, together with its exhibits, constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, warranties, and understandings. This Agreement may be amended only by a written instrument signed by authorized representatives of both Parties.

10.6 Waiver. No waiver of any provision of this Agreement shall be effective unless in writing signed by the waiving Party. No waiver shall be deemed a waiver of any subsequent breach or default.

10.7 Severability. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

10.8 Counterparts; Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. Electronic or digital signatures shall be deemed valid and binding to the same extent as original signatures.

10.9 Authority. Each Party represents and warrants that: (a) it has full authority to enter into this Agreement; (b) this Agreement has been duly authorized by all necessary action; and (c) execution and performance of this Agreement will not violate any applicable law or agreement to which it is a party.

10.10 Relationship of the Parties. The Parties are independent contractors. Nothing in this Agreement shall be construed to create a partnership, joint venture, agency, employment, or fiduciary relationship between the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date last written below.

CITY OF ELLENSBURG

Signature

Date:

Printed Name

Title

Approved as to form:

City Attorney

COMPREHENSIVE HEALTHCARE

Signature

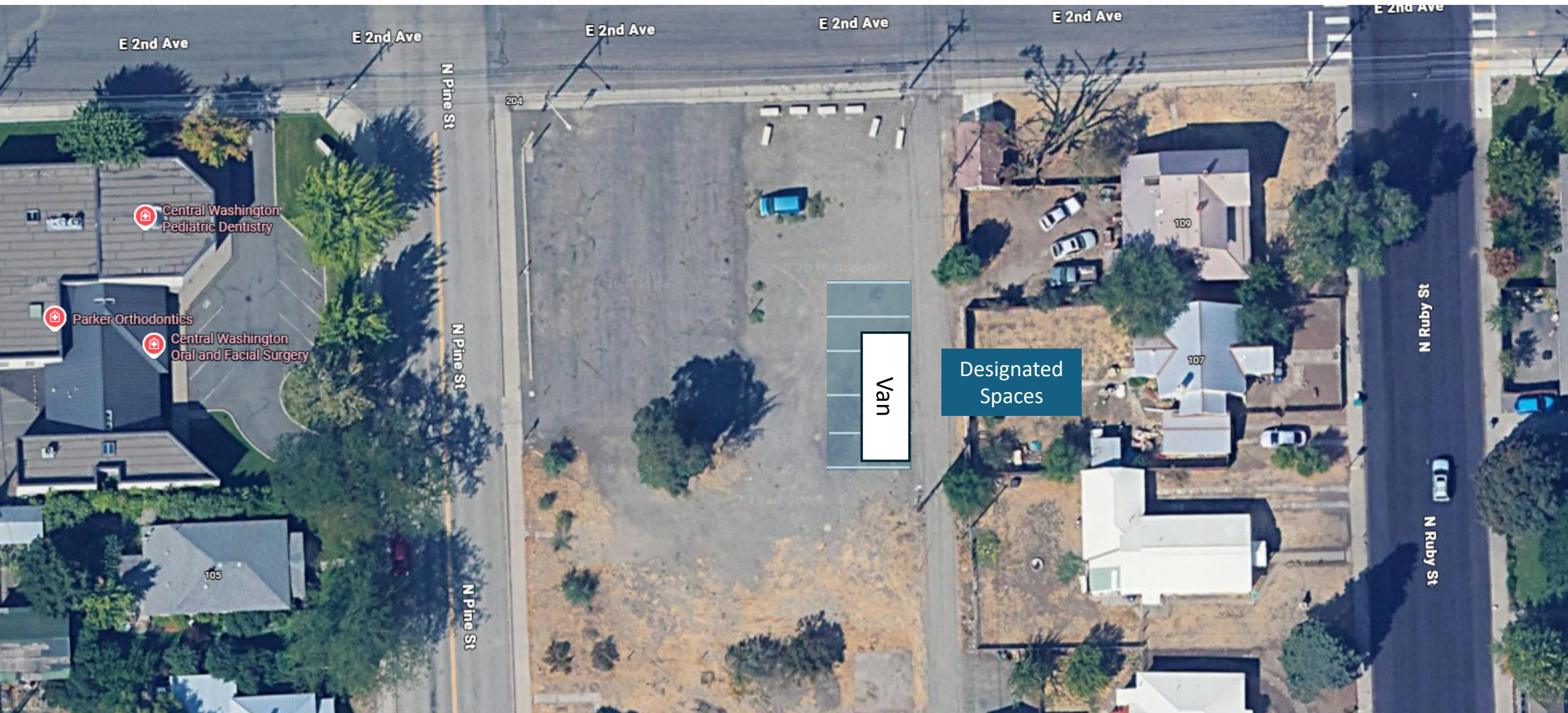
Date:

