CITY COUNCIL AGENDA

July 6, 2026

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

To attend the City Council meeting virtually register here:
https://us02web.zoom.us/webinar/register/WN_Jz3sNUwPTu2YVCUTOCudRw

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: ECTV Ellensburg - YouTube

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@ci.ellensburg.wa.us

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. 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 schedule for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

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

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

Study Session (No Public Comment)

A Urban Forest Management Project Update 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

2.A Rural Transit Day 7

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 June 15, 2026 Regular Meeting 8

5.B Acknowledge Minutes of Boards and Commissions 14

5.C Bid Award – Bid Call No. 2026-13, Wastewater Treatment Plant Aeration Basin Upgrades 31

5.D Sunnyside Jail Contract Renewal 34

5.E Approve 2026 AAEE Commission Work Plan 52

5.F Award Bid Call 2026-12 for the 2026 CBD Sidewalk Repair – Pearl Street – 3rd Avenue to 4th Avenue 55

5.G Approved July 6, 2026 Voucher Listing 57

6. Petitions, Protests, and Communications

6.A Council Commitment - Resolution 2026-13 Adopted June 15, 2026 (Public Comment Opportunity) 58

7. Public Comment on Non-agenda Items

8. Business Requiring Public Hearings

8.A Closed Record Hearing for Rezone Application P26-024, Residential Medium (R-M) to Residential High (R-H) Zoning, and First Reading of Ordinance 4991 (Limited Public Comment) 61

9. Introduction and Adoption of Ordinances and Resolutions

9.A Ordinance 4990 (Second Reading) - June 2026 Development Regulations Amendments (Public Comment Opportunity) 106

9.B Resolution No. 2026-16 Setting a Public Hearing to Consider Vacating a City Easement Located Between Catherine Cottages and Radio Road (Public Comment Opportunity) 179

10. Unfinished Business

10.A Catherine Cottages Revised Design (Public Comment Opportunity) 186

11. New Business

11.A 2026 Comprehensive Plan - Final Draft of Transportation Chapter (Public Comment Opportunity) 193

11.B Interlocal Agreement between Kittitas County and City of Ellensburg for Funding of the Ellensburg Fieldhouse (Public Comment Opportunity) 281

12. Miscellaneous

12.A Manager's Report (No Public Comment) 289

12.B Councilmembers' Reports (No Public Comment)

13. Executive Session

14. Adjournment

City of Ellensburg

PROCLAMATION

Rural Transit Day 2026

WHEREAS, the City of Ellensburg, Washington, proclaims July 16, 2026, as Rural Transit Day. This day celebrates the vital role rural transit agencies play in connecting communities to essential services, jobs, education, and social opportunities; and

WHEREAS, the National Rural Transit Assistance Program established Rural Transit Day in 2019, and the observance is now recognized by transit providers and communities across the nation; and

WHEREAS, affordable, reliable public transit is a vital public service that helps residents access employment, education, health care, shopping, recreation, and other daily needs; and

WHEREAS, public transit helps reduce transportation barriers and disparities, supports independence for seniors and people with disabilities, and expands opportunity for individuals and families throughout the community; and

WHEREAS, transit service contributes to a healthier and more sustainable future by reducing congestion, lowering emissions, improving air quality, and supporting more efficient use of community resources; and

WHEREAS, Ellensburg Central Transit provides fare-free public transit service to the Ellensburg community seven days a week, except on designated holidays, and serves as an important resource for residents, students, employees, and visitors; and

WHEREAS, Rural Transit Day offers an opportunity to recognize the value of public transportation professionals and the riders who rely on and benefit from these services every day.

NOW THEREFORE, the Mayor of the City of Ellensburg does hereby proclaim July 16, 2026, as Rural Transit Day and encourages community members to join in recognizing the importance of rural public transit and ride Ellensburg Central Transit.

Dated this 6th day of July, 2026.

Rich Elliott
Mayor

Attest:
City Clerk

CITY OF ELLENSBURG **Minutes of City Council, Regular Meeting**
Date of Meeting **June 15, 2026**
Time of Meeting **7:00 PM**
Place of Meeting **Council Chambers**
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom

Pledge of Allegiance
The Pledge of Allegiance was led by Councilmember Goodloe

1. Call to Order and Roll Call
Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, David Miller, Delano Palmer, Joshua Thompson

Absent: Nancy Lillquist (excused)

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Public Works Director Lyyski, Associate Planner Pedersen, Associate Planner Rud, Assistant City Engineer Mattson, Water Resources Manager Springer, Transit Manager Dunbar, Parks & Recreation Director Case, HR Director Young, Housing Program Manager Frey, Energy Services Director Stanavich, Energy Resources Manager Baker and approximately 10 members of the public

Others present remotely via Zoom: four members of the public

2. Proclamations

2.A Juneteenth Day of Observance
Councilmember Palmer read the proclamation.

3. Awards and Recognitions

4. Approval of Agenda
Councilmember Palmer moved to approve the Agenda.

Councilmember Beauchamp moved to amend the Agenda by removing item 6.A. **Motion Approved 6-0**

Vote on approval of Agenda as amended. **Motion Approved 6-0**

5. Consent Agenda

5.A Approve Minutes of June 1, 2026 Regular Meeting

5.B Approve Minutes of June 1, 2026 Study Session

5.C Acknowledge Minutes of Boards and Commissions

5.D ETAC Resignation - Deja Blanchard

5.E Asset Management Agreement and Base Contracts for Sale and Purchase of Natural Gas

5.F 2025 City of Ellensburg Annual Financial Statement Report

5.G Award Bid Call No. 2026-02 Feeder 7 Construction & Feeder 1 Line Extension to Magnum Power LLC

5.H Award Bid Call 2026-06 for the 2026 Residential Sidewalk Repair Program

5.I Floodplains by Design - Floodplain Protection Land Acquisition Grant Award Acceptance – Public Works Project Numbers 24-058 / 26-076

5.J New Voice over IP Telephone Services Provider

5.K Approve June 15, 2026 Voucher Listing

Councilmember Goodloe moved to approve the Consent Agenda as presented. **Motion Approved 6-0**

6. Petitions, Protests, and Communications

6.A Programs update from Habitat for Humanity Seattle - King and Kittitas Counties (Public Comment Opportunity)
Stephanie Bohman, Habitat for Humanity Area Director, presented information regarding Habitat for Humanity programs.

6.B 2026 Summer Water Conservation Campaign Presentation (Public Comment Opportunity)
Rebecca Springer, Water Resources Manager, presented information concerning the 2026 Water Conservation Campaign.

7. Public Comment on Non-agenda Items
Public comment was heard by the following citizen:
Pat Kelleher

8. Business Requiring Public Hearings

8.A Public Hearing (Legislative) - Review of Ordinance 4990, June 2026 Development Regulations Amendments (First Reading) (Public Comment Opportunity)
Mayor Elliott opened the public hearing. Mark Rud, Associate Planner, presented information in the staff report.

With no comments from the public and minimal questions from Council, Mayor

Elliott closed the public hearing.

Councilmember Palmer moved to approve first reading of Ordinance 4990 amending Ellensburg City Code Titles 3 and 15 as proposed. **Motion Approved 6-0**

8.B Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) 2027-2032 and provide an annual 'Complete Streets and Traffic Safety Update' (Public Comment Opportunity)
Mayor Elliott opened the public hearing. Josh Mattson, Assistant City Engineer, presented information in the staff report.

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

Councilmember Palmer moved to adopt Resolution 2026-12 approving the TIP for 2027-2032 and authorize staff to submit listed projects for funding as grant opportunities become available. **Motion Approved 6-0**

9. Introduction and Adoption of Ordinances and Resolutions

9.A Ordinance 4989 (Second Reading) - Amending the Ellensburg City Code Regarding the Fee Schedule for Public Records Requests (Public Comment Opportunity)
Chris Horner, City Attorney, presented information in the staff report.

Councilmember Palmer moved to conduct second reading and adoption of Ordinance 4989 amending Ellensburg City Code regarding the process for adopting a fee schedule for public records requests. **Motion Approved 6-0**

9.B Resolution 2026-09 Adopting a Body Worn Camera Footage Redaction Fee Policy (Public Comment Opportunity)
Chris Horner, City Attorney, presented information in the staff report. Council asked questions of staff.

Councilmember Goodloe moved to approve Resolution 2026-09, which adopts a Body Worn Camera Footage Redaction Fee Policy for the City of Ellensburg. **Motion Approved 6-0**

9.C Resolution 2026-10 Adopting a Fee Schedule for Public Records Requests (Public Comment Opportunity)
Chris Horner, City Attorney, presented information in the staff report.

Councilmember Goodloe moved to adopt Resolution 2026-10, which adopts a fee schedule for public records requests. **Motion Approved 6-0**

9.D Resolution 2026-13 Ellensburg City Council Commitment to Community (Public Comment Opportunity)

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

Councilmember Beauchamp moved to adopt Resolution 2026-13 adopting Ellensburg City Council Commitment to Community. **Motion Approved 6-0**

9.E Resolution 2026-14 Ellensburg City Council Strategic Vision 2026-2031 (Public Comment Opportunity)
Heidi Behrends Cerniwey, City Manager, presented information in the staff report.

Public comment was heard on the topic from the following citizen:
William Coleman

Councilmember Palmer moved to approve Resolution 2026-14 adopting the proposed 2026-2031 Ellensburg City Council Strategic Vision.

Councilmember Goodloe moved to amend the Resolution, changing language on page one, under Five Pillars & Strategic Vision & Priorities Item #1 - to Community Safety, ***CIVIC*** Engagement and ***CULTURAL INCLUSION***. **Motion Approved 6-0**

Vote on main motion as amended. **Motion Approved 6-0**

9.F Resolution 2026-15 (Joint Resolution with Kittitas County) Authorizing Funding for Opoid Abatement RFPs (Public Comment Opportunity)
Chris Horner, City Attorney, presented information in the staff report. Council asked questions of staff.

Councilmember Palmer moved to approve Resolution 2026-15, adopting a joint resolution with Kittitas County, authorizing funding for opioid abatement RFPs. **Motion Approved 6-0**

10. Unfinished Business

10.A Discussion of Walkway Easements Between Catherine Cottages and Radio Road (Public Comment Opportunity)
Chris Horner, City Attorney, presented information in the staff report. Council asked questions of staff.

Public comment was heard on the topic from the following citizen:
Dale McPherson

Council consensus was to proceed with vacation of the easement across the property.

11. New Business

11.A Professional Services Contracts between the City of Ellensburg and HopeSource for Transit Services (Public Comment Opportunity)
Betsy Dunbar, Transit Manager, presented information in the staff report.

Councilmember Palmer moved to approve the three Professional Services Agreements between the City of Ellensburg and HopeSource for Fixed Route, ADA Paratransit, and Cabulance Services as attached or in substantially similar form and approve the necessary budget adjustments. **Motion Approved 6-0**

11.B Bonneville Power Administration Provider of Choice Above-CHWM Election (Public Comment Opportunity)
Buddy Stanavich, Energy Services Director, presented information in the staff report.

Councilmember Palmer moved to elect Option A - All Tier 2 Long-Term Rate Option on Exhibit C (Purchase Obligations) of the Bonneville Power Administration Provider of Choice contract, to serve Above-Contract High Water Mark load. **Motion Approved 6-0**

11.C Notice of Intent to Commence Annexation Proceedings for Parcels 066733, 056733, 916733, 636733, 626733, 936733, 266733, 116733, and 326733, Located Adjacent to South Locust Street and Seattle Avenue. (Public Comment Opportunity)
Mayor Elliott recused himself from discussion and voting on the item.
Chase Pedersen, Associate Planner, presented information in the staff report.

Public comment was heard on the topic from the following citizens:
Sang Rosenberg
Victoria Thomas (speaking remotely)

Council asked questions of staff.

Councilmember Palmer moved to approve the intent to commence annexation proceedings; set the annexation boundary as shown on the map of Exhibit 3; direct for simultaneous adoption of Residential Medium (R-M) zoning for parcels 066733, 056733, 916733, 636733, 626733, 936733, 266733 & 116733, and Residential Suburban (R-S) zoning for parcel 326733; and require the assumption of all existing city indebtedness by the area to be annexed. **Motion Approved 5-0** ***(Elliott abstained)***

12. Miscellaneous

12.A Manager's Report (No Public Comment)
Heidi Behrends Cerniwey, City Manager, showed the city video created for flag day and presented information in the report.

The scheduled executive session was expected to last approximately ten minutes, and no action will be taken.

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Thompson will attend the Touch a Truck event and spoke with Dr. Zuckerman regarding the Comprehensive Health MMU vehicle
- Councilmember Palmer will participate in Coffee with Council
- Councilmember Miller attended the Pathways Project groundbreaking event, Flag Day drone video, and Planning Commission meeting
- Councilmember Goodloe attended the AAEE, Parks & Recreation and Library board meetings, KCCOG meeting and commended Councilmember Palmer for his leadership with the Juneteenth celebration
- Councilmember Beauchamp attended the LTAC meeting and spoke about the upcoming downtown car show, Dachshunds & Friends on Parade events and attended the Pathways Project groundbreaking
- Mayor Elliott reported on Developmental Disabilities Advisory Board and spoke about the 911 system being down. He requested an alternate speaking for the July 4th event and Councilmember Lillquist was nominated.

13. Executive Session

13.A Per RCW 42.30.110(1)(i), 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.

Council recessed to Executive Session at 9:15 pm and was expected to last ten minutes. No action would be taken.

Council reconvened at 9:25 pm.

14. Adjournment

Meeting adjourned at 9:25 pm

_____
Mayor

ATTEST: _____
City Clerk

CITY OF ELLENSBURG	**Minutes of Access, Advocacy, Equity, & Engagement Commission Meeting**
Date of Meeting	**May 12, 2026**
Time of Meeting	**3:00 PM**
Place of Meeting	**Council Chambers & Zoom**

1. Call to Order and Roll Call
Vice Chair Amber Hoefer called the meeting to order at 3:00 p.m.

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

Also present: Nicole Klauss, staff member assigned to the AAEE Commission; Stacey Henderson, Planning Manager; Heidi Behrends Cerniwey, City Manager; Rhonda Schmidt, Ellensburg School District liaison; Ruben Cardenas, Interim Associate Vice President at Central Washington University; Ramona Bryant, League of Women Voters of Kittitas County; and 6 members of the public.

Vice Chair Hoefer allowed applicant Lorena Medina Dirsken to make an introduction.

2. Approval of the Agenda
Commissioner Cody Natland moved to approve the agenda. Commissioner Amber Darting seconded the motion. There was no discussion. **Motion approved 6-0.**

3. Public Comment
Vice Chair Hoefer called for public comment. There was no public comment.

4. Approval of Commission Minutes from April 14, 2026 Meeting
Commissioner Phil Backland moved to approve the meeting minutes from the April 14, 2026 DEI Commission meeting. Commissioner Cody Natland seconded the motion. There was no discussion. **Motion approved 6-0.**

5. New Business
A. Rhonda Schmidt provided an update on the Ellensburg School District's Department of Justice Settlement Agreement and what the district is doing next.

B. Planning Manager Stacey Henderson provided an update on the consultant's recommendation related to Chapter 9 of the Comprehensive Plan Periodic Update. The Commission provided feedback. Kathryn Martell provided public comment.

C. Heidi Behrends Cerniwey provided a recommended work plan and spending plan for the AAEE Commission.

Commissioner Judd Grey moved to create a subcommittee to work with staff on the work plan draft. Commissioner Backlund seconded the motion. During discussion,

members indicated Grey, Backlund, and Eliatamby-O'Brien were interested in being on the subcommittee with Commissioner Grey as the subcommittee chair. **Motion approved 6-0.**

6. Liaison Reports

7. Subcommittee Reports
There was not sufficient time for this.

8. Commission Member Reports
There was not sufficient time for this.

9. Staff Report
There was not sufficient time for this.

10. Adjourn
Meeting adjourned at 4:30 p.m.

Drafted by Nicole Klauss, staff member assigned to the AAEE Commission
Drafted: 5/14/26
Approved: 6/9/26

CITY OF ELLENSBURG

Minutes of Access, Advocacy, Equity, & Engagement Commission Meeting

Date of Meeting	**May 19, 2026**
Time of Meeting	**3:00 PM**
Place of Meeting	**Council Chambers & Zoom**

1. Call to Order and Roll Call

Vice Chair Amber Hoefer called the meeting to order at 3:02 p.m.

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

Also present: Nicole Klauss, staff member assigned to the AAEE Commission; Heidi Behrends Cerniwey, City Manager; Gretchen Delaford, Executive Assistant to the City Manager; and 1 member of the public.

2. Approval of the Agenda

Commissioner Judd Grey moved to approve the agenda. Commissioner Phil Backlund seconded the motion. There was no discussion. **Motion approved 5-0.**

3. Public Comment

Vice Chair Hoefer called for public comment. There was no public comment.

4. Spending Plan Discussion

City staff provided an update on the spending plan recommendations.

Commissioner Amber Hoefer motioned to approve $1,200 for Juneteenth Celebration for the music, $1,500 for the America250 Community Picnic, and $4,000 for 2026 grants. Commissioner Amber Darting seconded the motion. During discussion, commission members said they could consider funding the translation headsets next year if there is not enough budget later this year. They also mentioned there was not a time crunch associated with the rest of their budget, so they can revisit that later. **Motion approved 5-0.**

Amber Darting, Judd Grey, and Nancy Goodloe will be on a grant subcommittee to update the 2025 document.

10. Adjourn

Meeting adjourned at 3:38 p.m.

Drafted by Nicole Klauss, staff member assigned to the AAEE Commission
Drafted: 5/19/26
Approved: 6/9/26

CITY OF ELLENSBURG **Arts Commission Meeting Minutes**

Meeting Date of Meeting	**May 14, 2026**
Start Time of Meeting	**4:00 PM**
Place of Meeting	**City Hall, Council Conference Room**

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

1.A Chair Eyre, Commissioner Dougherty, Commissioner Snedeker, Commissioner Young, Commissioner Lopez, Commissioner-elect, Emily Jacobs

Absent: Commissioner Wenz, excused, and Council Liaison, Beauchamp, excused.

Welcome guests: Richard Freeman

2. **Approval of Agenda**

Motion to approve May 14, 2026, Arts Commission amended agenda with the noted corrections to the date on Item 5, Budget/Financial Report from YTD 2023 to YTD 2026.
By: Commissioner Snedeker
Seconded: Commissioner Dougherty
In Favor: All in favor
Opposed: None
Abstain: None
Motion Carries

3. **Public Comment** No public comment given

4. **Approval of Minutes**

Motion to approve April 9, 2026, Arts Commission meeting minutes as presented.
By: Commissioner Snedeker
Seconded: Commissioner Young
In Favor: All
Opposed: None
Abstain: None
Motion Carries

5. Budget/Financial Report

5.A YTD 2026 Arts Commission Budget Update
Staff presented budget updates.

6. New Business

6.A **Upcoming Events**

- Thursday, MAY 21, 2026, 5:00-8:00 pm PechaKucha: Breaking Through the Soil Update: This event was cancelled due to lack of participation. Will try to reschedule for August/September
- Saturday, May 30, 2026, 11:00-1:00 pm Pastoral Poetry at Irene Rinehart Park (registration required) Update: As of this meeting, there are seven registrants with two weeks left.
- Monday, June 1, 2026, 11:00 am Inspire WA in Ellensburg at Gallery One Commissioner Dougherty encouraged attendance.
- Wednesday, June 10-Friday June 12th Creative District Convening in Moses Lake Update: Staff is attending, Alex Eyre unable to attend, as will Jessica Solberg Black, Executive Director Valley Theatre Company and Vice-Chair of the Ellensburg Arts & Cultural Alliance

6.B Metal archway sculpture on Main Street Discussion and Update

Staff gave update on new building owners' plans for the parking lot on Main Street. Building owner had reached out to the City regarding the easement that the archway is located in. Artwork is not city property; it was privately commissioned. Building owner is reviewing plans with Community Development and if plans are approved, will reach back out regarding the archway.

6.C Project Grant Scope of Work Change Request: (formerly Venue Change Request) for ECR's Gust Fest—Discussion—Revised Scope of Work Request will come before the commission for decision at June's meeting.

7. Unfinished Business:

7.A Bus Shelters: General Conversation based on recent discussions with transit manager/staff liaison for the ETAC. They would like to see all

shelter calls for artists to be themed specific to the location of the shelter and seem to want more of a decision-making role with regards to art for the bus shelters. There are concerns with both of those requests from Arts Commission staff liaison and Arts Commission Chair, Alex Eyre. Based on discussion at the Arts Commission meeting, the Arts Commission shares staff and Chair concerns. This will need further dialogue, and staff suggests setting up a meeting between two members of each committee and committee staff to be able to address and find workable options.

•Bus Shelters: Call for Rotary Park:

Action Item: Staff update with the listed edits below and send the Bus Shelter Call for Artist to the subcommittee team for review/approval

1. template with example art
2. Blank template with dimensions

Action Item Incorporate the 10th Anniversary of the bus shelter art program.

•Bus Shelter: Brooklane Village--Art Selection--Jeannie Johnson, selected artist

Motion to approve Option F (Option 6 as submitted) for the Brooklane Village Bus Shelter.
By: Commissioner Snedeker
Seconded: Commissioner Young
In Favor: All
Opposed: None
Abstain: None
Motion Carries

Action Item Staff notify artist of selection and prepare stipend contract for $500.00

•Bus Shelters: Sue Wright update--approved and moving forward & Erin Oostra update

•Upcoming locations: Fish Food Bank and 11th & Wildcat Way (Northbound)

7.B Updates:

- Mural Festival

  Secured building owner's permission, moving forward.

- Donation of sculptures by Tim Cornia in downtown nodes 30/31

  City Risk Manager rejected proposed sculpture design for node 31 for creating potential risk to the public. Staff communicated to Tim Cornia, and artist will redesign and send over for review.

  No movement on the changes requested to the artwork in node 30.

- A-250 Planning update: Staff gave update to commissioners.

7.C Community Calendar Update: Staff reviewed social media marketing campaign and gave update on final API pieces at CWU.

8. Subcommittee Business:

8.A

A. Project Grant Funding & Advocacy: Jerry/Alex/Staff/Jensen:

Action Item: resend an editable document to Jerry/Alex/Jensen for editing.

B. First Friday Art Walk: Matt/Therese/Jensen/Staff:

- Review windsock and window decal design. Commission review and action.

Motion to approve design as presented for both the new EAC Windsock and window decal for art walk venues.
By: Commissioner Snedeker
Seconded: Commissioner Jensen
In Favor: All
Opposed: None
Abstain: None
Motion Carries

Action Item: Staff work with Commissioner Wenz to get items ordered. Budgeted item.

C. City Art/Public Art: Jerry/Alex/Jeff (Matt): Meeting with Creative West scheduled to discuss online archive public art forms.

D. Awards & Distinctions: Jeff/Therese/Alex/Staff: Review timelines and action items
Action Item: Need to discuss timeline and planning for nomination process for Arts Treasure & Art Advocate awards.

E. Ellensburg Creative District & Advocacy: Staff/Jeff/Alex/Jensen/Therese

Update: ECD is focused on implementation of the four goals of the 2026 ECD Strategic Plan:

1. Establish and expand ECD regional presence. Updated with ECD Newsletter, listing events with ArtsWA, regional sm campaign, and community calendar.
2. Finish implementation of the community calendar. Update given
3. Continuing grant writing workshop series.
4. Creating an ArtPreneur Workshop: From Passion to Profits

9. Staff Update/Discussion Items: No additional updates given.

10. Council Representative Update: No updates given.

11. Adjournment Time: 5:30 pm

CITY OF ELLENSBURG **Minutes of Ellensburg Transportation Advisory Committee, Regular Meeting**

Date of Meeting **April 21, 2026**
Time of Meeting **3:30 PM**
Place of Meeting **CouncilConference Room**
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom

1. Call to Order and Roll Call of Members

1.A

Call the April 21, 2026, ETAC Meeting to Order.

Chair Lillquist called the April 21, 2026, ETAC meeting to order at 3:32 PM.

1.B

Roll Call of ETAC Members.

ETAC Committee Members in Attendance: Nancy Lillquist, Jim Hurson, Ann Miner, Carol Chrisman, and Michael Montgomery.

Absent: Deja Blanchard and Alex Matheson.

Several Ellensburg city staff members were in attendance.

Also in attendance were presenters Robin Read and Daniel Dye.

2. Approval of Agenda

2.A

Motion to approve the April 21, 2026, ETAC Agenda.

A motion to approve the May 26, 2026, ETAC Agenda was made by Committee Member Miner.

The motion carried: 6-0.

3. Approval of Minutes

3.A

Motion to approve the March 17, 2026, meeting minutes.

A motion to approve the April 21, 2026, meeting minutes was made by

committee member Hurson.

The motion carried 6-0.

4. Public Comment

5. Guest Presenter, Daniel Dye

5.A

Transpro Presentation

6. Guest Presenter, Robin Read

6.A

Transit Strategic Plan Presentation

7. Consent Agenda

8. Transit Updates

8.A

RFP Proposer approval.

A motion to approve a favorable recommendation to contract with HopeSource for transportation services was made by committee member Hurson.

The motion carried 6-0.

8.B

Transit Updates.

March ridership updates were shared along with the March on-time performance percentages.

Staff shared that Rider Alerts subscriptions are now available on the ECT website.

9. Transportation Updates

9.A

Capital Improvement Project Update.

Staff gave an update on the following capital improvement projects:

- Mtn. View and Bull Road, the 3rd Avenue Paverstone Project, the Umptanum and Anderson Roundabout, the Canyon Road Overlay, and the Vantage Highway Shared-Use Pathway.
- ETAC reviewed the 30% layout and recommended narrowing the existing island at Brick Rd. to increase the available road width for better accessibility for buses.

- The Annual Residential Sidewalk Repair Project. ETAC provided no objectives for using approximately $400K from the transit capital improvement budget for bus stop improvements and ADA sidewalk improvements within 1/4 mile of an existing bus stop.

9.B

Grant Application Update.

Staff gave an update on the following grant applications:

- University Way and Water Street intersection improvements—Freight Mobility Strategic Improvement Board Status—Complete.
- Canyon Rd. and Umptanum Rd. Intersection Improvements—Design Only - Safe Streets for ALL (SS4A) Status—Underway.

9.C

Comprehensive Plan Transportation Element Status.

No comprehensive plan update was shared, as Daniel Dye had already presented on the transportation element earlier in the meeting.

10. Member Updates

10.A

Capital Improvement Project Update.

Committee Member Goals:

- Create a subcommittee to identify projects that can be realistically completed.
- Create fiscal priorities.
- Divide the work.
- After a study session, present the plans we've been working on to the city council in June.
- Collect more data to make better decisions.

11. Next ETAC Meeting

11.A

May 26, 2026

12. Adjournment

17:20

CITY OF ELLENSBURG **LIBRARY BOARD**
Date of Meeting: **May 12, 2026**
Time of Meeting: **4:30 p.m.**
Place of Meeting: **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 4:36 pm

II. ATTENDANCE

PRESENT: Josh Aubol, Vikki Carpenter, Marty Blackson, Emily Brown-Pratz, Andreina Delgado, Mary James, Rich Moreno
ABSENT (excused): None
COUNCIL LIAISON: Nancy Goodloe (absent)
GUEST(S): Marisa Humphrey, Richard Coleman
OTHER PRESENT: Josephine Camarillo, staff Alyssa Ceja

III. APPROVAL OF AGENDA

Motion made by Carpenter to approve agenda with amendments; motion seconded by Blackson. **Motion approved**. **Motion passed 7-0.**

IV. APPROVAL OF MINUTES

Motion made by James to approve minutes from April 14, 2026; motion seconded by Carpenter. **Motion approved**. **Motion passed 7-0.**

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

Library staff member Alyssa Ceja reported on what she learned and experienced at WLA conference.

VI. REPORTS

A. Director Report: Sue Hart and Pyper Stever both started their new positions. Sue is now the Public Services Librarian and Pyper is now the Youth Services supervisor. Four staff members attended the Washington Library Association conference. They enjoyed their time learning and connecting with other library staff around the state. Summer Reading will start Wednesday, June 24th with its annual kick-off party

B. Budget Report: April 2026 budget not yet released.

C. Friends of the Library Report: Book Club Tea was well attended. Speakers included author Sue Christian

D. Library Birthday Event, January 20, 2027: No report

VII. UNFINISHED BUSINESS

A. Comprehensive plan library chapter reviewed and discussed.

B. Library survey is on hold. City Community Survey is now closed. Josephine will contact Elli regarding Library survey rollout.

VIII. NEW BUSINESS

A. Medical Mobile Unit will be on site on 2nd/Pine Street. Hours will be M-F 8am-1pm and Sat. 8am-10am.

IX. UNSCHEDULED BUSINESS

A. Kittitas Library Board gave update of their facility status and Kittitas library needs.

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, June 9, 2026

XII. ADJOURNMENT

Meeting adjourned by Moreno at 5:19 p.m.

Respectfully submitted,
Josephine Camarillo, Director

CITY OF ELLENSBURG **LIBRARY BOARD**
Date of Meeting: **April 14, 2026**
Time of Meeting: **4:35 p.m.**
Place of Meeting: **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 4:32 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 (absent)
GUEST(S): None
OTHERS PRESENT: Josephine Camarillo, staff

III. APPROVAL OF AGENDA

Motion made by Carpenter to approve agenda with amendments; motion seconded by Blackson. **Motion approved**. **Motion passed 7-0.**

IV. APPROVAL OF MINUTES

Motion made by James to approve minutes from February 10 and 27, 2026; motion seconded by Carpenter. **Motion approved**. **Motion passed 7-0.**

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director Report: Staff retreat went very well with all staff in attendance. I presented at Ellensburg Academy with a live action, interactive tour of the library featuring Dina-shore! New staffing model was presented to staff and will take effect May 1, 2026. Yahtzee tournament was well attended and received. T-Mobile Hometown grant application for large pod was resubmitted. Overall circulation for physical items has slightly decreased.

B. Budget Report: March 2026 budget presented and discussed.

C. Friends of the Library Report: No report.

D. Library Birthday Event: Next celebration will be Wednesday, January 20, 2026.

VII. UNFINISHED BUSINESS

A. Library Levels of Service Standards final draft was reviewed. Blackson motioned to approve Levels of Service Standards; seconded by Carpenter. **Motion approved 7-0.**

B. Comprehensive plan library chapter discussion tabled.

C. Library survey currently on hold while City Community Survey finishes

VIII. NEW BUSINESS

A. Library reorganization plan presented. Board in support of plan.

IX. UNSCHEDULED BUSINESS

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

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, May 12, 2026

XII. ADJOURNMENT

Meeting adjourned by Moreno at 5:32 p.m.

Respectfully submitted,
Josephine Camarillo, Director

CITY OF ELLENSBURG **Minutes of Utility Advisory Committee, Regular Meeting**

Date of Meeting **May 21, 2026**

Time of Meeting **3:30 PM**

Place of Meeting **Council Conference Room**
501 North Anderson Street
Ellensburg, WA 98926
Or remotely via Zoom
- https://us02web.zoom.us/s/83931522564

1. Call to Order and Roll Call
Chair Bousson called the meeting to order at 3:30pm.

Members present in person: Jeff Bousson, Chair/CWU, Delano Palmer, City Council, Fred Springsteen, Utility Customer, Charolette Tullos, Utility Customer, Frederick Padjen, Utility Customer, Camber Owlsym, Utility Customer.

Others present in person: City Manager Behrends Cerniwey, Energy Services Director Stanavich, Energy Resources Manager Baker, Gas Engineer Yusi, Finance Officer Bair, Telecom Manager Hiede, and members of the public.

Others present remotely via Zoom: Rate Analyst Mooers, members of the public.

2. Approval of Agenda
Committee member Bouson moved to Approve the Agenda as presented. **Motion Approved 6-0**

3. Approval of Minutes

3.A Utility Advisory Committee Meeting 4-16-26 Minutes
Committee member Bouson moved to Approve the Minutes from the meeting. **Motion Approved 6-0**

4. Correspondence and Citizen Comments on Non-Agenda Items
No public comment.

5. Electric, Natural Gas, and Telecommunications Discussion Items

5.A Bonneville Power Administration Provider of Choice Above-CHWM Election
Nichole Baker, Energy Resource Manager introduced Bonneville Power Administration Provider of Choice Above-CHWM Election. Introduced guest presenter Ted Light with Lighthouse Energy Consulting to present the CHWM election. Presenter Ted Light explained timeline, service options, and financial analysis.

Committee member Delano Palmer asked about the price variances between the service options. Committee Member Camber Owlsym asked which level of service is closest to our current operations. Energy Services Director Buddy Stanavich explained that we are currently operating closest to a tier-2 service option. Committee Member Camber Owlsym asked guest speaker Ted Light what surrounding communities are choosing and how it compares to our City operations and growth.

Energy Services Director Buddy Stanavich emphasized the importance of this decision and how it will secure power for the City for the next 20 years.

Committee member Jeff Bouson moved to forward a favorable recommendation to City Council to approve Option A Bonneville Power Administration Provider of Choice Above-CHWM Election. **Motion Approved 6-0**

5.B Capital Facilities and Utilities Comprehensive Plan Chapter - Energy Services
Nichole Baker, Energy Resource Manager, introduced Stacey Henderson, Planning Manager, who presented the Capital Facilities and Utilities Comprehensive Plan Chapter — Energy Services. Stacey Henderson explained what the comprehensive plan is and when the comprehensive plan is used; Stacey Henderson explained how the Comprehensive Plan is applied to community decisions and growth, and asked the committee to provide feedback.

Stacey Henderson will distribute the redline comprehensive plan document to the committee members after the meeting, for the opportunity to review and bring comments to the next UAC meeting.

5.C Natural Gas Supply and Asset Management Agreement
Nichole Baker, Energy Resource Manager introduced Natural Gas Supply and Asset Management Agreement.

Committee Member Bousson asked for clarification on the length of the term, which will be 5 years. Energy Services Director Buddy Stanavich explained the areas that were evaluated prior to the selection of the Natural Gas Supplier.

Committee Member Delano Palmer moved to forward a favorable recommendation to City Council to authorize the Energy Services Director, Buddy Stanavich, to sign and execute Natural Gas Supply and Asset Management Agreement. **Motion Approved 6-0**

6. Energy Services Updates

6.A Energy Services Updates
Committee Member Frederick Springsteen asked for more information on the image of the transformer damage during the recent power outage within the City. Committee Member Frederick Padjen asked for more information on what caused the SR97 Gas utility expansion loop. Committee Member Camber

Owlsym asked for information on the Geothermal Resource Project. Committee Member Camber Owlsym asked what technology the City has to signal power disruptions or fault indicators.

Energy Services Director Buddy Stanavich announced the retirement of our two Gas Division leaders, Darren Larsen and Marcello Martinez.

7. Commission Representative Update
No commission representative updates.

8. Adjournment
Meeting adjourned at 5:08 pm.

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Bid Award – Bid Call No. 2026-13, Wastewater Treatment Plant Aeration Basin Upgrades
Submitted by:	Josh Mattson, Assistant City Engineer
Department:	Public Works

Suggested Motion/Action:
Award Bid Call 2026-13 to Fulcrum Electric, the lowest responsive and responsible bidder, in the amount of $840,772.51.

Background/Summary:
Bids were opened on Tuesday, June 9th, 2026, for the Wastewater Treatment Plant (WWTP) Aeration Basin Upgrades. Fulcrum Electric was the lowest responsive and responsible bidder in the amount of $840,772.51. Council is being requested to award the bid to Fulcrum Electric.

The project will add two floating aerators, one to each aeration basin, along with anchor cables and associated mounting hardware at the WWTP. Electrical work will include overall updates to the site power, controls, and telemetry to support the upgrade. Four additional spare aerators will also be supplied as part of the project.

HLA Engineering and Land Surveying (HLA) designed and prepared bid specifications for this project, Bid Call #2026-13.

Previous Council Action:
Council approved the professional consultant design agreement with HLA for this project at its November 17, 2025 meeting.

Analysis:
The project was advertised, and the bids were received as follows:

Fulcrum Electric	$840,772.51
POW Contracting	$992,604.00
Summit Construction Group	$1,037,130.00
Vincent Brothers, LLP	$1,053,420.00
Boss Construction, Inc	$1,057,709.57

Award Construction, Inc	$1,164,192.00
DW Excavating, Inc	$1,306,500.00
Current Electric NW, LLC	$1,565,019.40
Engineer's Estimate	***$2,014,530.00***

The low bid submitted by Fulcrum Electric is below the Engineer's estimate.

Financial Impact:
There is no budget adjustment needed for this project. Adequate expenditure authority for the project exists within the Sewer Fund.

Budget Adjustment: No

Attachments:
1. 2026-06-10 - 25187 - RECAward

2803 River Road, Yakima, WA 98902
Office: (509) 966-7000
hlacivil.com

June 10, 2026

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

Attn: Derek Mayo, City Engineering Services Manager

Re: City of Ellensburg
Aeration Basin Upgrades
HLA Project No. 25187
Recommendation of Award

Dear Mr. Mayo:

The bid opening for the above-referenced project was held at City of Ellensburg City Hall at 2:00 p.m. on Tuesday, June 9, 2026. A total of eight (8) bids were received with the low bid of $840,772.51, being offered by Fulcrum Electric, LLC, of Benton City, Washington. This low bid is approximately fifty-eight (58%) percent below the Engineer's Estimate of $2,014,530.00.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Ellensburg award a construction contract to Fulcrum Electric, LLC, in the amount of $840,772.51. Please send us a copy of the City of Ellensburg Council meeting minutes authorizing the award of this project.

Please advise if we may answer any questions or provide additional information.

Sincerely,

Digitally signed by Robert Scott
Date: 2026.06.11 07:58:03-07'00'

Rober J. Scott, PE

RJS/jms

Enclosures

Copy: Mayor Rich Elliot, Ryan Lyyski, Josh Mattson (City of Ellensburg)
Taylor Denny, Angie Ringer (HLA)

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Sunnyside Jail Contract Renewal
Submitted by: Jim Weed, Captain
Department: Police

Suggested Motion/Action:
Authorize the City Manager to sign the Sunnyside Jail Contract in current or substantially similar form.

Background/Summary:
The City of Ellensburg Police Department has utilized a contract with the City of Sunnyside Jail, to house longer-term inmates in lieu of local housing, due to substantially lower day rates for those inmates. In this contract, the day rate is $76.59, whereas local housing is $110 per day. Inmates who qualify to go to Sunnyside are most generally those who are post-sentencing and who have been set to serve a term which does not qualify them for the prison system. Generally speaking, the term is less than one (1) year.

Previous Council Action:
The Council has approved contract extensions with the Sunnyside Jail since approximately 2018.

Analysis:
Although a low number of inmates usually serve out their sentence in Sunnyside, sending one inmate to Sunnyside saves the City nearly $1,000 per month. In one case, the City had an inmate in Sunnyside for nearly 8 months. At today's rates, that would be a nearly $8,000 savings to the budget. The Sunnyside jail handles transportation to and from the facility and all daily needs, the same as would occur at the local facility.

Financial Impact:
It is anticipated that this contract will reduce impact to the jail fees line item of the Police Department budget (General Fund - 016).

Budget Adjustment: No

Attachments:
1. A2913-City of Sunnyside-Interlocal Agreement for Housing of Inmates

WHEN RECORDED RETURN TO:
City of Sunnyside, Washington
818 East Edison
Sunnyside, WA 98944

INTERLOCAL AGREEMENT BETWEEN THE CITY OF SUNNYSIDE, WASHINGTON, AND THE CITY OF ELLENSBURG, WASHINGTON, FOR THE HOUSING OF INMATES

THIS INTERLOCAL AGREEMENT is made and entered into on this ____ day of _____, 2026, by and between The City of Ellensburg, a Washington municipal corporation, hereinafter referred to as "Ellensburg", and the City of Sunnyside, a Washington municipal corporation, hereinafter referred to as "Sunnyside". Ellensburg and Sunnyside may be referred to individually as a "Party" and collectively as the "Parties".

WITNESSETH:

WHEREAS, Sunnyside and Ellensburg are authorized by law to have charge and custody of the Sunnyside City Jail and Ellensburg prisoners or inmates, respectively; and

WHEREAS, Ellensburg wishes to designate Sunnyside as a place of confinement for the incarceration of one or more inmates lawfully committed to its custody; and

WHEREAS, Sunnyside is desirous of accepting and keeping in its custody such inmate(s) in the Sunnyside Jail for a rate of compensation mutually agreed upon by the parties hereto; and

WHEREAS, RCW 39.34.080 and other Washington law, as amended, authorize any city to contract with any other city to perform any governmental service, activity, or undertaking which each contracting city is authorized by law to perform; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into this Agreement as authorized and provided for by RCW 39.34.080 and other Washington law, as amended,

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. GOVERNING LAW. The parties hereto agree that, except where expressed otherwise, the laws and administrative rules and regulations of the State of

Washington shall govern in any matter relating to an inmate(s) confined pursuant to this Agreement.

2. DURATION. This Agreement shall enter into full force and effect from the date of execution and end on December 31, 2026, subject to earlier termination as provided by Section 3 herein. This agreement shall be renewed automatically on January 1st each year for successive periods of 12 months under such terms and conditions as the parties may determine. Nothing in this Agreement shall be construed to require Ellensburg to house inmates in Sunnyside continuously.

3. TERMINATION.

(a) By either party. This Agreement may be terminated by written notice from either party to the other party and the State Office of Financial Management as required by RCW 70.48.090, stating the grounds for said termination and specifying plans for accommodating the affected prisoners. This Agreement may only be terminated by ninety (90) days' written notice of termination of this Agreement, to all parties to this Agreement and the State Office of Financial Management. The Notice of termination shall state the ground for termination and the specific plans for accommodating the affected jail population. The notice must be delivered by regular mail to the contact person identified herein. Termination shall become effective ninety (90) days after receipt of such notice. Within said ninety (90) days, Ellensburg agrees to remove its inmate(s) from Sunnyside.

(b) By Ellensburg due to lack of funding. The obligation of Ellensburg to pay Sunnyside under the provision of this Agreement beyond the current fiscal year is expressly made contingent upon the appropriation, budgeting, and availability of sufficient funds by Ellensburg. In the event that such funds are not budgeted, appropriated, or otherwise made available for the purpose of payment under this Agreement at any time after the current fiscal year, then Ellensburg shall have the option of terminating the Agreement upon written notice to Sunnyside, except that all services provided to that point shall be compensated at the agreed rate. The termination of this Agreement for this reason will not result in any penalty being charged to Ellensburg.

(c) Termination for Breach. In the event Ellensburg breaches or fails to perform or observe any of the terms or conditions herein, and fails to cure such breach or default within *seven* (7) days of Sunnyside giving Ellensburg written notice thereof, or, if not reasonably capable of being cured within such *seven* (7) days, within such other period of time as may be reasonable in the circumstances, Sunnyside may terminate Ellensburg's rights under this Agreement in addition to and not in limitation of any other remedy of Sunnyside at law or in equity, and the failure of Sunnyside to exercise such right at any time shall not waive Sunnyside's right to terminate for any future breach or default.

(d) In the event of termination of this agreement for any reason, Ellensburg shall compensate Sunnyside for prisoners housed by Sunnyside after notice of such termination until Ellensburg retakes its inmates in the same manner and at the same rates as if this agreement had not been terminated.

4. MAILING ADDRESSES. All notices, reports, and correspondence to the respective parties of this Agreement shall be sent to the following:

To Sunnyside:	City of Sunnyside 818 E. Edison Avenue Sunnyside, WA 98944
Primary Contact Person:	Andrew Gutierrez, Corrections Sergeant 509-836-6200, agutierrez@sunnyside-wa.gov
Secondary Contact:	Robert Layman, Chief of Police 509-836-6200, rlayman@sunnyside-wa.gov
To Ellensburg:	City of Ellensburg 100 N Pearl Street Ellensburg, WA 98926
Primary Contact Person:	Jim Weed, Operations Captain 509-962-7280, weedj@Ellensburgwa.gov
Secondary Contact:	Cameron Clasen, Administrative Captain 509-962-7280, clasenc@Ellensburgwa.gov

Notices mailed shall be deemed given on the date mailed. The Parties shall notify each other in writing of any change of address.

5. DEFINITIONS. The Parties hereby agree that the following terms shall have the specified meanings unless indicated otherwise herein:

(a) Day. A twenty-four-hour-long unit of time commencing at 00:00:00 a.m. and ending at 23:59:59 p.m.

(b) Inmate Classifications shall be pursuant to the Sunnyside's Objective Jail Inmate Classification System, which is modeled after the National Institute of Corrections Jail Classification System:

(i) "**Minimum**" classification shall apply to those inmates who present a low risk to staff and the community.

(ii) "**Medium**" classification shall apply to those inmates who present a moderate risk to staff and the community.

(iii) "**Maximum**" classification shall apply to those inmates who present a substantial risk to staff and the community.

6. COMPENSATION.

(a) Rates. Sunnyside agrees to accept and house Ellensburg inmates for compensation per inmate at the rate of $76.59 per day. This includes the minimum, medium, and maximum classification of inmates. The parties agree that Sunnyside will not charge a separate booking fee in addition to such rate. The date of booking into the Sunnyside Jail of Ellensburg inmates shall be charged a minimum of a full daily rate per inmate, regardless of the time of booking within a 24-hour period. The date of release from Sunnyside Corrections and/or returned to Ellensburg, regardless of the time frame within a 24-hour day, shall not constitute a charge by Sunnyside against Ellensburg.

(b) Billing and Payment. Sunnyside agrees to provide Ellensburg with an itemized invoice listing all names of housed inmates, the case/citation number, the number of days housed (including the date and time of booking and date and time of release), and the payment amount due. Sunnyside agrees to provide said invoice by the 10th of each month. Ellensburg agrees to make payment to the City of Sunnyside within *thirty* (30) days of receipt of such invoice for the amount billed for the previous calendar month.

(c) Transportation of inmates is included in the cost and is provided by Sunnyside Corrections.

7. RIGHT OF INSPECTION. Ellensburg shall have the right to inspect, at all reasonable times, all Sunnyside facilities in which inmates of Ellensburg are confined in order to determine if such jail maintains standards of confinement acceptable to Ellensburg and that such inmates therein are treated equally regardless of race, religion, color, creed or national origin; provided, however, that Sunnyside shall be obligated to manage, maintain and operate its facilities consistent with all applicable federal, state and local laws and regulations.

8. FURLOUGHS, PASSES, AND WORK RELEASE. Sunnyside agrees that no early releases or alternatives to incarceration, including furloughs, passes, work crews, electronic home detention, or work release shall be granted to any inmate housed pursuant to this Agreement without written authorization by the committing court.

9. INMATE ACCOUNTS. Sunnyside shall establish and maintain an account for each inmate received from Ellensburg and shall credit to such account all money which is received and shall make disbursements, debiting such accounts in accurate amounts for the inmate's personal needs. Disbursements shall be made in limited amounts as are reasonably necessary for personal maintenance. Sunnyside shall be accountable to Ellensburg for such inmate funds. At either the termination of this Agreement, the inmate's death, and release from incarceration or return to either Ellensburg or indefinite release to the court, the inmate's money shall be refunded in the form of a pre-paid debit card or check issued to the inmate at the time of their release or transfer.

10. INMATE PROPERTY. Ellensburg may transfer to Sunnyside only agreed amounts of personal property of Ellensburg inmates recovered from or surrendered by inmates to Ellensburg upon booking. Only those items that fit into a 12-inch by 14-inch bag will be allowed on transports when such transports are conducted by Sunnyside Jail Personnel. Additional legal material or personal belongings may be shipped to the Sunnyside Jail at the expense of the inmate or Ellensburg .

11. RESPONSIBILITY FOR OFFENDER'S CUSTODY. It shall be the responsibility of Sunnyside to confine the inmate or inmates; to provide treatment, including the furnishing of subsistence and all necessary medical and hospital services and supplies; to provide for the inmates' physical needs; to make available to them programs and/or treatment consistent with the individual needs; to retain them in said custody; to supervise them; to maintain proper discipline and control; to make certain that they receive no special privileges and that the sentence and orders of the committing court in the State are faithfully executed; provided that nothing herein contained shall be construed to require the City of Sunnyside, or any of its agents, to provide service, treatment, facilities or programs for any inmates confined pursuant to this Agreement, which it does not provide for similar inmates not confined pursuant to this Agreement. Nothing herein shall be construed as to require Sunnyside to provide services, treatment, facilities, or programs to Ellensburg inmates above, beyond, or in addition to that which is required by applicable law.

12. MEDICAL SERVICES.

(a) Inmates deemed Ellensburg inmates shall receive such medical, psychiatric, and dental treatment when **emergent** and necessary to safeguard their health while housed in Sunnyside. Sunnyside shall provide or arrange for the providing of such medical, psychiatric, and dental services. Except for routine minor medical services

provided in the Sunnyside Jail, Ellensburg shall pay directly or reimburse Sunnyside for any and all costs associated with the delivery of any emergency and/or major medical service provided to Ellensburg inmates. Ellensburg shall be responsible for any and all **emergent** medical, dental, and psychiatric treatment provided outside of the Sunnyside Jail and shall be billed therefor.

(b) An adequate record of all such services shall be kept by Sunnyside for Ellensburg's review at its request, to the extent consistent with confidentiality regulations. Any medical or dental services requiring treatment from providers outside of the Sunnyside Jail shall be reported to Ellensburg as soon as time permits.