Printed Name

Title

EXHIBIT A

Description and Site Plan of Designated Area





Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Lodging Tax Advisory Committee Funding Recommendation for Ellensburg Downtown Association (Public Comment Opportunity)

Submitted by: Kelle Vandenberg, Arts & Economic Development Manager

Department: Lodging Tax Advisory Committee

Suggested Motion/Action:

Move to approve the Lodging Tax Committee's recommendation to allocate \$15,000 in lodging tax funds to support the Ellensburg Downtown Association (EDA) and the PLACES Conference, and authorize the City Manager to sign new Lodging Tax Agreement.

Background/Summary:

The PLACES conference is the annual statewide conference for the Washington Trust For Historic Preservation and the Washington State Main Street Program. The conference is focused on historic preservation, placemaking, and economic vitality. Bringing together preservationists, planners, downtown development professionals, economists, and community builders, it offers three days of workshops, discovery sessions, and regional tours.

Ellensburg last hosted the conference in 2017.

The Ellensburg Downtown Association (EDA) applied through the Consolidated Lodging Tax Grant Application process for funding support. However, despite scoring among the top four applicants out of 30, they were awarded \$5,500 of the \$20,000 they were requesting.

Previous Council Action:

No previous council action.

Analysis:

The PLACES Conference typically draws more than 400 attendees over a three-day period. Given Ellensburg's central location, attendance is anticipated to exceed this average. The Ellensburg Downtown Association has already secured partnerships with nearly all local hotels and will conduct outreach to downtown businesses to maximize community engagement. Workshops and meetings will be hosted at multiple locations throughout downtown, providing out-of-town attendees with meaningful opportunities to experience Ellensburg through its dining, shopping, and local attractions.

Staff will prepare and execute a new Lodging Tax Agreement to issue the award.

Financial Impact:

On average, the PLACES Conference generates more than \$300,000 in economic activity over a three-day period, providing a significant boost to the local economy. The Lodging Tax Advisory Committee determined that this funding for a special event represents a minimal investment for a strong return, particularly during the shoulder season.

Budget Adjustment: No

Attachments:

1. EDA LTAC Application-Binder1

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

____ 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.

____ 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.

<i>Teresa Chanes</i>	<i>Executive Director</i>	3-25-26
Signature of Official Representative	Title	Date

Tourism-Related Facility Operational Funding Narrative

Expanded Questions for Application

1. Project Description:

PLACES Statewide Conference October 6-9

The Ellensburg Downtown Association, in partnership with Washington Main Street, will host the Washington Main Street PLACES Conference in Ellensburg in October 2026. This statewide conference brings community leaders, business owners, planners, and preservation professionals from across Washington to Ellensburg for a multi-day event.

The conference includes educational sessions, mobile tours, networking events, and evening events hosted at local venues throughout Ellensburg. The event is intentionally held in multiple locations throughout downtown to encourage attendees to stay in local lodging, dine in local restaurants, shop downtown, and experience the community.

The goal of this project is to attract out-of-town visitors to Ellensburg, generate overnight stays, increase visitor spending, and promote Ellensburg as a destination for tourism and future conferences.

2. Tourism Impact Analysis

The PLACES Conference is designed to bring visitors from outside the host community for a multi-day event, resulting in overnight lodging stays and visitor spending.

Based on the 2025 PLACES Conference:

- *Over 400 attendees*
- *Average stay of 2.6 nights*
- *53% of attendees had never visited the host community before*
- *Estimated economic impact of \$322,036*

The 2026 conference will be marketed statewide and is expected to bring similar attendance and tourism impact to Ellensburg.

3. Projected Attendance and Visitor Data

Ellensburg expects approximately 400–450 attendees, with an estimated 75–85% traveling from outside Kittitas County and staying an average of 2–3 nights.