(c) Should medical, psychiatric or dental services require hospitalization, Ellensburg agrees to compensate Sunnyside dollar for dollar any amount expended, or cost incurred in providing the same; provided that, except in emergencies, Ellensburg will be notified by contacting the duty supervisor at Ellensburg prior to the inmate's transfer to a hospital, if and when circumstances allow, or as soon afterward as practicable.

(d) Sunnyside will make all reasonable efforts to ensure that medical care providers providing services to Ellensburg inmates adhere to the payment requirements of RCW 70.48.130 when such services are not billed directly to Ellensburg by the medical care provider. Sunnyside may elect to have the medical care provider(s) bill Ellensburg directly. Ellensburg will have the responsibility for notifying medical care providers of these payment requirements when billed directly by medical care providers.

13. DISCIPLINE. Sunnyside shall have physical control over and power to execute disciplinary authority over all inmates of Ellensburg. However, nothing contained herein shall be construed to authorize or permit the imposition of a type of discipline prohibited by applicable law.

14. RECORDS AND REPORTS.

(a) Ellensburg shall forward to Sunnyside before or at the time of delivery of each inmate, a copy of all inmate records pertaining to the inmate's present incarceration. If additional information is requested regarding a particular inmate, the parties shall mutually cooperate to provide any additional information in a timely manner.

(b) Sunnyside shall keep all necessary and pertinent records concerning such inmates in the manner mutually agreed upon by the parties hereto. During an inmate's confinement in Sunnyside, Ellensburg shall, upon request, be entitled to receive and be furnished with copies of any report or record associated with said inmate's incarceration.

15. REMOVAL FROM THE JAIL. An inmate of Ellensburg legally confined in Sunnyside shall not be removed from the jail by any person without written authorization

from Ellensburg or by order of any court having jurisdiction. Ellensburg hereby designates the Sunnyside Corrections Sergeant as the official authorized to direct Sunnyside to remove Ellensburg inmates from the Sunnyside Jail. Upon release from jail in accordance with this Section, neither Sunnyside nor Ellensburg are responsible for any inmate's transportation from the jail. Sunnyside agrees that no early releases or alternatives to incarceration, including furloughs, passes, work release, work crews, or electronic home detention, shall be granted to any inmate without written authorization from the committing court. This paragraph shall not apply to an emergency necessitating the immediate removal of the inmate for medical, dental, psychiatric treatment, or other catastrophic condition presenting an imminent danger to the safety of the inmate or to the inmates or personnel of the Sunnyside Jail. In the event of any such emergency removal, Sunnyside shall inform Ellensburg of the whereabouts of the inmate or inmates so removed, at the earliest practicable time, and shall exercise all reasonable care for the safekeeping and custody of such inmate or inmates.

16. ESCAPES. In the event any Ellensburg inmate escapes from Sunnyside's custody, Sunnyside will use all reasonable means to recapture the inmate. The escape shall be reported immediately to Ellensburg. Sunnyside shall have the primary responsibility for and authority to direct the pursuit and retaking of the inmate or inmates within its own territory. Any cost in connection therewith shall be chargeable to and borne by Sunnyside; however, Sunnyside shall not be required to expend unreasonable amounts to pursue and return inmates from other counties, states or other countries.

17. DEATH OF AN INMATE.

(a) In the event of the death of an Ellensburg inmate, the Yakima County Coroner shall be notified. Ellensburg shall receive copies of any records made at or in connection with such notification.

(b) Sunnyside shall immediately notify Ellensburg of the death of an Ellensburg inmate, furnish information as requested, and follow the instructions of Ellensburg regarding the disposition of the body. Ellensburg hereby designates the Chief of Police as the official authorized to request information from and provide instructions to Sunnyside regarding deceased inmates. The body shall not be released except on written order of said appropriate official(s) of Ellensburg. Written notice shall be provided within three weekdays of receipt by Ellensburg of notice of such death. All expenses relative to any necessary preparation of the body and shipment charges shall be paid by Ellensburg. With Ellensburg's consent, to be obtained on an individual basis, Sunnyside may arrange for burial, and all matters related or incidental thereto, and all such expenses shall be paid by Ellensburg. The provisions of this paragraph shall govern only the relations between or among the parties hereto and shall not affect the liability of any relative or other person for the disposition of the deceased or for any expenses connected therewith.

(c) Ellensburg shall receive a certified copy of the death certificate for any of its inmates who have died while in the City of Sunnyside's custody.

18. RETAKING OF INMATES. Upon request from Sunnyside, Ellensburg shall, at its expense, retake any Ellensburg inmate within *thirty-six* (36) hours after receipt of such request. In the event the confinement of any Ellensburg inmate is terminated for any reason, Ellensburg shall, at its expense, retake such inmate at the Sunnyside Facility.

19. HOLD HARMLESS AND INDEMNIFICATION.

(a) Nothing contained in this Section or this Agreement shall be construed to create a right of indemnification in any third party.

(b) The terms of section 19 shall survive the termination or expiration of this Agreement.

20. MUTUAL INDEMNIFICATION. Each Party shall indemnify, defend, and hold harmless the other Party, its officers, officials, employees, and agents from and against any claims, damages, losses, liabilities, and expenses, including reasonable attorneys' fees, arising out of or resulting from the negligent acts or omissions of the indemnifying Party, its officers, officials, employees, agents, or contractors in the performance of this Agreement. In the event of concurrent negligence, each Party's obligation shall be limited to its proportionate share of liability. Nothing in this Agreement shall be construed to require either Party to indemnify, defend, or hold harmless the other Party for that Party's sole negligence.

21. INSURANCE. Each party shall maintain general liability coverage at all times, and such liability coverage documents shall be made available to the other party on an annual basis. Each party may choose to share the other party's coverage documents with their insurance carrier or risk pool. The failure of any insurance carrier or self-insured pooling organization to agree to or follow the terms of this section shall not relieve any individual party from its obligations under this Agreement.

22. RIGHT OF REFUSAL AND TRANSPORTATION.

(a) Sunnyside shall have the right to refuse to accept any inmate from Ellensburg.

(b) Ellensburg prisoners incarcerated in Sunnyside pursuant to this Agreement shall be transported to Sunnyside by and at the expense of Sunnyside and shall be returned, if necessary, to Ellensburg's custody by Sunnyside personnel and at Sunnyside's expense, provided that notice of the necessity of transport is received by Sunnyside *three* (3) days prior to the time of expected transport.

23. INDEPENDENT CONTRACTOR. In providing services under this contract, Sunnyside is an independent contractor, and neither it nor its officers, agents, or employees are employees of Ellensburg for any purpose, including responsibility for any federal or state tax, industrial insurance, or Social Security liability. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights, which may accrue to an employee of Ellensburg under any applicable law, rule, or regulation.

24. GENERAL PROVISIONS.

(a) Severability. In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable, and the unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.

(b) Dispute Resolution. In the event of a dispute regarding the enforcement, breach, default, or interpretation of this Agreement, the parties shall first meet in a good-faith effort to resolve such dispute. In the event the dispute cannot be resolved by agreement of the parties, said dispute shall be resolved by arbitration pursuant to RCW 7.04A, as amended, with both parties waiving the right of a jury trial upon trial de novo, with venue placed in Sunnyside, Yakima County, Washington. Each party shall bear its own attorney fees and costs.

(c) Waiver of Breach. The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate nor be construed as a waiver of any subsequent breach by such other party.

(d) Savings Clause. Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail, but in such event, the provisions of this Agreement affected shall be severed only to the extent necessary to bring it within legal requirements.

(e) Filing. This Agreement shall be filed with the Yakima County Auditor's Office or, alternatively, listed by subject on each or either party's website or other electronically retrievable public source pursuant to RCW 39.34.040.

25. INTERPRETATION. This Agreement has been submitted to the scrutiny of all parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any party or its counsel. All words used in the singular shall include the

plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and gender neutral.

26. ACCESS TO RECORDS CLAUSE. The parties hereby agree that authorized representatives of the parties shall have access to any books, documents, papers, and records of the other party that are pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. All such records and all other records pertinent to this Agreement and work undertaken pursuant to this Agreement shall be retained by the parties for a period of *three* (3) years after the final expiration date of this Agreement or any amendments hereto, unless a longer period is required to resolve audit, findings, or litigation. In such cases, the parties may expressly agree by an amendment or separate agreement for a longer period for record retention.

27. INTERLOCAL COOPERATIVE ACT PROVISIONS Each party shall be solely responsible for all costs, materials, supplies, and services necessary for their performance under the terms of this Agreement. All property and materials secured by each party in the performance of this Agreement shall remain the sole property of that party. All funding incident to the fulfillment of this Interlocal Agreement shall be borne by each party, as necessary, for the fulfillment of their responsibilities under the terms of this Agreement. No special budgets or funds are anticipated, nor shall they be created incident to this Interlocal Cooperation Agreement. It is not the intention that a separate legal entity be established to conduct the cooperative undertakings, nor is the acquisition, holding, or disposing of any real or personal property anticipated under the terms of this Agreement. The City Manager of the City of Sunnyside, Washington, shall be designated as the Administrator of this Interlocal Cooperative Agreement.

This Interlocal Agreement and all related records are subject to public disclosure as required by Washington's Public Records Act, RCW 42.56. Each party is responsible for responding to any request for public records submitted to that party. However, no party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other party within ten (10) business days of the receipt of the request. The Parties will discuss appropriate actions to be taken, including release of the requested information, seeking a protective order, or other action prior to the release of records. Should one party choose to seek a protective order, it shall do so at its sole expense.

A copy of this Interlocal Agreement shall be filed or placed on Sunnyside's and Ellensburg's website as provided by RCW 39.34.

28. DATA SECURITY; SYSTEM ACCESS

For purposes of this Interlocal Agreement, "Confidential Information" includes, but is not limited to, information that is deemed confidential under federal or state law, personal information as defined in RCW 42.56.590, as well as any information identified,

in writing, by either Party as confidential or protected. The Parties' use of Confidential Information will be in compliance with all applicable state and federal law.

In addition, the Parties agree to comply with the Data Sharing Agreement, Exhibit A, attached hereto and incorporated herein.

29. ENTIRE AGREEMENT. This Agreement represents the entire integrated Agreement between Ellensburg and Sunnyside and supersedes all prior negotiations, representations, or agreements, either written or oral.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the parties hereto and made effective on the day and year first above written:

CITY OF SUNNYSIDE

By:_____
Pat Haley, Interim City Manager

ATTEST:

_____
**********, City Clerk

APPROVED AS TO FORM:

_____
Robert Luce, Malek + Malek
Attorney for the City of Sunnyside

CITY OF ELLENSBURG

By: _____
Heidi Behrends Cerniwey*, City Manager*

ATTEST:

_____
Beth Leader, City Clerk

APPROVED AS TO FORM:

_____
Christopher Horner, City Attorney
Attorney for the City of Ellensburg

STATE OF WASHINGTON)
: ss.
COUNTY OF YAKIMA)

On this day, personally appeared before me Pat Haley, Interim City Manager, of the City of Sunnyside, to be known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20___.

_____
NOTARY PUBLIC in and for the State of Washington
Residing at: _____
My Commission Expires: _____

STATE OF WASHINGTON)
: ss.
COUNTY OF KITTITAS)

On this day personally appeared before me Heidi Behrends Cerniwey, *City Manager*, of the City of Ellensburg, to be known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20___.

_____
NOTARY PUBLIC in and for the State of Washington
Residing at: _____
My Commission Expires: _____

EXHIBIT A

INTERAGENCY DATA SHARING AGREEMENT

This Interagency Data Sharing Agreement (DSA) is entered into by and between the City of Ellensburg ("Ellensburg") and City of Sunnyside ("Sunnyside") each a "Party" or collectively "Parties", pursuant to the authority granted by RCW 39.26.340.

1. PURPOSE OF THE DSA

   The purpose of the DSA is to provide the requirements and authorization for the Parties to exchange Confidential Information. This agreement is entered into between Sunnyside and Ellensburg to ensure compliance with legal requirements and Executive Directives (Washington State Governor's Executive Order 16-01, RCW 42.56, and Office of the Chief Information Officer ("OCIO") policy 141.10) in the handling of information considered confidential.

2. DEFINITIONS

   "Agreement" means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

   "Confidential Data" means any (i) nonpublic information or Data designated as confidential; (ii) any information or Data, given the nature of the information, Data, or circumstances surrounding disclosure, should reasonably be understood to be confidential; or (iii) any information not subject to or exempted from disclosure under the Washington State Public Records Act pursuant to 42.56 RCW.

   "Data" means any digital representation of information, knowledge, facts, concepts, data programs, or instructions that are being prepared or have been prepared in a formalized manner and are intended for use in a data network, data program, data services, or data system.

   "Data Access" refers to rights granted to the Parties' employees to directly connect to the records management systems, networks and/or applications combined with required information needed to implement these rights.

   "Data Encryption" refers to enciphering Data with a National Institute of Standards and Technology ("NIST")-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders Data unusable to anyone but the authorized users.

"Data Storage" refers to the place Data is in when at rest.

"Data Transmission" refers to the methods and technologies to be used to move a copy of the Data between systems, networks and/ or employee workstations.

"Personal Information" means information defined in RCW 42.56.590(10).

3. PERIOD OF AGREEMENT
This Agreement shall begin when the Interlocal Agreement is executed by both Parties and will remain in effect throughout the term of such Agreement, unless terminated sooner or otherwise extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING
Sunnyside and Ellensburg entered into an Interlocal Agreement for Ellensburg to designate Sunnyside as a place of confinement for the incarceration of one or more inmates lawfully committed to Ellensburg's custody and Sunnyside desires to accept and keep in its custody such inmate(s) in the Sunnyside Jail. In the performance of the agreement, the Parties will share inmate(s) Personal Information and Confidential Data.

5. DESCRIPTION OF DATA TO BE SHARED
The Personal Information and Confidential Data to be shared includes information and Data related to Ellensburg inmate(s) criminal justice information, financial, and medical records. Specific Data requests will be limited and restricted to information needed for the parties to meet the requirements listed in the terms and conditions of the Interlocal Agreement executed between the parties.

6. DATA ACCESS
If desired, with each Party's express written permission, Sunnyside may provide Ellensburg and Ellensburg may provide Sunnyside with direct, read-only access into each other's networks or systems for the express and limited purpose of accessing Ellensburg inmate Data necessary for the parties to meet the requirements listed in the terms and conditions of the Interlocal Agreement.

7. DATA TRANSMISSION
Transmission of Data between Sunnyside and Ellensburg will be by use of a secure method that is commensurate to the sensitivity of the Data being transmitted.

8. DATA STORAGE AND HANDLING REQUIREMENTS
   The Parties shall clearly identify all Confidential Data and store it in a secure and compartmentalized location with access limited to the least number of the Parties' employees and only those employees who reasonably and necessarily require access specifically to perform their obligations pursuant to this DSA.

9. U.S. DEPARTMENT OF JUSTICE CRIMINAL JUSTICE INFORMATION SERVICES ("CJIS") SECURITY POLICY
   The Parties shall comply with the CJIS Security Policy, including any revisions to the CJIS Security Policy that may be implemented after the Effective Date of this Authorization.

10. INTENDED USE OF DATA
    The Parties will utilize this Data in support of their responsibilities under the Interlocal Agreement executed between the Parties.

11. CONSTRAINTS ON USE OF DATA
    The Parties agree and warrant that they will strictly limit use of information obtained under this DSA to the purpose of carrying out their responsibilities described in this DSA and the Interlocal Agreement executed between the Parties.

12. SECURITY OF DATA
    The Parties shall take due care and take reasonable precautions to protect each other's Data from unauthorized physical and electronic access, incursion, or loss. The Parties comply with the requirements of WaTech Policy and Standards for data security and access controls to ensure the confidentiality, and integrity of all data shared. The Parties and their employees who require access to the Data shall not disclose, use, sell, transmit, inform, or make available to any entity, person, or body any Data, nor shall it copy, photograph, or otherwise reproduce any Data, except as a necessary part of performing its obligations pursuant to this DSA, or as otherwise required by law.

13. NON-DISCLOSURE OF DATA
    Data shall be disclosed only to persons and entities that have the need to use the Data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Data, the Party receiving the request will notify the affected Party.

14. DATA DISPOSAL

Upon request by a Party, or at the end of the DSA term, or when no longer needed, copies of Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

15. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that Confidential Information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the effected Party's contact.

a) If the Party compromised does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery to the effected Party/ies. To the extent possible, these initial reports must include at least:

b) The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery;

c) A description of the types of information involved;

d) The investigative and remedial actions the compromised Party took or will take to prevent and mitigate harmful effects and protect against recurrence;

e) Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule.

f) Any other information a Party reasonably requests.

16. OVERSIGHT

The Parties shall have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this DSA to assure compliance.

17. TERMINATION

Either Party may terminate this Agreement, for or without cause, for convenience, or for any reason, with ninety (90) days written notice to the other party. However, once Data is accessed by a Party or any of its staff or

employees, this Agreement is binding as to the confidentiality, use, and disposition of all Data received as a result of access, unless amended in writing by the mutual agreement of both parties.

18. AWARENESS AND TRAINING

The Parties shall ensure that all staff with access to the data shared through this DSA are aware of the use and disclosure requirements of applicable WaTech Policy and Standards, RCW 42.56.590, and CJIS Security Policy. The Parties will comply with all state requirements and training regarding handling, storage, and transmission of confidential data.

19. DISPUTE RESOLUTION

This DSA has and shall be constructed as having been made and delivered in the State of Washington and the laws of the State of Washington shall be applicable to its construction and enforcement. In the event a dispute arises between the parties concerning any matter involving this DSA, the parties shall first meet and confer in an attempt to resolve their dispute informally. If the parties cannot agree on a resolution, any judicial proceeding between the parties needed to enforce any provision of this DSA shall be brought solely in a court of competent jurisdiction in Yakima County, Washington.

20. GOVERNANCE

a) The provisions of this DSA are severable. If any provision of this DSA is held invalid by any court that invalidity shall not affect the other provisions of this DSA, and the invalid provision shall be considered modified to conform to the existing law.
b) In the event of a lawsuit involving this DSA, venue shall be proper only in Yakima County, Washington.

21. AMENDMENTS/MODIFICATIONS

No provision of this DSA may be amended or modified except by written agreement signed by the Parties.

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Approve 2026 AAEE Commission Work Plan
Submitted by: Nicole Klauss, Public Information Officer
Department: City Manager

Suggested Motion/Action:
Approve the 2026 AAEE Commission Work Plan

Background/Summary:
At the June 9, 2026 AAEE Commission meeting, the commission voted to approve the attached AAEE Commission work plan for the remainder of the 2026 calendar year. The work plan was drafted with staff and commission member input.

Previous Council Action:
The City Council has not yet approved a work plan for the AAEE Commission for 2026.

At the June 1, 2026 City Council meeting, the City Council approved the commission spending $1,200 for the Juneteenth Community Celebration music, $1,500 for the America250 Community Picnic, and $4,000 for the AAEE Commission grants. The remaining $3,300 of the Commission's $10,000 budget has not yet been allocated. Any additional recommendations for funding would be sent to the City Council for approval.

Analysis:
Approving the work plan would give the AAEE Commission direction and allow staff to move forward with planning meeting agendas and organizing the work for the rest of the year.

Financial Impact:
None.

Budget Adjustment: No

Attachments:
1. AAEE 2026 Work Plan

AAEE Commission 2026 Work Plan Summarized

For the remainder of 2026, the AAEE Commission will focus on:

- Develop Spending Plan for 2026 (Requires Council Approval)
- Develop 2027 funding and policy for ongoing AAEE grants to establish a sustainable funding source and align timelines with other City grant programs. Forward to Council for consideration. (Urgent)
- Review and participate in the Comprehensive Plan Periodic Update (Chapter 9 and others) – Open House in July 2026
- Develop guidance on reaching marginalized groups for outreach for City-sponsored community events (to incorporate in AAEE grants)
- Support and participate in City-sponsored community events that are meant to bring the community together
- Participate in civic education opportunities
- Develop metrics and other standards to measure impact of committee work over time (Subcommittee/Staff)

Action Item	**Responsible Party**	**Due Date**
Continue Ongoing -Proclamations/Days of Recognition	Subcommittee	Ongoing
2026 Spending Plan	Commission or Subcommittee/Staff Support	June 2026 (approved 6/1/26) – remaining $3,300 unallocated
Grant Policy -update with AAEE framework for 2026 and future years -develop assessment tool to measure participant outcomes -establish 2027 process and sustainable funding request	Subcommittee/Staff Support	June/July 2026
Administrative -Review Commission Roles -Update interview questions for membership	Commission or Subcommittee/Staff Support	July 2026
Comp Plan Elements Periodic update; Chapter	Commission or Subcommittee/Staff Support	July 2026 – Open House December 2026 - Complete

9; Housing; Economic Development, etc. -Consultation -Open House -Additional Outreach -Community Conversation		
Community Events -Juneteenth -Fourth of July/Independence Day/America 250 -And others partnership opportunities	Commission or Subcommittee/Staff Support	September 2026
Outreach Guidance -workshops/event planning and outreach strategies -Cultivate access points to distribute information to marginalized and micro-communities -Develop workshops to educate staff on access/trust building for all groups in community (all services)	Subcommittee/Staff	December 2026
Build Metrics and Tools to measure outcomes and impact of Commission -engagement actions -grant activities -events	Subcommittee and Staff	December 2026
Access to Civic Education (Prepare item for Constitution Day or Ellensburg Academy)	Subcommittee	March 2027

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Award Bid Call 2026-12 for the 2026 CBD Sidewalk Repair – Pearl Street – 3rd Avenue to 4th Avenue
Submitted by:	Josh Mattson, Assistant City Engineer
Department:	Public Works

Suggested Motion/Action:
Award Bid Call 2026-12 to Mass X Construction LLC, the lowest responsive and responsible bidder, in the amount of $128,800.00 and approve the necessary budget adjustments.

Background/Summary:
Bids were opened on Thursday, June 18th, 2026, for the 2026 CBD Sidewalk Repair – Pearl Street – 3rd Avenue to 4th Avenue. Mass X Construction LLC was the lowest responsive and responsible bidder in the amount of $128,800.00. Council is being requested to award the bid to Mass X Construction LLC.

The work consists of curb ramp upgrades to ADA compliance at the intersection of 3rd Avenue and Pearl Street, replacement of deteriorated crosswalk, tree planting with tree well improvements and irrigation repair on both sides of Pearl Street from 3rd Avenue to 4th Avenue. City staff has shared the plans for these repairs with the Ellensburg Downtown Association (EDA).

A 26-hour long road closure for the Pearl St crosswalk, just north of 3rd Ave, will be required to replace the existing deteriorated crosswalk. This work is planned for a Sunday between Aug. 1, 2026 and Sept. 28, 2206, from 8:00 AM Sunday through 10:00 AM the next day (Monday). Public outreach and additional EDA coordination will be performed once a detailed construction schedule is available from the contractor.

City staff designed and prepared bid specifications for this project, Bid Call #2026-12.

Previous Council Action:
None

Analysis:
The project was advertised, and the bids were received as follows:

Mass X Construction	$128,800.00
Belsaas & Smith Construction, Inc.	$167,926.00
Lowell's Cornerstone Construction LLC	$171,391.00
Engineer's Estimate	**$106,801.00**

The low bid submitted by Mass X Construction is above the Engineer’s estimate.

Financial Impact:
This project will be funded through expenditures to the Sidewalk Fund ($98,800.00), the Street Fund ($15,000.00), and the Recreation Facilities Fund ($15,000.00). Increase the budgeted expenditure for the work in the Sidewalk Fund, adequate funds exist. Transfer $15,000 from the Street Fund and $15,000 from the Recreation Facilities Fund to the Sidewalk Fund. Budget adjustments, and transfer between the impacted funds, are necessary to accommodate this bid award.

Budget Adjustment: Yes

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 CONTRACTIUAL 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: 2026.06.10 08:09:07 -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 **15TH DAY OF JUNE 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	**174550**	TO	**174705**	$	345,162.18
EFT #'s	**7988**	TO	**8014**	$	532,818.19
Treasure Cash				**Total Amounts**	
EFT #'S	**1803**	TO	**1826**	$	677,488.80
Check #'s	**34600**	TO	**34613**	$	4,016.81
Payroll Fund				**Total Amounts**	
Check #'s	**96598**	TO	**96598**	$	2,194.00
Direct Deposits	**92409**	TO	**92696**	$	610,958.46

_____
COUNCIL MEMBER

_____
COUNCIL MEMBER

_____
COUNCIL MEMBER

_____
COUNCIL MEMBER

ATTEST: _____
CITY CLERK

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Council Commitment - Resolution 2026-13 Adopted June 15, 2026 (Public Comment Opportunity)
Submitted by:	Heidi Behrends Cerniwey, City Manager
Department:	City Manager

Suggested Motion/Action:
This item is for discussion purposes only.

Background/Summary:
Discussion only.

Previous Council Action:
Council adopted Resolution 2026-13 Ellensburg City Council Commitment to Community at their June 15, 2026, meeting.

Analysis:
Resolution 2026-13 affirms the Ellensburg City Council's shared commitment to community values, listening and relationship-building, civil discourse, access and inclusion, and working together in service to the community. Although the June 15, 2026, City Council agenda was full and this item was not discussed, the principles reflected in the Council Commitment remain important. They help establish a clear foundation for how the City Council intends to navigate uncertain and divisive times—with a continued focus on the local community and a commitment to treating one another as good neighbors.

Financial Impact:
None. This item is for informational purposes only.

Budget Adjustment: No

Attachments:
1. 2026-13 Council Commitment to Community

RESOLUTION NO. 2026-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG WASHINGTON, DECLARING ITS COMMITMENT TO BE AN INVITING, EQUITABLE, SAFE, AND UNITED COMMUNITY FOR ALL PERSONS WHO LIVE, WORK, AND VISIT HERE

WHEREAS, the Ellensburg City Council believes that the strength and vitality of our community come from the rich diversity of people, cultures, traditions, experiences, and faiths represented throughout our city; and

WHEREAS, the City Council recognizes, respects, and welcomes the voices of residents, special interest groups, private and civic organizations, nonprofit organizations, public and private partners, faith-based communities, and others who actively participate in City government processes and programs to strengthen communication and deepen understanding of community needs; and

WHEREAS, the City Council recognizes and upholds the right of every individual to be treated fairly and to live with dignity, respect, and freedom from discrimination or targeting based on faith, race, national origin, sexual orientation, gender, gender identity, age, ability, ethnicity, housing status, economic status, or any other protected or marginalized status;

WHEREAS, the City Council believes that acts of harassment, bullying, intimidation, violence, or hate based on any such status threaten the strength, safety, and unity of this community; and

WHEREAS, the City Council believes that community leaders, together with every resident, share responsibility for building a strong and united community by refusing to remain silent in the face of discrimination, harassment, or hate, and by choosing instead to uphold human rights, fairness, public safety, and social well-being; and

WHEREAS, the City Council strives to foster a City environment where robust political discourse and peaceful dissent are valued while violence, intimidation and threats to individuals or groups are firmly rejected; and

WHEREAS, the City Council is committed to ensuring that the City of Ellensburg moves forward toward a future that is welcoming, equitable, united, and safe for every person who lives, works, and visits our community.

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

Section 1. Commitment to Community Values
As elected representatives, we invite all residents and visitors to join us in a shared commitment to making Ellensburg an inviting, equitable, safe, and united community for everyone.

Section 2. Commitment to Listening and Building Connections
The City Council affirms its commitment to continuing the work of listening, engaging, and building relationships across our community in a spirit of understanding, respect, and unity.

Section 3. Commitment to Civil Discourse
The City Council is committed to fostering a community where respectful and thoughtful political discourse, as well as peaceful dissent, are valued. At the same time, the Council firmly rejects violence, intimidation, and threats against any individual or group.

Section 4. Commitment to Access and Inclusion
The City Council further resolves to work in partnership with its advisory boards and commissions, community organizations, and community members to incorporate principles of access, equity, engagement, and inclusion for (full participation) in City programs, services, facilities, policies, and practices for all members of our community.

Section 5. Commitment to Moving Forward Together
The City Council is committed to working collaboratively with all members of the community to move forward in a manner that ensures every person is heard, respected, and valued.

ADOPTED by the City Council of the City of Ellensburg this 15th day of June, 2026.

_____
Mayor

Attest: _____
City Clerk

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Closed Record Hearing for Rezone Application P26-024, Residential Medium (R-M) to Residential High (R-H) Zoning, and First Reading of Ordinance 4991 (Limited Public Comment)
Submitted by:	Dan Carlson, Community Development Director
Department:	Community Development

Suggested Motion/Action:
Move to approve rezone application request P26-024 to rezone Parcel 242833 from Residential Medium (R-M) to Residential High (R-H) and adopt the Hearing Examiner's Recommended Findings of Fact, Conclusions of Law, and Decision, and conduct first reading of Ordinance 4991.

Background/Summary:
GENERAL INFORMATION

Applicant: Winzer Properties LLC, property owner

Requested Action: The applicant seeks to rezone the 2.743-acre subject property from Residential Medium (R-M) to Residential High (R-H). The rezone would allow the applicant to increase the density of housing units on the property to create more future rental housing.

Location: The parcel is located at 101 E 14th Avenue; Kittitas County Assessor's Parcel ID # 242833.

BACKGROUND AND SITE INFORMATION

Site History: Parcel ID# 242833 is in the R-M zone. The site contains Aspen Circle Apartments, an existing 40-unit apartment complex. The City of Ellensburg recently approved a boundary line adjustment (P25-138) that created the 2.743-acre subject property for this application (**Exhibit 1.1**)

Site Characteristics: The site topography is relatively flat. The site contains the Aspen Circle Apartments, which contains 40 apartment units in 11 existing structures. The property is located on the corner of N B Street, and E 14th Avenue. The N B Street frontage is improved with curb, gutter, and sidewalks. The 14th Street frontage is only improved with curb and gutter but no sidewalks. There are no regulated critical areas on the subject property. See **Exhibit 1.2**.

Surrounding Properties: A zoning map of the surrounding properties is attached as **Exhibit 1.3** and further described below:

North: Zoned R-M, consisting of multifamily and single-family residences.

South: Zoned R-M and R-O, consisting of multifamily and single-family residences and unimproved lands.

East: Zoned R-M, consisting of multifamily and Central Washington University (CWU) facility.

West: Zoned R-M, consisting of Mercer Creek Church.

Access: Access to the property is via E 14th Avenue.

Zoning and Development Standards, ECC Title 15: Ellensburg City Code (ECC) Table 15.310.040, "Residential-Based Uses," indicates that multifamily dwellings are a permitted use in the R-H zone. In accordance with ECC 15.300.040(D), the R-H zone is intended to comprise areas for high density multifamily residential development in areas served by transit and within walking distance from commercial services.

Comprehensive Plan: See the map attached as **Exhibit 1.4**. The Ellensburg Comprehensive Plan's Future Land Use Designation of the property is Urban Neighborhood, which accommodates areas close to the University campus, accessible by public transportation, close to other goods and amenities, and where city services and infrastructure are readily available. This designation accommodates a wide range of housing types and allows for the development of transitional areas between lower density neighborhoods and higher density residential and commercial areas. This designation accommodates a wide range of building types, from small-lot single dwellings to large-scale multistory, multi-dwelling developments. Implementing zoning districts that accommodate higher density housing types are more appropriate adjacent to parks and the University campus, along transit routes and principal and minor arterials, on local streets adjacent to commercial areas and served by transit routes, and near recreational activity centers, shopping centers, and entertainment areas. Urban Neighborhood includes R-H, as is proposed, as well as Residential Office (R-O), and Commercial Neighborhood (C-N). – see **Exhibit 1.5**.

NOTICING
On April 16, 2026, this project was noticed per ECC 15.210.040 and 15.230.020, including a buffer mailing, sign posted to the project site, and legal notice in the Ellensburg Daily Record. This was a combined notice period for public comments and notification of the open record hearing held on June 10, 2026 before the Ellensburg Hearing Examiner. **See Exhibits 1.6 - 1.9.**

Public Comments: None received.

City Review Comments: The City of Ellensburg Public Works Department submitted comments stating that future development applications will require consistency with Public Works development standards (**Exhibit 1.13**). The City of Ellensburg Fire Marshal submitted

a letter that he had no comments on the rezone at this time. Future development may trigger improvements to the water delivery system as current location is underserved with fire hydrant access (**Exhibit 1.14**).

ENVIRONMENTAL (SEPA) REVIEW

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.

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.

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).

OPEN RECORD HEARING – HEARING EXAMINER RECOMMENDATION

A duly noticed open record public hearing was held before Hearing Examiner Pro Tem Jay Eyestone on Wednesday, June 10, 2026. His recommendation, received on June 16, 2026, is attached to this report as **Exhibit 1**, and includes **15** exhibits which are attached to this report as **Exhibits 1.1 through 1.15**. The staff report submitted to the Hearing Examiner is Exhibit **1.15**. During the public hearing, Klaus Holzer, applicant, testified on behalf of the rezone proposal before the Hearing Examiner. There was no other public testimony. Following the open record public hearing, the Hearing Examiner determined the request to be consistent with the City's Comprehensive Plan designation of Urban Neighborhood for the property and with the requirements of the Ellensburg City Code (ECC). The Hearing Examiner therefore recommended that City Council approve the rezone from R-M to R-H. See Exhibit **1**.

Previous Council Action:
None

Analysis:
Ellensburg City Code Requirements for Site-Specific Rezone
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:

1. Conditions have changed since the imposition of the zoning classification on the property;
2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
3. The proposed rezone is consistent with the comprehensive plan;
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.

Analysis of Criteria for a Site-Specific Rezone

The applicant has submitted an application and narrative (**Exhibit 1.10 & Exhibit 1.11**) addressing the rezone criteria. Information submitted by the applicant is followed by staff analysis.

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

Applicant narrative: *"Since the adoption of the current City of Ellensburg Zoning Map, the demand for student housing has grown substantially. According to the City of Ellensburg Comprehensive Plan, "the University is projecting on-campus enrollment to increase about 12,000 students over the next 10 years," up from 9,656 in 2016 (pg. 11). While enrollment numbers have been in question in the last few years, post-pandemic, the University population remains a major driver of smaller households in the city and, according to an October 13, 2025 press release by the University, there are positive signs in recent enrollment trends. Two-thirds of households in Ellensburg are one or two people, which supports an increase in density of studio and one-bedroom apartments in Urban Neighborhoods. In addition to an increase of the student population, Ellensburg is also predicting more people ages 65 and older that rely on easily accessible urban services, including public transportation. As development has grown around Central Washington University (CWU), the amount of affordable, easily accessible housing has not kept pace. The Aspen Circle Apartments site on 14th Avenue is within a block of University property and is a prime location for additional housing consistent with the Urban Neighborhood designation."*

Staff analysis*:* Parcel 242833 is a 2.743-acre property that is zoned R-M. The site currently contains the existing Aspen Circle apartments, a 40-unit apartment complex Multifamily uses exist to the north, south, and east. The requested site-specific rezone to R-H is consistent with the Urban Neighborhood Future Land Use Designation and zoning options outlined in the Comprehensive Plan. The City of Ellensburg Housing Action Plan adopted by Resolution No. 2021-30 in 2021 found that housing production is not keeping up with growth, and that more housing units and more midsized options for smaller households are needed. Therefore, staff finds that conditions have changed since the imposition of its existing zoning.

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

Applicant narrative: *"Quality housing is a critical component of public health and general welfare. By increasing the number of housing units within walking distance of Central Washington University and along 14th Avenue transit routes, fewer car trips will be required to get to basic services resulting in lower emissions and shorter commutes. Increased density along 14th Avenue would also reinforce the urban edge of campus, creating more diversity in the types of housing, which already accommodates many multi-family dwellings, both single and multi-story. The existing Aspen Circle Apartments are going to need substantial upgrades in the near future, independent of the zoning designation, to improve the general welfare of its residents. Changing the designation to Residential-High (R-H) would be beneficial to the City of Ellensburg, and could open up more accessible and affordable housing units to current and future tenants."*

Staff analysis: 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, and the applicant will be responsible for meeting all development standards for any future development plans in ECC Title 15, as applicable. The City of Ellensburg Housing Action Plan adopted by Resolution No. 2021-30 in 2021 found that housing production is not keeping up with growth, and that more housing units and more midsized options for smaller households are needed. The rezone of parcel 242833 to R-M zoning would allow for more multifamily density on the property. Therefore, the proposed rezone bears a substantial relationship to the public health, safety, morals and general welfare of the City of Ellensburg.

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

Applicant narrative: *"The Ellensburg Comprehensive Plan (ECP) states a desire for a variety of housing types to help address housing affordability and diversity in Ellensburg. High density targets 8 to18 units per acre, specifically north of the CWU campus in the Urban Neighborhood designation. "This designation accommodates a wide range of housing types and allows for the development of transitional areas between lower density neighborhoods and higher density residential" (pg. 21). Residential high density makes up only 1.4% of Ellensburg's Current Land Use Designation, which is insufficient given the current high demand for housing and ECP's projected growth statistics.*

Aspen Circle Apartments are located one block from CWU, the largest employer in Ellensburg and Kittitas County more broadly. Current residents of Aspen Circle walk or bike to CWU because the location is closer than many campus parking lots. The site is also only two blocks east of the Palouse to Cascades State Park Trail and the nearby Kiwanis Park. City services and existing infrastructure can support additional housing along the north edge of campus as 14th Avenue is a minor arterial street planned for higher density development. Increased density along transit corridors also promotes sustainability, another stated goal of the ECP, by reducing sprawl at the edges of the city and concentrating multi-family housing in areas with the highest demand.

Approximately 70% of households in Ellensburg are renter-occupied according to the ECP, and the majority of renters consist of one or two person households. The demand for studio and one-bedroom apartments exceeds the current supply as stated in the Comprehensive Plan: "There are nearly 2,500 households with only one member, yet there are less than 1,900 studio and one-bedroom housing units combined, and much of

the current supply of smaller unit apartment homes are marketed exclusively to students…it is likely that there are people living in larger shared houses that would prefer to live in a studio or one bedroom unit" (pg. 37). As of the first quarter of 2023, the Washington State Apartment Market Report stated that Kittitas County had the lowest vacancy rate in the state at 1.1%, with only four vacant one-bedroom units in the County. The December 2023 report shows a substantial percentage increase in total number of units, but only 25 vacant one-bedroom units. In the Existing Housing Stock section, the Ellensburg Comprehensive Plan highlights that "very low vacancy rates cause housing prices to increase…[, and] may lead to decreases in civic activity, safety, and property values" (pg. 38). By changing the zoning designation at Aspen Circle Apartments to Residential-High, more housing units can be built to address the demand and affordability challenges facing Ellensburg."

Staff analysis: The Comprehensive Plan's Future Land Use Designation for the parcel is Urban Neighborhood, accommodating a mixture of residential uses. The Plan's Future Land Use-Zoning Conversation Table indicates the rezone request to R-H is consistent with the Future Land Use Map. According to the Comprehensive Plan, Urban Neighborhood accommodates areas close to the University campus, accessible by public transportation, close to other goods and amenities, and where city services and infrastructure are readily available. Implementing zoning districts that accommodate higher density housing types are more appropriate adjacent to parks and the University campus, along transit routes and principal and minor arterials, on local streets adjacent to commercial areas and served by transit routes, and near recreational activity centers, shopping centers, and entertainment areas. The subject property is ±.6 miles away from Kiwanis Park, ±.4 miles away from CWU, and served by Ellensburg Central Transit Route 16, which runs along NE 14th Avenue.

In addition, the request for R-H zoning is consistent with the following goals and policies in the Comprehensive Plan:

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

Policy A: Encourage infill development and increased residential density in and around the downtown area.

Policy B: Integrate new development with consideration to design and scale that complements existing neighborhoods and provides effective transitions between different uses and intensities.

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

Policy A: Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth.

Based on the preceding, the proposed rezone is consistent with the Comprehensive Plan.

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.

Applicant narrative: *"As described in Ellensburg's Land Development Code (15.300.040), 'the R-H zone is intended to comprise areas for high density multifamily residential development in areas served by transit…Use of this zone is appropriate for areas designated residential neighborhood, blended residential neighborhood, urban neighborhood, neighborhood mixed-use, or community mixed-use in the comprehensive plan.' R-H zoning is consistent with the Urban Neighborhood Land Use designation in the Ellensburg Comprehensive Plan. Walkability, specifically the proximity to CWU, and access to public transit, make the Aspen Circle property a prime candidate for R-H zoning. The change from R-M would not be a burden on public services or surrounding lots as the subject property is bordered by other multi-family development, a large church, and university-owned properties to the south. The change from R-M to R-H would be compatible with the scale and character of existing development, and is an opportunity to improve the walkability and bikeability of the current streetscape along 14th Avenue."*

Staff analysis: 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. Therefore, the proposed rezone to R-H is consistent with ECC Title 15 regulations and related Ellensburg development and construction standards as applicable.

STAFF CONCLUSION
Based on the assessment above, Community Development finds the proposal to be consistent with rezone evaluation criteria of ECC 15.250.060(C)

Financial Impact:
None

Budget Adjustment: No

Attachments:
1. Ordinance 4991 - First Reading
2. Exhibit 1 Hearing Examiner Recommendation
3. Exhibit 1.1 Boundary Line Adjustment P25-138 Recorded
4. Exhibit 1.2 Location map
5. Exhibit 1.3 Current Zoning Map
6. Exhibit 1.4 Comprehensive Plan Future Land Use Map
7. Exhibit 1.5 Future Land Use - Zoning Conversion Table
8. Exhibit 1.6 Affidavit of Publication
9. Exhibit 1.7 Posted Land Use Action Sign
10. Exhibit 1.8 Affidavit of Posted Land Use Sign
11. Exhibit 1.9 Affidavit of Mailed Notice
12. Exhibit 1.10 Rezone Application
13. Exhibit 1.11 Rezone Narrative
14. Exhibit 1.12 Rezone Site Plan
15. Exhibit 1.13 City of Ellensburg Public Works Comments

16. Exhibit 1.14 City of Ellensburg Fire Marshal Comments
17. Exhibit 1.15 Hearing Examiner Staff Report

ORDINANCE NO. 4991

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

WHEREAS, on March 5, 2026, the City received an application (P26-024) from Winzer Properties LLC, property owner, requesting a rezone of one parcel of land located at 101 E 14th Avenue, Parcel ID Number 242833; and

WHEREAS, the application proposed to rezone the parcel from Residential Medium (R-M) to Residential High (R-H); 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 June 10, 2026, where the Examiner received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on June 16, 2026, issued "Recommended Findings of Fact, Recommended Conclusions of Law, and Recommended Decision" for the rezone request from R-M to R-H; and

WHEREAS, the Ellensburg City Council held a closed record hearing on July 6, 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 June 16, 2026, and to approve the applicant's request to rezone the subject property from R-M to R-H.

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 101 E 14th Avenue, with Parcel ID Number 242833, as set forth in the Hearing Examiner's "Recommended

Findings of Fact, Recommended Conclusions of Law, and Recommended Decision," dated June 16, 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 Residential Medium (R-M) to Residential High (R-H):

PARCEL ID NUMBER 242833 – PTN SW1/4 NE1/4 & PTN NW1/4 SE1/4 (LOT A, B47/P176); SEC 35, TWP 18, RGE 18

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

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

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

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

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 20th day of July 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. 4991 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4991 was published as required by law.

_____
Beth Leader

CITY OF ELLENSBURG
LAND USE HEARING EXAMINER

IN THE MATTER OF	)	**RECOMMENDED FINDINGS OF**
	)	**FACT, RECOMMENDED**
P26-024	)	**CONCLUSIONS OF LAW, AND**
Winzer Properties Rezone	)	**RECOMMENDED DECISION**

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on June 10, 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:** Winzer Properties LLC, property owner.
2. **Requested Action:** The applicant seeks to rezone the 2.743-acre subject property from Residential Medium (R-M) to Residential High (R-H). The rezone would allow the applicant to increase the density of housing units on the property to create more future rental housing.
3. **Location:** The parcel is located at 101 E 14th Avenue; Kittitas County Assessor's Parcel ID # 242833.
4. **BACKGROUND AND SITE INFORMATION**

4.1. **Site History:** Parcel ID# 242833 is in the R-M zone. The site contains Aspen Circle Apartments, an existing 40-unit apartment complex. The City of Ellensburg recently approved a boundary line adjustment (P25-138) that created the 2.743-acre subject property for this application (Exhibit A).

4.2. **Site Characteristics:** The site topography is relatively flat. The site contains the Aspen Circle Apartments, which contains 40 apartment units in 11 existing structures. The property is located on the corner of N B Street, and E 14th Avenue. The N B Street frontage is improved with curb, gutter, and sidewalks. The 14th Street frontage is only improved with curb and gutter but no sidewalks. There are no regulated critical areas on the subject property.

4.3. **Surrounding Properties:** A zoning map of the surrounding properties was received as Exhibit C. Surrounding zoning is further described below:

4.3.1. **North:** Zoned R-M, consisting of multifamily and single-family residences**.**

4.3.2. **South:** Zoned R-M and R-O, consisting of multifamily and single-family residences and unimproved lands.

4.3.3. **East:** Zoned R-M, consisting of multifamily and Central Washington University (CWU) facility.

4.3.4. **West:** Zoned R-M, consisting of Mercer Creek Church.

4.4. **Access:** Access to the property is via E 14th Avenue.

4.5. **Comprehensive Plan:** The Ellensburg Comprehensive Plan's Future Land Use Designation of the property is Urban Neighborhood, which accommodates areas close to the University campus, accessible by public transportation, close to other goods and amenities, and where city services and infrastructure are readily available. This designation accommodates a wide range of housing

types and allows for the development of transitional areas between lower density neighborhoods and higher density residential and commercial areas. This designation accommodates a wide range of building types, from small-lot single dwellings to large-scale multistory, multi-dwelling developments. Implementing zoning districts that accommodate higher density housing types are more appropriate adjacent to parks and the University campus, along transit routes and principal and minor arterials, on local streets adjacent to commercial areas and served by transit routes, and near recreational activity centers, shopping centers, and entertainment areas. Urban Neighborhood includes R-H, as is proposed, as well as Residential Office (R-O), and Commercial Neighborhood (C-N).

4.6. **Public Comments:** Community Development issued a Notice Public of Application and Rezone hearing (Exhibit F) on April 16, 2026, initiating a 21-day comment period that concluded May 8, 2026. The site was posted with land use action signs (Exhibit G) on April 2, 2026. Notice of the Rezone (Exhibit I) was mailed to property owners within 300 feet of the proposed site on April 16, 2026. No public comments were received at any time prior to the open record public hearing.

4.7. **City Department Comments:** The City of Ellensburg Public Works Department submitted comments stating that future development applications will require consistency with Public Works development standards (Exhibit K). The City of Ellensburg Fire Marshal submitted a letter that he had no comments on the rezone at this time, but future development may trigger improvements to the water delivery system as current location is underserved with fire hydrant access (Exhibit L).

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 was categorically exempt from SEPA pursuant to WAC 197-11-800(6)(b) and WAC 197-11-800(6)(c).

6. **OPEN RECORD PUBLIC HEARING**

6.1. An open record public hearing was held, after legal notice, on June 10, 2026.

6.2. The following exhibits were admitted into the record:

6.2.1. Ex. A. Approved Boundary Line Adjustment (P25-138)

6.2.2. Ex. B. Location Map

6.2.3. Ex. C. Current Zoning Map

6.2.4. Ex. D. Comprehensive Plan Future Land Use Map

6.2.5. Ex. E. Comprehensive Plan Future Land Use-Zoning Conversion Table

6.2.6. Ex. F. Affidavit of Publication, *Ellensburg Daily Record*

6.2.7. Ex. G. Posted Land Use Action Sign and Affidavit

6.2.8. Ex. H. Affidavit of Posted Land Use Action Sign

6.2.9. Ex. I. Affidavit of Mailed Notice

6.2.10. Ex. J. Rezone Application, Narrative, & Site Plan

6.2.11. Ex. K City of Ellensburg Public Works Comments

6.2.12. Ex. L City of Ellensburg Fire Marshal Comments

6.2.13. Ex. M Staff Report

6.3. Appearing and testifying on behalf of the Applicant was: Klaus Holzer, 9900 Manastash Road, Ellensburg, Washington. Mr. Holzer testified that he was an authorized agent of the Applicant; he had reviewed the Staff Report and all attachments prior to the hearing; and he agreed with all factual representations in the Staff Report.

6.4. No member of the general public testified at the hearing.

7. **ELLENSBURG CITY CODE REQUIREMENTS FOR SITE-SPECIFIC REZONE, ECC 15.250.060(C)**

7.1. Conditions **HAVE** changed since the imposition of the zoning classification on the property.

7.1.1. Adjacent Central Washington University is projecting on-campus enrollment to increase to about 12,000 students over the next 10 years, up from 9,656 in 2016. (Exhibit J).

7.1.2. The City of Ellensburg Housing Action Plan adopted by Resolution No. 2021-30 in 2021 found that housing production is not keeping up with growth, and that more housing units and more midsized options for smaller households are needed. (Exhibit M).

7.2. The proposed rezone **DOES** bear a substantial relationship to the public health, safety, morals, and general welfare.

7.2.1. Quality housing is a critical component of public health and general welfare. By increasing the number of housing units within walking distance of Central Washington University and along 14th Avenue transit routes, fewer car trips will be required to get to basic services resulting in lower emissions and shorter commutes. (Exhibit J).