*Based on previous conference data, attendees spend money locally on lodging, restaurants, retail, and entertainment. Attendance, lodging usage, and visitor data will be tracked through registration data, hotel room blocks, and post-event surveys. **(See attached report from Gig- Harbor to demonstrate the success- the same will be created for Ellensburg after the event)***

4. Economic Benefits

Hosting the PLACES Conference is expected to generate over \$300,000 in local economic activity through lodging stays, restaurants, retail shopping, venue rentals, and tourism-related spending. In addition to direct spending, the conference promotes Ellensburg as a destination for future tourism and events, creating long-term economic benefit for the community.

5. Marketing and Outreach Plan

The conference will be marketed statewide through Washington Main Street and partner organizations (DAHP / WA Trust). Marketing will include email marketing, social media promotion, press releases, printed materials, and a conference website. Local marketing will highlight Ellensburg's historic downtown, restaurants, shopping, public art, and outdoor recreation to encourage extended stays and return visits.

6. Sustainability Plan

This is a one-time funding request tied to Ellensburg hosting the 2026 PLACES Conference. The conference is funded through registration fees, sponsorships, grants, and organizational support. Hosting the conference provides long-term tourism benefits by increasing Ellensburg's visibility as a destination for future conferences and tourism.

7. Details of Budget

Lodging Tax funding will support tourism-related expenses including marketing, venue rentals, mobile tours, visitor materials, and event operations. A portion of the request will support Ellensburg Downtown Association staff time required to plan and host the conference.

8. Partnerships and Collaboration

Partners include Washington Main Street, Washington Trust for Historic Preservation, City of Ellensburg, Kittitas County Chamber of Commerce, local hotels, local venues, local businesses, and community volunteers.

9. Risk Assessment

Potential risks include lower attendance than previous years. These risks will be addressed through statewide marketing, sponsorships, hotel room blocks, and event planning with partners. This is also a mandatory event for all WA main street leaders through WAC 25-50-050 to maintain eligibility status.

10. Project Feasibility

The PLACES Conference is an established statewide conference, and Ellensburg was selected as the 2026 host community. Planning is already underway, and this funding will help ensure the event is successful and maximizes tourism impact. Without additional future requests.

11. Measurement of Success

Measurement	Method
Conference Attendance	Registration Data
% From Outside Area	ZIP Code Data
Overnight Stays	Hotel Room Blocks
Economic Impact	Spending Estimates
Business Participation	Event Tracking
Visitor Feedback	Post-Event Survey

Additional Certification Requirements

- **Alignment with Strategic Goals**

This project supports Ellensburg's tourism goals by increasing overnight stays, bringing visitors to downtown Ellensburg, supporting local businesses, and promoting Ellensburg as a destination for conferences and tourism.

- **Progress Reports**

Report	Timeline
Planning Update	March 2026
Mid-Project Update	August 2026
Final Report	February 2027

(See attached report from Gig- Harbor to demonstrate the success- the same will be created for Ellensburg after the event)

Enhanced Narrative Section

Include additional narrative questions for applicants to provide context and detail about their plans, such as:

- "How does this project enhance Ellensburg's unique identity or tourism offerings?"
 - *The conference showcases Ellensburg's historic downtown, local businesses, public art, and community spaces through tours, events, and downtown venues, encouraging attendees to explore and return to Ellensburg in the future.*
- "What strategies will you employ to ensure the project's long-term impact on tourism?"
 - *Hosting this statewide conference increases Ellensburg's visibility as a destination and helps attract future visitors, conferences, and events.*

Project Budget Template

1. Income / 2. Expenses

Funding Source	Amount (\$)	Status (Secured, Pending, In-kind)	Comments/Notes
Lodging Tax Request	15,000	Pending	City of Ellensburg LTAC Request
Other Grants	5,500	Secured	LTAC / Kittitas County
Sponsorships	20,000	Pending	Local and statewide sponsors
Donations	5,000	Pending	Local partners and supporters
Ticket Sales or Admissions	35,000	Pending (ticket sales not open yet)	Conference registration
Merchandise Sales	0	N/A	Not applicable
In-kind Contributions	5,000	In-kind	Space rentals, volunteer support
Other (Specify)			
Total Income	85,500		

Expense Category	Amount (\$)	Notes or Details	Expense Category
Personnel Costs			
- Staff Salaries/Wages	5,000	Administrative and event coordination time	- Staff Salaries/Wages
- Volunteer Costs (if any)	0	Volunteer support is in-kind	- Volunteer Costs (if any)
Marketing and Promotion			
- Advertising (Digital, Print)	6000	Statewide marketing	- Advertising (Digital, Print)
- Social Media Campaigns	1,000	Event promotion	- Social Media Campaigns

Expense Category	Amount (\$)	Notes or Details	Expense Category
- Printing and Design	5000	Programs, posters, signage	- Printing and Design
Event Operations			
- Venue Rental	8,000	Local venues	- Venue Rental
- Equipment Rentals	6,000	AV, staging, sound	- Equipment Rentals
- Event Catering	10,000	Excellence on Main, Opening ceremony, tea/ coffee at sessions.	
- Event Speakers	5,000	Key Note	
- Permits and Licenses	50	City permits	- Permits and Licenses
Travel & Lodging			
- Transportation	10,000	Buses for tours	- Transportation
- Accommodation	15,000	- For staff of: WA Main Street/ DAHP / WA Trust	
Supplies and Materials			
- Event Supplies	8,000		Supplies and Materials
- Merchandise	0	Not applicable	- Merchandise
Other Expenses (Specify)	6,000	Welcome event entertainment and hospitality (EDA planning)	Other Expenses (Specify)
Total Expenses	80,050		Total Expenses

Expense Category	Amount (\$)	Notes or Details	Expense Category

3. Budget Summary

Category	Amount (\$)
Total Income	\$85,500
Total Expenses	\$80,050
Surplus/Deficit (Income - Expenses)	+ \$450

4. Notes

- *Lodging Tax funding will support tourism-related expenses including marketing, venue rentals, mobile tours, and event operations that directly support attracting overnight visitors to Ellensburg. A portion of the request (\$5,000) will support Ellensburg Downtown Association administrative and staffing costs required to plan and execute the conference.*
- *This project is expected to generate over \$300,000 in local economic impact while bringing over 400 visitors to Ellensburg with an average stay of 2–3 nights.*



PLACES

2025 SUMMARY & IMPACT REPORT

PLACES is Washington's annual statewide conference focused on the continued care of place through historic preservation, placemaking, and economic vitality, brought to you by the Washington Trust for Historic Preservation and the Department of Archaeology & Historic Preservation.

SUMMARY

PLACES 2025 was hosted in Gig Harbor on October 8-10. As we brought PLACES to Gig Harbor for the first time ever in collaboration with the [Gig Harbor Waterfront Alliance](#), we were excited to feature the [Maritime Washington National Heritage Area](#) throughout the conference. With presenters and attendees from all corners of the state and all realms of preservation, placemaking, and economic development, this conference was full of learning, networking, and fun. PLACES 2025 featured:

- **4 major events**, including the Opening Plenary and Keynote and Excellence on Main Awards
- **41 breakout sessions** on topics ranging from adaptive reuse to housing to small business support
- **9 mobile tours** taking attendees around Gig Harbor, Tacoma, and Bremerton
- **6 networking**-specific events
- **9 venues**, including the Gig Harbor BoatShop and Foss Waterway Seaport in Tacoma



Conference attendees were asked to fill out a post-conference evaluation with questions related to their conference experience and economic impact. Results from our 69 responses are referenced throughout this report.