7.2.2. The applicant will be responsible for meeting all development standards for any future development plans in ECC Title 15, as applicable. The City of Ellensburg Housing Action Plan adopted by Resolution No. 2021-30 in 2021 found that housing production is not keeping up with growth, and that more housing units and more midsized options for smaller households are needed. The rezone of parcel 242833 to R-M zoning would allow for more multifamily density on the property. (Exhibit M).

7.3. The proposed rezone **IS** consistent with the comprehensive plan.

7.3.1. The Plan's Future Land Use-Zoning Conversation Table indicates the rezone request to R-H is consistent with the Future Land Use Map. (Exhibits E and D).

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

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

7.3.2.1.1. **Policy A**: Encourage infill development and increased residential density in and around the downtown area. (Exhibit M).

7.3.2.1.2. **Policy B**: Integrate new development with consideration to design and scale that complements existing neighborhoods and provides effective transitions between different uses and intensities. (Exhibit M).

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

7.3.2.2.1. **Policy A**: Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth. (Exhibit M).

7.4. The proposed rezone to R-H **IS** consistent with the development standards in the Land Development Code for the R-H district.

7.4.1. 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. (Exhibit M).

8. The City of Ellensburg Hearing Examiner considered all evidence within the record in rendering this decision.

9. 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, P26-024 the Hearing Examiner hereby recommends that this Rezone Request be **APPROVED**.

Dated this 16th day of June, 2026

CITY OF ELLENSBURG HEARING EXAMINER *Pro Tem*



Jay D. Eyestone

EXHIBIT 1.1

P25-138

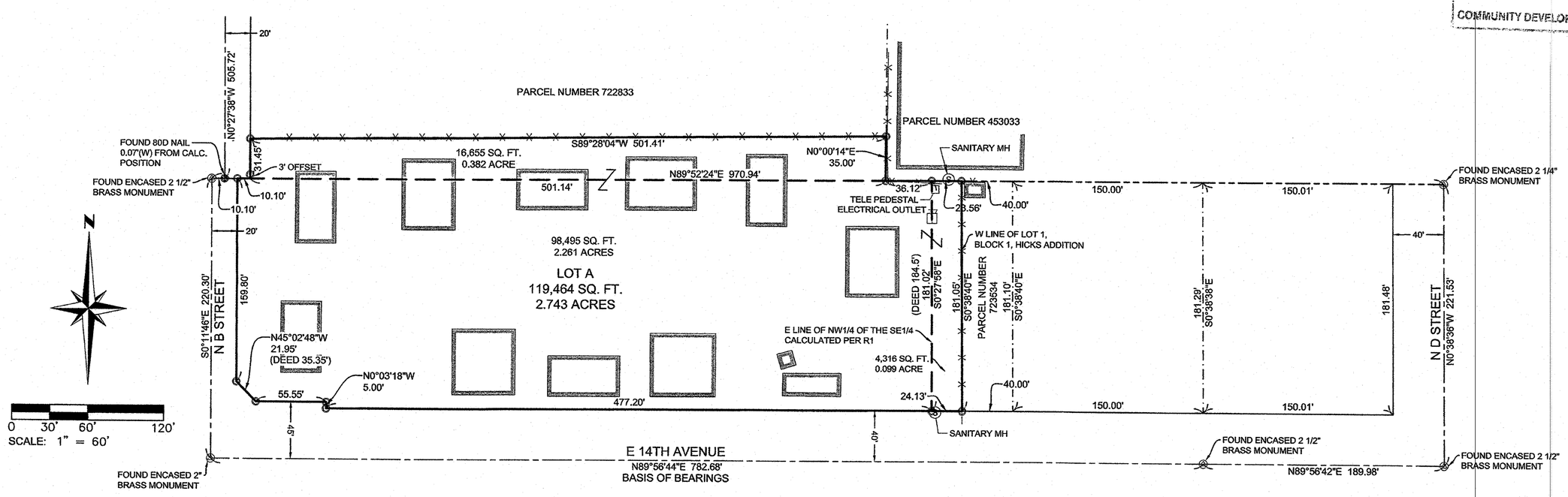
47/176

02/24/2026 09:09:48 AM V: 47 P: 176 202602240002
Page 1 of 1
$125.50
APS
Kittitas County Auditor

RECORD OF SURVEY

WITHIN THE SW1/4 OF THE NE1/4 AND THE NW1/4 OF THE SE/14 OF SECTION 35, TOWNSHIP 18 NORTH, RANGE 18 EAST, W.M., KITTITAS COUNTY, WASHINGTON

RECEIVED
FEB 24 2026
COMMUNITY DEVELOPMENT



BASIS OF BEARINGS:

THE BASIS OF BEARINGS IS PER WASHINGTON STATE PLANE COORDINATES, NAD83/2011, SOUTH ZONE, AS DETERMINED BY TIES TO WASHINGTON STATE REFERENCE NETWORK, USING THE OBSERVED BEARING OF NORTH 89°56'44" EAST, BETWEEN THE FOUND MONUMENTS MARKING A PORTION OF E 14TH AVENUE, AS SHOWN HEREON.

GENERAL NOTES:

1. THE PURPOSE OF THIS SURVEY IS TO IDENTIFY AND MARK THE EXTERIOR PARCEL BOUNDARY LINE FOR KITTITAS COUNTY TAX PARCEL NUMBER 732833 AND 242833, AS SHOWN HEREON.
2. THIS SURVEY WAS PERFORMED USING A TRIMBLE R12I GNSS RECEIVER IN CONJUNCTION WITH A TRIMBLE S SERIES, 3" TOTAL STATION WITH RESULTING ACCURACY THAT MEETS OR EXCEEDS STANDARDS PER WAC 332-130-090.
3. THE INFORMATION ON THIS MAP REPRESENTS THE RESULTS OF A SURVEY MADE IN DECEMBER 2024 AND CAN ONLY BE CONSIDERED AS INDICATING THE GENERAL CONDITIONS EXISTING AT THAT TIME.
4. ALL MONUMENTS SHOWN AS FOUND WERE LOCATED DURING THE COURSE OF THIS SURVEY.
5. THIS SURVEY DOES NOT PURPORT TO SHOW EASEMENTS, ENCUMBRANCES, OR RESTRICTIONS OF RECORD OR OTHERWISE.

LEGEND

- FOUND ENCASED MONUMENT, AS NOTED
- FOUND 80D NAIL
- FOUND 5/8" REBAR AND CAP, LS 52843
- FENCE LINE
- BUILDING OUTLINE

LEGAL DESCRIPTION:

LOT A

THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 35, TOWNSHIP 18 NORTH, RANGE 18 EAST, WM , IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON, BEING PART OF MICHEL'S SECOND ADDITION TO THE CITY OF ELLENSBURG, AS PER PLAT THEREOF RECORDED IN BOOK 1 OF PLATS, PAGE 49, RECORDS OF SAID COUNTY, NOW VACATED, WHICH LIES SOUTH OF THE SOUTH BOUNDARY LINE OF FIFTEENTH AVENUE AND EAST OF "B" STREET;

AND

THAT PORTION OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 18 NORTH, RANGE 18 EAST, W M , IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON, WHICH IS DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHEAST CORNER OF SAID QUARTER OF QUARTER SECTION AND RUNNING THENCE SOUTH ALONG THE EAST BOUNDARY LINE THEREOF A DISTANCE 184.5 FEET, THENCE SOUTH 89°49'15" WEST ALONG THE NORTH BOUNDARY LINE OF FOURTEENTH AVENUE, 477.2 FEET; THENCE NORTH 0°10'45" WEST, 5.00 FEET; THENCE SOUTH 89°49'15" WEST, 55.55 FEET, THENCE NORTH 45°10'15" WEST 35.35 FEET TO THE EAST BOUNDARY LINE OF "B" STREET; THENCE NORTH ALONG SAID BOUNDARY OF "B" STREET TO THE NORTH BOUNDARY LINE OF SAID QUARTER OF QUARTER SECTION; THENCE EAST ALONG SAID NORTH BOUNDARY OF QUARTER OF QUARTER SECTION TO THE NORTHEAST CORNER THEREOF AND THE TRUE POINT OF BEGINNING.

AND

THAT PORTION OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 18 NORTH, RANGE 18 EAST, WILLAMETTE MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SAID POINT ALSO BEING THE TRUE POINT OF BEGINNING;
THENCE NORTH 89°52'24" EAST ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, 23.56 FEET TO THE NORTHWEST CORNER OF LOT 1, BLOCK 1, HICKS ADDITION TO THE TOWN (NOW CITY) OF ELLENSBURG, IN THE COUNTY OF KITTITAS, STATE OF WASHINGTON, AS PER PLAT THEREOF RECORDED IN BOOK 1 OF PLATS, PAGE 17, RECORDS OF SAID COUNTY;
THENCE SOUTH 0°38'40" EAST, 181.05 FEET TO THE NORTHERN MARGIN OF EAST 14TH AVENUE;
THENCE SOUTH 89°56'44" WEST ALONG SAID NORTHERN MARGIN, 24.13 FEET TO THE WEST LINE OF SAID NORTHEAST QUARTER OF THE SOUTHEAST QUARTER;
THENCE NORTH 0°27'58" WEST ALONG SAID WEST LINE, 181.02 FEET TO THE TRUE POINT OF BEGINNING.

REFERENCES:

R1. PIONEER VILLAGE SHORT PLAT
BOOK H OF SHORT PLATS, PAGES 136 & 137

R2. PIONEER ADDITION
BOOK 8 OF PLATS, PAGES 152 & 153

R3. RECORD OF SURVEY
BOOK 4 OF SURVEYS, PAGE 53

R4. COLLEGE ADDITION
BOOK 7 OF PLATS, PAGE 1

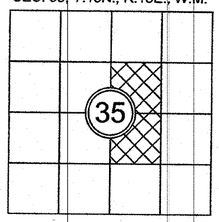
R5. HICKS ADDITION TO ELLENSBURG
BOOK 1 OF PLATS, PAGE 17

R6. GLEN MANOR
BOOK 4 OF PLATS, PAGE 4

R7. MICHEL'S SECOND ADDITION TO ELLENSBURG
BOOK 1 OF PLATS, PAGE 49

R8. RECORD OF SURVEY
BOOK 47 OF SURVEYS, PAGE 70

INDEX LOCATION
SEC. 35, T.18N., R.18E., W.M.



AUDITOR'S CERTIFICATE 202602240002

FILED FOR RECORD, THIS 24 DAY OF February, 2026, AT 9:09 A.M., IN BOOK 47 OF SURVEYS, PAGE(S) 176 AT THE REQUEST OF APS SURVEY & MAPPING, INC.

Bryan Elliott
AUDITOR

DEPUTY AUDITOR

SAMUEL R. WARD
STATE OF WASHINGTON
LS 52843
REGISTERED
PROFESSIONAL LAND SURVEYOR

2/24/26

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF WINZER PROPERTIES IN FEBRUARY 2026.

SAMUEL R. WARD, PLS — DATE 2/24/26

STATE OF WASHINGTON CERTIFICATE NO. 52843

CITY OF ELLENSBURG BLA NO. P25-138

KITTITAS COUNTY TAX PARCEL NUMBERS 732833 AND 242833
101 E 14TH AVENUE, ELLENSBURG, WASHINGTON
FOR
WINZER PROPERTIES, LLC

SURVEYED BY: LJ	DRAWN BY: SW/CR	CHECKED BY: TW	APPROVED BY: SW
DATE: FEB. 2026	APSSM JOB NO.: 1962.003	ACAD NAME: 1962003R.DWG	

APS SURVEY & MAPPING
Exceptional Service Has No Boundaries
13221 S.E. 26TH STREET, SUITE A , BELLEVUE, WA 98005
TEL: (425) 746-3200 WWW.APSSM.COM

SHEET 1 OF 1

EXHIBIT 1.2

Location Map - Parcel 242833



6/1/2026, 7:23:20 PM

Tax Parcel Query (COMPAS)

Owner Address (COMPAS)

Site Address (COMPAS)

1:4,987

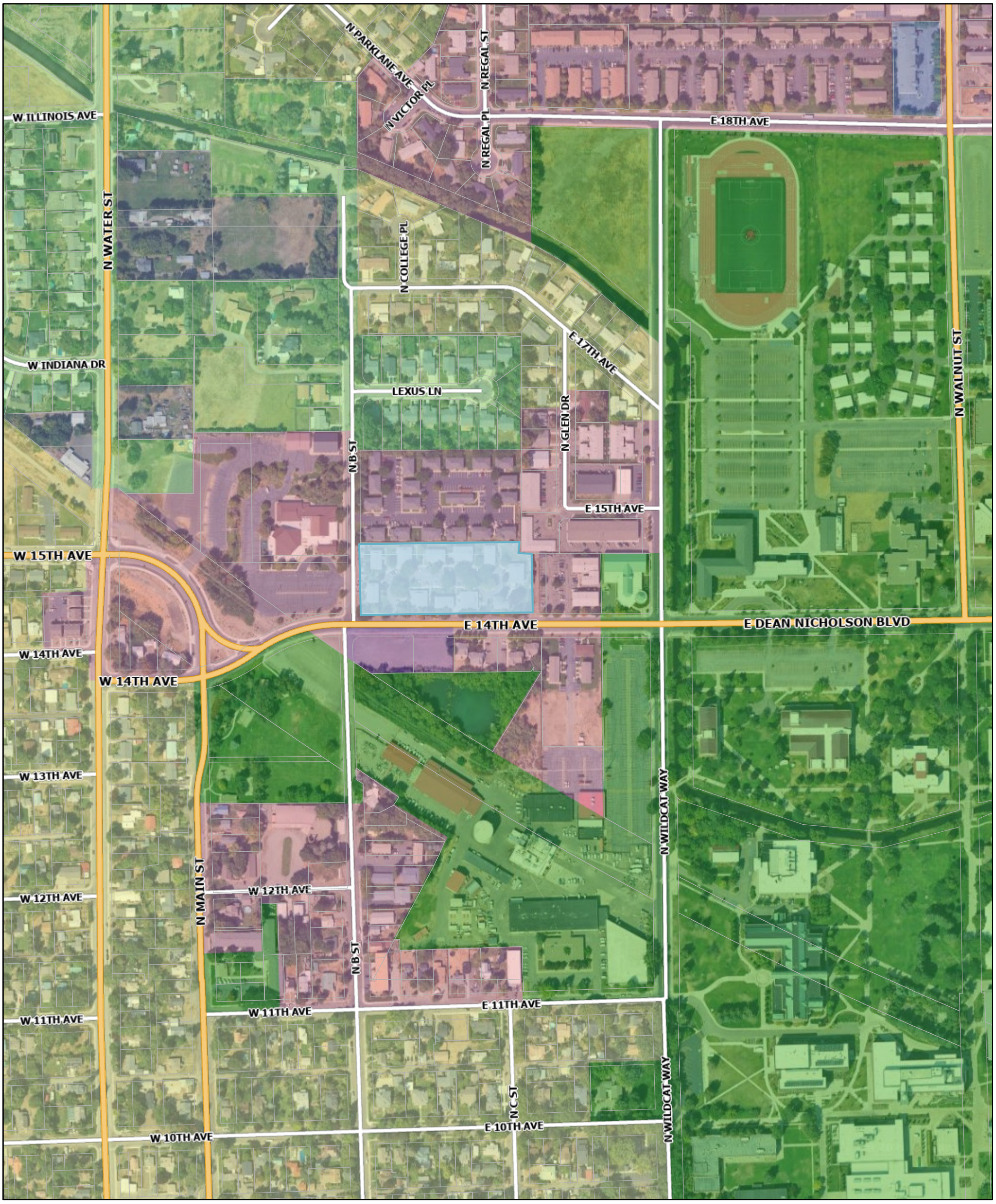
0 0.04 0.07 0.15 mi

0 0.05 0.1 0.2 km

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

EXHIBIT 1.3

Current Zoning Map - Parcel 242833



6/1/2026, 7:26:05 PM

Tax Parcel Query (COMPAS)
Owner Address (COMPAS)
Site Address (COMPAS)

Zoning
CN
PR
RL
RM
RO
RS
U-INC

1:4,987

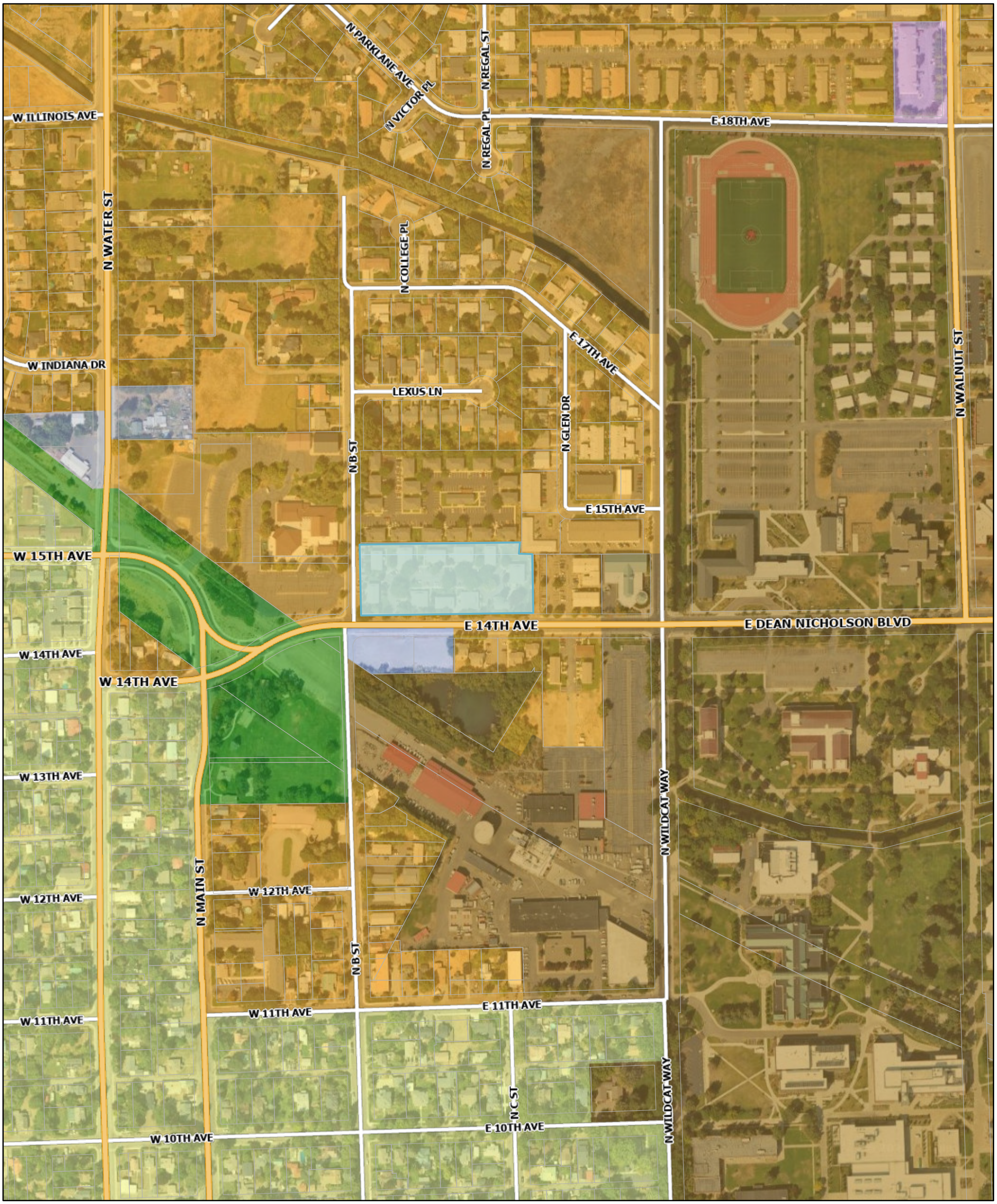
0 0.04 0.07 0.15 mi

0 0.05 0.1 0.2 km

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

EXHIBIT 1.4

Future Land Use Map - Parcel 242833



6/1/2026, 7:27:24 PM

Tax Parcel Query (COMPAS)
Owner Address (COMPAS)
Site Address (COMPAS)

Land Use Designations

Residential neighborhood
Urban neighborhood
Neighborhood mixed use
Neighborhood commercial
Light industrial
Public/institutional
Parks and open space

1:4,987

0 0.04 0.07 0.15 mi
0 0.05 0.1 0.2 km

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

EXHIBIT 1.5

Table 7. Future Land Use- Zoning Conversion Table	
Future Land Use	**Zoning Options**
Residential Neighborhood	Residential Suburban (R-S)
	Residential Low (R-L)
	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Blended Residential Neighborhood	Residential Low (R-L)
	Residential Medium (R-M)
	Residential High (R-H)
	Commercial Neighborhood (C-N)
Urban Neighborhood	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Neighborhood Mixed Use	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Commercial Neighborhood (C-N)
Community Mixed Use	Residential Medium (R-M)
	Residential High (R-H)
	Residential Office (R-O)
	Neighborhood Center (NCMU)
	Regional Center Mixed Use (RCMU)
	Commercial Highway (C-H)
Neighborhood Commercial	Commercial Neighborhood (C-N)
	Residential Office (R-O)
Mixed Busines Park	Industrial Light (I-L)
	Commercial Highway (C-H)
	Regional Center Mixed Use (RCMU)
Urban Center	Central Commercial (C-C)
	Central Commercial II (C-CII)
General Commercial and Services	Commercial Highway (C-H)
Light Industrial	Industrial Light (I-L)
Heavy Industrial	Industrial Heavy (I-H)
Industrial Residential	Industrial Light (I-L)
Public Institutional	Public Reserve (P-R)
Open Space (Private)	Public Reserve (P-R)
Parks and Open Space (Public)	Public Reserve (P-R)

EXHIBIT 1.6

ADVERTISING PROOF

401 N Main St,
Ellensburg,WA 98926
Ph. (509) 204-8236 **Fax:** (907) 452-5054

BILLING DATE:	ACCOUNT NO:
04/14/26	49715

City of Ellensburg Community Development
501 N. ANDERSON
ELLENSBURG, WA 98926

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
734800	NOA: Rezone P26-024W	04/16/26	04/16/26	2	$172.24

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount

Discount: **$0.00**
Surcharge: **$0.00**
Credits: **$0.00**

Gross:**$172.24**
Paid Amount:**$0.00**

Amount Due:**$172.24**

We Appreciate Your Business!

734800

NOTICE OF APPLICATION AND PUBLIC HEARING SITE-SPECIFIC REZONE REQUEST P26-024

NOTICE IS HEREBY GIVEN that the City of Ellensburg has received a site-specific rezone request (P26-024) that may be of interest to you, and you are invited to comment on the proposal. **NOTICE IS FUTHER GIVEN** that the Hearing Examiner for the City of Ellensburg will hold an Open Record Public Hearing at 10:00 am on June 10, 2026, to consider Rezone application P26-024 submitted by Winzer Properties LLC, property owner.

PROJECT DESCRIPTION: The request is for a Site-Specific Rezone of parcel #242833 from Residential Medium (R-M) to Residential High (R-H). The proposed rezone is categorically exempt from SEPA under WAC 197-11-800.

Date of application: March 5, 2026
Notice of Complete Application: April 2, 2026
Comments Due Date: May 8, 2026
Public Hearing Date: June 10, 2026, 10:00am – City Hall (501 N Anderson St)

Request Location: 101 E 14th Avenue in Ellensburg, Parcel ID #242833.

Materials Available for Review: City of Ellensburg Community Development Department webpage at: https://www.ci.ellensburg.wa.us/623/Public-Notices-Current-Projects

Written Comments: Written comments must be received via email, or postmarked, by 5:00 pm on May 8, 2026.

Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926. Staff contact: Dan Carlson, Community Development Director, carlsond@ci.ellensburg.wa.us, (509) 925-8653

Open Record Public Hearing: All persons interested in these matters may attend the hearing in person or remotely. Written comments may be filed with the Community Development Dept, City Hall, 501 N Anderson St, Ellensburg, WA 98926, attn. Dan Carlson, or to his email: carlsond@ci.ellensburg.wa.us. **Comments must be submitted in writing by 5:00 pm on May 8, 2026, to be included in the staff report provided to the Hearing Examiner in advance of the hearing. Any comments received after this date and time will be provided to the Hearing Examiner at the meeting itself.**

Hearing Zoom Link: https://us02web.zoom.us/webinar/register/WN_vO686P5MRPeQFNFtoOYg1g

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ellensburgwa.gov.

PUBLISH: Daily Record: April 16, 2026/
LEGAL # 734800

EXHIBIT 1.7




LAND USE ACTION

EXHIBIT 1.8

City of Ellensburg WASHINGTON

COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926
Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239
comdev@ci.ellensburg.wa.us permits@ci.ellensburg.wa.us

RECEIVED
APR 02 2026
COMMUNITY DEVELOPMENT

AFFIDAVIT OF POSTING

The Ellensburg City Code requires that all projects requiring review under Type IV permit processes shall have a notice sign posted at the site of the project prior to a decision on the permit. Per ECC 15.270.140, the following shall apply:

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

DATE: April 2, 2026	**PLANNER:** Dan Carlson, Community Development Director
PROJECT NAME AND SUMMARY: Winzer Properties LLC, 101 E 14th Avenue, Site-Specific Rezone	**FILE NUMBER:** P26-024

PLEASE COMPETE THE FOLLOWING:

I, Klaus H Holzer, certify that I am the landowner and/or authorized agent responsible for the posting of this land use project site and further certify that the site has been posted as required by Ellensburg City Code. I understand that the that the posting period begins immediately and ends after the ending of the appeal period on the final decision by the City Council and the sign(s) will be posted at the site until this time. **Failure to posts the site and return this form to Community Development in a timely manner will result in a delay of the application review for the project.**

Klaus H Holzer
Signature

April 2, 2026

Please return the above **affidavit and photograph(s) of the posted notice sign board(s)** to: Dan Carlson, Community Development Director 509-962-8653, via email: carlsond@ci.ellensburg.wa.us; Fax: 509-962-8655; or mail to: Community Development Dept., City Hall, 501 N. Anderson St., Ellensburg, WA 98926.

EXHIBIT 1.9

CULJAK, TONI ANN
106 E LEXUS LN
ELLENSBURG, WA 98926-4207

KOZLOVSKI, JOSEPH ETUX
7415 85TH AVE SE
MERCER ISLAND, WA 98040-5725

ELLENSBURG INVESTMENTS LLC
PO BOX 1681
ELLENSBURG, WA 98926

STATE OF WASH (CWU)
400 E UNIVERSITY WAY
ELLENSBURG, WA 98926-7502

B & R PROPERTIES OF
ELLENSBURG LLC
3191 BROWN RD
ELLENSBURG, WA 98926-

MASSEY, ROSE M
108 LEXUS LANE
ELLENSBURG, WA 98926

RIOS, PAULINO ETUX
112 LEXUS LANE
ELLENSBURG, WA 98926

GRAF INVESTMENTS INC
PO BOX 100
SELAH, WA 98942

MOLER, LLOYD TRUSTEE
PO BOX 1230
CLE ELUM, WA 98922-2230

MESSNER, MARK J & KRISTIN L
3191 BROWN RD
ELLENSBURG, WA 98926-5000

HERSETH, LAUREN
104 E LEXUS LN
ELLENSBURG, WA 98926

ELLENSBURG PIONEER LLC
3213 W WHEELER ST #159
SEATTLE, WA 98199-3245

STATE OF WASH (CWU) FAC.
MGMT DEPT
MAIL STOP # 7523
ELLENSBURG, WA 98926-7502

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

CASCADE VILLAGE I LLC
PO BOX 100
SELAH, WA 98942-0100

WINZER PROPERTIES LLC
9900 MANASTASH RD
ELLENSBURG, WA 98926-7808

SUMMIT SH INVESTORS 1 LLC
2520 CAMINO DIABLO
WALNUT CREEK, CA 94597-3939

ELLENSBURG CMA CHURCH
1410 N MAIN ST
ELLENSBURG, WA 98926-2915

GRANT, JASON ETUX
110 E LEXUS LN
ELLENSBURG, WA 98926-4207

LYNCH, BRENDAN
100 E LEXUS LN
ELLENSBURG, WA 98926

ESTEP FAMILY LTD PARTNERSHIP
PO BOX 1125
LA CONNER, WA 98257-1125

CHANDLER, LORI W
221 CROSS CREEK DR
ELLENSBURG, WA 98926

CERTIFICATE OF TRANSMITTAL

On this day, the undersigned sent to the addressee(s) the original document(s) by U.S. Mail.
I certify under penalty of perjury under the laws of the State of WA that the forgoing is true and correct.

Date 4/16/26 Signed DT.

COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926
Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239
comdev@ci.ellensburg.wa.us permits@ci.ellensburg.wa.us

April 16, 2026

Notice of Application and Open Record Public Hearing for a Site-Specific Rezone P26-024 to rezone one parcel at 101 E 14th Avenue from Residential Medium (R-M) to Residential High (R-H).

Dear Property Owner,

NOTICE IS HEREBY GIVEN that the City of Ellensburg has received a site-specific rezone request (P26-024) that may be of interest to you, and you are invited to comment on the proposal. As a property owner within three hundred feet (300') of this proposal, you are invited to comment.

NOTICE IS FURTHER GIVEN that the Hearing Examiner for the City of Ellensburg will hold an **Open Record Public Hearing** at **10:00am on June 10, 2026,** to consider Rezone application P26-024 submitted by Winzer Properties LLC, property owner. The hearing will be held in person and remotely via Zoom.

Hearing Zoom Link: https://us02web.zoom.us/webinar/register/WN_vO686P5MRPeQFNFtoOYg1g

Project Description: The request is for a Site-Specific Rezone of parcel #242833 from Residential Medium (R-M) to Residential High (R-H). The proposed rezone is categorically exempt from SEPA under WAC 197-11-800.

Project Information:

Date of application: March 5, 2026

Notice of Complete Application: April 2, 2026

Comments Due Date: May 8, 2026

Public Hearing Date: June 10, 2026, 10:00 am – City Hall (501 N Anderson St)

Request Location: 101 E 14th Avenue in Ellensburg, Parcel ID #242833.

Materials are available for review on the City of Ellensburg Community Development Department webpage at: https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects.

Written comments must be received via email, or postmarked, by **5:00 pm on May 8, 2026.**
Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.

Staff Contact: Dan Carlson, Community Development Director, (509) 925-8653, carlsond@ci.ellensburg.wa.us



Open Record Hearing: All persons interested in these matters may attend the open record hearing in person at City Hall or remotely via zoom. **Comments must be submitted in writing by 5:00 pm on May 8, 2026, to be included in the staff report provided to the Hearing Examiner in advance of the hearing. Any comments received after this date and time will be provided to the Hearing Examiner at the meeting itself.**

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcoordinator@ellensburgwa.gov.

Appeal Process: The issuance of a decision on a rezone may be appealed as provided by Ellensburg City Code (ECC) 15.210.040

Questions about this rezone may be directed to the Community Development Department, 501 North Anderson Street, or via email: carlsond@ci.ellensburg.wa.us

Sincerely,

Dan Carlson

Dan Carlson
Community Development Director

EXHIBIT 1.10

Site Specific Rezone Permit Application Form

PA-04
APPLICATION

Community Development Department
501 N. Anderson, Ellensburg, WA 98926
(509) 962-7239 (Building) permits@ci.ellensburg.wa.us (509) 962-7231 (Planning) comdev@ci.ellensburg.wa.us

A pre-application meeting is required prior to submitting a Rezone application. Site-specific rezones to change the current zoning of a property to a new zoning category that is consistent with the comprehensive plan land use designation for the property are reviewed as Type IV processes. Type V reviews involve the legislative revisions to the zoning map for area-wide changes including comprehensive plan updates and those proposed to implement subarea plans.

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

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

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

OFFICIAL USE ONLY:	
Staff Person:	AW
Date Submitted:	3/5/2026
Fee Total:	
FILE #:	P26-XXX
Associated Permit File #:	P24-053 PRE-APP P25-138 BLA

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).			
Legal Owner Name(s):	Winzer Properties LLC	Day Phone:	206-351-2855
Mailing Address:	9900 Manastash Road, Ellensburg, WA 98926		
E-mail:	lauriemerwin@gmail.com, klaushagenholzer@gmail.com	Cell Phone:	509-899-0224
***APPLICANT**:	☐ Owner ☐ Contractor ☐ Tenant ☐ Other		
Name:	Manastash Architecture Planning & Development	Day Phone:	
Mailing Address:	421 N Pearl St, Ste 100, Ellensburg, WA 98926		
E-mail:	marc@mapd.co, molly@mapd.co	Cell Phone:	206-240-4580
CONTACT PERSON:	☐ Owner ☐ Contractor ☐ Tenant ☐ Other		
Name:	Klaus Holzer and Laurie Merwin	Day Phone:	206-351-2855
Mailing Address:	9900 Manastash Road, Ellensburg, WA 98926		
E-mail:	lauriemerwin@gmail.com, klaushagenholzer@gmail.com	Cell Phone:	509-899-0224

PROJECT INFORMATION:			
Parcel Number(s) of Site:	242833 (Including former parcel from BLA: 732833)		
Site Address (if any):	101 E 14th Avenue, Ellensburg, WA;		
Current City Zoning Designation :	R-M	Requested City Zoning Designation :	R-H

(OVER)

PROJECT INFORMATION:

Ellensburg City Code 15.250.060 requires that application for site specific rezone amendments to the zoning district map may only be approved if/all the following criteria are satisfied. Please include responses as an attachment.

(INCLUDE RESPONSES AS AN ATTACHMENT TO THIS APPLICATION)

1. Narrative project description (include as attachment): Please include at a minimum the following information in your description: describe project size, location, and all qualitative features of the proposal; include every element of the proposal in the description.

2. Applicant for rezone must demonstrate that the following criteria are met (attach additional sheets as necessary):

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

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

C. The proposed rezone is consistent with the comprehensive plan; and

D. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district. :

Applicants may propose conditions to be imposed on the site specific rezone in order to mitigate any detrimental effect the rezone might have on uses or property in the immediate vicinity of the proposed rezone. Any conditions imposed by the city on the rezone shall be incorporated in a development agreement executed by the city council and the property owners(s), under the procedures set forth in RCW 36.70B.170 through 36.70B170 through 36.70B.200 and ECC Chapter 15.380 (Development Agreements)
The burden of this demonstration is on the rezone applicant.

3. Site Plan Requirements:

- The proposed project and dimensions in relation to the property boundaries. Show how the property is located in reference to existing streets, alleys and sidewalks.
- The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property and those proposed to be located on property with setback dimensions and distances between buildings.
- Show present and additional "off-street" parking, if required.

(The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)

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

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

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

Signature of Legal Owner: (or Authorized Agent)	Laurie Merwin	**Date:**	2-23-2026

P26-
RECEIVED
3/5/2026
COMMUNITY
DEVELOPMENT

EXHIBIT 1.11

Site Specific Rezone Permit Application

1. Narrative project description (include as attachment): Please include at a minimum the following information in your description: describe project size, location, and all qualitative features of the proposal; include every element of the proposal in the description.

No specific new development is being proposed at this time. The Site Specific Rezone is from R-M to R-H on the subject property at 101 E 14th Avenue, Ellensburg, WA 98926, Parcel 242833. The rezone would allow the applicant, Winzer Properties LLC, to increase the density of housing units on the property to create more future rental housing for students, CWU staff, and other individuals.

2. Applicant for rezone must demonstrate that the following criteria are met (attach additional sheets as necessary):

Rezone Criteria

A. Conditions have changed since the imposition of the zoning classification on the property.
B. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.
C. The proposed rezone is consistent with the comprehensive plan; and
D. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district.:
Applicants may propose conditions to be imposed on the site specific rezone in order to mitigate any detrimental effect the rezone might have on uses or property in the immediate vicinity of the proposed rezone. Any conditions imposed by the city on the rezone shall be incorporated in a development agreement executed by the city council and the property owners(s), under the procedures set forth in RCW 36.70B.170 through 36.70B170 through 36.70B.200 and ECC Chapter 15.380 (Development Agreements)
The burden of this demonstration is on the rezone applicant.

3. Site Plan Requirements:
1. The proposed project and dimensions in relation to the property boundaries. Show how the property is located in reference to existing streets, alleys and sidewalks.
2. The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property and those proposed to be located on property with setback dimensions and distances between buildings.
3. Show present and additional “off-street” parking, if required.

Site Specific Rezone Decision Criteria
Subject Property: 101 E 14th Avenue, Ellensburg, WA; Parcel: 242833

The city may approve or approve with modifications an application for a rezone of property only if the applicant has adequately demonstrated that all of the following statements apply to the proposed rezone:

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

   Since the adoption of the current City of Ellensburg Zoning Map, the demand for student housing has grown substantially. According to the City of Ellensburg Comprehensive Plan, "the University is projecting on-campus enrollment to increase about 12,000 students over the next 10 years," up from 9,656 in 2016 (pg. 11). While enrollment numbers have been in question in the last few years, post-pandemic, the University population remains a major driver of smaller households in the city and, according to an October 13, 2025 press release by the University, there are positive signs in recent enrollment trends. Two-thirds of households in Ellensburg are one or two people, which supports an increase in density of studio and one-bedroom apartments in Urban Neighborhoods. In addition to an increase of the student population, Ellensburg is also predicting more people ages 65 and older that rely on easily accessible urban services, including public transportation. As development has grown around Central Washington University (CWU), the amount of affordable, easily accessible housing has not kept pace. The Aspen Circle Apartments site on 14th Avenue is within a block of University property and is a prime location for additional housing consistent with the Urban Neighborhood designation.

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

   Quality housing is a critical component of public health and general welfare. By increasing the number of housing units within walking distance of Central Washington University and along 14th Avenue transit routes, fewer car trips will be required to get to basic services resulting in lower emissions and shorter commutes. Increased density along 14th Avenue would also reinforce the urban edge of campus, creating more diversity in the types of housing, which already accommodates many multi-family dwellings, both single and multi-story. The existing Aspen Circle Apartments are going to need substantial upgrades in the near future, independent of the zoning designation, to improve the general welfare of its residents. Changing the designation to Residential-High (R-H) would be beneficial to the City of Ellensburg, and could open up more accessible and affordable housing units to current and future tenants.

3. The proposed rezone is consistent with the comprehensive plan:

The Ellensburg Comprehensive Plan (ECP) states a desire for a variety of housing types to help address housing affordability and diversity in Ellensburg. High density targets 8 to 18 units per acre, specifically north of the CWU campus in the Urban Neighborhood designation. "This designation accommodates a wide range of housing types and allows for the development of transitional areas between lower density neighborhoods and higher density residential" (pg. 21). Residential high density makes up only 1.4% of Ellensburg's Current Land Use Designation, which is insufficient given the current high demand for housing and ECP's projected growth statistics.

Aspen Circle Apartments are located one block from CWU, the largest employer in Ellensburg and Kittitas County more broadly. Current residents of Aspen Circle walk or bike to CWU because the location is closer than many campus parking lots. The site is also only two blocks east of the Palouse to Cascades State Park Trail and the nearby Kiwanis Park. City services and existing infrastructure can support additional housing along the north edge of campus as 14th Avenue is a minor arterial street planned for higher density development. Increased density along transit corridors also promotes sustainability, another stated goal of the ECP, by reducing sprawl at the edges of the city and concentrating multi-family housing in areas with the highest demand.

Approximately 70% of households in Ellensburg are renter-occupied according to the ECP, and the majority of renters consist of one or two person households. The demand for studio and one-bedroom apartments exceeds the current supply as stated in the Comprehensive Plan: "There are nearly 2,500 households with only one member, yet there are less than 1,900 studio and one-bedroom housing units combined, and much of the current supply of smaller unit apartment homes are marketed exclusively to students…it is likely that there are people living in larger shared houses that would prefer to live in a studio or one bedroom unit" (pg. 37). As of the first quarter of 2023, the Washington State Apartment Market Report stated that Kittitas County had the lowest vacancy rate in the state at 1.1%, with only four vacant one-bedroom units in the County. The December 2023 report shows a substantial percentage increase in total number of units, but only 25 vacant one-bedroom units. In the Existing Housing Stock section, the Ellensburg Comprehensive Plan highlights that "very low vacancy rates cause housing prices to increase…[, and] may lead to decreases in civic activity, safety, and property values" (pg. 38). By changing the zoning designation at Aspen Circle Apartments to Residential-High, more housing units can be built to address the demand and affordability challenges facing Ellensburg.

4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district:

   As described in Ellensburg's Land Development Code (15.300.040), "the R-H zone is intended to comprise areas for high density multifamily residential development in areas served by transit…Use of this zone is appropriate for areas designated residential neighborhood, blended residential neighborhood, urban neighborhood, neighborhood

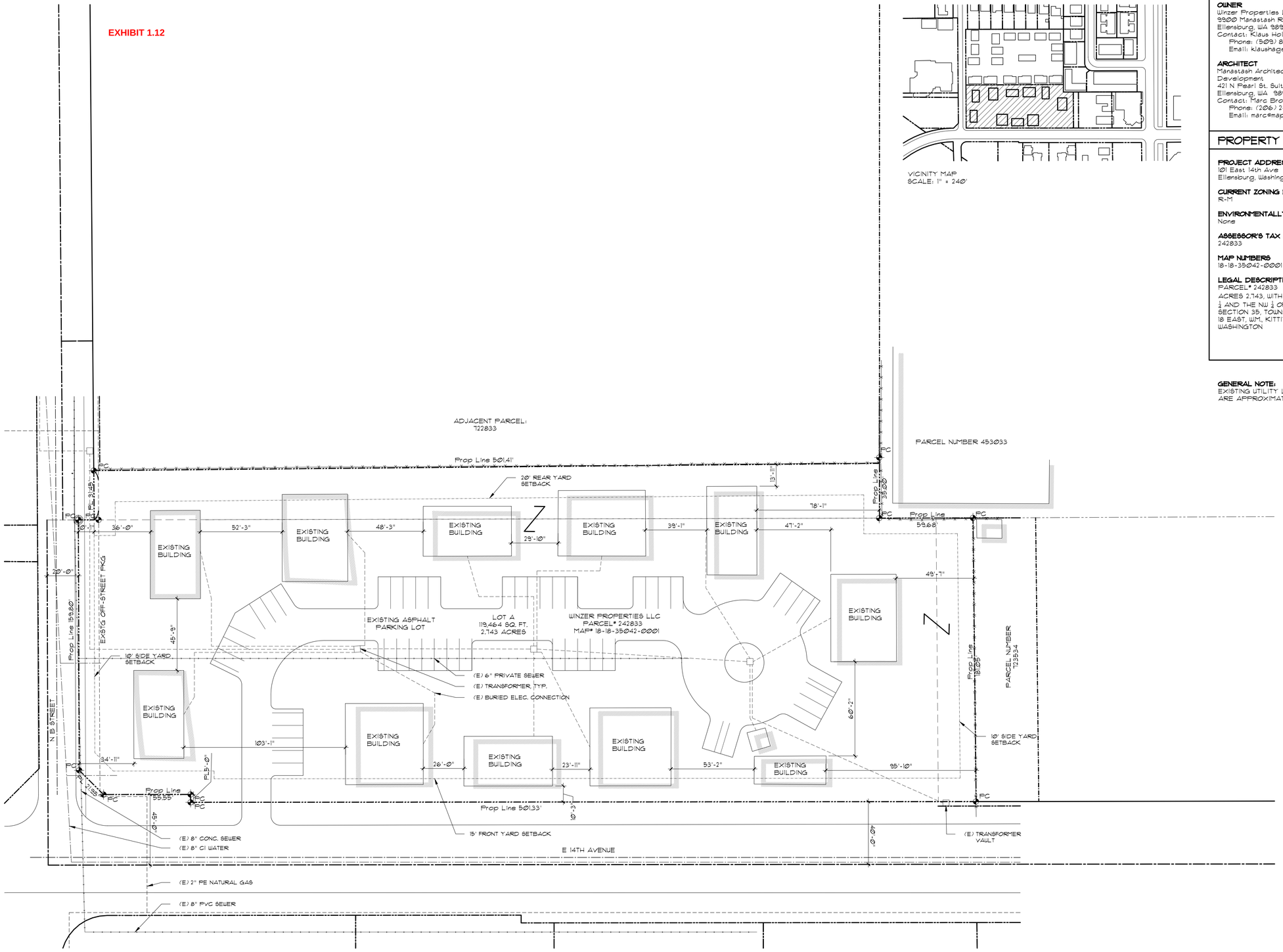
mixed-use, or community mixed-use in the comprehensive plan." R-H zoning is consistent with the Urban Neighborhood Land Use designation in the Ellensburg Comprehensive Plan. Walkability, specifically the proximity to CWU, and access to public transit, make the Aspen Circle property a prime candidate for R-H zoning. The change from R-M would not be a burden on public services or surrounding lots as the subject property is bordered by other multi-family development, a large church, and university-owned properties to the south. The change from R-M to R-H would be compatible with the scale and character of existing development, and is an opportunity to improve the walkability and bikeability of the current streetscape along 14th Avenue.

Applicants may propose conditions to be imposed on the site specific rezone in order to mitigate any detrimental effect the rezone might have on uses or property in the immediate vicinity of the proposed rezone. Any conditions imposed by the city on the rezone shall be incorporated in a development agreement executed by the city council and the property owner(s), under the procedures set forth in RCW 36.70B.170 through 36.70B.200 and ECC Chapter 15.380 (Development Agreements).

The burden of this demonstration is on the rezone applicant.

EXHIBIT 1.12

VICINITY MAP
SCALE: 1" = 240'



1 SITE PLAN
Scale 1" = 30'-0"

PLAN NORTH

0 15 30 45 60

PROJECT DATA

OWNER
Winzer Properties LLC
9800 Manastash Rd
Ellensburg, WA 98926-7808
Contact: Klaus Holzer & Laurie Merwin
Phone: (509) 899 0224
Email: klaushagenholzer@gmail.com

ARCHITECT
Manastash Architecture Planning & Development
421 N Pearl St. Suite 100
Ellensburg, WA 98926
Contact: Marc Brown
Phone: (206) 240 4580
Email: marc@mapd.co

PROPERTY DATA

PROJECT ADDRESS
101 East 14th Ave
Ellensburg, Washington 98926

CURRENT ZONING DESIGNATION
R-M

ENVIRONMENTALLY CRITICAL AREA
None

ASSESSOR'S TAX PARCEL NUMBER
242833

MAP NUMBERS
18-18-35042-0001

LEGAL DESCRIPTION
PARCEL# 242833
ACRES 2.743, WITHIN THE SW ¼ OF THE NE ¼ AND THE NW ¼ OF THE SE/14 OF SECTION 35, TOWNSHIP 18 NORTH, RANGE 18 EAST, WM, KITTITAS COUNTY, WASHINGTON

GENERAL NOTE:
EXISTING UTILITY LOCATIONS ARE APPROXIMATE

P26-
RECEIVED
3/5/2026
COMMUNITY
DEVELOPMENT

DRAWN BY
MM

DESIGN BY
MB

CHECKED BY

APPROVED BY

DATE
2/25/26

REVISIONS

MAPD
421 N PEARL ST, SUITE 100
ELLENSBURG, WA 98926
206 240 4580 PHONE

ASPEN CIRCLE
RE-ZONE

101 EAST 14TH AVENUE
ELLENSBURG, WA 98926

EXISTING
SITE PLAN

A1.0

EXHIBIT 1.13

CITY OF ELLENSBURG

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

Memorandum

Date: April 16, 2025

To: Dan Carlson, Community Development Director

From: Craig Jones, Development Coordinator CJ

Thru: Derek Mayo, City Engineer DKM

Re: 101 E 14th Ave – Aspen Circle - Re-Zone – P26-024

The Public Works Department has no direct comment at this time on the Re-Zone of the two parcels located at the NE corner of 14th Ave and "B" St from R-M to R-H. Applicant is cautioned that any development on the property may trigger improvements consistent with Public Works Development Standards. Including but not limited to frontage improvements, water sewer storm upgrades, parking lot, and traffic impact analysis. Public Works will comment on all future development of the property at time of development.

Cc: File 26-031

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

EXHIBIT 1.14

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

Fire Marshal Pre-application Comments

Project: 101 E 14th Ave Rezone
Permit: P26-024
Occupancy Type: Residential rezone from R-M to R-H
Date: 04/23/2026

Comments:

Kittitas Valley Fire and Rescue has no comments at this time on the Re-zone of the two parcels located at the NE corner of 14th Ave and B street from R-M to R-H. Applicant is cautioned that any development on the property may trigger improvements to water delivery system as current location is under served with fire hydrant access.

Thank you,

Dan Johnson

Dan Johnson
Fire Prevention Captain
Fire Investigator, IAAI FIT
Kittitas Valley Fire & Rescue
400 E. Mountain View Ave, Ellensburg WA 98926
Office: 509.933.7241
Cell/Text: 509.856.4455
Fax: 509.933.7245
prevention@kvfr.org

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

STAFF REPORT

TO: Jay Eyestone, City of Ellensburg Pro Tem Hearing Examiner

FROM: Dan Carlson, AICP, Director
City of Ellensburg Community Development Department

RE: Open Record Public Hearing for Site-Specific Rezone Application P26-024, from Residential Medium (R-M) to Residential High (R-H).

DATE: Wednesday, June 10, 2026, 10:00 am City of Ellensburg City Hall and via Zoom

I. GENERAL INFORMATION

Applicant: Winzer Properties LLC, property owner

Requested Action: The applicant seeks to rezone the 2.743-acre subject property from Residential Medium (R-M) to Residential High (R-H). The rezone would allow the applicant to increase the density of housing units on the property to create more future rental housing.

Location: The parcel is located at 101 E 14th Avenue; Kittitas County Assessor's Parcel ID # 242833.

II. BACKGROUND AND SITE INFORMATION

Site History: Parcel ID# 242833 is in the R-M zone. The site contains Aspen Circle Apartments, an existing 40-unit apartment complex. The City of Ellensburg recently approved a boundary line adjustment (P25-138) that created the 2.743-acre subject property for this application (**Exhibit A**)

Site Characteristics: The site topography is relatively flat. The site contains the Aspen Circle Apartments, which contains 40 apartment units in 11 existing structures. The property is located on the corner of N B Street, and E 14th Avenue. The N B Street frontage is improved with curb, gutter, and sidewalks. The 14th Street frontage is only improved with curb and gutter but no sidewalks. There are no regulated critical areas on the subject property. See **Exhibit B**.

Surrounding Properties: A zoning map of the surrounding properties is attached as **Exhibit C** and further described below:

North: Zoned R-M, consisting of multifamily and single-family residences.

South: Zoned R-M and R-O, consisting of multifamily and single-family residences and unimproved lands.

East: Zoned R-M, consisting of multifamily and Central Washington University (CWU) facility.

West: Zoned R-M, consisting of Mercer Creek Church.

Access: Access to the property is via E 14th Avenue.

Zoning and Development Standards, ECC Title 15: Ellensburg City Code (ECC) Table 15.310.040, "Residential-Based Uses," indicates that multifamily dwellings are a permitted use in the R-H zone. In accordance with ECC 15.300.040(D), the R-H zone is intended to comprise areas for high density multifamily residential development in areas served by transit and within walking distance from commercial services.

Comprehensive Plan: See the map attached as **Exhibit D**. The Ellensburg Comprehensive Plan's Future Land Use Designation of the property is Urban Neighborhood, which accommodates areas close to the University campus, accessible by public transportation, close to other goods and amenities, and where city services and infrastructure are readily available. This designation accommodates a wide range of housing types and allows for the development of transitional areas between lower density neighborhoods and higher density residential and commercial areas. This designation accommodates a wide range of building types, from small-lot single dwellings to large-scale multistory, multi-dwelling developments. Implementing zoning districts that accommodate higher density housing types are more appropriate adjacent to parks and the University campus, along transit routes and principal and minor arterials, on local streets adjacent to commercial areas and served by transit routes, and near recreational activity centers, shopping centers, and entertainment areas. Urban Neighborhood includes R-H, as is proposed, as well as Residential Office (R-O), and Commercial Neighborhood (C-N). – see **Exhibit E**.

Public Comments: Community Development issued a Notice Public of Application and Rezone hearing on April 16, 2026, initiating a 21-day comment period that concluded May 8, 2026 **(Exhibit F).** The site was posted with land use action signs on April 2, 2026 **(Exhibits G & H).** Notice of the Rezone was mailed to property owners within 300 feet of the proposed site on April 16, 2026 (**Exhibit I**). As of the date of this staff report, no public comments have been received.

City Review Comments: The City of Ellensburg Public Works Department submitted comments stating that future development applications will require consistency with Public Works development standards (**Exhibit K**). The City of Ellensburg Fire Marshal

submitted a letter that he had no comments on the rezone at this time. Future development may trigger improvements to the water delivery system as current location is underserved with fire hydrant access (**Exhibit L**).

III. ENVIRONMENTAL (SEPA) REVIEW

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.

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.

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).

IV. PROJECT ANALYSIS

A. Ellensburg City Code Requirements for Site-Specific Rezone

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:

1. Conditions have changed since the imposition of the zoning classification on the property;
2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
3. The proposed rezone is consistent with the comprehensive plan;
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.

B. Analysis of Criteria for a Site-Specific Rezone

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

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

   Applicant narrative: *"Since the adoption of the current City of Ellensburg Zoning Map, the demand for student housing has grown substantially. According to the City of Ellensburg Comprehensive Plan, "the University is projecting on-campus enrollment to increase about 12,000 students over the next 10 years," up from 9,656 in 2016 (pg. 11). While enrollment numbers have been in question in the last few years, post-pandemic, the University population remains a major driver of smaller households in the city and, according to an October 13, 2025 press release by the University, there are positive signs in recent enrollment trends. Two-thirds of households in Ellensburg are one or two people, which supports an increase in density of studio and one-bedroom apartments in Urban Neighborhoods. In addition to an increase of the student population, Ellensburg is also predicting more people ages 65 and older that rely on easily accessible urban services, including public transportation. As development has grown around Central Washington University (CWU), the amount of affordable, easily accessible housing has not kept pace. The Aspen Circle Apartments site on 14th Avenue is within a block of University property and is a prime location for additional housing consistent with the Urban Neighborhood designation."*

   Staff analysis*:* Parcel 242833 is a 2.743-acre property that is zoned R-M. The site currently contains the existing Aspen Circle apartments, a 40-unit apartment complex Multifamily uses exist to the north, south, and east. The requested site-specific rezone to R-H is consistent with the Urban Neighborhood Future Land Use Designation and zoning options outlined in the Comprehensive Plan. The City of Ellensburg Housing Action Plan adopted by Resolution No. 2021-30 in 2021 found that housing production is not keeping up with growth, and that more housing units and more midsized options for smaller households are needed. Therefore, staff finds that conditions have changed since the imposition of its existing zoning.

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

   Applicant narrative: *"Quality housing is a critical component of public health and general welfare. By increasing the number of housing units within walking distance of Central Washington University and along 14th Avenue transit routes, fewer car trips will be required to get to basic services resulting in lower emissions and shorter commutes. Increased density along 14th Avenue would also reinforce the urban edge of campus, creating more diversity in the types of housing, which already accommodates many multi-family dwellings, both single and multi-story. The existing Aspen Circle Apartments are going to need substantial upgrades in the near future, independent of the zoning designation, to improve the general welfare of its residents. Changing the designation to Residential-High (R-H) would be beneficial to the City of Ellensburg, and could open up more accessible and affordable housing units to current and future tenants."*

Staff analysis: 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, and the applicant will be responsible for meeting all development standards for any future development plans in ECC Title 15, as applicable. The City of Ellensburg Housing Action Plan adopted by Resolution No. 2021-30 in 2021 found that housing production is not keeping up with growth, and that more housing units and more midsized options for smaller households are needed. The rezone of parcel 242833 to R-M zoning would allow for more multifamily density on the property. Therefore, the proposed rezone bears a substantial relationship to the public health, safety, morals and general welfare of the City of Ellensburg.

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

Applicant narrative: *"The Ellensburg Comprehensive Plan (ECP) states a desire for a variety of housing types to help address housing affordability and diversity in Ellensburg. High density targets 8 to18 units per acre, specifically north of the CWU campus in the Urban Neighborhood designation. "This designation accommodates a wide range of housing types and allows for the development of transitional areas between lower density neighborhoods and higher density residential" (pg. 21). Residential high density makes up only 1.4% of Ellensburg's Current Land Use Designation, which is insufficient given the current high demand for housing and ECP's projected growth statistics.*

Aspen Circle Apartments are located one block from CWU, the largest employer in Ellensburg and Kittitas County more broadly. Current residents of Aspen Circle walk or bike to CWU because the location is closer than many campus parking lots. The site is also only two blocks east of the Palouse to Cascades State Park Trail and the nearby Kiwanis Park. City services and existing infrastructure can support additional housing along the north edge of campus as 14th Avenue is a minor arterial street planned for higher density development. Increased density along transit corridors also promotes sustainability, another stated goal of the ECP, by reducing sprawl at the edges of the city and concentrating multi-family housing in areas with the highest demand.

Approximately 70% of households in Ellensburg are renter-occupied according to the ECP, and the majority of renters consist of one or two person households. The demand for studio and one-bedroom apartments exceeds the current supply as stated in the Comprehensive Plan: "There are nearly 2,500 households with only one member, yet there are less than 1,900 studio and one-bedroom housing units combined, and much of the current supply of smaller unit apartment homes are marketed exclusively to students…it is likely that there are people living in larger shared houses that would prefer to live in a studio or one bedroom unit" (pg. 37). As of the first quarter of 2023, the Washington State Apartment Market Report stated that Kittitas County had the lowest vacancy rate in the state at 1.1%, with only four vacant one-bedroom units in the County. The December 2023 report shows a substantial percentage increase in total number of units, but only 25 vacant one-bedroom units. In the Existing Housing Stock section, the Ellensburg Comprehensive Plan highlights

that "very low vacancy rates cause housing prices to increase…[, and] may lead to decreases in civic activity, safety, and property values" (pg. 38). By changing the zoning designation at Aspen Circle Apartments to Residential-High, more housing units can be built to address the demand and affordability challenges facing Ellensburg."

Staff analysis: The Comprehensive Plan's Future Land Use Designation for the parcel is Urban Neighborhood, accommodating a mixture of residential uses. The Plan's Future Land Use-Zoning Conversation Table indicates the rezone request to R-H is consistent with the Future Land Use Map. According to the Comprehensive Plan, Urban Neighborhood accommodates areas close to the University campus, accessible by public transportation, close to other goods and amenities, and where city services and infrastructure are readily available. Implementing zoning districts that accommodate higher density housing types are more appropriate adjacent to parks and the University campus, along transit routes and principal and minor arterials, on local streets adjacent to commercial areas and served by transit routes, and near recreational activity centers, shopping centers, and entertainment areas. The subject property is ±.6 miles away from Kiwanis Park, ±.4 miles away from CWU, and served by Ellensburg Central Transit Route 16, which runs along NE 14th Avenue.

In addition, the request for R-H zoning is consistent with the following goals and policies in the Comprehensive Plan:

- **Goal LU-1**: Encourage development that creates a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible to neighborhoods.
    - **Policy A**: Encourage infill development and increased residential density in and around the downtown area.
    - **Policy B**: Integrate new development with consideration to design and scale that complements existing neighborhoods and provides effective transitions between different uses and intensities.
- **Goal LU-2**: Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation.
    - **Policy A**: Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth.

Based on the preceding, the proposed rezone is consistent with the Comprehensive Plan.

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.

Applicant narrative: *"As described in Ellensburg's Land Development Code (15.300.040), 'the R-H zone is intended to comprise areas for high density multifamily residential development in areas served by transit…Use of this zone is appropriate for areas designated residential neighborhood, blended residential neighborhood, urban*

neighborhood, neighborhood mixed-use, or community mixed-use in the comprehensive plan.' R-H zoning is consistent with the Urban Neighborhood Land Use designation in the Ellensburg Comprehensive Plan. Walkability, specifically the proximity to CWU, and access to public transit, make the Aspen Circle property a prime candidate for R-H zoning. The change from R-M would not be a burden on public services or surrounding lots as the subject property is bordered by other multi-family development, a large church, and university-owned properties to the south. The change from R-M to R-H would be compatible with the scale and character of existing development, and is an opportunity to improve the walkability and bikeability of the current streetscape along 14th Avenue."

Staff analysis: 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. Therefore, the proposed rezone to R-H is consistent with ECC Title 15 regulations and related Ellensburg development and construction standards as applicable.

Staff Conclusion: Based on the assessment above, Community Development finds the proposal to be consistent with rezone evaluation criteria of ECC 15.250.060(C).

V. RECOMMENDATION

Based on Community Development's evaluation, Staff recommends that the Hearing Examiner recommend approval of City of Ellensburg Rezone Request P26-024: from R-M to R-H on Parcel # 242833 – to be forwarded to the Ellensburg City Council.

Staff has no recommended conditions associated with approval of this request.

EXHIBITS:

- **A.** Approved Boundary Line Adjustment (P25-138)
- **B.** Location Map
- **C.** Current Zoning Map
- **D.** Comprehensive Plan Future Land Use Map
- **E.** Comprehensive Plan Future Land Use - Zoning Conversion Table
- **F.** Affidavit of Publication, *Ellensburg Daily Record*
- **G.** Posted Land Use Action Sign
- **H.** Affidavit of Posted Land Use Action Sign
- **I.** Affidavit of Mailed Notice
- **J.** Rezone Application, Narrative, & Site Plan
- **K.** City of Ellensburg Public Works Comments
- **L.** City of Ellensburg Fire Marshal Comments

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Ordinance 4990 (Second Reading) - June 2026 Development Regulations Amendments (Public Comment Opportunity)
Submitted by:	Mark Rud, Associate Planner
Department:	Community Development

Suggested Motion/Action:
Move to conduct second reading and adoption of Ordinance 4990, amending Titles 3 and 5 of the Ellensburg City Code.

Background/Summary:
The proposed June 2026 Development Regulations Amendments contain several focus areas, with the general intention of compliance with imminent and future state law preemptions required for local development regulations, including a new SEPA exemption; revisions to landmarks designations and murals; clarifying existing process provisions including those applicable by statute; and several staff-initiated elements intended to implement adopted housing policies.

On May 28, 2026, the Planning Commission held a public hearing to review the proposed amendments. The Planning Commission unanimously recommended approval of the proposed code changes, with one amendment as analyzed in June 15, 2026 Council packet agenda item 8.A and incorporated into the ordinance provided for the first reading.

On June 15, 2026 Associate Planner Mark Rud presented the proposed amendments as part of a public hearing prior to first reading during the regular City Council meeting. City Council approved a motion to adopt the proposed amendments and Planning Commission's recommendations, finding that the updates are consistent with requirements listed in ECC 15.250.100(C).

Previous Council Action:
On June 15, 2026, City Council voted to approve amendments to Titles 3 and 15 of the Ellensburg City Code and performed first reading of Ordinance 4990.

Analysis:
According to ECC 15.250.100(C), the Council may approve Land Development code amendments if:

1. The amendment is in accordance with the comprehensive plan;
2. The amendment will not adversely affect the public health, safety or general welfare;

3. The amendment is not contrary to the best interest of the citizens and property owners of the city.

The proposed amendments are consistent with goals and policies of multiple chapters in the comprehensive plan, as they support required updates, processes, code sections, land use, and housing. The amendments are minor in nature, and therefore do not adversely affect public health, safety, or general welfare of the community. The amendments are proposed in effort to support consistent, fair, and easily understandable review processes within the Community Development Department and to forward adopted city policies for housing, which are in the best interest of citizens and property owners of the City.

After Council's approval and first reading of the proposed ordinance 4990 without changes, staff recommends Council approve and conduct second reading of Ordinance 4990.

Financial Impact:
N/A

Budget Adjustment: No

Attachments:
1. Ord 4990
2. EXHIBIT A - Ord 4990 ECC Amendments Summary Table

ORDINANCE NO. 4990

AN ORDINANCE RELATING TO REGULATING LAND DEVELOPMENT WITHIN THE CITY OF ELLENSBURG: AMENDING CHAPTER 3.01 “BUILDING CODES”; AMENDING CHAPTER 15.130 “DEFINITIONS”; AMENDING CHAPTER 15.210 “PERMIT REVIEW PROCESS “TYPES””; AMENDING CHAPTER 15.220 “PERMIT REVIEW PROCEDURES”; AMENDING CHAPTER 15.230 “GENERAL PROVISIONS FOR PERMIT APPLICATION HEARINGS AND APPEALS”; AMENDING CHAPTER 15.240 “NONCONFORMANCE”; AMENDING CHAPTER 15.270 “ENVIRONMENTAL PROCEDURES—STATE ENVIRONMENTAL POLICY ACT (SEPA)”; AMENDING CHAPTER 15.280 “ELLENSBURG LANDMARKS REGISTER AND PROCEDURES”; AMENDING CHAPTER 15.285 “MURALS”; AMENDING CHAPTER 15.310 “PERMITTED USES”; AMENDING CHAPTER 15.320 “BUILDING SETBACK AND INTENSITY STANDARDS”; AMENDING CHAPTER 15.330 “DENSITY BONUS INCENTIVES”; AMENDING CHAPTER 15.340 “INDEX OF SUPPLEMENTAL USE CRITERIA”; AMENDING CHAPTER 15.510 “SITE ORIENTATION”; AMENDING CHAPTER 15.530 “BUILDING DESIGN”; AMENDING CHAPTER 15.540 “HOUSING TYPE STANDARDS”; AND AMENDING CHAPTER 15.550 “OFF-STREET PARKING”.

WHEREAS, in recent years the Washington State Legislature has passed a number of pieces of legislation regarding code cities, growth management, and local project review that require local governments to implement obligations and preemptions thereto, including as required under the Revised Code of Washington (RCW) Chapters 35A.21 and 36.70A for the siting of manufactured housing, the addition of dwellings within the envelope of existing buildings, exterior building cladding materials, landmarks designations, child care centers, affordability periods for housing developed under density bonuses, retrofits of existing buildings for residential housing, passive house requirements, and roof-mounted solar energy panels; and

WHEREAS, the City of Ellensburg adopted Resolution 2026-06 imposing reasonable building and project permit fees, thereby satisfying RCW 36.70A.160(1)(b); adopted Ordinance 4975 in part revising minor project design review timelines from 100 days to 65 days from project permit determination of completeness per ECC Tables 15.210.040(B) and 15.210.050(A), thereby satisfying RCW 36.70A.160(1)(a); adopted the April 5, 2011 “Interlocal Agreement for Provision of Building Inspection and Plan Review Services” with Kittitas County, thereby satisfying RCW 36.70A.160(1)(c); and adopts amendments herein waiving preapplication meeting requirements for residential developments with two or fewer dwelling units on a lot, thereby satisfying RCW 36.70A.160(1)(g); and has therefore implemented adequate provisions set forth in RCW 36.70B.160(1) pursuant to the requirements of RCW 36.70B.080(1)(l)(ii) authorizing full project permit fee collections; and

WHEREAS, the City of Ellensburg is not subject to provisions of RCW 36.70B.080(2) pursuant to RCW 36.70A.215(5); and

WHEREAS, RCW 36.70B.110 provides for flexibility in methods of public notice between categories or types of project permits; and

WHEREAS, RCW 36.70B.140 allows local regulations to exclude administrative project permits from certain noticing requirements under the Local Project Review Act; and

WHEREAS, the City desires to provide appropriate regulations for uses of land and definitions thereto to create conformity between separate and related provisions within the Land Development Code for greater formatting clarity and the applicability of its existing and amended provisions.

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

Section 1. The recitals set forth above are hereby adopted as the findings of the City Council and are by this reference incorporated herein as if set forth in their entirety.

Section 2. Section 3.01.080 of the Ellensburg City Code, as last amended by Ordinance 4981, Section 3, is hereby amended to read as follows.

3.01.080 Adoption—Codes designated.

The following codes and their amendments are found to be in conformance with the requirements of the State Building Code Act, enacted by the Legislature of the state of Washington, December 1991, chapter 19.27 RCW, and with adoptions and amendments by the Washington State Building Code Council made pursuant to chapters 19.27 and 70.92 RCW, and are adopted by reference as a part of the Ellensburg City Code, subject to RCW 35A.21.440:

A. The most current edition of the International Building Code (IBC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-50 WAC, and including appendices C and D to the International Building Code; except that the following sections of the International Building Code are hereby further amended to read as follows:

   105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

   Building:

   1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet (11 m^2).

   2. Fences not over 8 feet (2,134 mm) high.

3. Oil derricks.

4. Retaining walls that are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.

5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925 L) and the ratio of height to diameter or width is not greater than 2:1.

6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.

7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

8. Temporary motion picture, television and theater stage sets and scenery.

9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18,925 L) and are installed entirely above ground.

10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.

11. Swings and other playground equipment accessory to detached one- and two-family dwellings.

12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support.

13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1,753 mm) in height.

14. Replacement of residential domestic hot water heaters within a single dwelling unit.

105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one (1) year after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one (1) year after the time the work is commenced. The building official is authorized to grant, in writing, one extension of time, for a period not more than one (1) year. The extension shall be requested in writing at least seven (7), but no more than sixty (60) calendar days prior to the date the original permit becomes invalid and justifiable cause demonstrated.

Appendix D Fire Districts.

D 101.2 Establishment of Area. For the purpose of this code, the fire district shall include that area bounded by public rights-of-way that are zoned as Central Commercial (C-C) in the city of Ellensburg as provided for in Title 13 of the Ellensburg City Code. Subsections D 101.2.1, D 101.2.2 and D 101.2.3 of Appendix D of the International Building Code are inapplicable to this section.

Section D101.3 General. Use of Easements for Fire Separation. Use of the area encompassed by a private property easement which prohibits the construction of

conflicting buildings may be used as the property line for the purpose of setbacks related to fire resistances and required building setbacks, subject to the following conditions:

1. Acceptance of the easement restricting any new buildings is subject to approval by the Building Official.

2. The decision of the Building Official shall be based upon the following factors:

A. Satisfactory arrangements for the placement of new and existing utility service lines on both the subject and the easement property. Any such work deemed necessary by the creation of the easement shall be borne by the Applicant.

B. Removal of all existing buildings in the proposed easement area which are deemed by the city's fire marshal to present a fire hazard by virtue of their proximity to the proposed new building location on the subject easement. Any such work deemed necessary by the creation of the easement shall be borne by the Applicant.

C. Construction of fences and other improvements other than buildings in the restricted easement area shall be subject to the review and approval of the Building Official.

D. Placement of building eaves or projections beyond the exterior wall which are contained on the subject building's property, and do not cause any material problems of drainage or other physical impact off the subject property.

3. The easement authorized by this section, if approved by the Building Official, may only be used to meet the fire resistance and opening protection requirements of the International Building Code. Use of the easement to meet other requirements or allow additional development is prohibited.

4. Such easement, if accepted by the Building Official, shall name the City of Ellensburg as one of the beneficiaries and holders of the easement. Further language describing and locating said easement shall be recorded with the Kittitas County Auditor as a covenant on the land, subject to all legal and customary conditions as they apply to easements. Further, such easement may not be eliminated or changed in any respect without the written permission of the City of Ellensburg.

5. The above provisions shall not apply to walls at right angles to the property line.

B. The most current edition of the International Residential Code (IRC) with Washington State amendments, including appendices A, B, C, and D thereto, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-51 WAC; except that the following section of the International Residential Code is hereby amended to read as follows:

Section R105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one (1) year after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one (1) year after the time the work is commenced. The building official is authorized to grant, in writing, one extension of time, for a period not more than one (1) year. The extension shall be requested in writing at least seven (7), but no more than sixty (60) calendar days prior to the date the original permit becomes invalid and justifiable cause demonstrated.

Recommencement after expiration. An expired permit may be recommenced one (1) time for a period not to exceed one (1) year subject to the following conditions:

C. The most current edition of the International Existing Building Code (IEBC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-50 WAC.

D. The most current edition of the International Mechanical Code (IMC) with Washington State amendments, published by the International Code Council, Inc., as adopted and amended by the Washington State Building Code Council, chapter 51-52 WAC.

E. The most current edition of the International Fire Code (IFC) with Washington State amendments, including the following appendices as they relate to the general fire code standards: B, C, D, E, F, and G to the International Fire Code are hereby adopted and amendments thereto as referenced in chapter 3.03 ECC; provided, that notwithstanding any wording in this code, participants in religious ceremonies shall not be precluded from carrying hand-held candles. In accordance with chapter 19.27 RCW, the International Fire Code published by the International Code Council, Inc., together with any additions, deletions, and exceptions currently enacted or as may be amended from time to time by the state of Washington through its Building Code Council pursuant to the Washington Administrative Code (WAC), and as further amended in this chapter, is hereby adopted and incorporated by this reference. One copy of the International Fire Code and the appendices adopted below are on file with the city's fire code official. To the extent allowed by RCW 19.27.040, if a conflict exists between the provisions of the International Fire Code adopted and amended by the Washington State Building Code Council and the provisions of chapter 3.03 ECC, the Ellensburg City Code provisions shall govern.

F. The most current edition of the Uniform Plumbing Code (UPC) and Uniform Plumbing Code Standards, published by the International Association of Plumbing and Mechanical Officials, as adopted and amended by the Washington State Building Code Council, chapters 51-56 and 51-57 WAC.

G. The most current edition of the International Energy Code with Washington State amendments, as adopted by the Washington State Building Code Council, chapters 51-11, 51-11C and 51-11R WAC, subject to RCW 35A.21.440.

H. Uniform Code for the Abatement of Dangerous Buildings and amendments thereto, 1997 Edition, published by the International Conference of Building Officials.

I. Code precedence. In case of conflict among the codes enumerated in this section, the following shall be the order of precedence:

1. International Building Code, standards and amendments;
2. International Residential Code, standards and amendments;
3. International Mechanical Code, standards and amendments;
4. International Fire Code, standards and amendments;
5. Uniform Plumbing Code, standards and amendments.

(Ord. No. 4981, § 3, 4-6-2026; Ord. 4857 § 1, 2020; Ord. 4643 § 2, 2013; Ord. 4566 § 7, 2010; Ord. 4553 § 1, 2009; Ord. 4543 § 1, 2009; Ord. 4486 § 1, 2007; Ord. 4450 § 1, 2006; Ord. 4390, 2004; Ord. 4384, 2004; Ord. 4302, 2001; Ord. 4245, 2000; Ord. 4159, 1998; Ord. 4121, 1997; Ord. 4002 § 1, 1995; Ord. 3799 § 2, 1992; Ord. 3667 § 1, 1989; Ord. 3655 § 1, 1989; Ord. 3600 § 1, 1987; Ord. 3538 § 1, 1986; Ord. 3531 § 1, 1986; Ord. 3466 § 1, 1984; Ord. 3447 § 1, 1984; Ord. 3266 § 1, 1980; Ord. 3257 § 1, 1980)

Section 3. Section 15.130.190 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 12, is hereby amended to read as follows:

15.130.190 S definitions.

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

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

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

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

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

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

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

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

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

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

Sleeping unit means an independently rented or owned and lockable unit that provides living and sleeping space. Sleeping units may not have both private sanitation and kitchen facilities; however, kitchenettes may be provided.

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

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

Start of construction includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the

installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start date of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

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

Storefront street means any street designated as such under Chapter 15.510 ECC. For the purpose of this Title, storefront streets serve as "major pedestrian corridors" pursuant to RCW 35A.21.440.

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

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

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

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

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

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

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

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

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

The term does not, however, include either:

1. Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or

2. Any alteration of a "historic structure," listed on the National Register of Historic Places or a State Inventory of Historic Places; provided, that the alteration will not preclude the structure's continued designation as a "historic structure."

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

(Ord. No. 4975, § 12, 11-17-2025; Ord. 4878 § 11, 2021; Ord. 4807 § 11, 2018; Ord. 4803 § 1, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 4. Section 15.210.040 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 16, is hereby amended to read as follows:

15.210.040 Permit review process types—Decision-making, procedures and notice requirements.

A. *Decision-making and appeal process.* Table 15.210.040(A) sets out the permit review decision-making and appeal processes for the permit review process types.

Table 15.210.040(A)
Decision-Making and Appeal Process for Permit Review Process Types

	Type I	Type II	Type III	Type IV	Type V
Final decision made by:	Director or designated decision-maker (see ECC 15.210.050(A))	Director or designated decision-maker (see ECC 15.210.050(B))	Designated decision-maker (see ECC 15.210.050(C))	Designated decision-maker (see ECC 15.210.050(D))	City council
Recommendation made by:	NA	NA	Designated body	Designated body	Planning commission
Open record predecision public hearing	No	No Except that landmarks and design commission holds an open record public hearing (see chapter 15.280 ECC)	Yes	Yes	Yes Multiple open record predecision hearings can be held
Open record appeal public hearing	Yes	Yes, except for landmarks and design commission decisions which have a closed record appeal to the hearings examiner	No	No	No
Closed record appeal hearing	No	No, except for landmarks and design commission decisions which are	Yes	No	No

		appealed to the hearings examiner			
Appeal to:	Superior court	Hearing examiner	Superior court or city council	Superior court	Superior court or to the growth management hearings board if GMA action
Judicial appeal (see ECC 15.230.100)	Yes	Yes	Yes	Yes	Yes

B. *Procedures.* Table 15.210.040(B) sets out the permit review procedures for the five permit review process types.

Table 15.210.040(B)
Procedures for Permit Review Process Types

	Type I~~3~~	Type II~~3~~	Type III~~3~~	Type IV~~3~~	Type V
Preapplication meeting (see ECC 15.220.010)[1]	No	No[1]	Yes	Yes	No
Notice of complete application (see ECC 15.220.030)	~~No~~Yes	Yes	Yes	Yes	No
Notice of application (see ECC 15.220.040)	No	Yes	Yes	Yes	No
SEPA determination (see chapter 15.270 ECC)	No	Yes, if applicable	Yes, if applicable	Yes, if applicable	Yes, if applicable
Notice of hearing (see ECC 15.230~~.020~~)	No	~~No~~Yes, if applicable	Yes	Yes	Yes

Notice of decision (see ECC 15.220.080)	Yes, if applicable	Yes	Yes	Yes	Yes
Review period (see ECC 15.220.070)[2, 3, 4]	65 days	100 days	120 days	120 days	No

Notes/conditions:

1. A preapplication meeting shall be required for all Type III or IV permits, multifamily projects, townhouses, commercial projects, industrial projects, major design review projects, binding site plans, and short subdivisions. See ECC 15.220.010.

2. Preliminary short subdivisions and preliminary long subdivisions have a 90-calendar-day deadline for issuance from date of filing, subject to eligible extensions pursuant to RCW 58.17.140(1). All final plats and short plats must issue in 30 calendar days from date of filing. See RCW 58.17.140, and ECC 15.260.060 & 15.260.120. "Date of filing" is the date an application is determined complete pursuant to ECC 15.220.030. SEPA threshold determinations must be made within ninety days from application completeness pursuant to RCW 43.21C.033; see Chapter 15.270 ECC.

3. Permit review periods are calculated from the date the application is determined complete; see ECC 15.220.030.

4. Review timelines do not include circumstances in which an applicant and the department agree in writing upon an extension to the processing timeline; any time in which the department is waiting on the applicant to submit information necessary for application processing that has been requested by the department in writing; or, any other exception of ECC 15.220.070.

C. *Notice requirements.* Table 15.210.040(C) sets out the notice requirements for the five permit review process types.

Table 15.210.040(C)
Notice Requirements for All permit Application Types, Unless Otherwise Stated.
See chapter 15.220 ECC.

	Send to property owners	Newspaper legal notice (see ECC 15.220.040)	Post property (see ECC 15.220.050)	Send to agencies with	Send to applicant	Send to parties who comment, testify, or

	within 300'			jurisdiction (for SEPA)		request notice
Notice of completeness (see ECC 15.220.040)					X	
Notice of application (see ECC 15.220.040)[1]	X, except for Type I permits	X, except for Type I permits	X, except for Type I and II permits	X		
SEPA Notice ~~determination~~ (see ~~chapter~~ 15.270.140 ECC)[1]	X	X	X	X	X	X
Notice of open record ~~predecision~~ hearing, if applicable	X	X	X, except for Type I and II permits	X, for SEPA appeals only	X	
Notice of decision (see ECC 15.220.080)[1]		X, except for Type I and II permits	X, except for Type I and II permits		X	X
Notice of closed record ~~or appeal~~ hearing, if applicable	X, for appeals only	X, for appeals only	X, for appeals only	~~X~~	X	X

Notes/conditions:

1. Any SEPA review requires applicable public notice; see ECC 15.220.040, 15.220.050, ~~080, 15.230.020(C)~~ and ~~Chapter~~ 15.270.140 ~~ECC~~.

(Ord. No. 4975, § 16, 11-17-2025; Ord. No. 4951, § 4, 12-16-2024; Ord. No. 4935, § 3, 12-18-2023; Ord. 4807 § 16, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 5. Section 15.220.010 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 18, is hereby amended to read as follows:

15.220.010 Preapplication meeting.

A preapplication meeting is required prior to submitting an application for any Type III or IV permit, major design review project (Type II review) permit, short plats (Type II review), binding site plans, ~~duplexes,~~ multifamily projects, townhouses, and commercial or industrial projects. Other applications may be required to have a preapplication meeting at the discretion of the director based on the complexity of the project; except, projects that result in a single dwelling on one lot, two principal dwellings on one lot (such as a duplex), or one principal dwelling plus one accessory dwelling on one lot (such as a single-family home and a detached ADU), shall not require a preapplication meeting.

Applicants for other permits are encouraged to request a preapplication meeting with the city. Preapplication meetings with staff provide an opportunity to discuss the proposal in general terms, identify the applicable city requirements and the permit review process including the permits required by the action, timing of the permits and the approval process.

The director shall specify submittal requirements for preapplication meetings, which shall include a critical areas information form if critical areas are involved with the project. Plans presented at the preapplication meeting are nonbinding and do not "vest" an application or a proposed project unless such plans have been submitted as part of a project permit application that previously has been deemed complete by the city. A summary of a preapplication meeting, including any documentation provided to the city by the applicant or to the applicant by the city, shall be made and included in the project file following the meeting.

(Ord. No. 4975, § 18, 11-17-2025; Ord. 4807 § 18, 2018; Ord. 4803 § 3, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 6. Section 15.220.020 of the Ellensburg City Code, as last amended by Ordinance 4951, Section 5, is hereby amended to read as follows:

15.220.020 Application.

A. *Who may apply.* An application may be submitted by:

1. The property owner or any agent of the property owner with written authorization of agency to submit the application for the property owner for any Type I, II, III or IV

permit. The city council, planning commission, or city staff may initiate a Type V application except for comprehensive plan amendments which are governed by ECC 15.250.090.

2. Each applicant submitting a project permit to the city shall designate a single person or entity to receive determinations and notices under this title. The applicant shall include the name, current address and current telephone number of the designated person or entity. The applicant shall be responsible for immediately notifying the city of any change of name, address or telephone number of the designated person or entity.

B. *Submittal requirements.*

1. The director shall prepare written submittal requirements for each type of permit application, including type, detail, and number of copies to be submitted for an application to be deemed complete. The director may waive specific submittal requirements determined to be unnecessary for review of an application. The director may require additional material such as maps, studies, or models when the director determines such material is needed to adequately assess the proposed project. Applicants may obtain application materials from the community development department.

2. In addition to the submittal requirements and conditions set forth above, the following project permit applications require specific submittal materials that are set forth in the identified LDC sections:

   a. Short subdivision, preliminary subdivision, and binding site plan submittal requirements are set forth in chapter 15.260 ECC;

   b. Certificate of appropriateness application requirements are set forth in chapter 15.280 ECC;

   c. Regional retail commercial master site plan application requirements are set forth in chapter 15.390 ECC; and

   d. Critical area determinations are set forth in division VI.

~~3. Eighty percent of all application fees are due at the time of application submittal. The remaining 20 percent is due prior to permit issuance. In the event the department does not issue a decision within the time limits established ECC 15.210.040(B), the remaining 20 percent of the permit fees shall be reduced by the following amounts:~~

~~a. Ten percent of the full permit fee if the decision was delayed no more than ten percent of the overall processing timeline.~~

~~b. Twenty percent of the full permit fee if the decision was delayed more than 20 percent of the overall processing timeline.~~

~~Example: A Type III process has a maximum processing timeline of 120 days from the date of notice of complete application. If the department processes a Type III application and issues the decision between 121 and 132 days, the applicant's complete permit payment will be reduced by ten percent. If the department issues a determination beyond 144 days, the applicant would receive a 20 percent reduction in the permitting fee.~~

~~c. The timelines established in ECC 15.210.040(B) do not include:~~

~~i. Circumstances in which an applicant and the department agree in writing upon an extension to the processing timeline.~~

~~ii. Any time in which the department is waiting on the applicant to submit information necessary for application processing, which has been requested by the department in writing.~~

~~iii. Any exception noted in ECC 15.220.070 or otherwise expressed in chapter 15.220.~~

(Ord. No. 4951, § 5, 12-16-2024; Ord. 4807 § 19, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 7. Section 15.220.030 of the Ellensburg City Code, as last amended by Ordinance 4929, Section 9, is hereby amended to read as follows:

15.220.030 Determination of completeness.

A. *Written determination.* Within 28 calendar days after receiving an application for a Type I, II, III or IV decision, the director shall provide to the applicant a written determination that the application is complete, or that the application is incomplete and what is necessary to make the application complete. If the director does not provide a written determination within the 28 calendar days, the application shall be deemed complete as of the end of the 28th calendar day.

B. *Additional information request and timeline.*

1. If the additional information requested by the director is not fully submitted within 90 calendar days from the date it was requested, the application shall be considered withdrawn and any unspent filing fees, as determined by the director, shall be returned to the applicant. The applicant may submit a written request for up to a 90-day extension of this deadline. The director may grant a single extension if there is a demonstration that the applicant is actively working on obtaining the requested information, and such extension is in the interests of the city.

2. Within 14 calendar days after receiving any additional information needed to make the application complete, the director shall provide to the applicant a written determination that the application is complete, or that the application is incomplete and what is necessary to make the application complete.

C. *Criteria.* A permit application is complete for the purposes of this section when it meets the submittal requirements established by the director in ECC 15.220.020, even though additional information may be required or subsequent project modifications may occur. The determination of completeness shall not preclude the director from requesting additional information or studies either at the time of the determination of completeness or later, if new information is required to complete review of the application or substantial changes in the permit application are proposed.

(Ord. No. 4929, § 9, 11-6-2023; Ord. 4807 § 20, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 8. Section 15.220.080 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 23, is hereby amended to read as follows:

15.220.080 Public notice of final project permit decision.

For final plat approvals and Boundary Line Adjustments, and all Type II, III, and IV project permits, the director shall issue and mail a notice of decision to any person who, prior to the rendering of the decision, requested notice of the decision in writing or provided substantive comment on the proposal, and to the Kittitas County assessor's office. The notice of decision may be a copy of the final report, and must include the SEPA threshold determination and critical area final determination if the project was not categorically exempt from SEPA and critical area determination. The decision notice must state procedures and timelines for eligible administrative appeals under Chapter 15.230 ECC, and state that affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. For Type III and IV permits ~~and SEPA threshold determinations~~, the project permit notice of decision shall also be posted on the subject property and published in the city's official newspaper pursuant to the requirements in ECC 15.220.040(C) and 15.220.050.

(Ord. No. 4975, § 23, 11-17-2025; Ord. 4656 § 1 (Exh. O2), 2013)

Section 9. Section 15.220.095 of the Ellensburg City Code, as adopted by Ordinance 4951, Section 7, is hereby repealed in its entirety.

Section 10. Section 15.230.080 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 32, is hereby amended to read as follows:

15.230.080 Open record hearing or open record appeal hearing proceedings.

A. *Responsibility of director for hearing.* The director shall:

1. Schedule a predecision public hearing or an open record administrative appeal public hearing as applicable. If the matter is a predecision public hearing, the open record hearing shall be heard within 60 calendar days from the issuance of the notice of application, except for Type V hearings which shall be held pursuant to applicable provisions of Chapters 15.210 and 15.220 ECC. If the matter is an administrative appeal of a decision which provides for an open record hearing, such administrative appeal hearing shall be held and a decision made within ~~45~~ 60 calendar days from the date the appeal is filed unless otherwise established by statute.

2. Provide notice of public hearing as required per ECC 15.230.020.

3. Prepare the staff report on the application, which shall be a single report stating all of the decisions made as of the date of the report, including recommendations on a project permit that did not require an open record predecision hearing. The report shall state any mitigation required or proposed under the development regulations or the city's authority under SEPA.

4. Once a decision has been issued, prepare the notice of decision, if required by the hearing body, and mail a copy of the notice of decision to those required to receive such decision.

B. *Conflict of interest; ethics; Open Public Meetings Act; appearance of fairness.* The hearing body shall be subject to the code of ethics (RCW 35A.42.020), prohibitions on conflict of interest (RCW 35A.42.020 and chapter 42.23 RCW), open public meetings (chapter 42.30 RCW), and appearance of fairness (chapter 42.36 RCW) as the same now exist or may hereafter be amended.

C. *Ex parte communication.*

1. No member of the hearing body may communicate, directly or indirectly, regarding any issue in a proceeding before the hearing body, other than to participate in communications necessary to procedural aspects of maintaining an orderly process, unless such member provides notice and opportunity for all parties to participate, except as provided in this subsection:

   a. The hearing body may receive advice from legal counsel;

   b. The hearing body may communicate with staff members on code or procedural matters; and

   c. If, before serving as the hearing body in a quasi-judicial proceeding, any member of the hearing body receives an ex parte communication of a type that could not properly be received while serving, the member of the hearing body, promptly after starting to serve, shall disclose the communication as described in subsection (C)(2) of this section.

2. If a member of the hearing body receives an ex parte communication in violation of this section, he or she shall place on the record:

   a. All written communications received;

   b. All written responses to the communication;

   c. A statement of the substance of all oral communications received and all oral responses made; and

d. The identity of each person from whom the hearing body member received any ex parte communications.

3. Any person in the hearing audience may object to the participation in the hearing of any hearing body member who has placed an ex parte communication on the record and the hearing body member may choose to recuse himself or herself from the hearing or may provide rebuttal to said objection and indicate on the record that he or she believes that they can continue on to hear the matter in a fair and unbiased manner.

D. *Disqualification.*

1. A member of the hearing body who is disqualified through recusal shall not be counted for purposes of forming a quorum. Any member who is disqualified by recusal may do so only by making full disclosure to the audience, abstaining from voting on the proposal, vacating the seat on the hearing body and physically leaving the hearing room.

2. Except for Type V actions, a member absent during the presentation of evidence in a hearing may not participate in the deliberations or decision unless the member has reviewed the evidence received.

E. *Burden and nature of proof.* Except for Type V actions, the burden of proof is on the proponent to demonstrate that the project permit application is supported by proof established on the record that it conforms to the applicable elements of the LDC and comprehensive plan and that any significant adverse environmental impacts have been adequately addressed.

F. *Order of proceedings.* The order of proceedings for a hearing will depend in part on the nature of the hearing. The following shall be supplemented by administrative procedures as appropriate:

Before receiving information on the issue, the following shall be determined:

1. Any objections on jurisdictional grounds shall be noted on the record and, if there is objection, the hearing body has the discretion to proceed or terminate;

2. Any abstentions or disqualifications shall be determined;

3. The hearing body may view the area in dispute with or without notification to the parties, but shall place the time, manner and circumstances of such view on the record;

4. Information shall be received from the staff and then from proponents and then from opponents. The presiding officer may approve or deny a request from a person attending the hearing to ask a question. Unless the presiding officer specifies

otherwise, if the request to ask a question is approved, the presiding officer will direct the question to the person submitting testimony; and

5. When the presiding officer has closed the public hearing portion of the hearing, the hearing body shall openly discuss the issue and may not ask further questions of any person without reopening the public hearing, except that questions to staff of code or procedural clarification or legal question to the city attorney.

G. *Decision and notice of decision.*

1. Following the hearing procedure described in this section, the hearing body shall approve, conditionally approve, or deny the application. If the open record hearing is an administrative appeal, the hearing body shall affirm or reverse the decision that is on appeal.

2. The open record hearing body's written predecision, or final decision for open record appeals, shall be issued within ten working days after the hearing on the project permit application. The notice of any final decision shall be issued pursuant to ECC Table 15.210.040(B) and 15.220.080.

(Ord. No. 4975, § 32, 11-17-2025; Ord. 4807 § 26, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 11. Section 15.230.090 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 33, is hereby amended to read as follows:

15.230.090 Closed record hearing or closed record appeal hearing proceedings.

A. A closed record hearing or closed record administrative appeal hearing shall be heard and decided within ~~45~~ 60 calendar days from the date of a preceding open record hearing or the ~~matter~~ appeal is filed, unless otherwise established by statute.

B. The procedure for closed record hearing or closed record administrative appeal hearing shall be the same as set forth in ECC 15.230.080, except that:

1. The closed record hearing shall be limited solely to the record established in the open record hearing on which the recommendation or decision was made, and the hearing body shall be limited in its review to determining whether the previous recommendation or decision is supported by the record. The closed record hearing body may decide:

a. To uphold the decision as being supported by the record; or

b. Reverse the decision as not being supported by the record.

2. Participation in the closed record hearing shall be limited to the city, including all staff, the applicant for the proposal subject to appeal, parties of record as defined in ECC 15.230.060(B), and for closed record administrative appeals those persons or entities which have timely filed complete written appeal statements and paid the appeal fee. No new testimony or evidence can be entered into the record although the hearing body can seek clarification of the record.

3. Public noticing requirements for closed record hearings and closed record administrative appeals will be limited to persons and methods pursuant to ECC 15.230.025.

C. *Decision and notice of decision.*

1. The hearing body shall approve, conditionally approve, or deny the application when considering a predecision or recommendation. If the closed record hearing is an administrative appeal, the hearing body shall affirm or reverse the decision that is on appeal.

2. Where the closed record hearing provides for a final decision by a hearing body serving as decision-maker, the hearing body's written decision shall be issued within ten working days after the hearing on the project permit application. The notice of decision shall be issued pursuant to ECC Table 15.210.040(B) and 15.220.080.

(Ord. No. 4975, § 33, 11-17-2025; Ord. 4807 § 27, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 12. Section 15.240.040 of the Ellensburg City Code, as last amended by Ordinance 4656, Section 1, is hereby amended to read as follows:

15.240.040 Nonconforming use.

A. *Expansion of nonconforming uses.* No existing building, structure, or land devoted to a nonconforming use shall be expanded, enlarged, extended, reconstructed, intensified, or structurally altered unless the use thereof is changed to a use permitted in the district in which such building, structure, or land is located except as follows: When authorized by conditional use permit, a benign nonconforming use may be expanded, enlarged, extended, reconstructed, intensified, or structurally altered as long as the intensity of the benign nonconformity is the same or smaller.

B. *Change of nonconforming use.* When authorized by the director, a benign nonconforming use may be changed to a similar use that does not increase the intensity of impacts on surrounding conforming uses. For example, a change from a benign nonresidential use in a residential zone to another benign use shall be acceptable.

C. *Discontinuance of nonconforming use.* When a detrimental nonconforming use of land or a nonconforming use of all or part of a structure is discontinued or abandoned for a period of

12 months, such use shall not be resumed, notwithstanding any reserved intent not to abandon such use. Normal seasonal cessation of use, or temporary discontinuance for purposes of maintenance or improvements, shall not be included in determination of the 12-month period of discontinuance. Evidence that such use has been actively available and marketed for sale or lease shall be considered by the director in determining if a nonconforming use has been discontinued.

D. *Reversion to nonconforming use.* If a nonconforming use is changed to a permitted use, the nonconforming use shall not be resumed.

E. *Residential exception to nonconforming use status.* Legally established residential uses located in any zoning district shall not be deemed nonconforming in terms of use and density provisions and shall be a legal use.

F. *Residential exception for existing buildings.* Housing units shall be permitted up to 50 percent greater density than allowed in a property's commercial, mixed-use, or residential zone permitting multifamily housing. Any such housing pre-existing adoption of this exception, or new housing proposed in an existing non-conforming structure whose building envelope contains existing residential density within the limitation of this exception, shall be a legal use without review under this Chapter pursuant to RCW 35A.21.440.

(Ord. 4656 § 1 (Exh. O2), 2013)

Section 13. Section 15.240.060 of the Ellensburg City Code, as last amended by Ordinance 4656, Section 1, is hereby amended to read as follows:

15.240.060 Nonconforming lots.

A. *Residential zones.* In any residential zone, and in nonresidential zones where single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected or modified on any nonconforming lot of record, even though such lot fails to meet lot area and width requirements of the zone in which such lot is located; provided, that:

1. Such lot is in separate ownership; and

2. The proposed development meets other applicable development standards such as setbacks and building height.

B. *Other districts.* In any other district, permitted building and structures may be constructed on a nonconforming parcel or legal lot of record, provided applicable development standards such as setbacks, landscaping, and off-street parking requirements are met.

C. *Manufactured home exception.* Placement of manufactured homes on lots where existing setback or building separation requirements cannot be met is subject to the permissions established in ECC 15.340.030.

(Ord. 4656 § 1 (Exh. O2), 2013)

Section 14. Section 15.270.110 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 37, is hereby amended to read as follows:

15.270.110 Categorical exemptions—Adoption by reference.

A. The city adopts by reference the following sections of chapter 197-11 WAC, as now existing or hereafter amended, as supplemented in this chapter:

197-11-305	Categorical exemptions
197-11-800	Categorical exemptions (except as noted in subsection (B) of this section)
197-11-880	Emergencies
197-11-890	Petitioning DOE to change exemptions

B. The city establishes the following exempt levels for minor new construction under WAC 197-11-800(1)(b):

1. Construction or location of up to nine detached single-family dwelling units (WAC 197-11-800(1)(b)(i).
2. Agricultural structures including construction of a barn, loafing shed, farm equipment storage building, produce storage or packing structure, or similar agriculture structure, covering up to 10,000 square feet and to be used only by the property owner or his or her agent in the conduct of farming the property. This exemption shall not apply to feed lots (WAC 197-11-800(1)(b)(ii)).
3. Construction of an office, school, commercial, recreational, service or storage building, up to 12,000 square feet and associated parking facilities designed for up to 20 automobiles (WAC 197-11-800(1)(b)(iii)).
4. Parking lots for 20 or fewer automobiles that are not associated with a structure.
5. Any fill or excavation of up to 200 cubic yards throughout the lifetime of the fill or excavation and any excavation, fill, or grading necessary for an exempt project listed in WAC 197-11-800(1)(b)(i), (ii), (iii), and (iv).

C. In addition to the foregoing, the city of Ellensburg acknowledges statutory SEPA exemptions for the following projects when applicable:

1. The addition of one or more residential units within an existing building, pursuant to RCW 35A.21.440(2)(i);
2. The placement of an array of solar energy generation panels or associated equipment of less than 1,000 square feet or construction of structures supporting such panels and equipment with a footprint of less than 1,000 square feet, pursuant to RCW 43.21C.260 but subject to the exceptions therein;
3. Watershed restoration and fish habitat enhancement projects pursuant to RCW 43.21C.0382; and
4. Installation of one or more battery charging stations or battery exchange stations, pursuant to RCW 43.21C.410.