ATTENDANCE

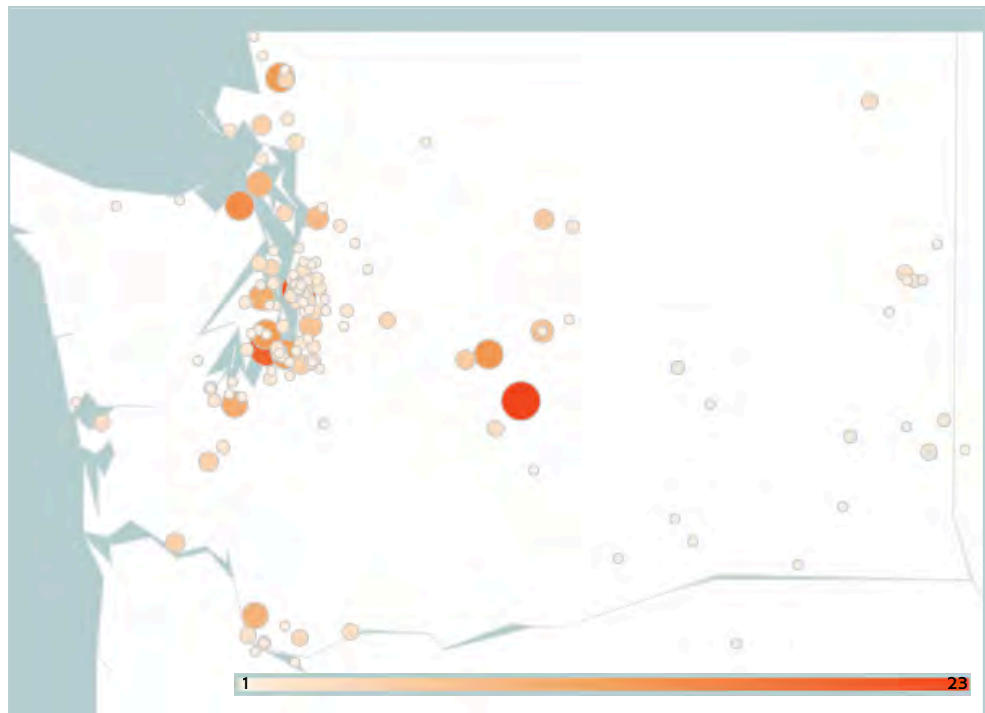
With 414 individuals registered, this year's conference was our largest to date. An additional 41 people registered for the Maritime Washington National Heritage Area Partners Meeting held in conjunction with PLACES, bringing a total of 455 people to Gig Harbor during conference week.

In our post-conference survey, 24% of respondents indicated that it was their first time at PLACES, showing we are successfully reaching new audiences.

BY LOCATION

This map shows Washington-based attendees' geographic location.

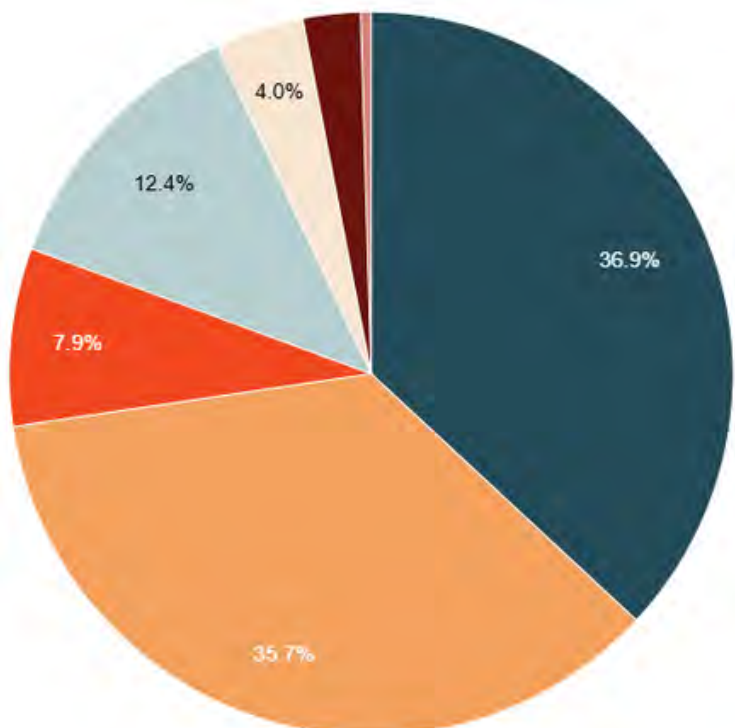
Out-of-state attendees came from California, Idaho, Oregon, Texas, and Japan.



BY ATTENDEE TYPE

This chart breaks down our conference audience based on categories they selected at registration.

- General Admission
- Washington Main Street Community
- Washington Main Street Affiliate
- Official Maritime Washington Partner
- Civic Leader
- CLG
- Student



LOCAL IMPACT

This is the first year that PLACES has been hosted in Gig Harbor, made even more special with our collaboration with the Maritime Washington National Heritage Area. Gig Harbor suited the unique structure of PLACES—using smaller venues across our host community, rather than hosting entirely in a conference center—perfectly and served as a pilot for how Gig Harbor can host other conferences in the future.