(Ord. 4807 § 37, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 15. Section 15.280.090 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 44, is hereby amended to read as follows:

15.280.090 Ellensburg landmarks register.

There is hereby created an Ellensburg landmarks register.

A. *Criteria for eligibility to the register.* Any building, structure, site, object, or district may be designated for listing in the Ellensburg landmarks register if it is significantly associated with the settlement, development, architecture, politics, economy, social history, archaeology, or cultural heritage of the community; retains integrity of location, setting, design, materials, workmanship, feeling, and association; is at least 50 years old; and if it meets at least one of the following criteria:

1. Is associated with events that have made a significant contribution to the broad patterns of local, state, or national history;

2. Is closely linked with the life of a person important in the history of the city, state, or nation;

3. Embodies the distinctive visual characteristics of an architectural type, period, style, or method of construction;

4. Is an outstanding work of a designer, builder, or architect;

5. Has yielded, or may be likely to yield, important archaeological information related to history or prehistory; and/or

6. Because of prominent spatial location, contrasts of siting, age, or scale, it is an easily identifiable visual feature of its neighborhood and contributes to the distinctive identity of that neighborhood.

B. *Process for designating properties to the landmarks register (a Type II review process exception).*

1. Any person may nominate a building, structure, site, object, or district for inclusion in the Ellensburg landmarks register. Members of the commission or the commission as a whole may generate nominations. In its designation program, the commission shall consider the Ellensburg historic resource inventory and the Ellensburg comprehensive plan. Owner(s)' consent is required before the commission shall consider the nomination.

a. *Owner exception for historic districts*. The owner's consent shall not be required if a building, structure, site or object to be designated is located within a historic district established pursuant to this Chapter.

b. *Owner exception for age.* The owner's consent shall not be required if the nominator has provided documentation showing that a building, structure, site or object to be designated is more than 125 years old, subject to a written determination by the landmarks and design commission verifying its age.

2. Nominations shall be made on forms provided by the commission. Completed nominations received by the commission will be scheduled for review within 15 working days of a determination the application is complete.

3. The commission shall consider the merits of the nomination at a public hearing, in accordance with the criteria for eligibility set forth in subsection (A) of this section, and according to the nomination review process.

4. Adequate notice shall be given to the general public, the property owner(s), the author of the nomination, and lessees, if any, prior to the public hearing. Such notice shall include publication in a newspaper of general circulation in Ellensburg.

5. Within 100 days of a determination the nomination application is complete and within ten working days of holding the public hearing, the commission shall render a decision on whether a nominated property meets the criteria set forth in subsection (A) of this section. If the finding is that the nominated property meets the criteria set forth in subsection (A) of this section, the property shall be officially listed as a landmark, landmark site, or landmark district or part thereof. Notice of the decision shall be noticed pursuant to Chapter 15.210. If the listed property is adjacent to the boundary of an existing landmark district, said boundary shall be amended accordingly. If the listed property will create a new landmark district, then the listed area shall be designated on the official zoning map to indicate the district is on the landmarks register. An isolated property shall be designated on the official zoning map to indicate the property is on the landmarks register.

6. For individual landmark designations, the commission shall include in its designation the applicable criteria on which the listing is based, a legal description of the property, and a list of all significant features that contribute to its historic character.

7. For landmark district designations, the commission shall include in its designation recommendation the applicable criteria, a description of the boundaries of the district, and a list of all buildings, structures, sites, and objects which contribute to its historic character.

8. Whenever the commission rejects the nomination of all or any part of a property, the commission shall, within ten working days, issue a written decision including

reasons supporting the determination that the criteria set forth in subsection (A) of this section have not been met. Notice of the decision shall be noticed pursuant to Chapter 15.210 ECC.

9. The commission's decision on a COA may be appealed to the hearing examiner in a closed record appeal hearing.

10. Properties listed in the Ellensburg landmarks register shall be recorded on official zoning records with an "LR" (for landmarks register). This designation shall not change or modify the underlying zone classification.

C. *Downtown and residential historic districts.*

1. The existing downtown historic district, defined in ECC 15.300.070(B) and hereafter known as the "downtown historic district and the existing residential historic district, defined in ECC 15.300.070(C) and hereafter known as the "First Railroad Addition historic district," are hereby designated as Ellensburg landmark districts. The geographic area encompassed by each district is identified on the map attached to the ordinance codified in this chapter and made a part of this chapter by reference.

2. The commission shall compile existing historical data and property records, prepare Ellensburg landmarks register nomination forms, and create complete landmark files for each of the landmark districts.

3. The provisions of ECC 15.280 shall hereafter apply to the downtown historic district and the First Railroad Addition historic district.

D. *Change of status from noncontributing to contributing within a district.* The owner(s) of record of noncontributing property within a district may submit a COA application to the department for change of status of the property from noncontributing to contributing. The application shall identify all features of historical significance of the property in accordance with subsection A of this section and shall include the legal description and description of all interior and exterior features, and outbuildings, that contribute to its proposed designation as a contributing property.

E. *Effects of listing on the Ellensburg landmarks register.*

1. Listing on the landmarks register of historic places is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as contributing properties to a historic district.

2. Prior to the commencement of any exterior work visible from a public right-of-way on a landmarked building or any property located within the boundaries of a district, excluding ordinary repair and maintenance, the owner must apply for and receive a COA from the commission for the proposed work. Violation of this rule shall be grounds for the commission to review the property for removal from the register.

3. This city is a certified local government (CLG), and therefore all qualifying properties listed on the Ellensburg and National Registers of Historic Places may be eligible for special tax valuation on their rehabilitation under ECC 15.280.130.

4. Prior to whole or partial demolition of a register property or contributing property within a district, the owner must apply for and receive a demolition approval pursuant to the requirements of ECC 15.280.110.

F. *Removal of properties from the register.* In the event that any designated landmark property is no longer deemed eligible for inclusion on the landmarks register by city staff or the commission, per requirements of subsections (A)(1)—(6) of this section, the commission may initiate removal of such designation by the same procedure as provided for in establishing the designation in subsection (B) of this section.

(Ord. No. 4975, § 44, 11-17-2025; Ord. No. 4935, § 6, 12-18-2023)

Section 16. Section 15.280.100 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 45, is hereby amended to read as follows:

15.280.100 Review of changes to landmarks register properties.

A. *Review required.*

1. No person shall alter, repair, enlarge, newly construct, relocate, or demolish any registered landmark building, or any structure located on a property within a landmark district~~, nor install any exterior sign or mural pursuant to subsection (A)(2) of this section,~~ without review by the commission and issuance of a COA or a demolition permit (ECC 15.280.110).

2. In the case of murals, review under this Chapter shall be limited to new murals where paint is applied to existing exterior surfaces, wood sidings with surface detail, or any other material that has a planar or flat character, where said existing surface is unpainted; and, to the restoration of historic murals. In these cases, the arts commission shall first review and provide recommendations to the landmarks commission regarding any proposal for a mural to be located on a registered landmark or within a

landmark district on an existing unpainted surface, or the restoration of a historic mural. Factors to be considered by the ~~arts~~ landmarks commission include media to be used, method of application, stability, building/site, mural location and practicability of project.

a. The design (not content) of new murals on registered landmarks and in landmark districts must be consistent and compatible with the architectural and historical character of the district as applicable, and the architectural features (column bays, windows, planar walls, cornices, beams, columns, trim, windows, doors, etc.) of the building on which they are located.

i. When such new murals are proposed on existing unpainted brick or masonry, the commission shall not find appropriate any proposal where products or treatments in the installation of a mural would use materials that create an impermeable moisture barrier.

b. Restoration of historic murals must comply with ECC 15.285.030(F).

3. This review shall apply to all exterior features of the building visible from a public right-of-way except as exempted by subsection B of this Section. This review applies whether or not a permit from the city of Ellensburg is required.

4. Review of alterations to Ellensburg landmarks register properties under this chapter is in lieu of design review required for projects and sign review per ECC 15.210.050(B).

B. *Exemptions.* The following activities are exempted from landmarks review and do not require a COA:

1. Ordinary repair and maintenance which does not visually alter exterior features of a building visible from a public right-of-way, and does not utilize substitute materials.

2. Repairs to or replacement of utility systems which do not alter exterior features visible from a public right-of-way.

3. Interior building construction, maintenance, remodeling, decoration, or other activities located within the building envelope.

4. Painting of previously painted exterior surfaces, including new murals that must otherwise comply with Chapter 15.285 ECC.

a. *Exceptions.* Alteration, repainting, painting out, removal, restoration or other disturbance of a historic mural must meet requirements of both this Chapter and ECC 15.285.030.

5. Construction on a landmarked property or within a landmark district that is not considered a structure per ECC 15.280.030, or a building per ECC 15.130. By way of example and not limitation, such work might include landscaping, fences, and detached arbors or gazebos.

6. Replacement of sign faces on existing permanent sign structures or within existing sign cabinets, or within right-of-way signs permitted by the city such as sandwich boards.

C. *Review process for proposed changes to registered landmark properties and properties located within a landmark district (a Type II review process exception 15.210.030(B)).*

1. Requests for review and issuance of a COA for proposed changes to a landmarked property, which can include demolition within the overall scope of work.

2. Application for a COA to a landmark property shall be made by filing an application with the preservation planner on forms provided by the department. A written description of materials required for the commission's review include but are not limited to; site plans, narratives, elevations, and material samples, and shall be provided to the applicant. Preliminary plans may be submitted to the preservation planner for review and an advisory opinion.

3. If an application is submitted to the department for any permit which affects a designated landmark, or a property located in a landmark district, the building official shall promptly refer such application to the preservation planner, and such shall be deemed an application for a COA if accompanied by the additional materials required for COA review. No city permit shall be issued, nor work begun, until the landmarks and design review process has been completed and a COA has been issued pursuant to this chapter.

4. Landmarks and design commission review.

a. At a regularly scheduled public hearing, the commission shall review the proposed work according to the relevant design provisions set forth in divisions IV and V of this title. After concluding the public hearing, the commission shall approve or disapprove the application. Approval of COAs or demolition permits shall be based upon appropriateness of proposal as reflected in said design provisions, and upon review of demolition standards per ECC 15.280.120.

b. The commission may approve with or without conditions or disapprove an application. A hearing on the application must be scheduled within 15 working days of a determination the application is complete unless the parties agree to an extension. The decision of the commission shall be rendered within 100 days of the date of a determination of a complete application and within 10 working days

of holding the public hearing on the matter. The commission's findings in support of any decision shall be in writing and shall cite the applicable design provisions.

c. If the commission makes a decision to issue a COA, such certificate shall be promptly issued to the applicant by the preservation planner and a copy of such certificate shall be transmitted to the building official.

d. If the commission denies the application, the applicant and the building official shall be notified of such denial, including the reasons why approval of the application is not warranted.

e. In the case of proposed demolition of a building or structure within a COA application that is listed in the landmarks register, the commission may require conditions of approval including, but not limited to, mitigation measures (e.g. to document the property, salvage significant architectural features of the building, install historical markers or plaques, prepare publications, etc., that provide historical context for the site).

f. The commission's decision on a COA may be appealed to the hearing examiner in a closed record appeal hearing pursuant to ECC 15.230.090.

(Ord. No. 4975, § 45, 11-17-2025; Ord. No. 4935, § 6, 12-18-2023)

Section 17. Section 15.285.020 of the Ellensburg City Code, as adopted by Ordinance 4975, Section 48, is hereby amended to read as follows:

15.285.020 Applicability.

The standards for murals set forth in ECC ~~15.720.030(A)~~ 15.285.030(A) through (C) shall apply to all individual properties within the city of Ellensburg. ECC ~~15.720.030(D)~~ 15.285.030(D) and (E) shall apply only to landmarks register properties and districts listed on the Ellensburg landmarks register or on the National Register of Historic Places. ECC ~~15.720.030(F)~~ 15.285.030(F) shall apply to historic murals.

(Ord. No. 4975, § 48, 11-17-2025)

Section 18. Section 15.285.030 of the Ellensburg City Code, as adopted by Ordinance 4975, Section 48, is hereby amended to read as follows:

15.285.030 Standards and guidelines.

Murals shall conform to the following requirements:

A. *Permit required.* Prior to installation, all murals require submission of an application and issuance of a permit subject to the following provisions:

1. Applications for murals not on landmarks register properties and not in districts listed on the Ellensburg landmarks register ~~or on the National Register of Historic Places~~ shall ~~first~~ be reviewed by the arts commission in a public meeting for a recommendation, which shall be forwarded to the community development department when issuing a permit.

2. Applications for new murals located on landmarks register properties or in districts listed on the Ellensburg landmarks register or restoration of historic murals ~~on the National Register of Historic Places~~ shall first be reviewed by the arts commission in a public meeting, as referenced in subsection (A)(1) of this section, and shall also obtain a certificate of appropriateness (COA) from the landmarks and design commission.

    a. When new murals are proposed on existing painted surfaces on registered landmarks or in a historic district, they are exempt from landmarks review pursuant to ECC 15.280.100. This exemption does not apply to the alteration, repainting, painting out, removal, restoration or other disturbance of historic murals.

3. The restoration of historic murals shall be subject to the same procedures of subsection A(2) of this Section, and additionally to the review standards of subsection F of this Section.

B. *Murals as signs.* Murals created after the effective date of the ordinance codified in this chapter that fall within the definition of a sign shall be regulated pursuant to the sign code, chapter 3.12 ECC, as currently enacted or hereafter amended.

C. *Installation and maintenance of ~~all approved~~ permitted murals and historic mural restorations.*

1. Murals shall be installed in a manner to ensure that they withstand the elements to the greatest degree that is feasible as determined by the community development department.

2. Murals shall use materials, coatings, or other protective techniques that will resist vandalism, weathering by sun, water, wind and graffiti to the greatest degree feasible as determined by the department.

3. Murals must be maintained by the building owner for the life of the mural or until the mural is removed.

D. *Location, design and style of murals ~~on landmark structures or in historic districts~~.*

~~1. The design (not content) of murals on landmarks register properties and in districts listed on the Ellensburg landmarks register or on the National Register of Historic Places must be consistent and compatible with the architectural and historical character of the historic district and the architectural features (column bays, windows, planar walls, cornices, beams, columns, trim, windows, doors, etc.) of the building on which they are located.~~

1~~2~~. ~~Murals shall not be permitted to be placed directly on unpainted brick, unpainted or painted stone, wood sidings with surface detail, or any other material that does not have a planar or flat character. An exception to this provision may be allowable is allowed in instances where new paint is applied onto the existing paint of a historic mural for the purpose of restoration, and for which a COA has been obtained.~~ Prior to the installation, the surface to which the mural will be applied must be in a condition that would allow the permanent attachment of the proposed mural.

2~~3~~. Murals may not have electrical or mechanical components.

3~~4~~. Three-dimensional murals are not allowed on registered landmarks or in historic districts.

4~~5~~. Murals must not damage or lead to accelerated deterioration of the building surface.

E. *Alteration and removal of permitted murals ~~on landmark structures or in historic districts~~.*

1. Alteration or removal of any ~~existing or~~ permitted mural ~~on landmarks register properties and districts listed on the Ellensburg landmarks register or on the National Register of Historic Places~~ requires a permit obtained through the process set forth in this Chapter ~~ECC 15.280.090. Alteration or removal of historic murals shall only be made pursuant to this subsection~~.

2. Alteration or removal of any ~~existing or~~ permitted mural shall not damage or lead to the destruction or deterioration of a building or structure, or adversely impact the architectural or historic character of any registered landmark or building located within a historic district.

3. Any associated materials that were used to affix the permitted mural to the surface must be removed at the time of the removal of the mural. This includes, but is not limited to, mounting hardware or brackets, caulk or grout, and adhesives or glues.

F. *Historic murals.*

1. The landmarks and design commission will conduct a survey of existing murals and include those deemed historic in the Ellensburg landmarks register.

2. New murals shall not be painted over historic murals as defined in ECC 15.130.080. Historic murals may not be altered, repainted, painted out, removed, restored or otherwise disturbed, unless the structural integrity of the building is at stake, without compliance with the following:

   a. Prior to the alteration, repainting, painting out, removal, restoration or other disturbance to the portions of an exterior surface inclusive of an historic mural, the property owner shall ~~obtain a COA~~ comply with provisions of this Chapter and Chapter 15.280 ECC. ~~Application for a COA shall in accordance with the procedures set forth in ECC 15.280.090(C) and 15.280.100 with the following exceptions:~~

      ~~i. The landmarks and design commission shall meet initially with the applicant to consider alternatives to the alteration or removal including available incentives for preservation of the mural. These negotiations may last no longer than 120 calendar days from the first meeting of the landmarks and design commission unless the applicant agrees to an extension. During these negotiations, the applicant should allow the commission to review the site and plans for the alteration and/or removal of the mural. An alteration and/or removal notice must also be placed on the property and published in the newspaper.~~

      ~~ii. If no request for an extension is made and no alternative has been agreed to and the applicant has made a showing that such action is necessary to provide a reasonable beneficial use or reasonable economic return, the landmarks and design commission shall issue a COA to the applicant.~~

   b. Prior to the permitted disturbance of an historic mural, photographic documentation of the mural shall be collected and made available to the landmarks and design commission by the department.

3. Any person aggrieved by any action of the landmarks and design commission in denying or approving the applicant's request may file a notice of appeal as set forth in Chapter 15.230 ECC~~; however, such appeals shall be to city council rather than to the hearing examiner~~.

4. ~~The landmarks and design commission will review the possibility of initiating a program to restore historic murals.~~ Any associated materials that were used to affix the historic mural to a building surface must be removed at the time of a permitted removal of a historic mural. This includes, but is not limited to, mounting hardware or brackets, caulk or grout, and adhesives or glues.

a. Exceptions may be made where affixing materials are on a registered landmark or on a building within a historic district, and the landmarks commission determines their removal does not satisfy appropriateness criteria of Chapter 15.280 ECC.

(Ord. No. 4975, § 48, 11-17-2025)

Section 19. Section 15.310.040 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 49, is hereby amended to read as follows:

15.310.040 Use tables.

Table 15.310.040-1
Residential Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-CII	I-L	NC-MU	RC-MU	I-H	P-R	MHP
RESIDENTIAL, GENERAL															
Dwelling, single-family* (ECC 15.540.020)	P	P	P		P										P
Dwelling, cottage* (ECC 15.540.050)	P	P	P		P									A[6]	
Dwelling, duplex* (ECC 15.540.030)	P[2]	P[2]	P		P			P[7]	P[7]					A[6]	
Dwelling, townhouse* (ECC 15.540.060)	P[2]	P[2]	P	P	P	P[3]		P[7]	P[7]		P	P		A[6]	

Dwelling, multifamily* (Division V of this title)	P[1, 5]	P[1, 5]	P	P	P	P~~[3]~~	C[3]	P[7]	P[7]		P	P		A[6]	
Co-living housing*	P[1]	P[1]	P	P	P	P~~[3]~~	C[3]	P[7]	P[7]		P	P		A[6]	
Dwelling, live-work*	P[4]	P[4]	P[4]	P[4]	P[4]	P		P[7]	P[7]		P	P			
Manufactured home park* (ECC 15.340.040)	C	C	C	P	C									A[6]	P
GROUP RESIDENCES															
Boarding houses, lodging houses*		C	P	P	C			P[7]	P[7]		P	P		A[6]	
Adult family home*	P	P	P	P	P	P		P[7]	P[7]		P	P		A[6]	
Community residential facility*			C	C	C	C		P[7]	P[7]		P	P		P/A[6]	
Senior citizen assisted housing*			P	P	P	P		P[7]	P[7]		P	P		A[6]	
Transitional housing*	P[5, 9]	P[5, 9]	P[9]	P[9]	P[9]	P~~[3, 9]~~	C[3, 9]	P[7, 9]	P[7, 9]		P[9]	P[9]		P[9]	

Permanent supportive housing*	P[5, 9]	P[5, 9]	P[9]	P[9]	P[9]	P[3, 9]	C[3, 9]	P[7, 9]	P[7, 9]		P[9]	P[9]		P[9]	
Indoor emergency shelter*	C[9]	C[9]	C[9]	C[9]	C[9]	C[9]	P[9]	P[9]	P[9]		P[9]	P[9]		P[9]	
Indoor emergency housing*	C[9]	C[9]	C[9]	C[9]	C[9]	C[9]	P[9]	P[9]	P[9]		P[9]	P[9]		P[9]	
RESIDENTIAL ACCESSORY USES															
Accessory dwelling unit* (ECC 15.540.040)	P	P	P	P	P			P[7]	P[7]						
Home occupations* (ECC 15.340.020)	P	P	P	P	P	P	P	P[7]	P[7]	P	P	P	P	P[6]	P
Yard sale use	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]	A[8]
TEMPORARY LODGING															
Bed and breakfast* (ECC 15.340.010)	P	P	P	P	P			P[7]	P[7]		P	P			

Development conditions:

1. Subject use may be permitted subject to density bonus incentives set forth in table 15.320.030 and chapter 15.330 ECC.

2. Duplexes and townhomes are permitted in the R-L and R-S zones on infill lots (preexisting legal lots of record as of December 31, 2021) notwithstanding the

maximum density limits in table 15.320.030. For lots recorded after this date, duplexes and townhomes are permitted in the R-L and R-S zones but must meet the density requirements of ECC 15.320.030.

3. ~~Residential uses are permitted in the C-N zone provided nonresidential uses occupy the ground floor of all buildings fronting on the street. For example, residential uses could be on upper levels of buildings fronting on the street or, for deep lots, subject residential uses may occupy any buildings away from the street and behind the buildings that front onto the street.~~ Conditions of approval for the addition of residential units within existing buildings in the C-H zone must comply with the limitations set forth in RCW 35A.21.440.

4. Nonresidential uses may be permitted within live-work dwellings subject to the permitted uses in the underlying zoning district.

5. Multifamily dwelling units shall not be located adjacent to existing single-family dwellings, except where such uses were approved on an individual plat.

6. All uses permitted in the P-R zone must be either outright permitted and operated as a public use or must be an accessory use to the primary public use (see ECC 15.310.050).

7. Except for lobbies or similar entrances, all permitted residential uses ~~in the C-C and C-C H zones~~ are prohibited within 30 feet of the sidewalk on the ground floor of properties fronting on storefront streets per ECC 15.510.050(E).

8. Yard sales are permitted as an accessory use to a dwelling; provided, that the following conditions are met:

    a. Only two yard/garage sales per dwelling unit not exceeding three consecutive days in duration are allowed per year;

    b. The occupant or tenant of the dwelling unit shall supervise and be responsible for the yard/garage sale activities including ensuring that there is no impediment to the passage of traffic on public roads and sidewalks adjacent to the sale;

    c. No goods are to be displayed in public rights-of-way without first obtaining a right-of-way use permit from the public works department; and

    d. Signs advertising the sale shall not be attached to any public structure, sign, sign or utility pole or traffic control devices and shall be removed within 24 hours of the sale completion.

9. Subject to the permanent supportive, transitional housing, emergency housing and emergency shelter facilities standards set forth in ECC 15.340.080.

Table 15.310.040-2
Nonresidential Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-CII	NC-MU	RC-MU	I-L	I-H	P-R
RETAIL														
Auto sales*							P	P[2]	P		P			
Auto fueling*						P	P	P	P		P	P		
Personal electric vehicle battery charging station*	P[1]	P[1]	P[1]	P[1]	P[1]	P	P	P	P	P	P	P	P	P
Farmers' markets*						P		P	P	P	P			
Fruit stands*	P	P	P	P	P									
Heavy retail*							P	P[2]	P		P	P	~~P~~	
Nurseries and greenhouses*	P						P	P	P	P	P	P	P	
Restaurants*	P[5,11]	P[5,11]	P[5,11]	P[5]	P[11]	P	P	P	P	P	P	P		A[6]
Taverns and brewpubs*						P	P	P	P	P	P	P		A[6]
Cafes*	P[5,11]	P[5,11]	P[5,11]	P[5]	P[11]	P	P	P	P	P	P	P		A[6]
Retail*, small scale	P[5,11]	P[5,11]	P[5,11]	P[5]	P[11]	P	P	P	P	P	P			A[6]

(<2,000 sf floor area)														
Retail*, medium scale (2,000—20,000 sf floor area)						P	P	P	P	P	P			A[6]
Retail*, large scale (20,001—60,000 sf floor area)						P[3]	P	P	P	P	P			
Retail*, very large scale (60,001—100,000 sf floor area)							P	C	C		P			
Retail*, super scale (>100,001 sf floor area)							C				C			
Regional retail commercial projects* (subject to the requirements in chapter 15.390 ECC)	P[8]	P[8]	P[8]	P[8]	P[8]	P[8]	P[8]			P[8]	P[8]	P[8]		
Marijuana retailer*						P[9]	P[9]	P[9]	P[9]	P[9]	P[9]			
PERSONAL AND GENERAL SERVICE														
Day care I facilities*	P	P	P	P	P	P	P	P	P	P	P	~~P~~		A[6]

Day care II facilities*	~~C~~ P	~~C~~ P	~~C~~ P	~~C~~ P	P	P	P	P	P	P	P			A[6]
Heavy services*							P		P		P	P	P	
Hotels/motels*							P	P	P	P	P			
Hospitals*	C	C	C		P			C	P		C			A[6]
Private parking lot*							C	C	C		C			
Freight truck parking lot*							P							P
Offices, medical*					P	P	P	P	P	P	P			P/A[6]
Kennels*							P		P			P		
Nursing homes*	C	C	C	P	P			P	P					P/A[6]
Marijuana cooperative*	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]
Personal service establishments*	P[5,11]	P[5,11]	P[5,11]	P[5]	P	P	P	P	P	P	P			A[6]
Laundromats and dry cleaners*			P[5,11]	P[5]	P[11]	P	P	P	P	P	P	P		
Places of assembly*	C	C	C	C	P	P	P	P	P	C	C	C		A[6]

Radio station*		~~C~~					P			P	P	C	C	A[6]
Veterinary clinic*					C	C	P	P	P	P	P	C		
BUSINESS SERVICE														
Conference center*							P	P	P	P	P			A[6]
Offices, business or professional*, small scale (<2,000 sf floor area)	P[5]	P[5]	P[5]	P[5]	P	P	P	P	P	P	P	P[4]		P/A[6]
Offices, business or professional*, medium scale (2,000—20,000 sf floor area)							P	P	P	P	P	P		P/A[6]
Offices, business or professional*, large scale (20,001—60,000 sf floor area)							P	P	P	P	P	P		P/A[6]
Miniwarehouse facility*												C		
INDUSTRIAL														
Light manufacturing*							P	P[2]	P[2]	P[2]	P[2]	P	P	

Light industry*								P[2, 7]	P[2, 7]	P[2,7]	P[2,7]	P	P	
Hazardous waste treatment (off-site)*												C	C	
Hazardous waste treatment (on-site)*							C		C			C	C	A[6]
Heavy industry*													C	
Marijuana processor*												P[14]	P[14]	
Marijuana producer*												P[14]	P[14]	
Tow vehicle storage area*												C	P	
Vehicle wrecking yard*													C	

Development conditions:

1. Vehicle battery charging stations are permissible for the primary use of residents and their guests in all residential zones. Battery charging station clusters are permitted for multifamily uses located in the R-M and R-H zones.
2. Use must be enclosed entirely within a building.
3. Grocery stores shall be the only retail uses permitted with more than 20,000 square feet of gross floor area.

4. Office uses that are accessory to a permitted use.

5. Subject nonresidential uses are permitted in these zones if the planned uses are at least 1,200 feet from commercial zone or mixed-use zone. Residential rental, leasing or management offices shall be permitted in the R-H zone for multifamily dwelling units on the same property.

6. All uses permitted in the P-R zone must be either outright permitted and operated as a primary public use or must be an accessory use to that primary public use. See ECC 15.310.050.

7. Includes light industrial activities that result in the production of goods placed for on-site retail sale. Special restrictions:

    a. No power tools or equipment are allowed which by their decibel, frequency, and/or other feature of their operation would negatively impact the surrounding area by reason of decibel levels, light (see chapter 15.580 ECC for standards), dust or other physical effect; and

    b. Production or manufacturing activity shall not occur between the hours of 10:00 p.m. and 6:00 a.m.

8. Regional retail is administered as an overlay zone pursuant to chapters 15.390 and 15.390A ECC, and only permitted within the designated boundaries identified in figure 15.390.040(A), the south interchange area, and figure 15.390.040(B), the west interchange area. Permitted uses and use restrictions within a regional retail commercial project are described in ECC 15.390.030. Design criteria for regional retail is governed by chapter 15.390A ECC.

9. All marijuana retail, production and processing facilities are subject to the requirements of chapter 15.370 ECC.

10. All marijuana cooperatives are subject to the requirements of ECC 15.370.030, chapter 314-55 WAC and chapter 69.51A RCW.

11. Use is only permitted on a lot abutting the intersection multiple public street frontages, such as a corner lot.

Table 15.310.040-3
Special Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-CII	NC-MU	RC-MU	I-L	I-H	P-R
PARK, OPEN SPACE AND RECREATIONAL														
Cemeteries, columbarium or mausoleums*	P	P												
Golf course*														P[11]
Golf driving range*							C				C			P[11]
Recreation—outdoor (commercial)*							P			P	P	C		A
Recreation—indoor (commercial)*					C		P	P	P	P	P	C		A
Recreation—small-scale indoor studios (commercial)*	P[13]	P[13]	P[13]	P	P	P	P	P	P	P	P	C		
Recreational vehicle parks* (ECC 15.340.050)							C							A
Parks, playgrounds (public or private)*	P[1]	P[1]	P[1]	P[1]	P[1]	P[1]	P[1]	P[1]	P[1]	P[1]	P[1]	P[1]		P
CULTURAL AND ENTERTAINMENT														

Adult entertainment establishment*							P[2]							
Art, performing arts, and recording studios*	C	C	C	C	P	P	P	P	P	P	P	P		P/A[7]
Museums*	C[1,2]	C[1,2]	C[1,2]	C[1,2]	P	P	P	P	P	P	P	P		P/A[7]
Theaters*					P	P	P	P	P	P	P	C		
EDUCATIONAL														
Schools*	C	C	C	C	C		C	C	C					P[5]
University*														P[5]
GOVERNMENTAL														
Court							P	P	P					P
Fire facility							P				P	P		P
Police facility						P[3]	P	P[3]	P		P	P		P
Public agency or utility office*						P	P	P	P	P	P	P	P	P/A
Public agency or utility yard	P[4]	P[4]	P[4]	P[4]	P[4]	P	P	C[4]	P			P	P	P/A
Utility facility*[8]	P	P	P		P	P	P	P	P			P	P	P
Fairgrounds														P
Public transportation							P	P	P		P	P	P	P

passenger terminals														
Public parking lot*								P						P/A[7]
RESOURCE														
Gardening or fruit raising (accessory use or noncommercial)	P	P	P	P	P	P	P	P	P	P	P	P	P	P/A[7]
Agriculture*	P[9]													
Small wind energy systems* (ECC 15.340.060)	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]	P[10]/A[7]
REGIONAL														
Airport*														PC[6]

Development conditions:

1. Lighting for structures and fields shall be directed away from residential areas through the use of exterior full cut-off shields or through optics within the fixture.

2. Adult entertainment is regulated pursuant to chapter 6.72 ECC. Zoning locational standards within the C-H zone for adult entertainment establishments are:

   All such establishments must be at least 1,000 feet from any residential zone, parks, schools, historic district, any dwelling, freeway, highway, interstate, or major arterial (see map on file in the city clerk's office).

3. Limited to "storefront" police offices. Such offices shall not have:

   a. Holding cells;

b. Suspect interview rooms (except in the C-N zone); or

c. Long-term storage of stolen properties.

4. Public agency or utility yard conditions:

a. Utility yards are only on sites with utility district offices; or

b. Public agency yards are limited to material storage, vehicle maintenance, and equipment storage for road maintenance, facility maintenance, and parks facilities.

5. Excluding private or nonprofit commercial schools or universities, for which the principal course work is business, vocational, or technical.

6. A conditional use permit is required for the following uses:

a. Facilities to sell, service and store airplanes, service airport patrons, and those ordinarily incidental and essential to operation of a municipal airport; and

b. Airport landing areas.

7. All uses permitted in the P-R zone must be either outright permitted and operated as a public use or must be an accessory use to the primary public use; see ECC 15.310.050. Subject uses must be managed by a public agency.

8. Wireless communication facilities, including wireless communication support towers and antenna arrays, are subject to the provisions of ECC 15.340.070 and chapter 15.395 ECC.

9. Agriculture uses are permitted in the subject zone provided the following conditions are met:

a. The raising of swine, poultry or goats shall be restricted to youth educational projects or limited household consumption occurring on the same lot, or lots of record;

b. No nuisances, such as noise, odor, air pollution, wastes, vibration, traffic or physical hazards, shall result therefrom; and

c. Fencing and housing adequate to certain livestock shall be provided where livestock are kept, and all livestock shall be kept and maintained in accordance with applicable laws and regulations.

10. Small wind energy systems on properties listed in the Ellensburg landmarks register are subject to landmarks and design commission certificate of appropriateness.

11. Subject use shall be permitted only if it is a public facility.

12. Museums within the R-S, R-L, R-M and R-H zoning districts are permissible within existing buildings, or if for new construction only if the building is 2,000 square feet or less, and for both options through approval of a conditional use permit.

13. Subject nonresidential uses are permitted in these residential zones if the planned uses are at least 1,200 feet from a commercial zone or mixed-use zone.

(Ord. No. 4975, § 49, 11-17-2025; Ord. No. 4955, § 111, 2-18-2025; Ord. No. 4953, § 8, 1-21-2025; Ord. No. 4929, § 3, 11-6-2023; Ord. 4887 § 22, 2022; Ord. 4807 § 44, 2018; Ord. 4804 § 3, 2018; Ord. 4769 § 13, 2017; Ord. 4728 § 4, 2016; Ord. 4724 § 4, 2016; Ord. 4696 § 3, 2015; Ord. 4669 § 3, 2014; Ord. 4656 § 1 (Exh. O2), 2013; Ord. No. 4936, § 5, 2-5-2024)

Section 20. Section 15.320.030 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 50, is hereby amended to read as follows:

15.320.030 Building setback and intensity standards table—Residential zones.

Table 15.320.030
Building Setback and Intensity Standards Table—Residential Zones

Topic	R-S	R-L	R-M	R-H
DEVELOPMENT INTENSITY AND CONFIGURATION				
Minimum lot area	None[1]	None[1]	None[1]	None[1]
Minimum frontage	None[1,2]	None[1,2]	None[1,2]	None[1,2]
Density, minimum (ECC 15.320.050)		6 du/acre[3]	8 du/acre[3]	15 du/acre
Density, maximum (base)[8] (ECC 15.320.050)	6 du/acre[12,13]	8 du/acre[12,13]	No limit	No limit
Density, maximum with bonus (see chapter 15.330 ECC)	12 du/acre[4]	16 du/acre[4]	No limit	No limit
Maximum building height	35 ft	35 ft	35 ft[5]	45 ft[5]
BUILDING PLACEMENT (see ECC 15.320.070 through 15.320.120)				
Minimum front yard setback[6, 7]	15 ft	15 ft	15 ft	15 ft

Garage front yard setback	22 ft	22 ft	22 ft	22 ft
Minimum rear yard setback	20 ft	20 ft	20 ft	20 ft
Minimum rear yard setback, accessory buildings (including garages)	5 ft[10]	5 ft[10]	5 ft[10]	5 ft[10]
Minimum rear yard setback, detached accessory dwelling unit (see ECC 15.540.040)	5 ft[10]	5 ft[10]	5 ft[10]	5 ft[10]
Minimum side yard setback (interior lot line)[9]	5 ft or 15 total ft[11]	5 ft or 15 total ft[11]	5 ft	10 ft[11]
Minimum side yard setback (exterior lot line)[9]	10 ft	10 ft	10 ft	10 ft
Minimum garage side yard setback (exterior lot line)	22 ft	22 ft	22 ft	22 ft

Development conditions:

1. Lot sizes may be variable provided they are sized and shaped sufficient to accommodate permitted uses and conform to applicable design and density standards.
2. New lots shall have access directly to a public right-of-way or may obtain access from a courtyard access (ECC 15.420.050(C)) or shared driveway (ECC 15.420.060(A)(2)).
3. The density minimum shall apply only to new subdivisions greater than one acre in size.
4. Exception: Projects complying with net zero energy provisions may exceed the maximum density limits as set forth in ECC 15.330.020(A).
5. For buildings, or portions thereof, with pitched roofs, the maximum height may be increased by five feet. Applicable roof slopes must be at least 4:12 to qualify for this additional height.
6. Porches and covered entries may project up to six feet into the front yard.
7. No front yard is required for buildings adjacent to designated "storefront streets."
8. Base maximum density refers to the maximum density allowed without utilizing density bonuses. Per ECC 15.310.040, duplexes and townhomes are permitted in R-S

and R-L zones on preexisting legal lots of record as of December 31, 2021, notwithstanding the maximum density requirements of this chapter. For lots recorded after this date, duplexes and townhomes must meet the density standards of this chapter.

9. Townhouses and zero lot line homes are exempt from side yard standards internal to a development. However, such uses shall meet applicable side yard standards for adjacent lots outside of the development.

10. Accessory buildings or accessory dwelling units~~, where built on top of an existing garage,~~ may be built to a property line abutting an alley, provided sufficient turning movement ~~and emergency vehicle access~~ is provided within the alley.

11. For lots 6,000 square feet or less in these zones, the minimum side yard shall be five feet on each side. For all other lots, the sum of side yard setbacks in the R-S and R-L zones shall be a minimum of fifteen feet with each side yard a minimum of five feet; and each side yard a minimum of 10 feet in the R-H zone.

12. Co-living housing sleeping units are calculated as 0.25 dwelling units for the purpose of maximum density calculations in the R-S and R-L zones.

13. Housing units shall be permitted up to 50 percent density above maximum base in the R-S or R-L zone when constructed entirely within an existing building envelope, pursuant to RCW 35A.21.440.

(Ord. No. 4975, § 50, 11-17-2025; Ord. 4887 § 24, 2022; Ord. 4807 § 46, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 21. Section 15.320.060 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 52, is hereby amended to read as follows:

15.320.060 Height exceptions.

The following structures may be erected above the height limits set forth in ECC 15.320.030, 15.320.040 and 15.320.045:

A. An additional two feet in height is allowed for structures with green roofs occupying at least 50 percent of the area of the roof;

B. Roof structures housing or screening elevators, stairways, tanks, rooftop wind generators, ventilating fans or similar equipment required for building operation and maintenance may exceed the height limit by up to ten feet in the C-C and C-C II zones.

Such structures constructed for nonresidential or multifamily uses are subject to screening standards in ECC 15.520.060;

C. Fire or parapet walls may exceed the height limit by up to ten feet in the C-C and C-C II zones; and

D. Skylights, flagpoles, chimneys, church steeples, crosses, spires, communication transmission and receiving structures, and similar structures.

E. Freeway-oriented on-premise signs in the C-H zone as provided in ECC 3.12.240(C).

F. Small wind energy systems as provided in ECC 15.340.060.

G. Wireless communication facilities as provided in ECC 15.340.070 and Chapter 15.395 ECC.

H. Additional insulation may exceed maximum allowable roof height by eight inches to retrofit existing buildings for residential housing, or to accommodate passive house requirements, pursuant to RCW 36.70A.810 and 36.70A.812.

I. Roof mounted solar energy panels may exceed maximum allowable roof height by 48 inches, pursuant to RCW 36.70A.813.

(Ord. No. 4975, § 52, 11-17-2025; Ord. 4887 § 27, 2022; Ord. 4807 § 46, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 22. Section 15.320.080 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 54, is hereby amended to read as follows:

15.320.080 Permitted projections into yards.

The following structures may extend into or be located in required setbacks:

A. Fireplace structures, bay or garden windows, enclosed stair landings, closets, or similar structures may project 30 inches into any yard, provided such projections are:

1. Limited to two per facade;

2. Not wider than ten feet; and

3. A minimum five feet of separation is maintained between these projections and a side or rear property line.

B. Eaves, cornices, and signs may not project more than thirty inches beyond a required setback or structural projection permitted by this Section.

C. Enclosed porches and enclosed covered entries may project up to six feet into the front or rear yard subject to conformance with any required site vision standards set forth in section 3, street standards, of the city's public works development standards applicable to the lot. A minimum five feet of separation must be maintained between these projections and a rear property line.

D. Unenclosed covered porches, similar entry features, and covered decks (with or without entries) may project up to six feet into the front, side or rear yards. A minimum five feet of separation must be maintained between these projections and a side or rear property line.

E. Storefront weather protection projections into the public right-of-way are acceptable, provided they don't interfere with street trees or extend beyond the edge of the sidewalk.

F. The following features may project into any front yard or any external side yard:

1. Mailboxes and newspaper boxes;

2. Fire hydrants and associated appendages;

3. Bus shelters; and

4. Monument signs.

G. The following features may project into any yard:

1. Telephone poles and lines;

2. Power poles and lines;

3. Cable TV and internet lines;

4. Light and flagpoles;

5. Sprinkler systems;

6. Trellises not exceeding eight feet in height, not wider than ten feet;

7. Culverts and underground water, sewer, and accessory facilities for the provision of utilities, such as drains;

8. Electrical equipment cabinets and similar utility boxes and vaults;

9. Surface and stormwater water management facilities;

10. Fences per ECC 15.320.130;

11. Uncovered patios and decks not exceeding 18 inches above the finished grade; ~~and~~

12. Rockeries, retaining walls and curbs provided these structures do not exceed a height of six feet from the property line grade~~.~~; and

13. Exterior wall assemblies that include insulation to retrofit existing buildings for residential housing, or to accommodate passive house requirements, at a maximum of eight inches pursuant to RCW 36.70A.810 and 36.70A.812

H. No projections are allowed into a regional utility corridor or access easement.

(Ord. No. 4975, § 54, 11-17-2025; Ord. 4807 § 46, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 23. Section 15.330.020 of the Ellensburg City Code, as last amended by Ordinance 4953, Section 10, is hereby amended to read as follows:

15.320.090 Setbacks from alleys.

Accessory buildings and accessory dwelling units may be built to a property line abutting an alley, provided sufficient turning movement ~~and emergency vehicle access~~ is provided within the alley. Minimum side yard setbacks as required by table 15.320.030 ~~would~~ still apply.

(Ord. No. 4953, § 9, 1-21-2025; Ord. 4807 § 46, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 24. Section 15.330.020 of the Ellensburg City Code, as last amended by Ordinance 4953, Section 10, is hereby amended to read as follows:

15.330.020 Density bonus system for the R-S and R-L zones.

Table 15.330.020 summarizes the types of bonus elements and the range of density bonuses by percentages for each element. Details and conditions for each bonus element are provided in subsections (A) through (E) of this section. Developments may use a combination of bonus elements provided they comply with the maximum density provisions set forth for the zone in table 15.320.030. An exception to the maximum density provisions is only provided for projects complying with net zero energy standards as set forth in subsection (A) of this section.

Table 15.330.020
Density Bonuses for the R-S and R-L Zones

Bonus element	Density bonus % increase	Special conditions
Energy efficient construction/Built Green, LEED or other similar	25—150%	See subsection (A) of this section for details

environmental certification		
Greater mix of housing types	10—15%	See subsection (B) of this section for details. This option may be applied to all development sites with at least 5 acres
Off-street trails	5—20%	See subsection (C) of this section for details
Historic preservation	15 to 50%	See subsection (D) of this section for details
Affordable housing	15 to 100%	See subsection (E) of this section for details

A. *Energy efficient construction.*

1. *Table of green building and energy efficient density bonuses.* Four tiers of density incentives are employed to promote increasing levels of green building performance and higher energy efficiencies (via a green building rating system) in new developments. Applicable green building rating systems shall be indicated on the plat and confirmed with individual building permit application as directed in subsection (A)(2) of this section, project certification. The following table outlines density bonuses associated with specific green building rating systems for single-family, duplex and townhouse developments in the R-S and R-L zones.

Table 15.330.020(A)
Energy Efficiency Density Bonuses for the R-S and R-L Zones

Density bonus	20%	50%	100%	150%
Compliance paths for single-family, cottages, duplexes, townhouses, and multifamily				
Certification level required*	LEED-Silver or Built Green 4-star	LEED-Gold or Built Green 5-star	LEED-Platinum	Living Building Challenge

Conditions/notes:

* Equivalent rating systems which require third party verification maybe be approved at the discretion of reviewing authority.

2. *Project certification.*

a. *Building permit.* The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for certification by a green building rating system, such as LEED or Built Green. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.

b. *Living Building Challenge.* For projects pursuing the Living Building Challenge for the purpose of a density bonus, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the site, materials, indoor quality and beauty/inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

B. *Mix of housing types.* Up to a 15 percent density bonus may be provided for providing a diversity of housing types.

1. Housing mix density bonus table.

Table 15.330.020(B)
Housing Mix Density Bonuses

Housing mix	Density bonus
At least 50% of the dwelling units are "alternative housing types" as defined below. At least 2 alternative housing types must be employed, with each type accounting for no less than 10% of the total units.	10%
At least 67% of the dwelling units are "alternative housing types" as defined below. At least 3 alternative housing types must be employed, with each type accounting for no less than 10% of the total units.	15%

2. Alternative housing types include:

a. Accessory dwelling units (ADU) complying with design provisions set forth in ECC 15.540.040. Also note that while ADUs do not count as a unit for the purpose of calculating density, they may be counted as an alternative housing type for the purpose of calculating the percentage of alternative housing types to total permitted units;

b. Small detached single-family dwelling units. This includes dwellings no larger than 1,400 square feet in gross floor area, excluding an attached or detached garage or other nonhabitable floor area. Such dwellings must comply with design provisions set forth in ECC 15.540.020;

c. Cottage dwelling units, complying with design provisions set forth in ECC 15.540.050. Also note that each cottage shall count as one-half of a dwelling unit for the purpose of calculating allowed density. However, for the purpose

of determining the percentage of alternative housing types, each cottage dwelling may be counted as a single unit;

d. Duplexes complying with design provisions set forth in ECC 15.540.030;

e. Townhouses complying with design provisions set forth in division V and notably ECC 15.540.060; and

f. Multifamily buildings, where permitted in the applicable zoning district, complying with design provisions set forth in division V.

3. The specific location, mixture, and amount of housing shall be indicated on the plat to ensure compliance with the density bonus provisions herein.

C. *Off-street trails.*

1. *Density bonus.* The density bonus percentage is based on the type and length of off-street trail with respect to the size of the development.

Table 15.330.020(C)
Off-street Trail Density Bonuses

Trail type	Trail extent	Density bonus %
Walking, soft surface	>1 lf of trail/4 lf of site perimeter length	5%
	>2 lf of trail/4 lf of site perimeter length	10%
Walking, hard surface	>1 lf of trail/4 lf of site perimeter length	10%
	>2 lf of trail/4 lf of site perimeter length	15%
Multi-use	>1 lf of trail/4 lf of site perimeter length	15%
	>2 lf of trail/4 lf of site perimeter length	20%

2. *Standards for trails.* Trails may either be a soft surface walking path, a hard surfaced walking path, or a wider hard surfaced multi-use pathway. As referenced in the nonmotorized transportation plan, federal, state, and professional guidance exists to ensure the system is designed to provide safe and accommodating facilities. Ellensburg relies primarily on:

a. The Federal Highway Administration's (FHWA's) National Bicycling and Walking Study: Case Study No. 24—Current Planning Guidelines and Design Standards Being Used by State and Local Agencies for Bicycle and Pedestrian Facilities, has detailed engineering solutions for many nonmotorized situations.

b. AASHTO Guide for the Development of Bicycle Facilities, 3rd Edition, offers guidelines and minimum design criteria for safe bicycle facilities.

c. AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition, has guidelines and minimum design criteria for pedestrian facilities.

d. WSDOT's Bicycle Facility Design Guidance (Chapter 1020) provides uniform minimum standards and criteria for the design and construction of bicycle facilities.

e. WSDOT's Pedestrian Design Guidance (Chapter 1025) serves as a standard for construction and design of pedestrian facilities.

f. The John Wayne Pioneer Trail, The Ellensburg Greenway: Reconnection Study (2001) will guide the planning and design of that trail.

g. ADA Accessibility Guidelines for Transportation Facilities is consulted to ensure facilities are available to everyone.

h. Manual on Uniform Traffic Control Devices for Streets and Highways, USDOT, FHWA; as adopted and modified by chapter 468-95 WAC provides standards for signs and other traffic control devices.

i. National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide.

3. *Context.* The trails must be integrated into the design of the development as an amenity. To accomplish this goal, tall fences separating dwellings from trails are prohibited. Fences that separate dwellings in the subdivision from trails shall be less than 42 inches in height or at least 33 percent transparent (those portions of the fence taller than 42 inches in height). Notes referencing these standards shall be included on the plat. Fences adjacent to mid-block trails that run alongside yards are exempt from this standard.

D. *Historic preservation.*

1. *Density bonus.* For each building that is preserved, the development shall qualify with a minimum of 15 percent and a maximum of 50 percent increase in on-site density for one acre of development. For example, if the development site covers ten acres, the density bonus qualifies for one of the ten acres.

2. *Eligibility.* Properties eligible for this density bonus option must feature a property that is eligible for historic landmark listing under the Ellensburg landmarks register, per ECC 15.280.080. Subject properties must be in habitable condition, or improved to habitable condition. Developments may also receive the density bonus credit if they are moved to another site within the city provided the applicable building/site meets applicable standards set forth in this title.

E. *Affordable housing.*

1. *Density bonus.* The available density bonus increase is based on the percentage of affordable housing units integrated into the subdivision, with a minimum of 15 percent to qualify and a maximum density bonus increase of 100 percent. The percentage shall be based on the number of affordable housing units divided by the base maximum density. Up to 50 percent bonus is available for developments affordable to residents earning up to 80 percent of the Kittias County Area Median Income (AMI) as identified annually by the U.S. Department of Housing and Urban Development (HUD).

   To receive density bonuses of more than 50 percent and up to 100 percent, the same calculation applies; plus at least 20 percent of the affordable-designated units must be restricted to and affordable for people earning no more than 60 percent of AMI.

Table 15.330.020(E)-1

Bonus percentage (of base density)	Requirements
15 to 50 percent	Affordability at up to 80 percent of AMI (affordable percentage equal to additional allowable percentage)
Above 50 percent up to 100 percent	Above requirements and calculation apply; plus at least 20 percent of affordable units must be affordable at no more than 60 percent of AMI

Bonus example 1: A project is eligible for a base maximum density of 60 units. To qualify for a 30 percent density bonus, or 18 additional units (78 total project units), at least 18 units across the project (30 percent of base) must be affordable up to 80 percent AMI. The affordable housing density bonus will be measured against the base maximum density, not the total density of other density bonuses.

Bonus example 2: A project is eligible for a base maximum density of 20 units. To qualify for a 75 percent density bonus, or an additional 15 units (35 total project units), at least 15 units across the project (75 percent of base) must be affordable up to 80 percent AMI; of the 15 affordable units, at least three (20 percent of bonus) must be affordable at not more than 60 percent AMI.

Table 15.330.020(E)-2 Example Density Bonus Calculations

Example #	Base maximum density	Affordable at <80% AMI	Affordable at <60% AMI	Bonus percentage applied	Total unit eligibility
1	60 units	18 units	0 units	30%	78 units
2	20 units	12 units	3 units	75%	35 units

2. *Affordable housing unit requirements.*

   a. *Affordability.* Units must be affordable (rent or mortgage and utility allowance do not exceed 30 percent of designated income) to persons with incomes at or below 80 percent of the median income for Kittitas County residents for a density bonus of 15 to 50 percent. For density bonuses of more than 50 and up to 100 percent, at least 20 percent of affordable units must be affordable (rent or mortgage and utility allowance do not exceed 30 percent of designated income) to persons with incomes at or below 60 percent of Kittias County median income.

   b. *Duration.* Affordable-designated units shall serve only income-eligible households for a minimum period of ~~25~~ 50 years from the later of the date when the affordability agreement between the housing owner and the city, as referenced in subsection (F)(3) of this section, is recorded, or the date when the affordable housing becomes available for occupancy as determined by the city.

c. *Designation of affordable housing units.* Prior to the issuance of any permit(s), the director shall review and approve the location and unit mix of the affordable housing units consistent with the following standards:

i. *Location.* The location of the affordable housing units shall be disbursed throughout the development, not separated in physical access or orientation from market rate units;

ii. *Tenure.* The tenure of the affordable housing units (ownership or rental) shall be the same as the tenure for the rest of the housing units in the development; and

iii. *Size (bedroom).* The affordable housing units shall consist of a range of number of bedrooms that are comparable to units in the overall development.

d. *Design.* The exterior design of the affordable housing units must be compatible and comparable with the rest of the dwelling units in the development and must comply with project design provisions specified in division V.

e. *Timing/phasing.* The affordable housing units shall be available for occupancy in a time frame comparable to the availability of the rest of the dwelling units in the development.

3. *Affordability agreement.* Prior to issuing any building permit, an agreement in a form approved by the director that addresses price restrictions, homebuyer or tenant qualifications, phasing of construction, monitoring of affordability, duration of affordability, and any other applicable topics of the affordable housing units shall be recorded with Kittitas County auditor's office. This agreement shall be a covenant running with the land and shall be binding on the assigns, heirs and successors of the applicant. The city may agree, at its sole discretion, to subordinate any affordable housing regulatory agreement for the purpose of enabling the owner to obtain financing for development of the property.

4. *Monitoring and fee.* The city reserves the right to establish in the affordability agreement referred to in subsection (E)(3) of this section, monitoring fees for the affordable housing unit, which can be adjusted over time to account for inflation. The purpose of any monitoring fee is for the review and processing of documents to maintain compliance with income and affordability restrictions of the affordability agreement.

(Ord. No. 4953, § 10, 1-21-2025; Ord. 4807 § 47, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 25. Section 15.340.030 of the Ellensburg City Code, as last amended by Ordinance 4656, Section 1, is hereby amended to read as follows:

15.340.030 Manufactured homes.

A designated manufactured home is allowed in a manufactured home park pursuant to ECC 15.340.040. A ~~new~~ designated manufactured home is allowed in all zoning districts that allow single-family residences ~~(see ECC 15.130.130, definitions), and~~ provided it meets the following criteria:

A. Is comprised of at least two fully enclosed parallel sections each of not less than 12 feet wide by 36 feet long;

B. Was originally constructed with and now has a composition or wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch; and

C. Has exterior siding similar in appearance to siding materials allowed on conventional site-built single-family residences that are built pursuant to the applicable building code.

D. ~~A manufactured home (see ECC 15.130.130, definitions) is allowed in a manufactured home park pursuant to ECC 15.340.040.~~ When placed on a lot whose size and shape allows minimum yards or dwelling separations to be met per Chapter 15.320 ECC or 15.340.040, the placement of a manufactured home on such lot shall meet required setbacks and separations. A manufactured home may also be sited on an existing lot in cases where the sole noncompliance of the proposed siting is with adopted separation or setback requirements regulating distance between homes, provided all other applicable standards of the ECC are met, pursuant to RCW 35A.21.312(2)(b).

(Ord. 4656 § 1 (Exh. O2), 2013)

Section 26. Section 15.510.050 of the Ellensburg City Code, as last amended by Ordinance 4656, Section 1, is hereby amended to read as follows:

15.510.050 Storefront street standards.

The intent is to emphasize and/or reinforce a "Main Street" setting with storefronts placed adjacent to sidewalks. Storefront streets are Ellensburg's "major pedestrian corridors" as set forth in RCW 35A.21.440.

A. *Applicability.* The standards herein shall apply to all designated storefront streets per ECC 15.510.040.

B. *Building frontage.* Buildings shall be located adjacent to the sidewalk. Building setbacks from the public right-of-way may be permitted provided the space between the front property line and the building:

1. Is a widened sidewalk area; or

2. Is a pedestrian-oriented space, as defined in ECC 15.520.030(C).

C. *Parking location.* Parking shall be located to the rear, below, or above storefronts. Where some off-street parking (both surface and structured) adjacent to the storefront street is unavoidable, no more than 60 feet of frontage shall be occupied by parking

and vehicular access (see figure 15.510.050(B)). New parking lots adjacent to street corners shall be prohibited.

D. *Vehicular access.* Vehicular access (driveways) is discouraged on storefront streets. Where vehicular access is unavoidable, no more than one curb cut shall be allowed.

E. *Ground floor use.* Except for lobbies or similar entrances, residential uses are prohibited within 30 feet of the sidewalk on the ground floor of designated storefront streets.

F. *Building entry.* Building entries shall face the sidewalk.

G. *Weather protection.* Weather protection at least three feet deep is required over all primary entries. For south and west facing facades, weather protection at least six feet deep along a majority of the storefront is encouraged to provide shade in the summer months. Storefront all-weather protection projections shall not interfere with street trees, street lights, street signs, or extend beyond the edge of the sidewalk and they must maintain at least eight feet of clearance over the sidewalk.

H. *Storefront transparency.* Transparent window area along at least 70 percent of the ground floor facade between 30 inches and eight feet above grade is required. Display windows may count for up to 50 percent of the transparency requirements provided they are at least 16 inches of depth to allow for changeable displays. Tack on display cases shall not qualify as transparent window area. Departures to the transparency requirement will be considered pursuant to the provisions of ECC 15.210.060 and 15.510.120. Such departures may decrease the minimum amount of transparency by up to 50 percent (with no less than 35 percent of the ground floor facade between 30 inches and eight feet above grade).

I. *Ground floor and facade heights.*

1. The ground floor shall have a minimum floor-to-floor height of 15 feet, as measured from grade.

2. All storefront facades shall maintain a minimum height of 20 feet.

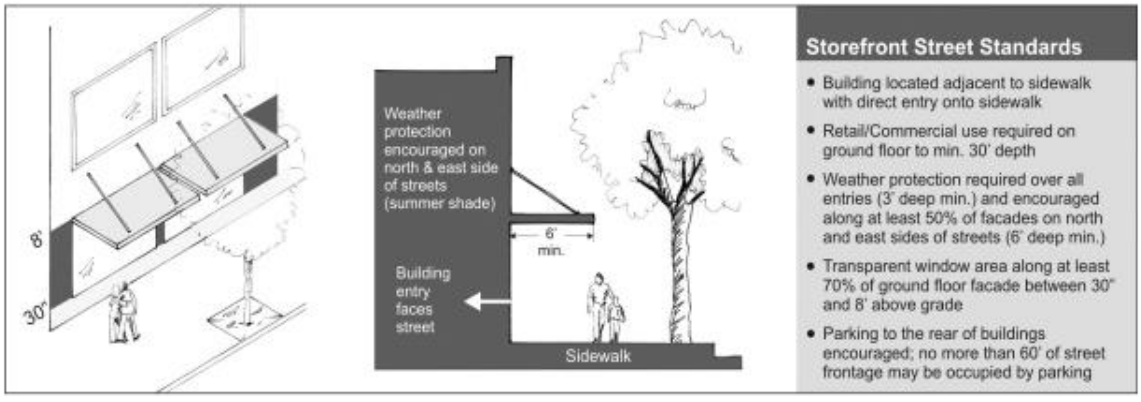


Figure 15.510.050(A). Summary of key storefront street standards.

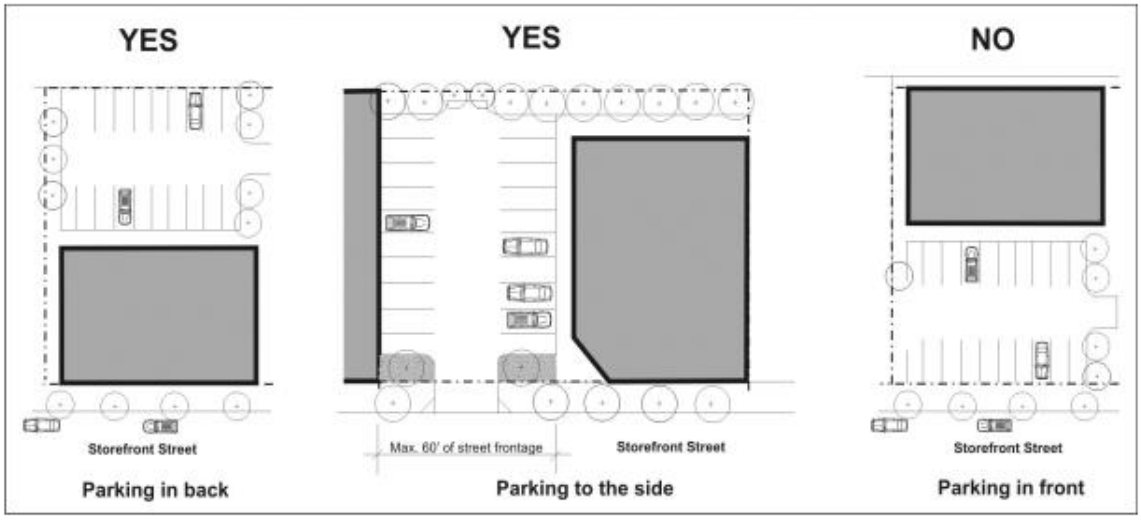


Figure 15.510.050(B). Parking location standards for designated storefront streets.



Figure 15.510.050(C). Current storefront examples. Note the large storefront windows and recessed entries in the left image. In the right image, note the relatively tall height of the single-story building. The height helps to add a sense of enclosure to the street.



Figure 15.510.050(D). These facades do not meet the storefront standards. The tack-on display cases in the left image do not qualify as transparent window area.

(Ord. 4656 § 1 (Exh. O2), 2013)

Section 27. Section 15.530.050 of the Ellensburg City Code, as last amended by Ordinance 4656, Section 1, is hereby amended to read as follows:

15.530.050 Building materials.

A. *Purpose.*

1. To encourage high-quality building materials that reinforce the historic small town character of Ellensburg.
2. To discourage poor materials with high life-cycle costs.
3. To encourage the use of materials that reduce the visual bulk of large buildings.

B. *Applicability.* All nonresidential and mixed-use buildings shall comply with the materials standards herein. Exception: buildings in the I-H zone and buildings in the I-L zones that do not face a street or contain a customer entrance are exempt from these standards.

C. *Metal siding standards.* Metal siding may be used, except new or replacement metal siding on landmarks register properties and within historic districts must receive approval pursuant to Chapter 15.280 ECC. ~~if it is incorporated with other permitted materials and it complies with the following:~~

~~1. It features visible corner molding and trim and does not extend lower than two feet above grade. Masonry, concrete, or other durable material must be incorporated between the siding and the ground plane;~~

~~2. Metal siding shall be factory finished, with a matt, nonreflective surface; and~~

~~3. The use of metal siding is prohibited on all landmarks register properties and within all historic districts.~~



~~**Figure 15.530.050(C). Acceptable and unacceptable metal siding examples. Notice the corner and window trim and use of concrete block near the ground level on the left image. The circled area on the right includes metal siding all the way to the ground, which is prohibited.**~~

D. *Concrete block standards.* Concrete block may be used if it is incorporated with other ~~permitted~~ materials and it complies with the following:

1. When used for the primary facade, buildings must incorporate a combination of textures and/or colors to add visual interest. For example, combining split or rock-facade units with smooth blocks can create distinctive patterns; and

2. Concrete block may comprise no more than 50 percent of a facade facing a public right-of-way or open space. Departures to this standard will be considered pursuant to ECC 15.210.060 provided design treatments are included to enhance the visual character of the building at all observable scales.



Figure 15.530.050(D). Acceptable and unacceptable concrete block examples. The left example uses a mixture of split-faced colored concrete block and smooth-faced concrete block, together comprising just under 50 percent of the whole facade. The large expanse of smooth-faced concrete block on the right is not desirable for Ellensburg facades.

E. *Standards for EIFS or other similar synthetic stucco finishes.* EIFS refers to "Exterior Insulation Finishing System." Such material/finishes (including other similar synthetic stucco materials) may be used, except new or replacement EIFS or other similar stucco finishes on landmarks register properties and within historic districts must receive approval pursuant to Chapter 15.280 ECC.~~if it is incorporated with other permitted materials and it complies with the following:~~

~~1. EIFS must be trimmed in wood, masonry, or other material and must be sheltered from extreme weather by roof overhangs or other methods and are limited to no more than 50 percent of the facade area facing a public right-of-way or open space. Departures to this standard will be considered pursuant to ECC 15.210.060 provided design treatments are included to enhance the visual character of the building at all observable scales;~~

~~2. Horizontal surfaces exposed to the weather must be avoided; and~~

~~3. EIFS and similar surfaces should not extend below two feet above the ground plane. Concrete, masonry, or other durable material must be used for wall surfaces within two feet of grade to provide a durable surface where damage is most likely.~~



~~**Figure 15.530.050(E). Acceptable and unacceptable stucco examples. The left image uses concrete block near the sidewalk, while the Petco maintains EIFS to the base of the facade.**~~

F. *Prohibited materials.*

1. Mirrored glass where used on more than ten percent of the facade;

~~2. T-111 siding and similar processed sheet products;~~

2~~3~~. Chain-link fencing (except for temporary fencing and for parks); and

~~4. Fiberglass products and similar sheet products; and~~

3~~5~~. Back-lit vinyl awnings used as signs.

G. *Certificate of Appropriateness Required:* Use of T1-11 siding and similar processed sheet products, and fiberglass products and similar materials, as exterior building cladding on landmarks register properties or within historic districts requires approval of the landmarks and design commission pursuant to ECC Chapter 15.280.

(Ord. 4656 § 1 (Exh. O2), 2013)

Section 28. Section 15.540.040 of the Ellensburg City Code, as last amended by Ordinance 4975, Section 63, is hereby amended to read as follows:

15.540.040 Accessory dwelling unit design standards (ADU).

A. *Purpose.*

1. To provide infill housing opportunities throughout residential zones in Ellensburg;

2. To provide affordable housing options; and

3. To provide an opportunity for rental income for property owners.

B. *Standards for all ADUs.* An ADU is designed and established to be a separate dwelling unit that is accessory to a principal unit. ADUs can be attached to the principal unit or detached. ADUs differ from duplexes in the zoning districts where they are allowed and ADUs are subject to specific size and design criteria relative to the principal unit. ADUs shall not be subject to any more restrictive setback requirements, yard coverage limits, restrictions on entry door locations or aesthetic requirements than the principal unit. If standards conflict, the principal unit standards shall apply.

Two accessory dwelling units are permitted on any lot of record in any zone that permits single-family dwellings and is currently developed or being developed with a principal unit provided all of the following conditions are met:

1. ADUs shall not exceed 1,000 square feet of gross floor area. Gross floor area is the interior habitable area under the International Residential Code, including basements and attics, where they meet height minimums, but does not include a garage or accessory structure; and

2. The presence of an accessory dwelling unit must be clearly identified on each entrance by proper numbering.

C. *Additional standards for a detached ADU (DADU).*

1. DADUs may be separate freestanding structures located to the side or rear of a primary dwelling unit or may be placed next to and/or above a garage. Existing structures or garages can be converted to an ADU provided the conversion does not impact the ability for the principal unit to demonstrate consistency with current parking standards at the time of building application. This conversion shall not make a legal nonconforming structure or garage more nonconforming in relation to setback or building size;

2. There shall be adequate fire separation ~~a minimum separation of 15 feet~~ between ~~the existing~~ a principal dwelling unit~~s~~ and the DADU~~, except where the DADU is~~

~~converted from an existing garage or structure or built on top of and/or next to an existing garage or structure~~.

(Ord. No. 4975, § 63, 11-17-2025; Ord. No. 4953, § 13, 1-21-2025; Ord. 4810 § 1, 2018; Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 29. Section 15.550.020 of the Ellensburg City Code, as last amended by Ordinance 4656, Section 1, is hereby amended to read as follows:

15.550.020 Authority and application.

A. The regulations of this chapter apply to all off-street parking areas in all zoning districts within the city of Ellensburg.

1. *Exception.* The regulations of this Chapter are not applicable solely to the addition of one or more housing units within the envelope of an existing building, pursuant to RCW 35A.21.440(2)(b).

B. The regulations of this chapter apply to all new development applications, all new parking lot construction or enlargement. In addition, these regulations shall apply at the time of enlarging, moving or increasing the capacity of existing structures by creating or adding ~~dwelling units,~~ commercial or industrial floor space, or seating facilities, and shall also apply when an existing land use within an existing structure is changed to a category of land use as set forth below that is different than the category of land use (as set forth in table 15.550.040(A)) for which the existing parking facility was designed and installed.

1. Change of all or portion an existing building to residential use is subject to the exception of A(1).

C. Whenever a building or use is expanded, enlarged or altered, additional off-street parking will be required for such expansion, enlargement or alteration based on the additional square footage of the expansion, enlargement or alteration, not on the total square footage of the building. However, in the event of enlargement or alteration of a structure, no additional off-street parking need be provided where the number of parking spaces required for such expansion, enlargement, or alteration is less than ten percent of the off-street parking requirement specified in this chapter.

1. Alteration of an existing building for the addition of one or more new dwelling units is subject to the exception of A(1).

D. Before an occupancy permit may be granted for any new or enlarged building or for a change of use in any existing building, the use shall be required to meet the provisions of this chapter, subject to the exception of A(1) applicable to the change of all or portion of an existing building to residential use.

E. If this chapter does not specify a parking requirement for a land use, the director shall establish the minimum requirement based on a study of anticipated parking demand. Transportation demand management actions taken at the site shall be considered in determining anticipated demand. In the study the applicant shall provide sufficient

information to demonstrate that the parking demand for a specific land use will be satisfied. Parking studies shall be prepared by a professional engineer with expertise in traffic and parking analyses, or an equally qualified individual as authorized by the director.

1. *Exception.* A transportation concurrency study shall not be required based solely on the addition of one or more residential units within an existing building, pursuant to RCW 35A.21.440(2)(i).

(Ord. 4656 § 1 (Exh. O2), 2013)

Section 30. 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 31. 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 32. 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 6th day of July, 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. 4990 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4990 was published as required by law.

_____
BETH LEADER

AMENDED SECTION	RATIONALE
3.01.080 - Adoption—Codes Designated [Building Codes]	RCW 35A.21.440(2)(g),(h) narrowly preempt applicability of certain building and energy code standards for “new housing in existing buildings” in code cities.
15.130.090 - S definitions	RCW 35A.21.440(2)(f) provides that code cities may only restrict ground-level residential uses for “new housing in existing buildings” along “major pedestrian corridors” designated by the jurisdiction; this amendment adds a definition for “storefront streets” in existing ECC Title 15, Division V regulations and adopts their applicability as “major pedestrian corridors” by reference.
15.210.040 - Permit review process types—Decision-making, procedures and notice requirements	Cleans up Table 15.210.040(B) regarding Notices of Completeness and Decision, Notices of Hearing for Type II permits, and references SEPA timelines pursuant to RCW 43.21C.033. Relocates timeline extension provisions as a footnote to this table. Cleans up Table 15.210.040(C) regarding newspaper SEPA notices, Open Record Hearing notices, and Closed Record Hearing notices; revises Table’s Note references for clarity of existing provisions’ applicability.
15.220.010 - Preapplication meeting	Adopts new waivers to preapplication meeting requirement for residential projects that result in only one or two dwellings, such as duplexes, pursuant to RCW 36.70B.160(1)(g) and 36.70B.080(1)(l)(ii).
15.220.030 - Determination of completeness	Clarifies that Type I permits have a determination of completeness.
15.220.080 - Public notice of final project permit decision	Clarifies permit Types that must notice decisions to applicants, interested parties and the Kittitas County assessor. Strikes a previous amendment that would require SEPA determination notice board (second on-site posting).
15.220.095 - Permit processing timeline reporting	Repealed: state reporting requirements are inapplicable to the City of Ellensburg under RCW 36.70A.215(5) and 36.70B.080(2)(a).
15.230.080 - Open record hearing or open record appeal hearing proceedings	Clarifies Type V hearing procedures with ECC references. Revises open record appeal hearing/decision timeline to 60 days to match that for open record predecision hearings/decisions.
15.230.090 - Closed record hearing or closed record appeal hearing proceedings	Revises closed record appeal hearing/decision timeline to 60 days to match that for open record predecision or appeal hearings/decisions.
15.240.040 - Nonconforming use	Adopts reference to “new housing in existing buildings” preemptions impacting nonconforming use review pursuant to RCW 35A.21.440(2)(a).
15.240.060 - Nonconforming lots	References preemptions on placement of manufactured housing on existing lots re. nonconforming lot review pursuant to RCW 35A.21.312(2)(b).

15.270.110 - Categorical exemptions—Adoption by reference [SEPA]	Adopts by reference statutory categorical exemptions to SEPA for certain projects, including "new housing in existing buildings" pursuant to RCW 35A.21.440(2)(i), along with other likely projects provided under RCW 43.21C.260, .0382, and .410.
15.280.090 - Ellensburg landmarks register	Adopts required exceptions to owner's consent for landmarks register designations pursuant to RCW 35A.21.450(2)(b),(3).
15.280.100 - Review of changes to landmarks register properties	Revises applicability of mural review by the landmarks and design commission; includes provisions regarding moisture permeability. Relocates review criteria on landmarks properties from murals chapter. Exempts replacement of sign faces from certificates of appropriateness.
15.285.020 - Applicability [Murals]	Revises errant code references adopted in previous relocation of mural Chapter. Strikes references to National Registers; local regulations can only apply to locally designated landmarks register properties and historic districts.
15.285.030 - Standards and guidelines [Murals]	Revises applicability of mural review by the arts commission and landmarks and design commission. Relocates review criteria for murals on landmarks properties to landmarks and design chapter. Strikes negotiation provisions.
15.310.040 - Use tables [Zoning]	Revises Table 15.310.040-1, Note 3: strikes C-N zone ground floor residential prohibition pursuant to preemption of RCW 35A.21.440(2)(f); adopts a reference to statute to ensure compliance with limitations on conditions established on C-H zone residential Conditional Use Permits; strikes Note 3 from C-N zone uses, and adds to C-H zone uses. Revises Table 15.310.040-1, Note 7: strikes references to C-C and C-C II zones to clarify applicability to storefront street frontage type as Ellensburg's "major pedestrian corridors" (frontage type reference vs. zone reference), pursuant to RCW 35A.21.440(2)(f). Revises Table 15.310.040-2: amends Day Care II facilities from conditional to permitted use pursuant to RCW 35A.21.460(1).
15.320.030 - Building setback and intensity standards table—Residential zones	Revises Table 15.320.030: adds Table Note 13 to permit 50% density above maximum base in R-S and R-L zones (which have density caps) for new residential units added in existing buildings, pursuant to RCW 35A.21.440(2)(a); adds Note 13 to maximum base density under R-S & R-L zone columns.
15.320.060 - Height exceptions	Adds new Subsections H & I to reference height regulation preemptions for residential retrofits, passive house requirements, and roof-mounted solar energy panels pursuant to RCW 36.70A.810, 36.70A.812 and 36.70A.813.
15.320.080 - Permitted projections into yards	Adds new Subsection G(13) to reference setback regulation preemptions for residential retrofits and passive house requirements pursuant to RCW 36.70A.810 and 36.70A.812.

15.320.090 - Setbacks from alleys	Strikes reference to emergency vehicle access exception for accessory structures when proposed along a rear lot line abutting an alley.
15.330.020 - Density bonus program for the R-S and R-L zone	Revises minimum affordability period for density bonus housing from 25 to 50 years under subsection E(2)(b), in compliance with RCW 36.70A.540(2)(e).
15.340.030 - Manufactured homes	Revises manufactured home terminology to permit any HUD-approved structures in manufactured home parks or as single-family dwellings in zones permitting those uses. Revises subsection D to clarify applicability of non-conforming lot provisions under RCW 35A.21.312(2)(b).
15.510.050 - Storefront street standards	Adopts existing storefront streets as designated “major pedestrian corridors” pursuant to narrow ground-level residential prohibition authority for “new housing in existing buildings” preemptions under RCW 35A.21.440(2)(f).
15.530.050 - Building materials	Revises subsection C, metal siding, to generally permit use but require certificate of appropriateness in landmarks districts and properties, pursuant to RCW 35A.21.443(1),(3); strikes figure. Revises subsection D, concrete block, to strike reference to “other permitted materials”. Revises subsection E, EIFS and stucco finishes, to generally permit use but require certificate of appropriateness in landmarks districts and properties, pursuant to RCW 35A.21.443(1),(3); strikes figure. Revises subsection F, prohibited materials, to generally permit T1-11, fiberglass, and similar materials pursuant to RCW 35A.21.443(1). Adds new subsection G: requires landmarks approval for T1-11, fiberglass, and similar exterior cladding materials on registered properties or in historic districts, pursuant to RCW 35A.21.443(3).
15.540.040 - Accessory dwelling unit standards (ADU)	Strikes minimum 15-foot separation requirement for a detached accessory dwelling unit from principal dwelling(s) on the lot; replaced with minimum fire separation requirement (structures may be closer).
15.550.020 - Authority and application [Off-Street Parking]	Adds references preempting “new housing in existing buildings” from meeting minimum off-street parking conformance pursuant to RCW 35A.21.440(2)(b).

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Resolution No. 2026-16 Setting a Public Hearing to Consider Vacating a City Easement Located Between Catherine Cottages and Radio Road (Public Comment Opportunity)
Submitted by:	Christopher Horner, City Attorney
Department:	City Attorney

Suggested Motion/Action:
Move to adopt Resolution 2026-16, which would set a public hearing to consider vacating a City easement located between Catherine Cottages and Radio Road.

Background/Summary:
On January 28, 1983, Gwendolyn P. Hall granted the City a 5' easement located on the eastside of Lot 1 of the Margaret's Addition Plat, between Catherine Cottages and Radio Road. The easement is not currently used by the City, and the City has received a written petition (attached) from the current adjacent property owners, to vacate the easement.

Previous Council Action:
On May 18, 2026, Council authorized the Mayor to sign a letter of intent conditionally approving Habitat for Humanity's application to develop affordable housing on the Catherine property. However, following public comment and Council discussion, Mayor Elliott also requested that further discussion about the walkway easement between Catherine Cottages and Radio Road be placed on a future Council agenda.

On June 15, 2026, Council directed staff to initiate a process that would allow Council to make a formal decision on whether to vacate the 5' easement.

Analysis:
Adoption of Resolution 2026-16 would set a public hearing for Council to receive public comment and make a formal decision on whether to vacate the 5' City walkway easement located between Catherine Cottages and Radio Road.

Resolution 2026-16 also directs the City Clerk to provide public notice at least 20 days before the public hearing, by posting written notice of the time and place fixed for the public hearing. The written notice would be posted in three public places in the City, as well as in a conspicuous place in the easement itself. The City Clerk would also be directed to provide the written notice to the property owners abutting the easement.

After the public hearing, should Council decide to vacate the easement, it would pass an ordinance vacating the easement, and that ordinance would then be recorded with the Kittitas County Auditor's Office.

It is important to note Resolution 2026-16 would not address the 10' easements created by the Margaret's Addition Plat. Modifications to the 10' easements would require completing the subdivision plat alteration process set forth in Ellensburg City Code 15.260.110(c), and would also require an application signed by the majority of the persons having an ownership interest in the subject subdivision.

Financial Impact:
There is minimal or no financial impact to setting a public hearing.

Budget Adjustment: No

Attachments:
1. Resolution 2026-16 Setting Public Hearing Easement Vacation
2. Letter requesting vacation of easement
3. 1304 Radio Easement dedication 467335
4. Margaret's Addition (city files)

RESOLUTION NO. 2026-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG to set a public hearing to receive public comment and determine whether to vacate a City easement located on private property.

WHEREAS, the City of Ellensburg ("City") is considering vacating an easement located on the east five (5) feet of Lot 1, Margaret's Addition, in Ellensburg; and

WHEREAS, the easement was created by a dedication deed granted by Gwendolyn Hall in 1983, a copy of which is attached as Exhibit A; and

WHEREAS, the City has received a written petition from the current adjacent property owners, to vacate the easement; and

WHEREAS, the City Council finds it appropriate and in the best interests of the City and its residents to set a public hearing to receive public comment and consider vacation of the easement;

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

Section 1. A public hearing to consider the proposed vacation of the easement described in Exhibit A is hereby set for Monday, August 3, 2026, at 7:00 p.m., during the City Council Meeting.

Section 2. The City Clerk is directed to provide at least 20 days notice of the public hearing, by posting written notice of the time and place fixed for the public hearing. The written notice shall be posted in three of the most public places in the City, as well as in a conspicuous place in the easement itself. The City Clerk is also directed to provide written notice to the property owners abutting the easement.

ADOPTED by the City Council of the City of Ellensburg this 6th day of July, 2026.

_____
Mayor

Attest: _____
City Clerk

Dear City of Ellensburg Mayor and City Council Members,

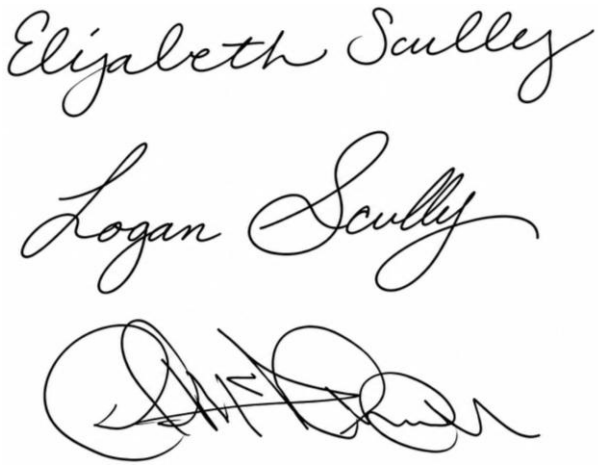
We, Elizabeth Scully and Logan Scully, property owners of Lot 1, Margaret's Addition, 1304 E. Radio Road, and Dale McPherson, property owner of Lot 2, Margaret's Addition, 1306 E. Radio Road, respectfully request that the City vacate the 5-foot easement located along the east side of Lot 1 and the west side of Lot 2, as recorded on January 28, 1983.

Please refer to the attached Dedication Deed for the recorded easement.

Thank you for your consideration of this request.

Sincerely,

Elizabeth Scully, Logan Scully, and Dale McPherson



467335

Real Estate Excise Tax Exempt
BETTE J. [illegible]
Kittitas County Treasurer
By _____

KITTITAS COUNTY AUDITOR
FILED REQUEST OF: City of Ell.

DEDICATION DEED

1983 JAN 31 PM 3:01

Grantor, GWENDOLYN P. HALL, a single person, for good and valuable consideration, receipt of which is hereby acknowledged, hereby dedicates unto the CITY OF ELLENSBURG, WASHINGTON, a municipal corporation, Grantee, and to its successors and assigns, an easement for the construction and maintenance by Grantee of a pedestrian walkway over and across the following described property situated in the City of Ellensburg, County of Kittitas, State of Washington, to-wit:

The east five (5) feet of Lot 1, Margaret's Addition.

Grantor covenants not to obstruct said walkway with structures, plants or by any other means.

Grantee shall forthwith install and henceforth maintain a chain link fence with privacy slats to separate and screen the walkway from the remainder of said Lot.

DATED this 28th day of January, 1983.

Gwendolyn P. Hall

STATE OF WASHINGTON)
) ss
County of Kittitas)

On this day personally appeared before me GWENDOLYN P. HALL to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that she signed the same as her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 28th day of January, 1983.

NOTARY PUBLIC in and for the State of Washington residing at Ellensburg.

(SEAL)

Rt: pone
420 N. Pearl
Ellg.

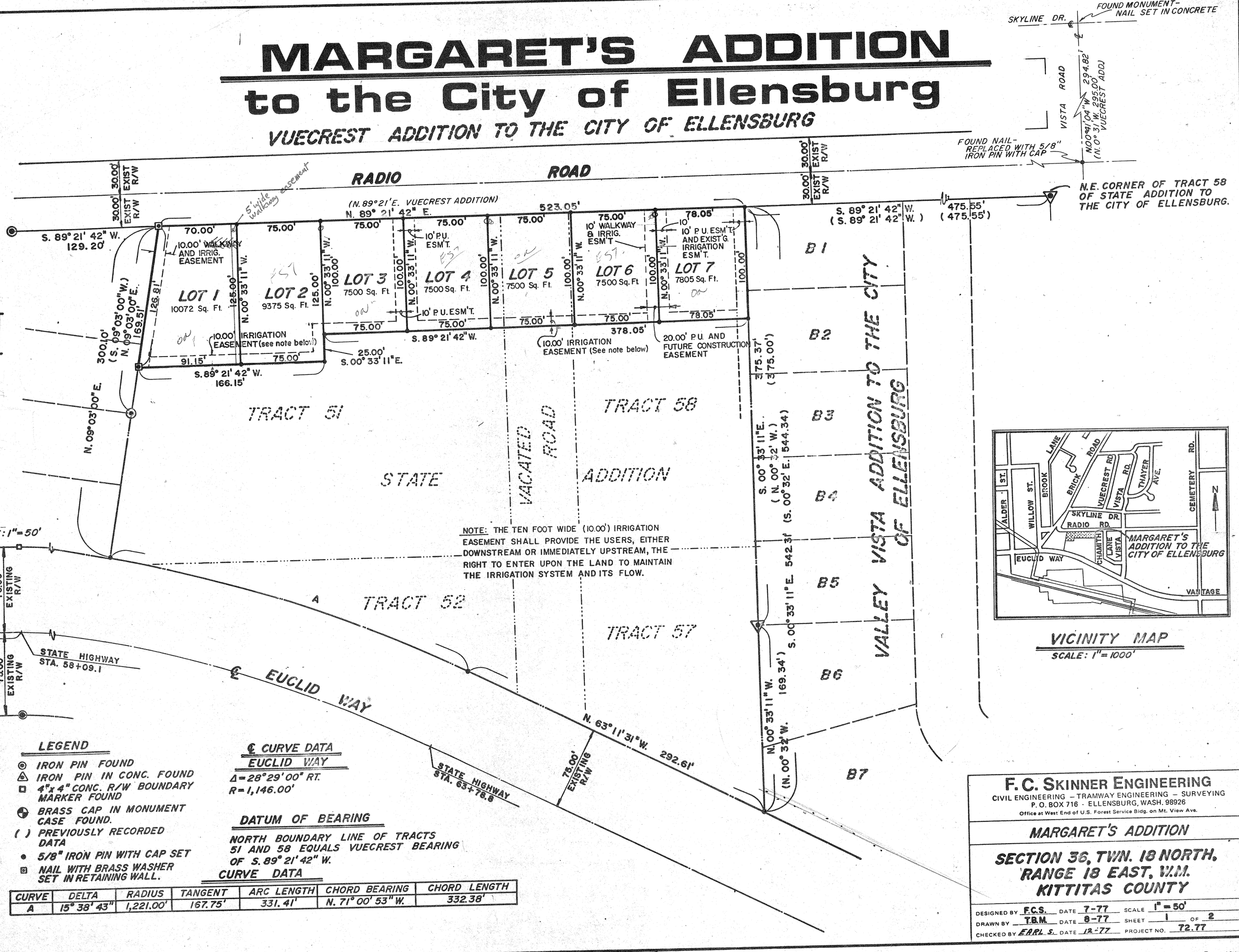
OFFICIAL RECORDS

VOL 176 PAGE 555

419986

MARGARET'S ADDITION
to the City of Ellensburg

VUECREST ADDITION TO THE CITY OF ELLENSBURG



VICINITY MAP
SCALE: 1" = 1000'

LEGEND

- IRON PIN FOUND
- IRON PIN IN CONC. FOUND
- 4"x 4" CONC. R/W BOUNDARY MARKER FOUND
- BRASS CAP IN MONUMENT CASE FOUND.
- ( ) PREVIOUSLY RECORDED DATA
- 5/8" IRON PIN WITH CAP SET
- NAIL WITH BRASS WASHER SET IN RETAINING WALL.

℄ CURVE DATA
EUCLID WAY

Δ = 28° 29' 00" RT.
R = 1,146.00'

DATUM OF BEARING

NORTH BOUNDARY LINE OF TRACTS 51 AND 58 EQUALS VUECREST BEARING OF S. 89° 21' 42" W.

CURVE DATA

CURVE	DELTA	RADIUS	TANGENT	ARC LENGTH	CHORD BEARING	CHORD LENGTH
A	15° 38' 43"	1,221.00'	167.75'	331.41'	N. 71° 00' 53" W.	332.38'

F. C. SKINNER ENGINEERING
CIVIL ENGINEERING – TRAMWAY ENGINEERING – SURVEYING
P. O. BOX 716 · ELLENSBURG, WASH. 98926
Office at West End of U.S. Forest Service Bldg. on Mt. View Ave.

MARGARET'S ADDITION

SECTION 36, TWN. 18 NORTH, RANGE 18 EAST, W.M. KITTITAS COUNTY

DESIGNED BY F.C.S. DATE 7-77 SCALE 1" = 50'
DRAWN BY T.B.M. DATE 8-77 SHEET 1 OF 2
CHECKED BY EARL S. DATE 12-77 PROJECT NO. 72.77

MARGARETS IN-1 74-8

MARGARET'S ADDITION

LEGAL DESCRIPTION

That Part of Tracts 51 and 58, STATE ADDITION TO THE CITY OF ELLENSBURG NUMBER 1, County of Kittitas, State of Washington, as per plat thereof recorded in Book 2 of Plats, page 48, records of said county, which is described as follows:

A tract of land bounded by a line beginning at the Northeast corner of Tract 58 of said addition; thence South 89°21'42" West along the Southerly boundary line of the city street known as Radio Road and the Northerly boundary line of said tract a distance of 475.55 feet to the True Point of Beginning; thence South 00°33'11" East along the West boundary line of the Plat known as Vally Vista Addition to the City of Ellensburg as per plat thereof recorded in Volume 3 of Plats, page 35, records of said county, a distance of 100.00 feet; thence South 89°21'42" West a distance of 378.05 feet; thence South 00°33'11" East a distance of 25.00 feet; thence South 89°21'42" West a distance of 166.15 feet; thence North 09°03'00" East a distance of 126.81 feet to the Southerly right-of-way boundary line of said city street and the Northerly boundary line of Tract 51; thence North 89°21'42" East along the Northerly boundary line of Tracts 51 and 58 of said addition to Ellensburg a distance of 523.05 feet to the True Point of Beginning, said line being parallel with and 30.00 feet Southerly of the center line of said city street. Containing 1.31 acres, more or less.

I HEREBY CERTIFY that the plat of MARGARET'S ADDITION is based on actual survey and subdivision of a portion of Tracts 51 and 58, together with a vacated county road 60 feet in width, lying between Tracts 51 and 58, STATE ADDITION TO THE CITY OF ELLENSBURG NO.1, located in Section 36, Township 18 North, Range 18 East, W.M.; that the distances and courses and angles are shown thereon correctly; that proper monuments have been set and lot corners are staked on the ground.

FREDERICK C. SKINNER STATE OF WASHINGTON REGISTERED Professional Engineer & Land Surveyor

Frederick C. Skinner

Frederick C. Skinner, P.E. & L.S.

Wash. Professional Engineer & Land Surveyor No. 12491

January 6, 1978

DEDICATION

KNOW ALL MEN BY THESE PRESENTS that John R. DiMeo and Catherine M. DiMeo, Husband and Wife, the undersigned Owners in fee simple, of the herein described real property, do hereby declare, subdivide and plat as herein described and dedicate to the use of the public forever, all easements or whatever public property shown thereon and the use thereof for any and all public purposes.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 13 day of January, A.D., 1978.

John R DiMeo — John R. DiMeo

Catherine M. DiMeo — Catherine M. DiMeo

ACKNOWLEDGEMENT

STATE OF WASHINGTON } SS
County of Kittitas }

THIS IS TO CERTIFY that on this 13th day of January, A.D. 1978, before me, the undersigned, a Notary Public, personally appeared John R. DiMeo and Catherine M. DiMeo, husband and wife, to me known to be the persons who executed the foregoing dedication and acknowledge to me that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS My hand and official seal the day and year first written.

Richard L Cleveland

Notary Public in and for the State of Washington, residing at Seattle.

L. CLEVELAND NOTARY PUBLIC STATE OF WASHINGTON

APPROVALS

EXAMINED AND APPROVED by the Ellensburg City Manager this 24th day of Jan, 1978.

Robert L. Weller
Ellensburg City Manager

EXAMINED AND APPROVED by the Ellensburg City Engineer this 27th day of JAN, 1978.

Thomas L. Heine
Ellensburg City Engineer

EXAMINED AND APPROVED by the Ellensburg Planning Commission this 27th day of JAN, 1978.

James E. Farrell
Planning Commission Chairman

EXAMINED AND APPROVED by the Ellensburg City Mayor this 27 day of Jan, 1978.

Dan Pitt
Ellensburg City Mayor

ATTEST:

Gertrude D. Ericksen
City Clerk

Lot 57 & 58 Tx 42 & 84 of 36-18-18 and CID assessments

This is to certify that all taxes of Kittitas County which includes up to and including 1978 taxes have been paid.

Betty J. Spence
Kittitas County Treasurer

CERTIFICATION OF AUDITOR

Filed for record at the request of the City of Ellensburg this 2nd day of February, 1978, at 12:43 o'clock P M., and recorded in Volume 7 of Plats, on Page 31 & 32, records of Kittitas County, Washington.

Beverly M Clarke
Kittitas County Auditor

M. Winn
Deputy County Auditor

F. C. SKINNER ENGINEERING
CIVIL ENGINEERING – TRAMWAY ENGINEERING – SURVEYING
P. O. BOX 716 - ELLENSBURG, WASH. 98926
Office at West End of U.S. Forest Service Bldg. on Mt. View Ave.

MARGARET'S ADDITION

SECTION 36, TWN. 18 NORTH, RANGE 18 EAST, W.M. KITTITAS COUNTY

DESIGNED BY FCS DATE 7/77 SCALE NONE
DRAWN BY FLS DATE 12/77 SHEET 2 OF 2
CHECKED BY EARL S. DATE 12/77 PROJECT NO. 72.77

MARGARETS
M-1-44

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Catherine Cottages Revised Design (Public Comment Opportunity)
Submitted by:	Lily Frey, Housing Program Manager
Department:	Community Development

Suggested Motion/Action:
Authorize the Mayor to sign the amended letter of intent and direct staff to prepare an affordable housing agreement for the property contribution.

Background/Summary:
Council surplused the Catherine property in 2022. At the conclusion of a request for proposals process in 2023, Habitat for Humanity Seattle - King and Kittitas Counties presented their preliminary designs for the site. Council recommended site plan changes and heard public feedback that mentioned concerns about water and wetland vegetation on the site. Environmental consultant review and City irrigation piping work have addressed the wetland conditions with a determination of no wetlands present in October 2025. Separately, the City has secured funds for a Vantage Highway improvement project that will include a sidewalk on the north side of the road and a multi-use path on the south side of the road, which will improve pedestrian access to the Catherine property. Design work for this project is currently underway and the project is currently scheduled for construction in 2027.

After review and recommendation from the Affordable Housing Commission, Habitat presented a revised site plan and proposal to Council in May 2026 and signed a letter of intent with the City including conditions for project development based on the proposed cottage housing design. The plan includes nine (9) cottage units affordable at up to 80% of area median income (AMI). The proposed timeline for construction would be 2028-2029 contingent on securing full project funding commitments.

Based on Council's May feedback, Habitat has developed the attached revised site plan for the Catherine Property. If accepted, an amended letter of intent would be issued to reflect the revised design (under Ellensburg's development regulations but not the Cottage housing design provisions) and guide next steps. The amended letter retains the conditions of coordinating construction planning with KXLE and naming the development in honor of Catherine DiMeo as previously agreed.

Previous Council Action:
On August 15, 2022, Council adopted resolution 2022-17 which identified the property then known as Catherine Park as surplus to City needs to be used for affordable cottage housing in accordance with RCW 39.33.015 and ECC 2.06.080.

On March 20, 2023, City Council reviewed a site design from Habitat for Humanity Seattle King and Kittitas Counties (Habitat) and heard public comment on the proposed project. The Council recommended Habitat revise the site design to accommodate additional parking and fire access turnaround and consider other feedback.

On May 18, 2026, Council authorized the Mayor to sign the attached letter of intent with Habitat for Humanity Seattle - King and Kittitas Counties.

Analysis:
The revised site design emphasizes livability for residents while creating a development in line with Council's guidance to maximize cottage orientation toward a central open space. Initial review from Community Development indicates that this proposal would be feasible under Ellensburg's development regulations; full review will follow submittal of a building and/or planning permit application.

Financial Impact:
None at this time; Habitat expects to apply for funding for this project in the future. If approved, affordability factors would be adjusted to comply with funding requirements.

Budget Adjustment: No

Attachments:
1. Catherine Cottages Revised Site Plan 6.17
2. Catherine Cottages LOI Signed 5.26.26
3. Catherine Prop Award letter_Revised_7.6.26

Catherine Cottages Revised Plan

Key Points

- Responds to community and Council feedback by turning all homes toward the shared common space.
- Placement of the parking at the center of the property better serves the residents and provides required fire turnaround.
- Permissible under zoning — Ellensburg Code allows 4 duplexes and 5 single family residences on this site.
- Site constraints and the 2-space-per-home parking requirement make this a difficult fit for the cottage housing type as described in Ellensburg Code.
- Creates a livable, permanently affordable pocket neighborhood with the feel of cottage housing around a shared common space.

9 Total Units

5x One Story Single Family Residences
2BR, +/- 910 NSF • 2 parking (communal lot)

4x Two Story, Townhome-style Duplexes
3BR, +/- 1,230 NSF + 470 NSF garage • 2 parking (in garage)



Habitat for Humanity® Seattle–King & Kittitas Counties

We build **strength**, **stability** and **self-reliance** through **shelter**.

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

May 21, 2026

Rebecca Wold
Habitat for Humanity Seattle – King and Kittitas County
560 Naches Ave SW, Suite 200
Renton, WA 98057

RE: Award Letter and Conditions for City of Ellensburg Catherine Property Contribution

Dear Ms. Wold:

Congratulations! Your application for the City-owned property located off Vantage Highway (parcel #694034) has been conditionally approved by Ellensburg City Council.

This award is conditional and is not a guarantee of property contribution. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will engage in contract negotiations which, upon completion and approval by both parties, will culminate in the transfer of ownership of the Catherine property. This letter does not cover all local requirements or all the terms that will be included in contract documents including legal rights and obligations.

Please read this letter carefully and return a signed copy of the Acknowledgement of Conditions at the bottom to the City of Ellensburg Community Development Department.