We thank local partners—particularly the Gig Harbor Waterfront Alliance, the City of Gig Harbor, and Visit Gig Harbor—for their assistance in planning a large conference that celebrated the preservation, economic development, and place stewardship accomplishments in the local area, as well as throughout the state.

SURVEY HIGHLIGHTS

53%

of attendees
had never been
to Gig Harbor
before

Attendees said they were
VERY LIKELY
TO RETURN

Average rating of 4.4, with 5
being “Extremely Likely”

“ I was
ASTOUNDED

by the beauty of Gig Harbor and the
preservation work they have done
and how it’s rejuvenated their
economy! ”

- survey respondent

ECONOMIC IMPACT

Based on survey responses, we know that the average attendee stayed for **2.6 nights** and **spent \$324** (not related to lodging or registration) while in Gig Harbor. We calculated attendee lodging and spending for our **374 non-local attendees**, per registration records, and paired those figures with known expenses paid locally by the Washington Trust and the Gig Harbor Waterfront Association for things like facilities and catering.

We are proud to share the estimated impact of PLACES 2025 on the local economy.

ESTIMATED IMPACT:

\$322,036



EVALUATIONS

Overall, conference feedback was extremely positive. With a mix of qualitative and quantitative survey responses—as well as conversational and email-based feedback received by conference staff—attendees shared positive experiences with the educational content, conference format, big events, and conference venues.

BY THE NUMBERS

We asked conference attendees to rate different aspects of the conference on a 5-point scale, with 1 being “not satisfied” and 5 being “very satisfied.” Here’s how they responded:

- **Educational sessions**, including breakout sessions and mobile tours: **4.3**
- **Special events**, including the Opening Plenary, Welcome Block Party, Excellence on Main, and Farewell Picnic in the Park: **4.1**
 - Attendees particularly loved **Excellence on Main**, rating it an average of **4.6**
- **Format** (i.e., length & number of sessions, breaks): **4.5**
- **Venues** across Gig Harbor and Tacoma: **4.4**
- **Hospitality** in Gig Harbor and at PLACES: **4.8**

100%

said they will attend
or recommend
someone else attend
PLACES in the future

IN THEIR OWN WORDS

Excerpts from written survey responses

- “[My favorite part was] the **interconnectedness of the town** for the conference and the **hospitality of the community**.”
- “**It was nice to have the blend of the three areas**, historic preservation, maritime and Main Street together and to see how some of the sessions approached the content from the idea of blending information across the three areas.”
- “The weather was great, the shopping was fantastic, the sessions were educational, the people were all warm and friendly and inviting. **How do you top that?!**”
- “I came back from this conference **very inspired and passionate about historic preservation**. I’m also so excited about the new connections I made during this conference and look forward to seeing them all next year. Thank you for a good conference!”

Learn more about PLACES 2025 at preservewa.org/places2025

Report prepared by Lydia Felty, November 4, 2025

Washington Trust for Historic Preservation | conference@preservewa.org | 206-624-9449





Meeting Date: May 4, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Adoption of the 2026 General Sewer Plan (Public Comment Opportunity)

Submitted by:

Department: Public Works

Suggested Motion/Action:

Move to adopt the 2026 General Sewer Plan as attached or in substantially similar form.

Background/Summary:

The City of Ellensburg Public Works Department is required to routinely complete updates to the General Sewer Plan (GSP), which was last adopted in 2015. Staff contracted with Kennedy Jenks for the latest update of the GSP. In addition to the original consultant agreement with Kennedy Jenks, there were three contract amendments to the original agreement. The primary reason for the amendments was through the evaluation of our sewer collection system, it was determined that our historical data and elevations was incorrect and that accurate survey information, utilizing the correct datum was required. This resulted in two time extension amendments to allow our sewer crews time to collect pipe elevations on all of our sewer trunk mains, and a third amendment to add some additional scope to the contract to have Kennedy Jenks re-run the flow modeling with the updated information.

General Sewer plans are required to be updated every ten years and approved by the Washington State Dept. of Ecology (DOE). Staff and Kennedy Jenks have been working with DOE to address their comments on the previous drafts of the GSP, and we are now ready to take the final draft to Council for approval. The full final draft of the GSP can be viewed at the following link or a hard copy is available at the City of Ellensburg Public Works Counter:

[Ellensburg Draft GSP.pdf](#)

Previous Council Action:

Council awarded an agreement with Kennedy Jenks to complete the GSP update on February 22, 2022. Council also approved amendment #3 to this agreement at the January 21, 2025 meeting.