The City's allocation of the property is based on representations made in your submitted project materials. Changes to those representations must be reported as specified in the Conditions and approved by the City of Ellensburg in writing. Unreported changes may result in a delay and/or loss of the City-owned property contribution. These requirements are designed to ensure productive communication between the applicant and the City regarding project status prior to property transfer.

CONDITIONS
The City of Ellensburg will initiate contract negotiations after receipt of the signed Acknowledgement of Conditions. The City requires that basic contract terms stipulate:

- The contract term for project completion will be consistent with the presented development timeline.
- In addition to the overall project completion term, the contract will also include a schedule of performance that will include, but not be limited to: submitting a finance plan (pro forma), obtaining civil permits, scheduling a closing date, commencement of construction, completion of construction, review of eligibility requirements for homebuyers, and conveyance of homes to initial homebuyers.
- The proposal and contract must meet the requirements of the City of Ellensburg Affordable Housing program and RCW 39.33.015.

- Applicant will submit a written status report when changes to the project cause the proposal to differ from the project as reviewed by Council on May 18, 2026, or previous status reports. Reports must explain any problems or needed modifications and propose a plan for addressing them. Modifications may require a mutually agreed-upon amendment of the contract documents.
- Applicant will revise site design to ensure compliance with ECC 15.540.050 Cottage housing design standards for open space and maximize cottage orientation toward the common open space.
- Applicant will coordinate construction planning with KXLE to minimize damage to antenna projections to the degree possible.
- Applicant will name the development in honor of Catherine DiMeo.
- Contract terms must be agreed to by December 31, 2026 or the City of Ellensburg reserves the right to withdraw this award.

Please notify the Community Development Department as you reach each funding and other milestone or encounter challenges. The City anticipates reserving this property for the time period specified in your application, i.e., through 2029, conditioned upon the contractual schedule of performance being met.

Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,



Rich Elliott, City of Ellensburg Mayor

Acknowledgement of Conditions

I acknowledge that I have read and understand the above conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature: _____ **Title:** Chief Operating Officer

Name: _____ **Date:** _____

Organization: Habitat for Humanity Seattle-King and Kittitas Counties

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

July 6, 2026

Rebecca Wold
Habitat for Humanity Seattle – King and Kittitas County
560 Naches Ave SW, Suite 200
Renton, WA 98057

RE: Award Letter and Conditions for City of Ellensburg Catherine Property Contribution

Dear Ms. Wold:

Congratulations! Your application for the City-owned property located off Vantage Highway (parcel #694034) has been conditionally approved by Ellensburg City Council.

This award is conditional and is not a guarantee of property contribution. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will engage in contract negotiations which, upon completion and approval by both parties, will culminate in the transfer of ownership of the Catherine property. This letter does not cover all local requirements or all the terms that will be included in contract documents including legal rights and obligations.

Please read this letter carefully and return a signed copy of the Acknowledgement of Conditions at the bottom to the City of Ellensburg Community Development Department.

The City's allocation of the property is based on representations made in your submitted project materials. Changes to those representations must be reported as specified in the Conditions and approved by the City of Ellensburg in writing. Unreported changes may result in a delay and/or loss of the City-owned property contribution. These requirements are designed to ensure productive communication between the applicant and the City regarding project status prior to property transfer.

CONDITIONS
The City of Ellensburg will initiate contract negotiations after receipt of the signed Acknowledgement of Conditions. The City requires that basic contract terms stipulate:

- The contract term for project completion will be consistent with the presented development timeline.
- In addition to the overall project completion term, the contract will also include a schedule of performance that will include, but not be limited to: submitting a finance plan (pro forma), obtaining civil permits, scheduling a closing date, commencement of construction, completion of construction, review of eligibility requirements for homebuyers, and conveyance of homes to initial homebuyers.
- The proposal and contract must meet the requirements of the City of Ellensburg Affordable Housing program and RCW 39.33.015.

- Applicant will submit a written status report when changes to the project cause the proposal to differ from the project as reviewed by Council on July 6, 2026, or previous status reports. Reports must explain any problems or needed modifications and propose a plan for addressing them. Modifications may require a mutually agreed-upon amendment of the contract documents.
- Applicant will coordinate construction planning with KXLE to minimize damage to antenna projections to the degree possible.
- Applicant will name the development in honor of Catherine DiMeo.
- Contract terms must be agreed to by December 31, 2026 or the City of Ellensburg reserves the right to withdraw this award.

Please notify the Community Development Department as you reach each funding and other milestone or encounter challenges. The City anticipates reserving this property for the time period specified in your application, i.e., through 2029, conditioned upon the contractual schedule of performance being met.

Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,

Rich Elliott, City of Ellensburg Mayor

Acknowledgement of Conditions

I acknowledge that I have read and understand the above conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature: _____ **Title:** _____

Name: _____ **Date:** _____

Organization: _____

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	2026 Comprehensive Plan - Final Draft of Transportation Chapter (Public Comment Opportunity)
Submitted by:	Derek Mayo, Engineering Manager
Department:	Public Works

Suggested Motion/Action:
This item is for informational purposes only.

Background/Summary:
The City of Ellensburg contracted with SCJ Alliance for our 2026 Comprehensive Plan Periodic Update. Final draft chapters of the Comprehensive Plan are being completed and drafts will be individually brought to Council for review and public input opportunities. A public open house for the entire draft Comprehensive Plan is scheduled for July 22, 2026. Fehr and Peers, a sub-consultant to SCJ Alliance, completedthe Transportation Chapter of the plan, which is now in the final draft format for comments from staff and public.

Previous Council Action:
Consultant Agreement with SCJ Alliance for completion of the Comprehensive Plan was approved by Council on May 19th, 2025.

Analysis:
Fehr and Peers completed a complete review of our current Transportation System, and modeled anticipated growth for the 20-year evaluation period (2026-2046). This modeling and analysis included in extensive evaluation of all modes of travel, including; vehicle, freight, pedestrian, bicycle, and transit. The analysis included a determination of vehicle Level of Service, and also bike and pedestrian Level of Stress. The culmination of the extensive analysis is a prioritized project list. Staff and Fehr and Peers also presented the previous versions of the draft chapter to the Environmental Commission, Ellensburg Transportation Advisory Committee, and the Planning Commission and incorporated their respective comments into this current final draft version before Council (attached).

Financial Impact:
None

Budget Adjustment: No

Attachments:
1. Ellensburg 2046 Transportation Element_6.26.26_Clean

City of Ellensburg

Ellensburg 2046: Comprehensive Plan Update

October 2025

SCJ ALLIANCE
CONSULTING SERVICES

CASCADIA
CONSULTING GROUP

ELLENSBURG 2046
Hometown Heart — Bright Future

LELAND
CONSULTING
GROUP

FEHR PEERS

Project Information

Project: City of Ellensburg 2046 Comprehensive Plan Update

Prepared for: City of Ellensburg
501 N Anderson St
Ellensburg, WA 98926

Project Representative

Prepared by: SCJ Alliance
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516
360.352.1465
scjalliance.com

Contact: Kirsten Peterson, SCJ Alliance

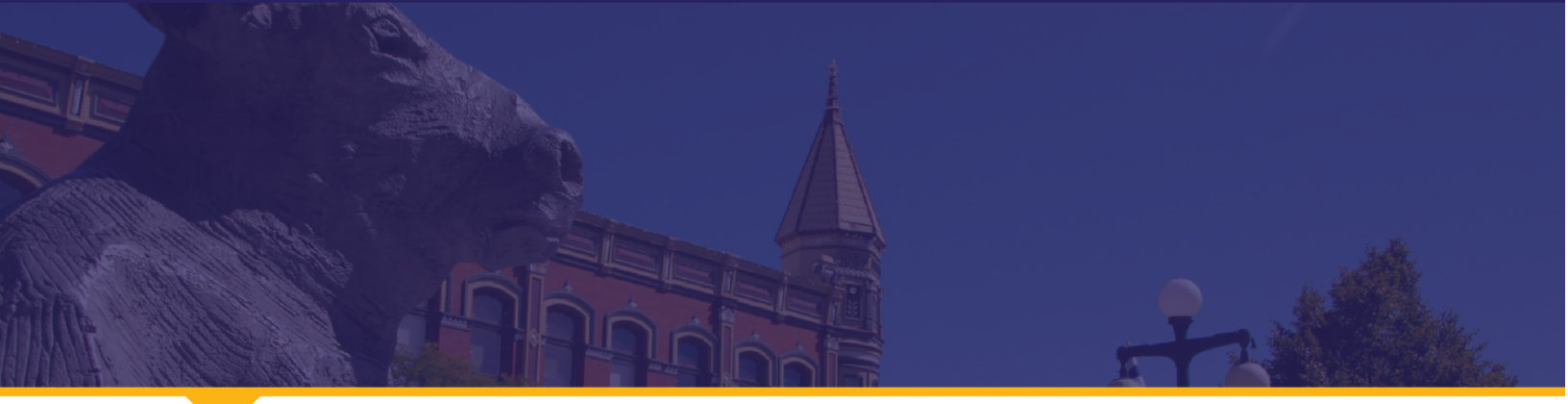
Acknowledgments

Names here.

Table of Contents (TOC Heading)

Overview 6
Existing Transportation Plans 6
City-wide Plans 6
The Transportation Element Update 8
Transportation System Overview 9
Multimodal Level of Service 12
Traffic Operations 12
Active Transportation 18
Safety 29
Transit Network 33
Freight and Truck Mobility 35
Airports 39
Rail 39
Public Outreach 40
Current Trends and Opportunities 42
Active Transportation 42
Transit 42
Safety 43
Sustainability 43
Local and Regional Growth 43
Goals and Policies 44
Ellensburg's Future Traffic Operations 51
State Facilities 58
Transportation Project List 59
Transportation Plan Project Type 59
Transportation Plan Project List 59
Transportation Funding 70
Revenue Sources 70
Potential Future Revenue Sources 74
Transportation Demand Management 76

Commute Trip Reduction Program 78
Attachment A: Public Outreach - Feedback List 80



Overview

This update is intended to guide transportation investments and policy decisions over the next twenty years in a manner that reflects the community's vision, values, and long-term goals while also meeting the requirements established under Washington State law. The primary objective of this update is to support the development of an integrated, safe, efficient, and sustainable multimodal transportation system that serves residents, businesses, and visitors of all ages and abilities. By considering all modes of travel, including driving, walking, bicycling, public transit, and freight movement, the City seeks to create a balanced transportation network that enhances mobility, accessibility, and overall quality of life.

This section provides a high-level inventory and overview of the City of Ellensburg's existing transportation system across all travel modes. It evaluates current transportation conditions, identifies key multimodal system performance measures, and highlights existing trends, opportunities, and constraints that influence mobility throughout the community. In addition, this section examines anticipated population, employment, and land use growth through 2046, the planning horizon year, to better understand future transportation demands and system needs.

This Element establishes a framework for how the City can provide a transportation system that is consistent with Ellensburg's overall vision for growth and community development.

Existing Transportation Plans

City-wide Plans

This section describes major planning efforts that have occurred in Ellensburg over the past decade.

Imagine Ellensburg 2037, Transportation Element (City of Ellensburg)

The previous Transportation Element, part of Imagine Ellensburg 2037, was adopted in 2017 and served as a guide for improving and expanding the transportation system to meet future growth demands through 2037. In addition to establishing Ellensburg's transportation vision and goals, the plan outlined a list of transportation projects to address capital improvement needs. According to feedback from Ellensburg staff, roughly one-half of those projects have been completed since 2017. This Element carries forward many of the projects and policies from the last Transportation Element.

2019 Americans with Disabilities Act Transition Plan for Public Right-of-Way (City of Ellensburg)

To ensure accessibility across the transportation network, Ellensburg adopted the *2019 Americans with Disabilities Act (ADA) Transition Plan for Public Right-of-Way*. The plan included an inventory and evaluation of every ramp, sidewalk and driveway in the city. This Element incorporates policies and projects that improve accessibility for all community members.

2020 Active Transportation Plan (City of Ellensburg)

Ellensburg has also advanced active transportation planning through the adoption of the *2020 Active Transportation Plan* (ATP). This plan inventoried existing facilities, identified deficiencies, and provided a list of capital improvements to advance active transportation infrastructure. In the six years since the plan was adopted, the City has constructed 14 of the projects identified and an additional 16 are underway or partially completed. This Element carries forward key investment ideas from the 2020 ATP.

2024 Sustainability and Energy Plan (City of Ellensburg)

In support of broader environmental goals, Ellensburg adopted the *Sustainability and Energy Plan in 2024*, which included an inventory of baseline greenhouse gas (GHG) emissions, forecasts of municipal and community-wide GHG emissions through 2050, an evaluation of community priorities through stakeholder engagement, and the establishment of goals and policies. This Element strives to be consistent with the goals and policies established in the 2024 Sustainability and Energy Plan.

2025–2030 Transit Development Plan (Ellensburg Central Transit/City of Ellensburg)

City Council adopted the *2025–2030 Transit Development Plan* (TDP) for Central Transit. The plan evaluated existing service and aligned Ellensburg Central Transit's goals, objectives, and strategies with those in the Washington State Transportation Plan. The plan outlined future operating changes, capital improvement needs, and financial resources for implementation. This Element strives to be consistent with the TDP.

2025–2030 Transportation Improvement Plan (City of Ellensburg)

The City of Ellensburg also updated its Six-Year Transportation Improvement Plan (TIP) as required by the State. The *2025–2030 Transportation Improvement Plan*, informed by the *2037 Comprehensive Plan*, identified near-term improvements to the transportation network and allocated funding for each year. The TIP provided a framework for regionally significant projects and projects anticipated to receive state or federal funding. These projects consisted of corridor and intersection improvements as well as active transportation infrastructure. The TIP served as a starting point for developing the project list in this Element.

2025 Transportation Safety Action Plan (City of Ellensburg)

The City of Ellensburg adopted a Transportation Safety Action Plan (TSAP) in 2025 that set a goal of reducing roadway fatalities and serious injuries by 50% by 2035. The plan also established an ultimate

vision of achieving zero transportation fatalities and serious injuries. As part of this effort, the plan evaluated safety countermeasures, prioritized projects, and identified programs, policies, and strategies for implementation. This Element carries forward key policies, programs, and strategies from the 2025 TSAP.

The Transportation Element Update

The new Transportation Element builds on existing plans and provides updated policies to meet new state requirements for comprehensive planning. This Element carries forward projects from adopted plans and identifies additional projects needed to accommodate expected growth, reflecting both current needs and future transportation forecasts.

Transportation System Overview

Ellensburg's transportation system includes facilities for all modes of transportation including people walking, biking, driving, taking public transit, and transporting freight. Commuting data is visualized in

Figure 1 (American Community Survey, 2023). Work-related trips in Ellensburg reveal a significant reliance on private vehicles, with 79% of people either driving alone or carpooling to work. With respect to greener modes of transportation, 12% of people walk or bike, 1% use public transit, 1% use modes like taxi or motorcycles, and 10% of people work from home. These values represent those who live in the city's census areas and work in or outside of the city. They do not include people who commute to or through Ellensburg from other jurisdictions. While this data provides a snapshot of work-related mode choice, non-commute trips (such as shopping, school, or recreation trips) tend to have higher active mode choice as those trips tend to be shorter than commute trips.

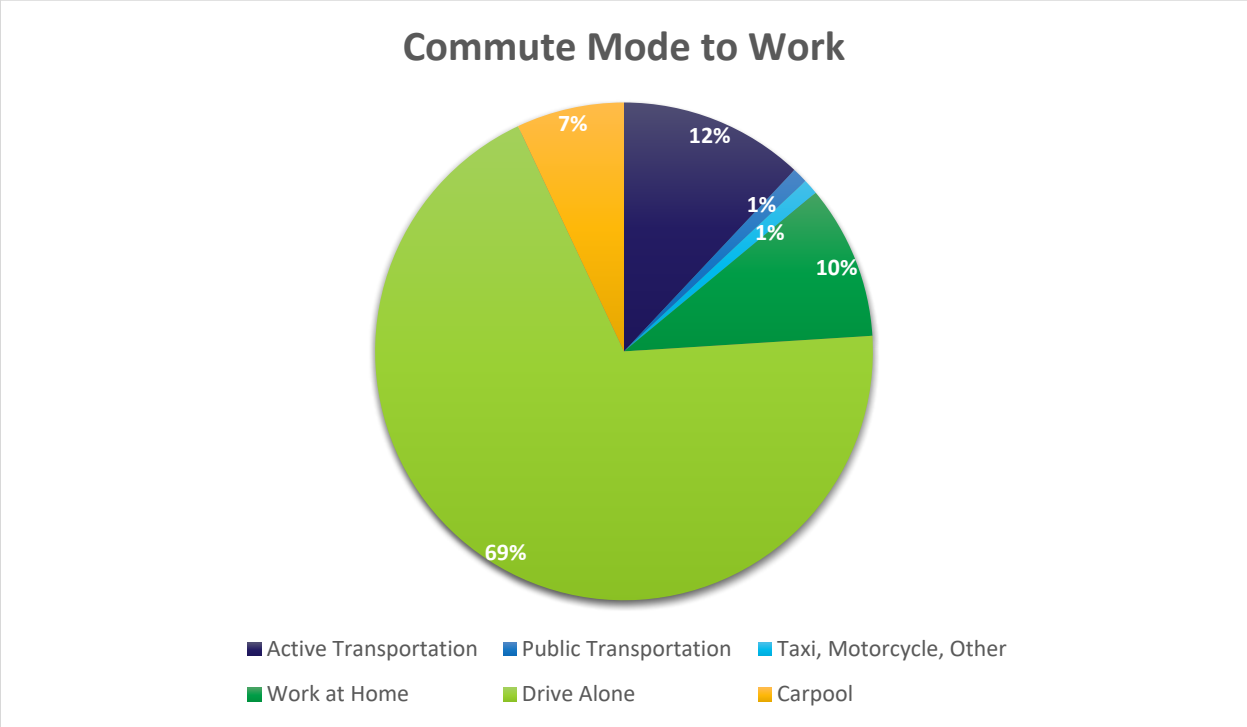


Figure 1. Commute Mode to Work

Source: United States Census Bureau 5-year ACS S0801, 2023.

Ellensburg's roadways are classified into principal and minor arterials, major and minor collectors, local access streets and private streets. For city-wide planning-level purposes, the evaluation focused on arterials and collectors. **Table 1** describes each functional classification category and provides examples of roadways that fit within each; **Figure 2** shows Ellensburg's existing and planned roadways according to these classifications.

Table 1. Functional Classification of Roadways

Functional Classification	Description	Example
Principal Arterial	Principal arterials carry major traffic through the City of Ellensburg. They connect local travel to regional routes, including interstate, and support trips that pass through the city.	University Way Main St/Canyon Rd Water St (South of University Way) U.S. 97
Minor Arterial	Minor arterials provide important connections between neighborhoods and the principal arterial network. They carry moderately high volumes but focus more on local accessibility than regional mobility.	Bowers Rd Wildcat Way Dolarway Rd 5th Ave Water St (North of University Way)
Major Collector	Major collectors connect arterial roadways to minor collectors and local streets. They often serve as transition corridors between commercial areas and residential neighborhoods.	15th Ave Bender Rd Brick Rd Ruby St
Minor Collector	Minor collectors gather traffic from local streets and distribute it to major collectors or arterials. They carry lower volumes and must balance access needs for all modes of travel.	Cora St Greenfield Ave

Source: Fehr & Peers, 2026.

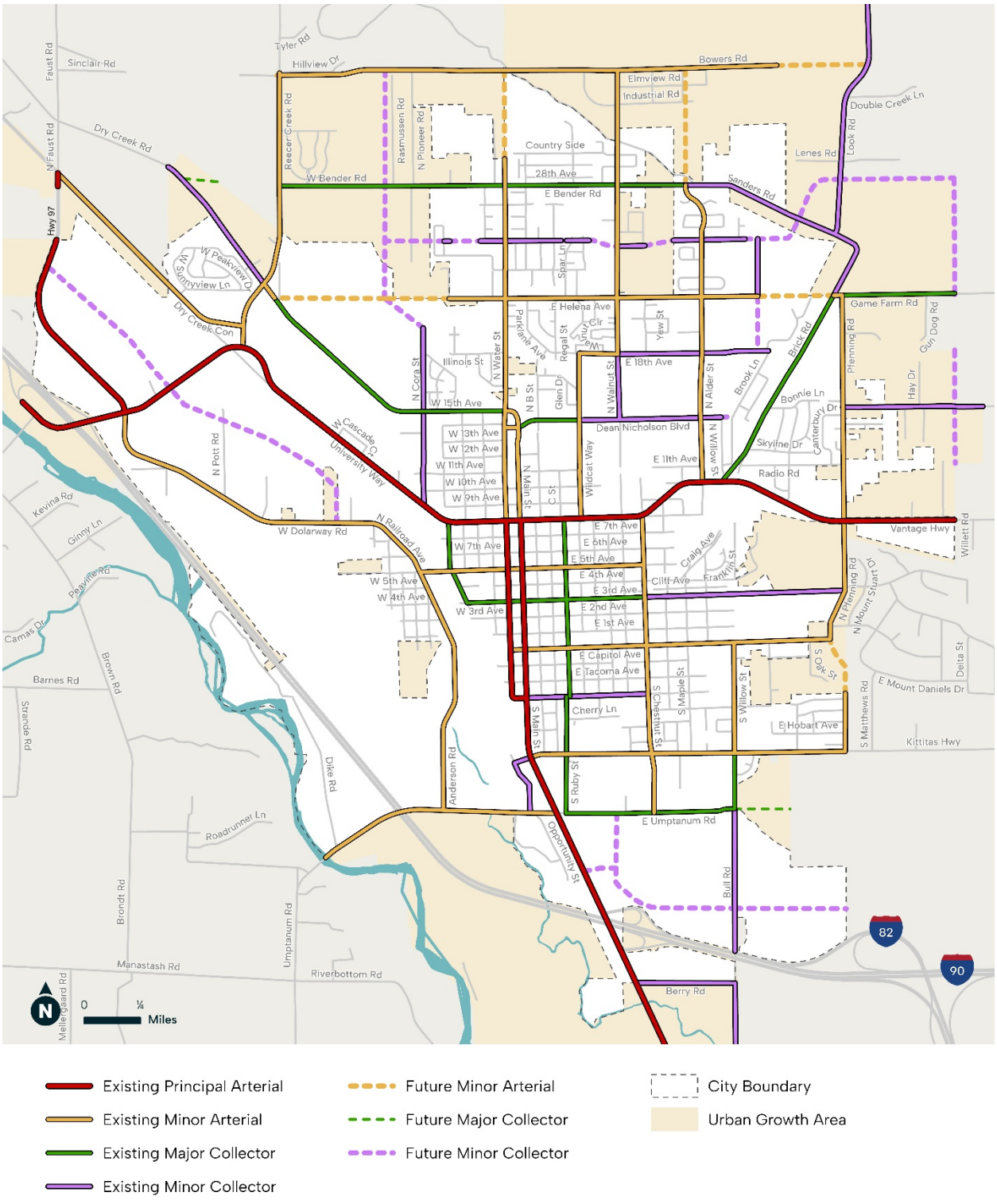


Figure 2. Roadway Functional Classification

Source: City of Ellensburg and Fehr & Peers, 2026.

Multimodal Level of Service

Multimodal Level of Service (MMLOS) is a performance-based framework used to evaluate how well a transportation system serves all users, including people walking, biking, and using transit, in addition to the traditional vehicle delay-based LOS approach. MMLOS assesses factors such as comfort, safety, accessibility, connectivity, and reliability across modes to better reflect the overall user experience.

MMLOS helps to align transportation planning with broader community goals, including safety, equity, sustainability, and multimodal accessibility. MMLOS allows agencies to understand trade-offs between modes, prioritize investments that support diverse travel needs, and plan transportation systems that accommodate current and future growth while providing safe and reliable mobility for all users.

Traffic Operations

Vehicle traffic operations were analyzed at 30 intersections selected in consultation with City staff. These intersections include signals, roundabouts, and stop signs within city limits. This section discusses the methodology and findings from the traffic operations analysis under existing conditions.

Methodology

Intersection-level delay (measured in seconds per vehicle) and Level of Service (LOS) are the primary measures of intersection performance for the traffic operations analysis.

The Highway Capacity Manual (HCM) defines delay as "delay brought about by the presence of a traffic control device including delay associated with vehicles slowing in advance of an intersection, the time spent stopped on an intersection approach, the time spent as vehicles move up in the queue, and the time needed for vehicles to accelerate to their desired speed."

LOS is a term that qualitatively describes the operating performance of an intersection and is a standard method for characterizing delay at an intersection. For intersections that are controlled by traffic signals, all-way stop control (AWSC), and roundabouts, the LOS is based on the average delay for all entering vehicles. For intersections that are controlled by side-street stop/two-way stop control (TWSC), LOS is based on the worst performing movement. LOS is reported on a scale from A to F, with A representing the lowest delays. **Table 2** provides a brief description of each LOS letter designation based on the HCM, 7th Edition.

Table 2. Level of Service Descriptions

LOS	Description	Signalized Delay (seconds/vehicle)[1]	Unsignalized Delay (seconds/vehicle)[2]
A	Free-flowing conditions.	≤ 10	≤ 10
B	Stable operating conditions.	>10-20	>10-15
C	Stable operating conditions, but individual motorists are affected by interaction with others.	>20-35	>15-25
D	High density of motorists, but stable flow.	>35-55	>25-35
E	Near-capacity operations, with significant delay and low speeds.	>55-80	>35-50
F	Over capacity, with excessive delays and forced, unpredictable flows.	>80	>50

Source: Fehr & Peers descriptions, based on Highway Capacity Manual, 7th Edition.
Notes:
1. Applies to intersections controlled by traffic signals.
2. Applies to intersections controlled by roundabouts or stop signs.

In Ellensburg, the LOS standard for intersections depends on the highest classification of the roadways intersecting:

- LOS B for intersections exclusively on local streets
- LOS C for intersections on arterials and collectors
- LOS D for arterials at the interchanges with I-90

The LOS standards applicable to each study intersection are noted in **Table 3Error! Reference source not found.**. The City's LOS standards are used to determine whether intersections meet the City's adopted performance standards and, if not, identify appropriate mitigation measures.

Synchro software was used to analyze traffic operations at signalized and stop-controlled intersections, while Sidra software was applied to analyze roundabouts in accordance with WSDOT guidelines. The existing conditions analysis reflects current intersection configurations and traffic conditions during the weekday PM peak hour. Delay and LOS were determined using HCM methodologies. All study intersections are listed and shown in **Figure 3**.

Ellensburg is home to Central Washington University, a major university within the city that has a substantial but seasonal influence on local traffic conditions. It was therefore crucial to ensure that university-related travel was fully represented in the traffic counts. Turning movement counts were collected by IDAX Data Solutions on June 3, 2025, while K-12 schools and Central Washington University were in session. Counts were conducted between 4:00 PM and 6:00 PM for the 30 study intersections. From these two-hour counts, the highest one-hour volume at each intersection was identified and used as the peak hour volume for the traffic operations analysis.

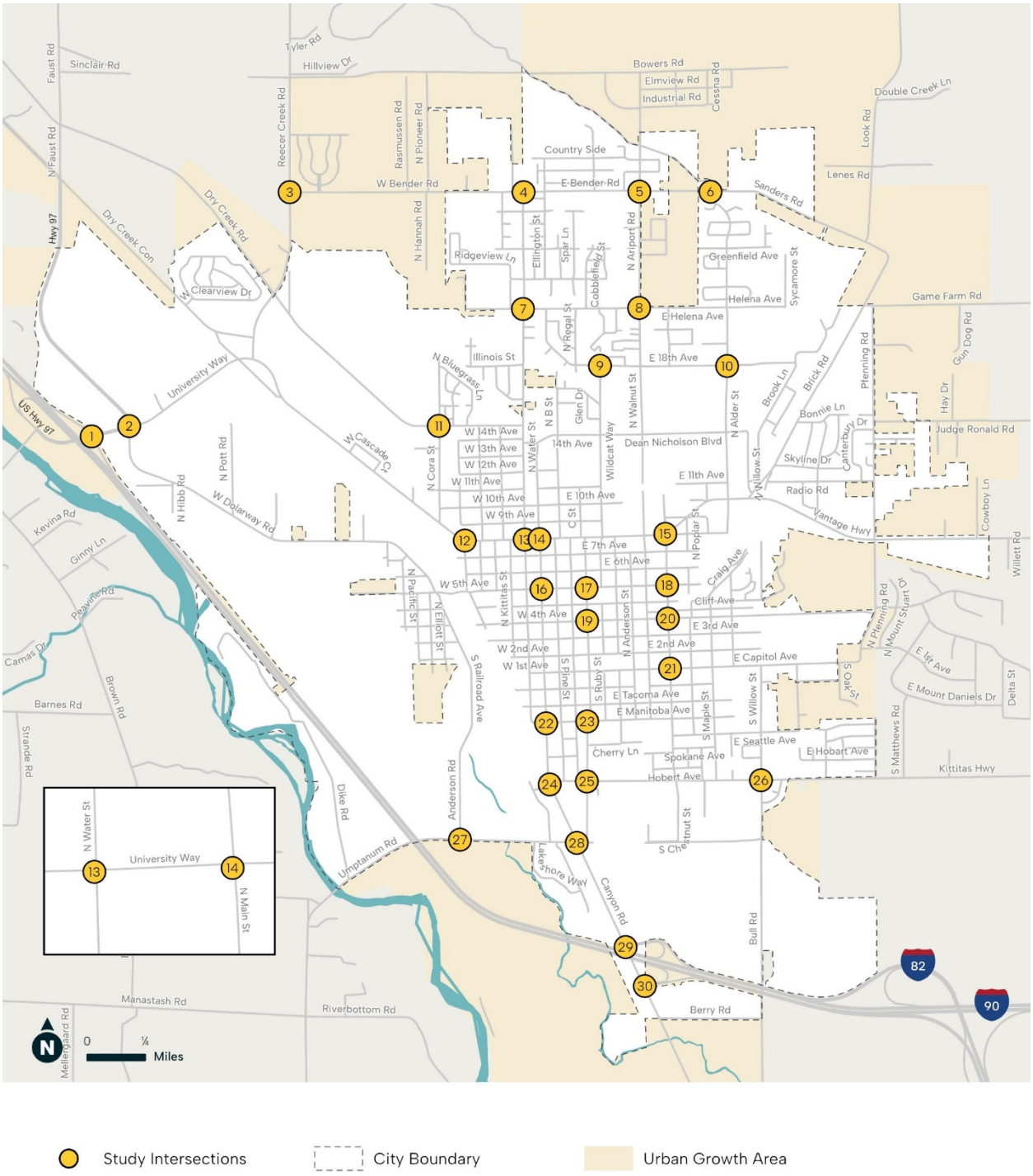


Figure 3: Study Intersections

Source: Fehr & Peers, 2026.

Analysis Results

The existing conditions results are shown in **Table 3** and **Figure 4** below.

All 30 intersections included in the study were determined to operate within the City of Ellensburg's current LOS standards, indicating that each location is functioning at an acceptable performance level under existing traffic conditions.

Table 3. Existing Intersection Delay and Level of Service

ID	Intersection Name[A]	Control[B]	LOS Standard	LOS	Delay (sec/veh)	Worst Movement[C]
1	I-90 WB Ramp & I-90 EB Ramp	SSSC	D	C	20	NBL/NBT
2	SR 97/N Dolarway Rd & W University Way	RAB	D	A	7	-
3	Bender Rd & Reecer Creek Road	TWSC	C	B	13	WBL/WBT/WBR
4	W Bender Rd & N Water St	TWSC	C	B	13	SBL/SBT/SBR
5	Airport Rd & Bender Rd/Sanders Rd	AWSC	C	A	9	-
6	Alder St & Sanders Rd	TWSC	C	B	11	SBL/SBT/SBR
7	Water St & Helena Ave	AWSC	C	B	10	-
8	Walnut St/Airport Rd & Helena Ave	AWSC	C	A	9	-
9	Wildcat Way & 18th Ave	SSSC	C	B	13	NBL
10	Alder St & 18th Ave	AWSC	C	B	11	-
11	15th Ave & Cora St	AWSC	C	A	8	-
12	Wenas St & University Way	SSSC	C	C	20	NBL
13	Water St & University Way	Signal	C	B	17	-
14	Main St & University Way	Signal	C	B	19	-
15	Chestnut St & University Way	Signal	C	B	18	-
16	Main St & 5th Ave	Signal	C	C	30	-
17	Ruby St & 5th Ave	AWSC	C	B	14	-
18	Chestnut St & 5th Ave	TWSC	C	C	20	EBL
19	Ruby St & 3rd Ave	AWSC	C	B	14	-
20	Chestnut St & 3rd Ave	AWSC	C	B	12	-
21	Capitol Ave & Chestnut St	AWSC	C	B	11	-
22	Main St & Manitoba Ave	Signal	C	B	13	-
23	Ruby St & Manitoba Ave	TWSC	C	B	13	NBL/NBT/NBR
24	Canyon Rd/Main St & Mountain View Ave	Signal	C	A	10	-
25	Ruby St & Mountain View Ave	Signal	C	C	22	-
26	Bull Road/Willow St & Mountain View Ave*	TWSC	C	C	19	SBL/SBT
27	Umptanum Rd & Anderson Rd	SSSC	C	B	12	SBL/SBR
28	Canyon Rd & Umptanum Rd	Signal	C	B	16	-
29	Canyon Rd & I-90 WB Ramp	Signal	D	A	6	-
30	Canyon Rd & I-90 EB Ramp	RAB	D	A	7	-

Notes
All intersections meet the LOS standard.
A. * indicates that a future signal is currently under construction at this location.
B. Definitions

- AWSC: All-Way Stop Controlled
- SSSC: Side-Street Stop Controlled
- RAB: Roundabout
- TWSC: Two-Way Stop Controlled

C. SSSC and TWSC intersections report the worst movement. When the movement showing the greatest delay is from a lane that serves more than one movement, the other movement(s) served by that lane are also included.
Source: Fehr & Peers, 2026.

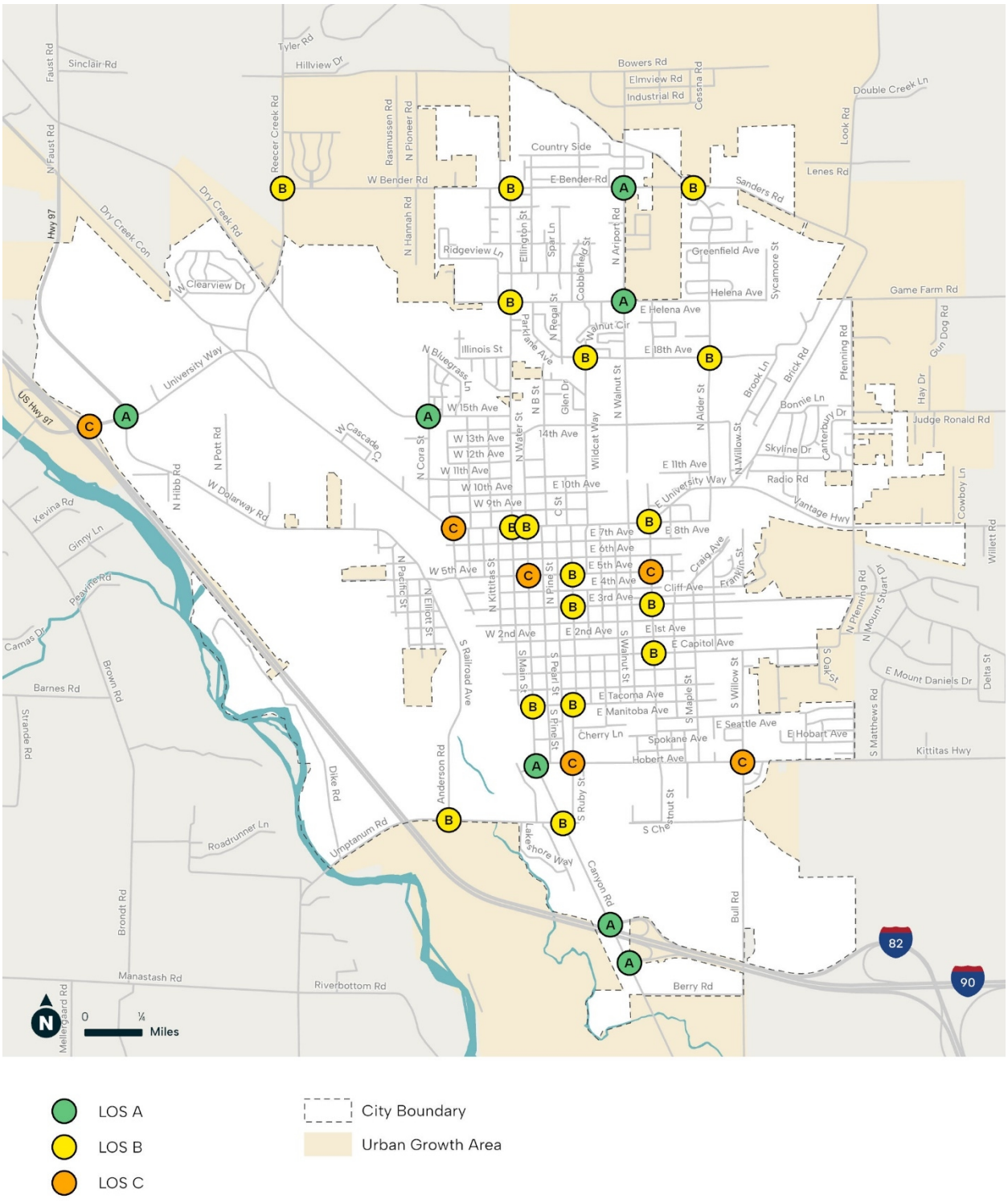


Figure 4. Existing Intersection Level of Service

Source: Fehr & Peers, 2026.

Active Transportation

As a college town, many residents of Ellensburg demonstrate a strong interest in walking and biking, and the City continues to invest in pedestrian and bicycle facilities to support this demand. This interest includes both walking and rolling for day-to-day trips on city streets, as well as recreational rides on the Palouse to Cascades State Park Trail. Overall, Ellensburg remains committed to enhancing conditions for people who walk, bicycle, and use other forms of active transportation.

Ellensburg's long-standing commitment to nonmotorized transportation is reflected in past planning efforts. Beginning with the 1996 Nonmotorized Plan and the 2008 Nonmotorized Plan, and most recently in the 2020 ATP, the City has consistently prioritized improvements for walking and biking. The TSAP reinforces this focus through its emphasis on active transportation needs and safety enhancements.

As part of the ATP, the City conducted a comprehensive evaluation of Ellensburg's walking and biking conditions using the Pedestrian LOS and Bicycle Level of Traffic Stress (BLTS) frameworks. The pedestrian LOS assessment involved an inventory of sidewalks to identify missing, inadequate, or less comfortable pedestrian facilities along arterial streets and near major destinations. This analysis highlighted critical gaps in the sidewalk network and identified where enhanced crossings or signalized intersections were warranted. For bicyclists, the BLTS methodology assessed rider comfort based on roadway characteristics such as traffic speeds, volumes, lane configurations, and the presence or absence of dedicated bicycle facilities. These analyses identified high-stress segments where improvements were most needed to support active transportation.

In addition to traditional walking and bicycling modes, the City has observed a growing number of e-bike users and is working to ensure that planning and design efforts account for new active transportation needs. As part of this Transportation Element update, the City is revisiting the BLTS analysis and introducing Pedestrian Level of Traffic Stress (PLTS) to better measure conditions for people who walk and roll. This update includes a review of the active transportation inventory and Level of Traffic Stress (LTS) for each mode as of 2026.

Definition of Bicycle Facilities in Ellensburg

The City of Ellensburg defines several types of bicycle facilities:

- **Bike Route:** Previously called shared use or shared roadway, bike routes operate with lower vehicle volumes and speeds; however, they do not include dedicated bicycle pavement markings or mid-block or intersection treatments such as median islands.
- **Bicycle Boulevard:** Low-volume, low-speed streets designed to prioritize bicycle travel through the use of signage, pavement markings, and traffic-calming features such as median islands/vehicle diverters at major intersections to improve bicyclist comfort and safety and reduce vehicle volumes.
- **Bicycle Lane:** A dedicated striped lane for bicyclists located adjacent to vehicle travel lanes. In the City of Ellensburg, bicycle lane widths are typically between 5 and 6 feet.
- **Buffered Bicycle Lane:** A striped and signed bicycle lane that is typically 5 to 6 feet wide and includes a painted buffer space, typically 2 to 3 feet wide, separating bicyclists from vehicle travel

lanes. Additional protection may be provided by vertical elements such as bollards or planters within the buffer.

- **Shared Pathway:** A facility typically 8 to 14 feet wide that is physically separated from (but adjacent to) roadways and shared by both bicyclists and pedestrians.[1]
- **Trail:** A bicycle and pedestrian facility that is fully separated from motor vehicle roadways.

Inventory

The City of Ellensburg has an established inventory of active transportation facilities that support walking and biking throughout the community. Pedestrian infrastructure within the city is primarily provided through the sidewalk system, which totals approximately 117 miles. Sidewalks are generally concentrated along developed arterials, collectors, and local streets, providing pedestrian access to neighborhoods, schools, employment areas, and commercial destinations.

Pedestrians and bicyclists use shared pathways and trails designed to accommodate both modes of travel. Ellensburg includes approximately 1.5 miles of shared pathways and 1.3 miles of paved trails.

Bicycle facilities in Ellensburg include bicycle lanes, bicycle boulevards, and bike routes. The existing network includes approximately 8.2 miles of bicycle lanes, 1.3 miles of bicycle boulevards, and 1.6 miles of bike routes.

The Palouse to Cascades State Park Trail is a regional multiuse corridor extending across central Washington and passes through Ellensburg. It provides an important regional and recreational connection for bicycling and walking and ties into the city's active transportation network via a combination of bicycle lanes and boulevards. The City also offers the Rotary Park Trail as a local recreational trail.

Figure 5 illustrates the pedestrian network, and **Figure 6** shows the bicycle network using the latest available data. In addition to pedestrian and bicycle facilities within the city, these graphics also include facilities within the Urban Growth Area (UGA).

[1] https://ci.ellensburg.wa.us/787/Ellensburg-Complete-Streets

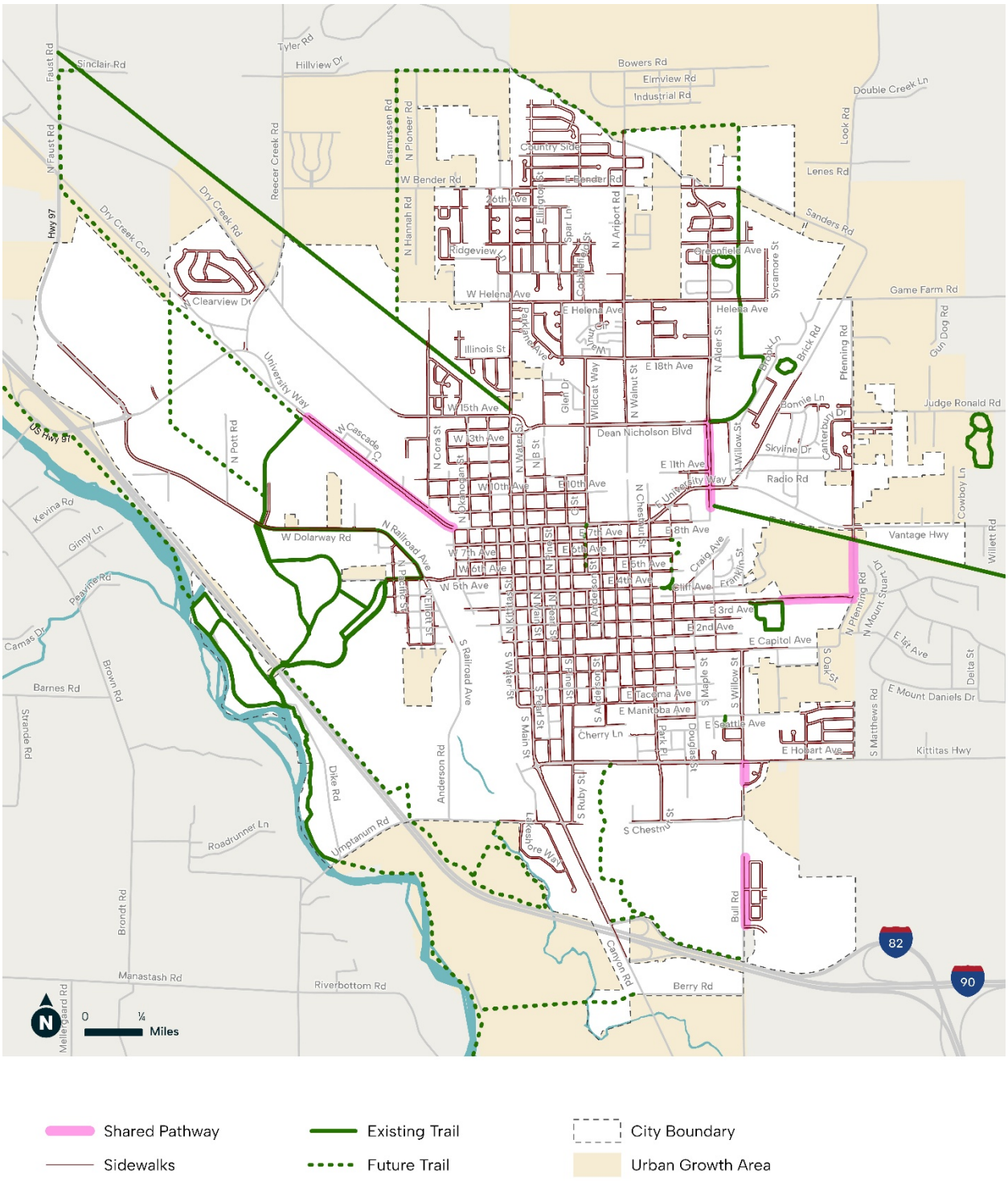


Figure 5. Existing Pedestrian Facilities

Source: City of Ellensburg and Fehr & Peers, 2026.

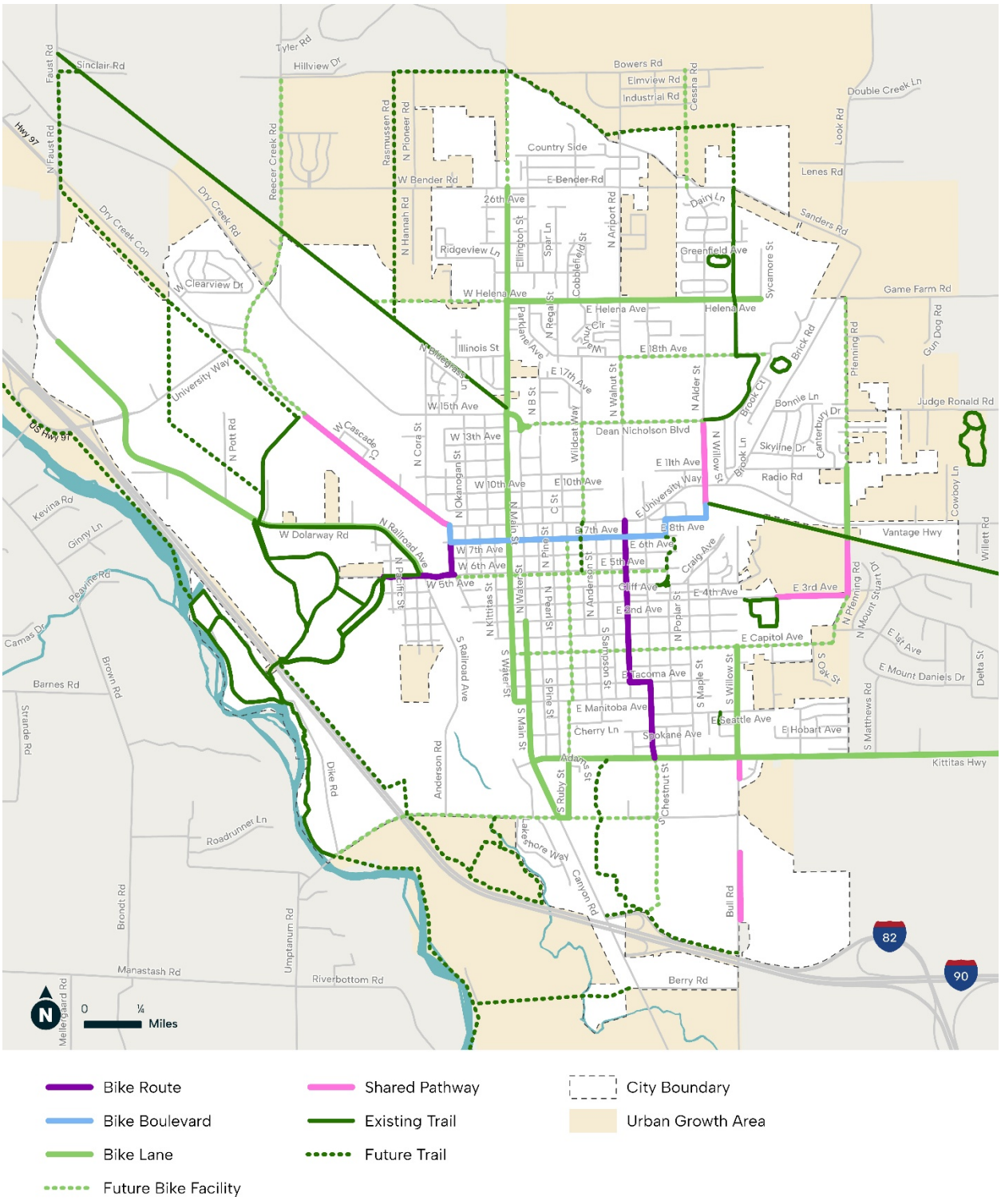


Figure 6. Existing Bicycle Facilities

Source: City of Ellensburg and Fehr & Peers, 2026.