Analysis:

As a part of the General Sewer Plan update, Kennedy Jenks has completed an extensive review of the City's wastewater infrastructure, as well as a 20-year advanced forecast, evaluating system risk, condition, and capacity. This analysis included a thorough review of our wastewater collection system, our wastewater treatment facility, forecasted growth, and many other factors. These forecasts were then modeled to determine future needed capacity

and system improvements and create a Capital Improvement Plan (CIP) and implementation schedule needed within the next 20 years.

The CIP reflects the need for specific capacity improvement projects at our WWTF and replacement of equipment that are approaching the end of service life in the next twenty years. The CIP outlines approximately \$125 million of needed investment phased over the next twenty years. Some of the short term projects (within 5 years) include:

- Recirculation Building Rehabilitation (Construction anticipated for 2026 and early 2027)
- Aeration Improvements (Design is underway, construction likely for 2027)
- New Secondary Clarifier (Design likely to begin in 2027)
- Grit Chamber and New Screens (TBD)

Some of the Mid and Long Term Projects Include:

- New Aeration Basins and Blower Building (10 years out)
- UV Replacement (10-20 years out)
- Digester MCC Replacement (10-20 years out)

Staff is currently working on a utility rate structure to support this CIP which is anticipated to be presented at the next regular Council meeting. Having an approved GSP and CIP will also better allow staff to pursue grant funding opportunities, as opportunity arise.

The GSP was presented to the Environmental Commission meeting on April 15th, 2026, which provided a favorable recommendation to Council for approval of the updated plan. Approval by the Washington State Department of Ecology is pending as of the publish date of this agenda.

Financial Impact:

No Fiscal Impact.

Budget Adjustment: No

Attachments:

None



MANAGER'S REPORT

DATE: May 4, 2026

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Take the Community Survey

The City of Ellensburg is inviting community members to participate in a new community survey designed to gather public input on local challenges, priorities, and City-managed programs and services. The goal is to better understand community perspectives and use that feedback to help establish community-centered strategic goals for the City. Survey results will also help to measure changes and outcomes over time. The survey is open to residents age 18 and older and takes approximately 15 minutes to complete. Participation is voluntary. See attached flyer for QR code.

The survey is available at: <https://arcg.is/1ySfra3> and will close on May 10, 2026. Online access is available at the Ellensburg Public Library at 209 N. Ruby St. ¿Necesita español? Llame al (509) 962-7222.

2. May is Bike Month

This May, the City of Ellensburg and community partners will celebrate National Bike Month with bike activities and giveaways from 10 a.m. to 1 p.m. on Saturday, May 30, and a month-long bike ride raffle and photo contest.

A month-long bike ride raffle will run from May 1-29. Download the free Adventure Lab app and set up an account. Participate in any of the Ellensburg Bike Month ride and earn 1 raffle ticket per ride (10 total). Each participant must have their own account. Pick up your raffle tickets at the Bicycle Event at Unity Park on May 30 or stop by the Kittitas County Chamber of Commerce Visitor Information Center during the month of May. Raffle prizes include: One (1) Catrike Recumbent Trike, one (1) car rack, one (1) \$125 Recycle Shop gift card, one (1) \$50 Recycle Shop gift card, Ellensburg mural swag from the Ellensburg Downtown Association, and a Kittitas Valley Memorial Pool free admission.

Bike Month activities on May 30 will be based at Unity Park, located at 4th Avenue and Pearl Street. There will be free youth helmets and fitting, bike bell and bike light giveaways, safety resources, and local trail information. The Independent Order of Odd

Fellows (IOOF) will be giving away free, used reconditioned bikes (sizes vary). Bring old bike tubes for recycling and donate any extra bike parts. New this year, the youth Bike Rodeo will be held as part of the Bike Month Activities. Kids can bring their bikes and helmets to the event to learn bike handling skills.

Members of the public are encouraged to ride to work, school, or worship during the month of May and enter a photo of their ride into the #EllensburgBikeMonth photo contest. Post a photo on Facebook or Instagram of your bike ride with the #EllensburgBikeMonth in your caption and tag the City of Ellensburg. Open to Kittitas County residents 18 years or older with public social media profiles. Full contest rules and event information at www.ellensburgwa.gov/bikemonth

3. Notice of Provider Selection for Ellensburg Central Transit Services

The City of Ellensburg issued Requests for Proposals (RFPs) seeking qualified providers for fixed route bus services, ADA Paratransit, and Cabulance services. Two agencies, HopeSource and RTW Management, submitted proposals for both fixed route and ADA Paratransit services. HopeSource was the sole proposer for Cabulance services.

Proposals were evaluated using a structured, transparent process combining four defined criteria from each RFP with the proposed rates (fixed route rate per service hour and ADA Paratransit rate per completed trip). Each proposal received scores across the qualitative criteria and was assessed in conjunction with the proposed pricing. Following a thorough staff review, HopeSource achieved the highest overall ranking and was selected as the preferred provider for both fixed route and ADA Paratransit services. HopeSource was also selected for Cabulance services, as the only qualified proposer.

The RFP process was conducted in a fair, objective, and well-documented manner. The selection of HopeSource reflects the organization's strong combination of experience and qualifications that best meet the needs of the community.

The Ellensburg Transportation Advisory Committee (ETAC) recommended proceeding with contract negotiations with HopeSource. Staff will proceed with negotiations for final terms of associated service agreements which will be presented to Council in June with an effective date of July 1, 2026.

4. Web Compliance Accessibility Guidelines Deadline Extended One Year

The U.S. Department of Justice (DOJ) recently issued an Interim Final Rule (IFR) extending the ADA Title II compliance deadlines by one year for public entities serving populations under 50,000, as well as special districts to April 26, 2028. Compliance with the Web Compliance Accessibility Guidelines (WCAG 2.1 AA) is mandatory for Title II entities, including public transit agencies and other state and local government entities and requires all web content of the City to be fully accessible. City staff will continue to work on building compliance into online content and ongoing

practices. Find more information on the City website at [Website Accessibility | Ellensburg, WA](#).

5. City Fiber Franchise Agreements

Council approved a non-exclusive ten-year franchise agreement with Ziply Fiber Pacific, LLC through adoption of Ordinance [4965](#) on July 21, 2025. Franchise agreements provide terms for use for utility providers use of public right-of-way (ROW) for installing, maintaining, and operating infrastructure. Any fiber installation construction in public ROW will require permits by the City. Permits protect public and private infrastructure from damage or unintentional impacts, including requirements for traffic control and public notification. City staff have been notified that Ziply representatives have been reaching out to Ellensburg residents about construction and future services. Please be aware that no permits have been issued to Ziply for construction at this time.

6. City received Bequest from the Estate of Pamela Dee Grueter-Schmidt

Council adopted Resolution 2025-29 accepting a restricted monetary donation from the estate of Pamela Dee Grueter-Schmidt for the Ellensburg Animal Shelter. Last week, staff received payment in the amount of \$406,947.00. These funds are restricted and reserved only for improvements to the Ellensburg Animal Shelter facility.

7. Irene Rinehart Riverfront Park Repairs

City Parks Maintenance staff will be performing repairs to the Irene Rinehart Riverfront Park trails throughout the month of May. The park experienced flooding in December 2025, repair work will include bringing in new trail surfacing material and the removal of woody debris. Park staff held off on making repairs until the threat of additional seasonal park flooding had passed.

8. Preview of May 18 Council Agenda and Special Study Session

The May 18 Study Session topic will include a thorough presentation of water and sewer rate requirements. As a reminder, City utilities such as water, sewer, electric, and natural gas are considered proprietary funds and must operate as their own businesses. Customer rates must cover operations, maintenance, and capital requirements. Every few years, the City reviews current rates against utility capital and operations needs to ensure that rate revenue will meet needs over time.

The next meeting will include Proclamations for National Public Works Week and National Historic Preservation Month, along with a presentation of Historic Preservation Month highlights and awards. An ordinance adopting new water and sewer rates will be presented as well as a supplemental budget ordinance. The financial Quarterly Reports will be presented along with an update on the Habitat for Humanity's Willow Street Project.



COMMUNITY SURVEY



City of
Ellensburg
WASHINGTON

Share your thoughts on
community challenges
and priorities, as well as
city-managed programs
and services.

TAKE THE SURVEY:

<https://www.ellensburgwa.gov/communitysurvey>

Need online access? Visit the Ellensburg Public
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