Level of Traffic Stress

As part of the City of Ellensburg's MMLOS approach, LTS is used to evaluate how well the active transportation system serves people walking, rolling, and biking. The pedestrian and bicyclist experience on the city's active transportation facilities is largely determined by user comfort. As introduced in the City's ATP, LTS is currently used to evaluate bicycle facilities. LTS can also measure the level of comfort people experience when using pedestrian facilities under varying roadway conditions. PLTS and BLTS are applied separately to evaluate the suitability of Ellensburg's active transportation facilities.

Figure 7 characterizes the four levels of traffic stress used for the LTS analysis. The lowest level of traffic stress, LTS 1, represents environments where a broad range of users feel comfortable walking and biking. LTS 4 represents the highest level of traffic stress and reflects conditions where most people feel uncomfortable walking or biking.



Figure 7. Level of Traffic Stress Breakdown

Source: Fehr & Peers, 2026.

The primary purpose of this planning-level evaluation is to identify potential high-stress facility locations based on high-level roadway characteristics. The findings help Ellensburg prioritize projects that make active transportation more comfortable and accessible.

Pedestrian Level of Traffic Stress

Pedestrian comfort along a roadway is influenced by the number of vehicles using the road, the speed of those vehicles, and the level of separation provided for people walking. As roadway functional classification is tied to expected traffic volumes and typical driver behavior, it provides a basis for evaluating pedestrian stress. The PLTS is measured based on roadway classification and whether pedestrian facilities such as sidewalks, sidewalks with planter strips, or shared use paths and trails are present.

Table 4 summarizes how PLTS is assigned to the existing pedestrian network. These PLTS values are intended to reflect general walking conditions along a roadway and do not account for roadway crossing comfort, sidewalk condition, or compliance with accessibility standards. All arterials and collectors that do not provide pedestrian facilities are assumed to create uncomfortable walking conditions and are

therefore automatically assigned a PLTS value of 4. Areas that have separated trails or shared use paths receive LTS 1 as the pedestrians are fully separated from vehicle traffic.

Table 4. Pedestrian Level of Traffic Stress Matrix

Functional Classification	Pedestrian Facility				
	No Facility	Sidewalk One Side	Sidewalk Both Sides	Sidewalk with Buffer/planter on Both Sides	Separated Trail/ Shard Use Path
Minor Collector	4	3	1	1	1
Major Collector	4	3	1	1	1
Minor Arterial	4	3	2	1	1
Principal Arterial	4	4	3	2	1

Source: Fehr & Peers, 2026.

Figure 8 shows the PLTS matrix above applied to Ellensburg's existing pedestrian network. Note that there are some exceptions to the PLTS table breakdown above as noted below.

Some roadways without an officially designated shared use path or separated trail were assigned an LTS value of 1 where sidewalks give high clearance from the roadway by wide planter strips or buffers. These locations include Wildcat Way between 11th Avenue and E University Way, where the sidewalk on the side adjacent to Central Washington University is fully separated from traffic, N Main Street just south of W 14th Avenue on the west side, where the sidewalk is set back from the roadway, and E Mountain View Avenue east of Ruby Street for approximately 800 feet, where a wide buffer on the north side places the sidewalk well away from vehicle traffic.

Within the city limits, particularly toward the center of city, many arterial and collector roadways include segments rated LTS 1 or LTS 2. Toward the outer edges of the city limits and especially within the UGA, roadway segments are predominantly LTS 4 due to lack of pedestrian facilities.

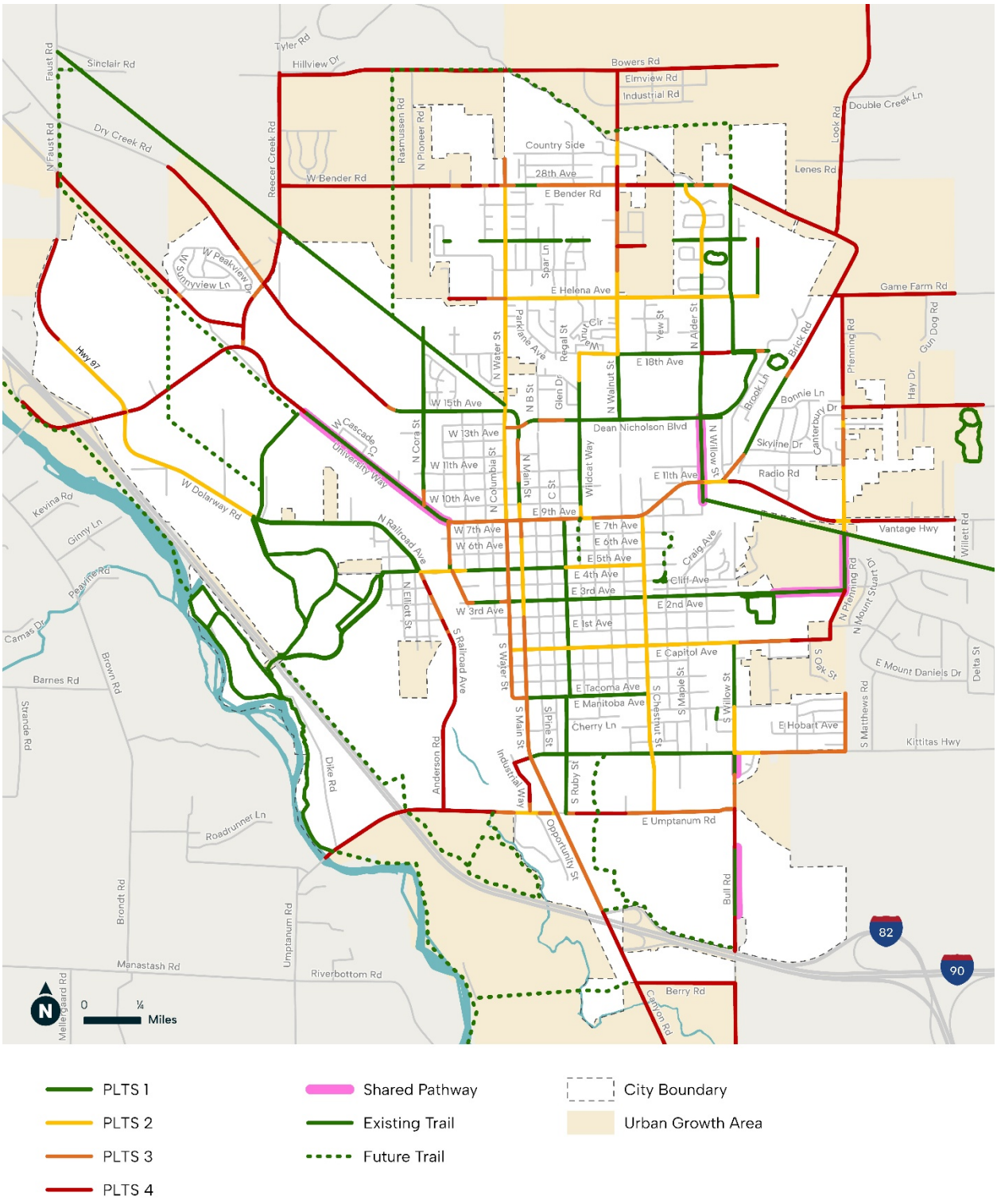


Figure 8. Existing Pedestrian Level of Traffic Stress

Source: City of Ellensburg and Fehr & Peers, 2026.

Bicycle Level of Traffic Stress

The ATP presented a framework that leveraged factors such as traffic volumes, posted speed limits, roadway lane markings, number of lanes, presence and type of bicycle infrastructure, and intersection signalization to estimate the BLTS of individual facilities.

Since the adoption of the ATP, WSDOT has published guidance for measuring LTS.[2] While the City did not directly apply the WSDOT methodology, the guidance informed updates to Ellensburg's BLTS assessment approach. This helped improve consistency with current planning practices while maintaining a methodology tailored to local conditions. As a result, the BLTS evaluation reflects updates to that presented in the 2020 ATP.

Identification of BLTS was broken down using categories of Annual Average Daily Traffic (AADT), posted speed limits, and types of bicycle facilities.

Buffered bicycle lanes, which do not currently exist in the City, are included in the BLTS table, as there are proposed projects in the ATP that include buffered bike lanes.

Shared pathways and trails are considered LTS 1, as they are fully separated from vehicular traffic. Other bike facility types exhibit different LTS depending on vehicle speed limits and the average number of vehicles traveling next to the bicycle facility each day.

The BLTS breakdown is provided in

[2] https://wsdot.wa.gov/publications/manuals/fulltext/m22-01/1520.pdf

Table 5.

Table 5. Bicycle Level of Traffic Stress Matrix

Roadway Characteristics		Bicycle Facility					
Speed Limit[ab]	AADT[cd]	No Facility	Bike Route	Bike Boulevard	Bike Lane	Buffered Bicycle Lane	Shared Pathway/Trail
~25	<2,000	2	2	1	1	1	1
	2,000 – 6,000	3	3	2	2	2	1
	>6,000	4	4	3	2	2	1
35	<12,000	4	4	4	3	3	1
	>12,000	4	4	4	4	3	1
>35	Any	4	4	4	4	4	1

Notes:

a. Speed Limit in miles per hour (mph).
b. Speed limits reflect the City's 2025 speed limit update.[3]
c. AADT stands for annual average daily traffic.
d. The most recently collected AADT data at each location were used, based on AADT data organized by the City of Ellensburg.[4]

Source: Fehr and Peers, 2026.

As the plan prioritizes improving bicyclist comfort, it takes into account that the number of vehicles, speed limit, and type of bicycle facility all impact on the user experience. Accordingly, on roadways with speed limits up to 25 miles per hour (mph), on-road bicycle facilities can receive a rating of BLTS 2 to 4, depending on the AADT.

The current network is able to provide continuous BLTS 1 or 2 connectivity along the Palouse to Cascade Trail. The City establishes a north–south connection along N Water Street, supported by a consistent 25 mph speed limit and the presence of on-street bicycle lanes. This connection transitions into bicycle boulevard facilities through the city, extending across 7th Avenue.

Connectivity is further supported via Poplar Street, 8th Avenue, and N Alder Street, all of which are classified as local roads with bicycle boulevards. Traffic volumes are expected to be lower than 1,000 AADT, consistent with expected ADT for local streets in Ellensburg, resulting in a BLTS 1 designation.[5]

[3] https://www.ellensburgwa.gov/ArchiveCenter/ViewFile/Item/3585

[4] https://experience.arcgis.com/experience/954343a982984041befdc7a48605d8e5#data_s=id%3AdataSource_1-Traffic_Counts_3570%3A424

[5] https://www.codepublishing.com/WA/Richland/html/Richland12/Richland1202.html#:~:text=All%20roads%20within%20the%20city%20shall%20be%20classified,Ord.%2010-01%3B%20Ord.%2034-20%20%C2%A7%201%5D.%2012.02.020%20Intent.

This low-stress connection bridges between the gap in the Palouse to Cascade Trail between Water Street and Alder Street.

While this network provides a foundational structure for trail users to access and connect along the Palouse to Cascade Trail, the City will continue to prioritize improvements to BLTS conditions citywide. Projects identified in the Comprehensive Plan update are anticipated to enhance both PLTS and BLTS conditions in Ellensburg.

Figure 9 illustrates the existing LTS conditions for bicycle facilities.

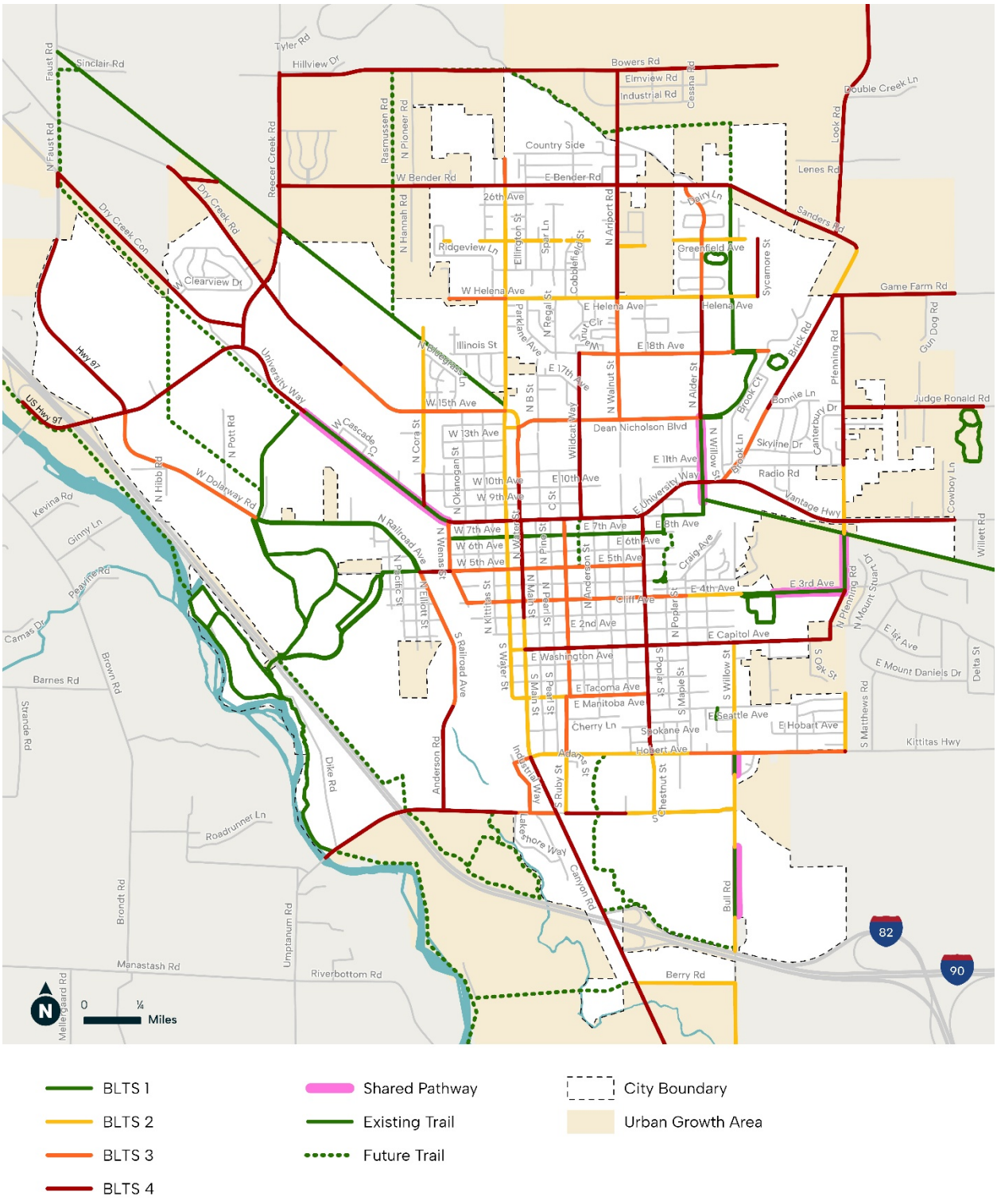


Figure 9. Existing Bicycle Level of Traffic Stress

Source: City of Ellensburg and Fehr & Peers, 2026.

Safety

As noted, the City of Ellensburg recently completed the TSAP, which included a detailed analysis of 2019–2023 collision data within Ellensburg and the UGA. This plan identified active transportation needs and safety enhancements for priority locations.

This section provides updated collision data from the most recent five years of available data (2020-2024) obtained from WSDOT to review potential collision trend changes in the UGA of Ellensburg.

Within the City and its UGA, a total of 1,125 reported collisions occurred during this period, of which 1,067 took place within City limits. Of the total collisions, 45 involved active transportation users, including 44 within City limits and one within the UGA. Among all reported collisions, 14 were classified as killed or seriously injured, or KSI, crashes. Of these, 13 occurred within City limits and one occurred within the UGA at the intersection of Game Farm Road and Brick Road and resulted in serious injury. Three of the KSI crashes involved active transportation users, all of which occurred within City limits. Within City limits, active transportation users accounted for 23 percent of all KSI crashes, which is disproportionately high given the relatively low number of people walking and biking compared to those driving. Although the total number of pedestrian and bicyclist crashes is relatively small, these figures underscore the heightened vulnerability of active transportation users.

Figure 10 shows the collision density map and KSI locations for all crashes. **Figure 11** displays the locations of all active transportation crashes and identifies the KSI locations specific to active transportation users.

As part of the TSAP effort, a High Injury Network (HIN) identified priority roadway segments to help focus safety improvements. The HIN presented in **Figure 12** covers approximately 6 percent of Ellensburg's street network while accounting for 45 percent of all crashes and 73 percent of all KSI crashes. See the TSAP for the full analysis and prioritized project list. The revaluated collision data shows similar location and severity trends.

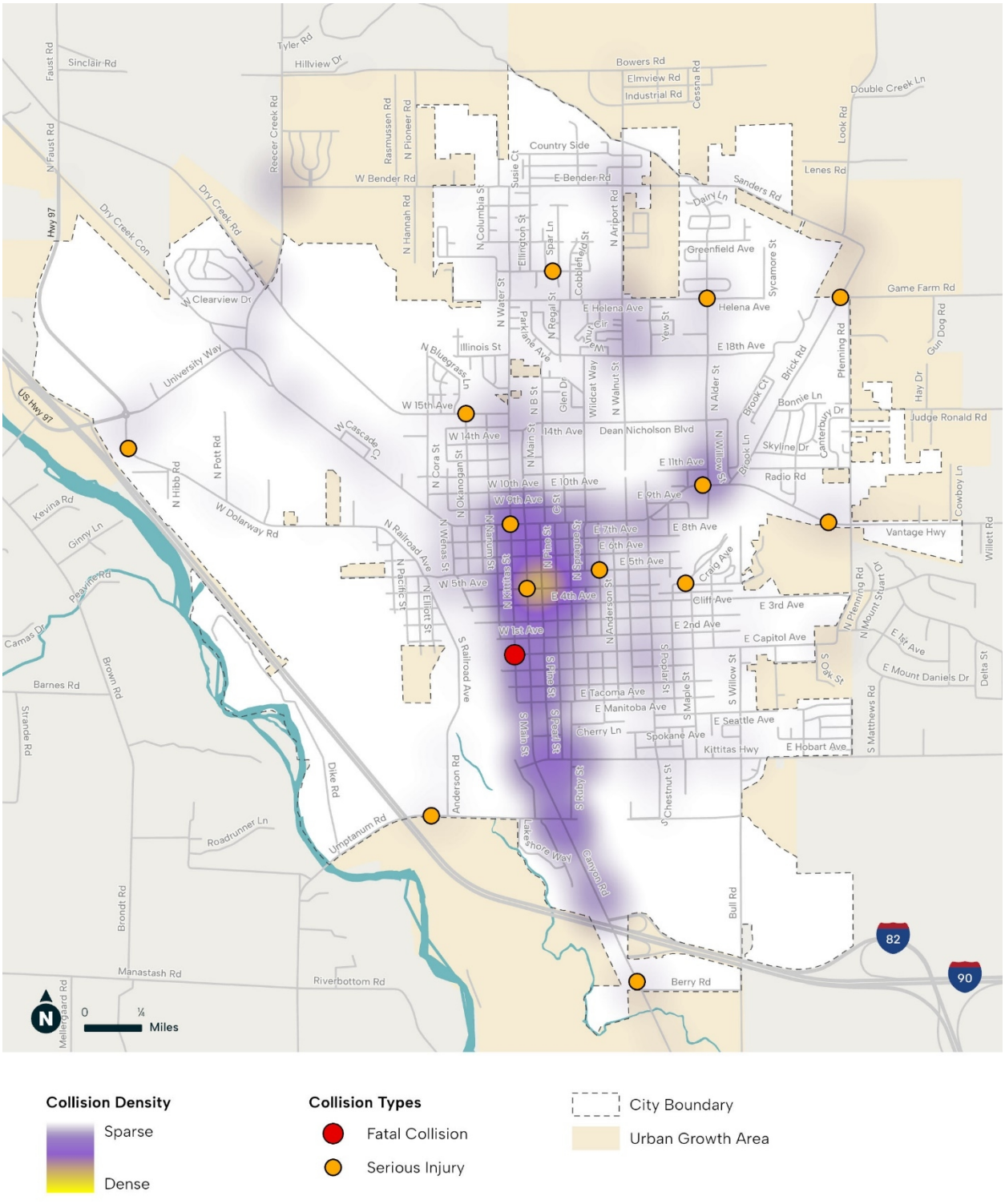


Figure 10. Collision Density & Killed or Serious Injury Crashes

Source: Washington State Department of Transportation and Fehr & Peers, 2026.

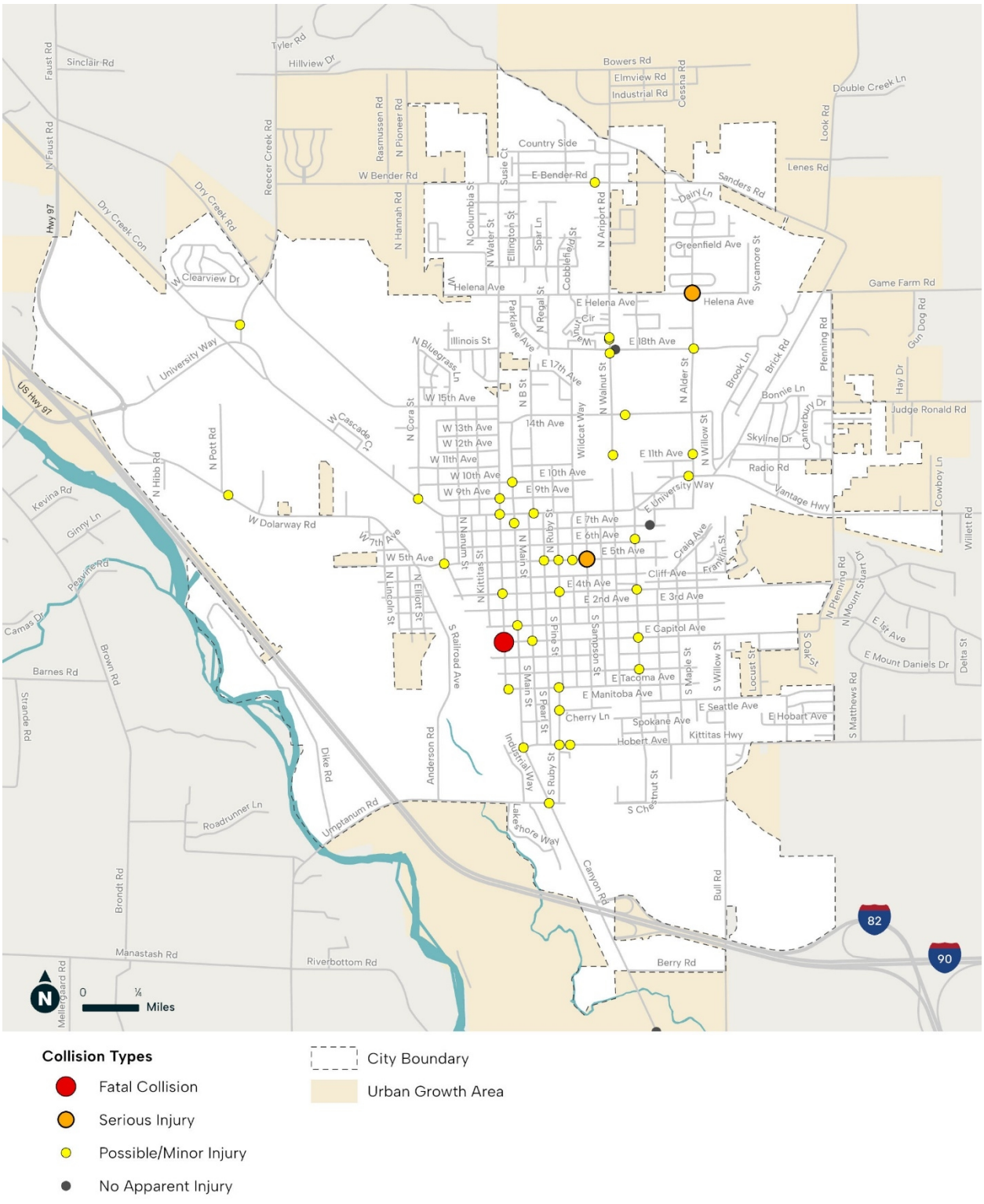


Figure 11. Active Transportation Crashes

Source: Washington State Department of Transportation and Fehr & Peers, 2026.

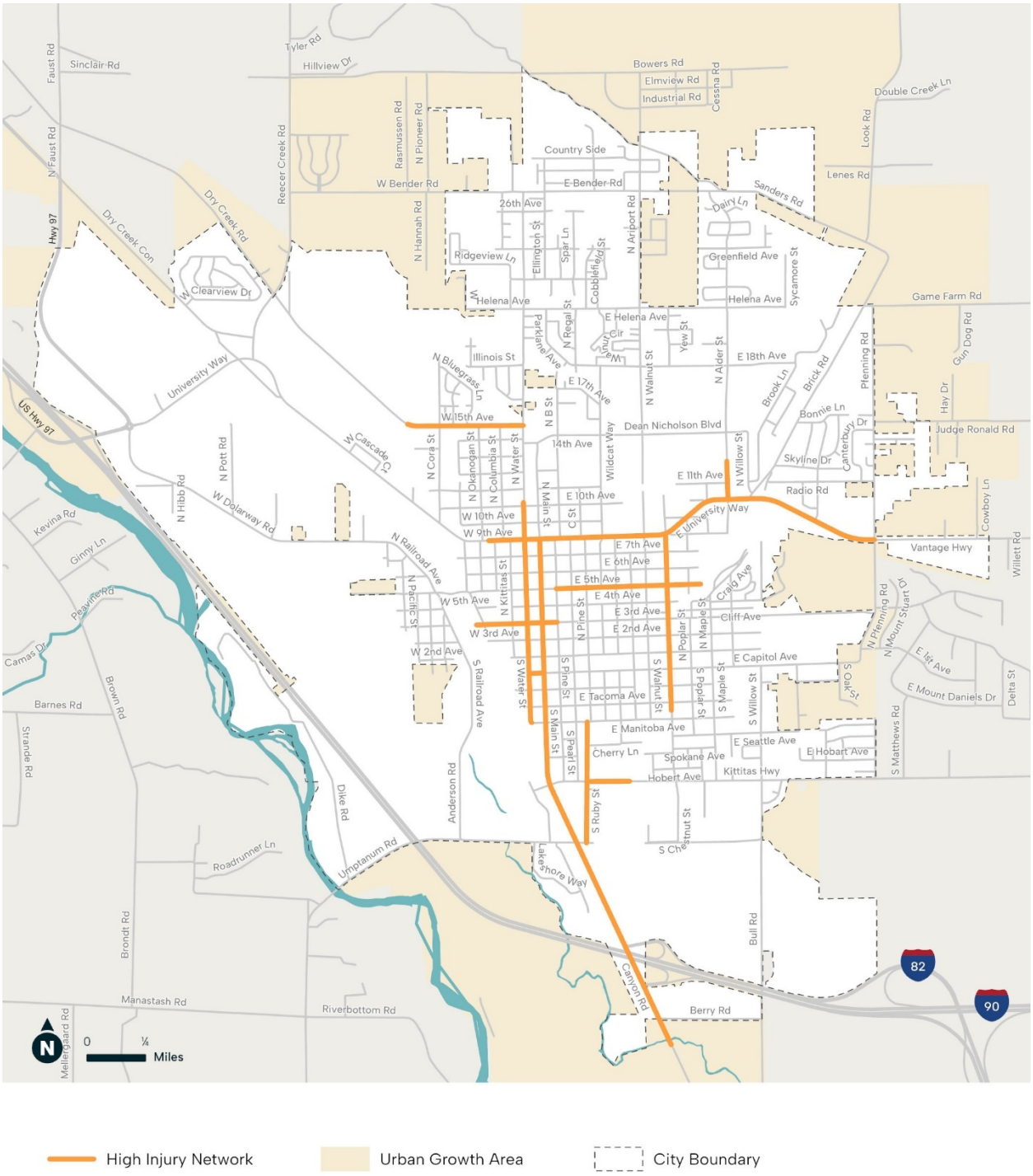


Figure 12. Transportation Safety Action Plan High Injury Network

Source: 2025 Transportation Safety Action Plan, Fehr & Peers, 2026.

Transit Network

The City of Ellensburg is one of the few municipalities in Washington that operates its own transit service. Ellensburg Central Transit provides a variety of services including fixed-route transit, complimentary ADA paratransit, and a 24/7 non-emergency medical transportation program known as Cabulance.

All Ellensburg Central Transit services are fare-free, reducing transportation cost burdens and supporting mobility for low-income households, students, seniors, and individuals with disabilities. In November 2025, Ellensburg voters approved repealing the expiring 0.2 percent Transit Benefit District sales and use tax and replaced it with a permanent 0.2 percent transit tax to provide ongoing funding for Ellensburg Central Transit.[6]

Ellensburg Central Transit routes consider bike and pedestrian facilities, with connections to the Palouse to Cascades State Park Trail. The City supports improved non-motorized access to bus stops through ADA-compliant landings, sidewalks, lighting, and shelter improvements, reinforcing transit as part of a broader multimodal transportation network. City staff noted that the City has implemented many bus stop improvements since the last Transportation Element update.

In compliance with ADA requirements, Ellensburg Central Transit provides accessible, door-to-door paratransit services for individuals who are unable to use the fixed-route transit system. In addition, the Cabulance program offers 24/7 non-emergency medical transportation within city limits on requests from authorized health and first responder organizations.

Ellensburg Central Transit has experienced strong ridership growth, with fixed-route ridership reaching 117,871 boardings in 2024, the highest level in Ellensburg's history.[7] This growth reflects increased reliance on transit and underscores the importance of continued investment in service quality, reliability, and accessibility.

Ellensburg Central Transit currently operates six fixed routes daily between approximately 6:55 AM and 8:15 PM as shown in **Table 6** and **Figure 13**.

Table 6. Ellensburg Central Transit Fixed Routes

Route	Service Hours	Coverage Area
12A	7:10 AM - 7:45 PM	North and south Ellensburg, CWU, downtown, south-end businesses
12B	7:40 AM - 8:15 PM	North and south Ellensburg, CWU, downtown, south-end businesses
13	6:57 AM - 7:15 PM	Bowers Field, senior housing, Kittitas Valley Community Hospital
14	6:55 AM - 6:45 PM	North-end housing, Ellensburg High School (southeast)
15	7:55 AM - 7:20 PM	Downtown, west side of Ellensburg via Dolarway Road
16	7:30 AM - 6:50 PM	Downtown, west side of Ellensburg via University Way

Source: Ellensburg Central Transit, 2026.

[6] https://www.ci.ellensburg.wa.us/1278/Transit-Funding

[7] https://centraltransit.org/wp-content/uploads/2025/10/2025-2030-TRANSIT-DEVELOPMENT-PLAN-AND-ANNUAL-REPORT-1.pdf

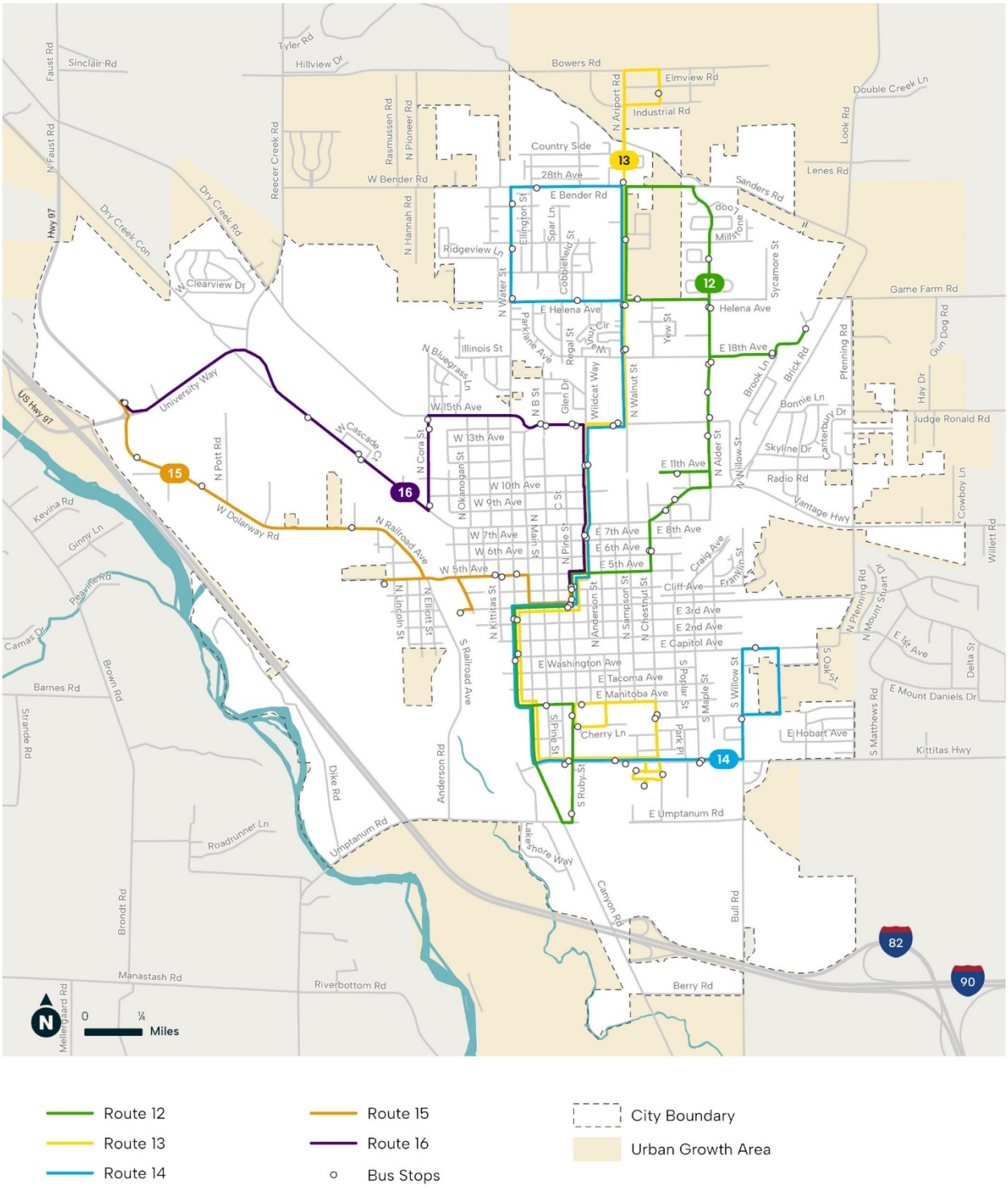


Figure 13. Existing Transit Facilities

Source: Ellensburg Central Transit and Fehr & Peers, 2026.

Beyond Ellensburg Central Transit services, several regional connections are available through partner transit providers. Yakima Transit operates Route 11, which connects Ellensburg, Selah, and Yakima on weekdays. Pick-up and drop-off locations in Ellensburg include Umptanum Street and Ruby Avenue, the Ellensburg Safeway, and East 11th Avenue & Maple Street.

Connections to Cle Elum are provided by HopeSource's Kittitas County Connector, which operates daily between the Ellensburg Safeway and Cle Elum. HopeSource also offers service between Ellensburg and Kittitas on Tuesdays, Thursdays, and Saturdays.

Regional service to Omak is available daily via Travel Washington's Apple Line. Connections to Seattle-Tacoma International Airport and the SeaTac light rail station are provided daily by the Bellair Airporter Shuttle. Additionally, FlixBus and Greyhound offer regional travel options based on passenger needs.

Ellensburg Central Transit remains committed to the ongoing improvement of transit service and the overall rider experience. To support this effort, it maintains the required on-time performance standard for its transit services contractor. Additionally, Ellensburg Central Transit's planned and ongoing efforts include upgrading bus stops and shelters with artwork, bus pullouts, ADA-compliant landings, seating, and lighting; improving service accessibility and strengthening connections to non-motorized pathways and trails; implementing transit signal priority along key transit corridors; supporting the transition to zero-emissions vehicles and infrastructure; and advancing the development of an intermodal transit station or hub.[8] Together, these initiatives will continue to enhance the quality, accessibility, and effectiveness of transit in Ellensburg.

Freight and Truck Mobility

Located at the junction of two interstate routes, freight access to Ellensburg is crucial for both bringing goods into the community and exporting products. The City and County each have designated freight routes intended to minimize heavy truck traffic on lower-volume streets and effectively move goods.

The primary north–south freight corridors include Canyon Road/Main Street, Water Street, and Railroad Avenue. Major east–west corridors include Dolarway Road, Mountain View Avenue/Kittitas Highway, University Way, and Bender Road/Sanders Road. Outside the urban area, Reecer Creek Road, Look Road, and Bowers Road also function as designated truck routes. Together, these routes support regional freight travel by providing access to Interstate 90, Interstate 82, and State Route 97.

Figure 14 identifies the truck routes designated by the City of Ellensburg and Kittitas County within City and UGA limit.

[8] https://centraltransit.org/wp-content/uploads/2025/10/2025-2030-TRANSIT-DEVELOPMENT-PLAN-AND-ANNUAL-REPORT-1.pdf

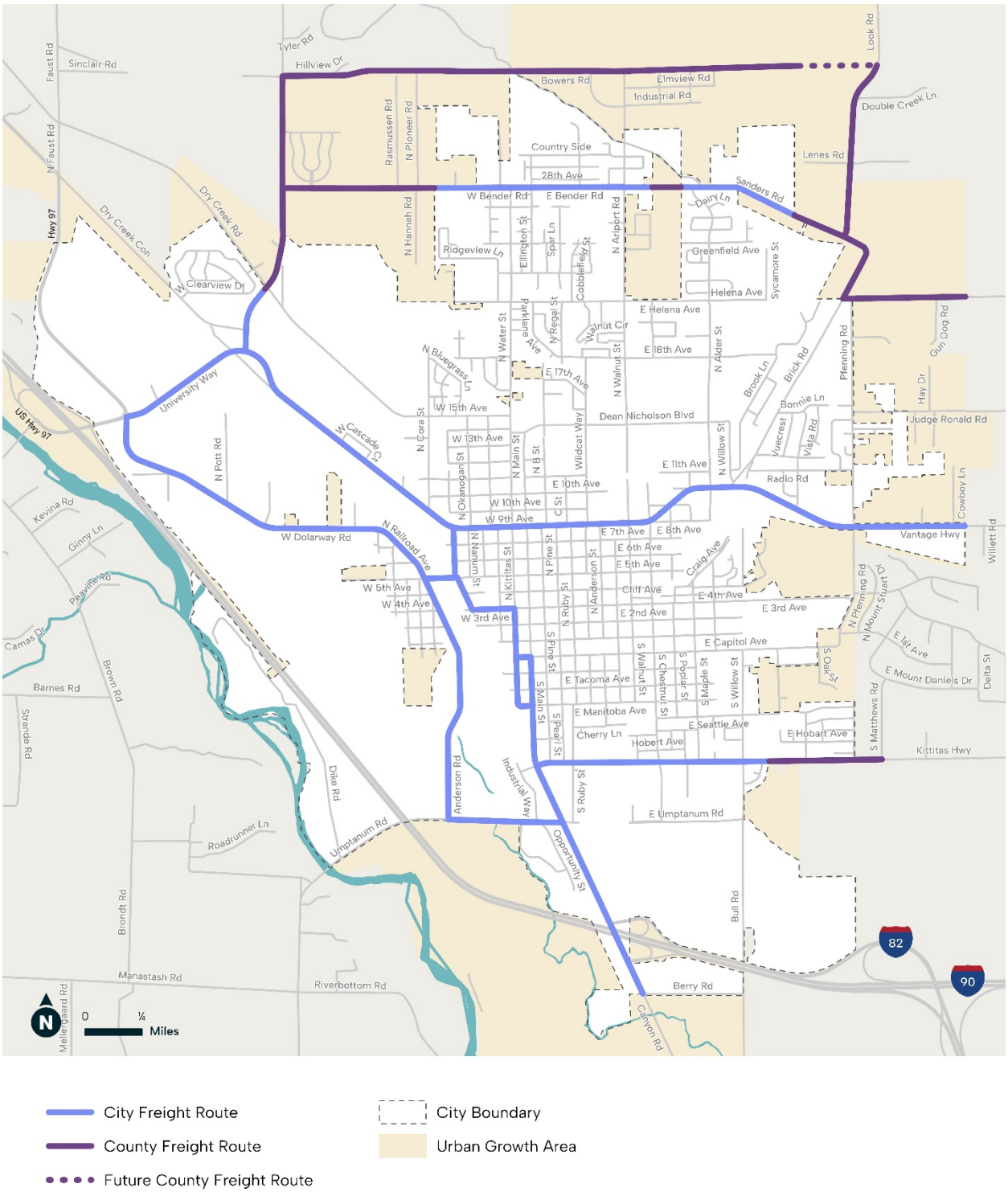


Figure 14. Existing Freight Routes Designated by the City of Ellensburg and Kittitas County

Source: City of Ellensburg, Kittitas County, and Fehr & Peers, 2026.

WSDOT uses a classification system to designate strategic freight corridors statewide through the Freight and Goods Transportation System (FGTS). City and County freight routes overlap with the WSDOT FGTS classifications. Interstate 90 and several smaller segments throughout the UGA are additionally classified by WSDOT as freight corridors. FGTS classifications (T-1 through T-5) are based on the annual freight tonnage moved along each corridor. A summary of these freight corridor classifications is provided in **Table 7**.

Table 7. Washington State Department of Transportation Freight Classifications

Freight Corridor	Description
T-1	More than 10 million tons of freight per year
T-2	4 million to 10 million tons per year
T-3	300,000 to 4 million tons per year
T-4	100,000 to 300,000 tons per year
T-5	At least 20,000 tons in 60 days

Source: Washington State Department of Transportation and Fehr & Peers, 2026.

Figure 15 shows WSDOT FGTS freight classifications for freight corridors within City and UGA limit.

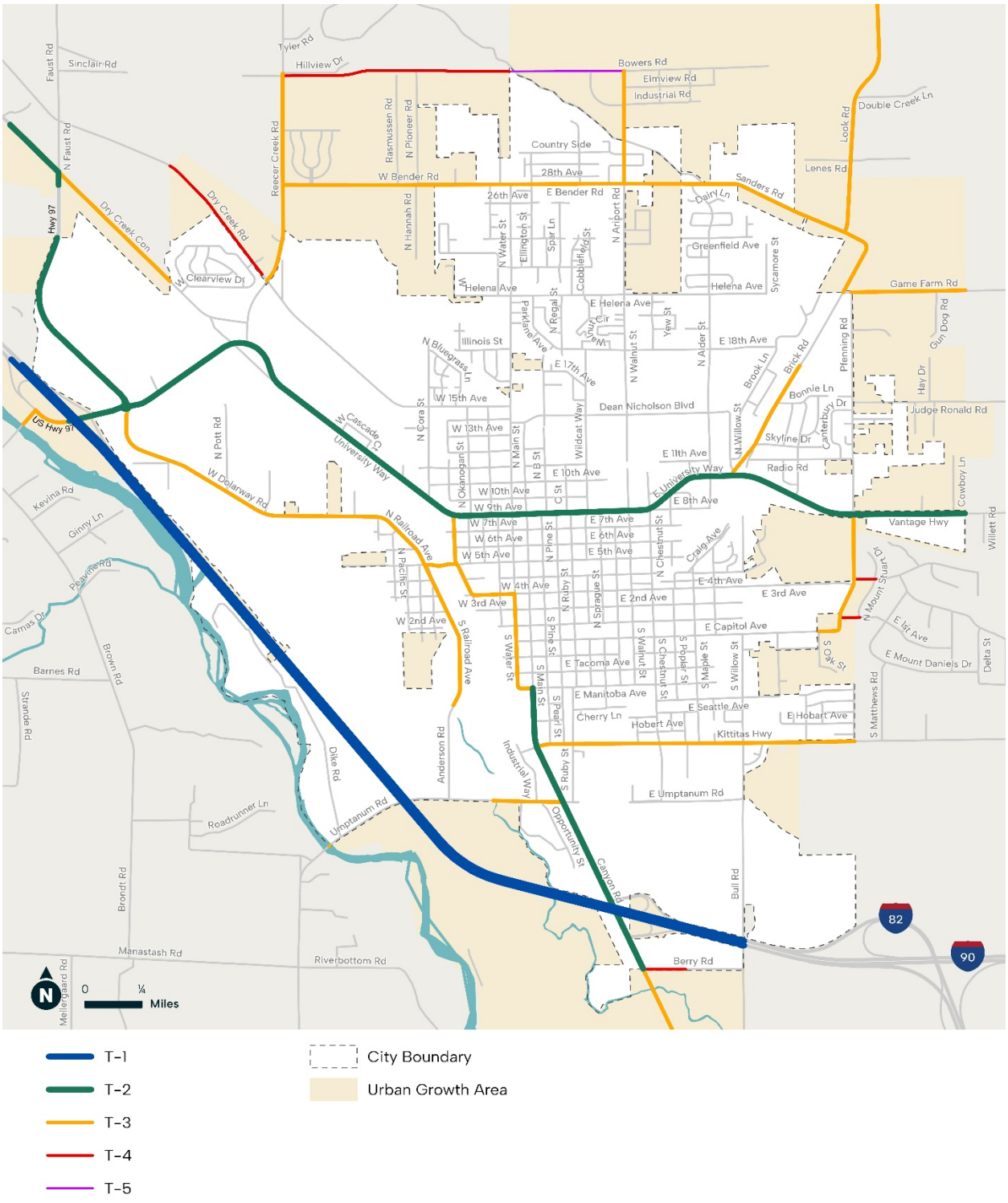


Figure 15. Existing Freight Routes Designated by WSDOT

Note: Currently, Canyon Rd from E Manitoba Ave to Berry Rd is not designated as an FGTS route. City staff are working with WSDOT to add Main/Canyon back to the designated route as T-2.
Source: Washington State Department of Transportation and Fehr & Peers, 2026.

Airports

The City of Ellensburg has one general aviation airport and is located between two large international airports and a regional airport. Bowers Field, located within the Ellensburg's UGA, serves private flights. Seattle–Tacoma International Airport (SEA) is located approximately 110 miles to the west and Spokane International Airport (GEG) is located approximately 170 miles to the east. Lastly, McAllister Field, a regional airport, is located approximately 40 miles south of Ellensburg within the City of Yakima.

Rail

The Burlington Northern Santa Fe (BNSF) railway runs through the southwest corner of the city approximately parallel to I-90. The nearest Amtrak commuter train station from Ellensburg is in Leavenworth located approximately 60 miles north of the city. Wenatchee also has an Amtrak station approximately 70 miles north of the city, while Ephrata has an Amtrak station approximately 65 miles northeast of the city.

Public Outreach

As part of the Transportation Element update, the City of Ellensburg gathered community feedback on the existing transportation system as well as draft goals and policies. This section summarizes input related to the transportation system received during a public open house held in September 2025. Feedback for draft goals and policies will be reflected in the final Goals and Policies section of the Transportation Element. Feedback about the system generally fell into three primary themes:

- Support for bicycle and pedestrian improvements
- Request to improve transit connectivity
- Interest in better utilizing space to centralize and manage parking.

The feedback included strong approval of recent bicycle and pedestrian investments completed since the last Comprehensive Plan update. There is continued interest for further pedestrian and bicycle safety and connectivity investments, particularly at key intersections such as 5th Avenue and Ruby Street and protected multiuse paths connecting neighborhoods to Central Washington University.

Participants also requested expanded transit service to improve access to community destinations and special events. Specific locations identified include the new emergency shelter, Irene Reinhart Park, and increased bus service during rodeo events. Some comments emphasized safety considerations related to transit stop placement, noting concerns about stops near busy intersections or in sensitive residential areas.

Lastly, community members highlighted the need to utilize space better to centralize and manage parking, particularly in the downtown area. Suggestions included exploring parking opportunities between Water Street and Ruby Street, University Way to Manitoba Avenue, consideration of a downtown parking garage, seasonal motorcycle parking, and increased parking space during rodeo events.

See **Figure 16** for a picture of public comments and **Attachment A** for a detailed list of feedback received.



Figure 16: Outreach Comments

Source: City of Ellensburg and Fehr & Peers, 2026.

Current Trends and Opportunities

This section summarizes trends observed since the 2017 Comprehensive Plan update and outlines opportunities for Ellensburg to improve the transportation network.

Active Transportation

As reflected in the outreach section, there is community support for improving the pedestrian and bicycle network within the city. In the previous Comprehensive Plan, connectivity was identified as a key objective for strengthening Ellensburg's active transportation system. Since that time, the City has made substantial progress in planning and constructing active transportation facilities. More arterial and collector roadways within the city now include sidewalks, and the City continues to improve the experience for bicyclists.

Building on this foundation, the 2020 ATP reaffirmed the City's commitment to improving network connectivity through sidewalk and bicycle network gap analyses and by strengthening connections to key destinations throughout the city. The Plan also incorporated safety, accessibility, and stress reduction by introducing BLTS and identifying locations to enhance crossings for pedestrians, with the goal of improving the overall experience for active transportation users.

As part of this Transportation Element update, the City is carrying forward the BLTS framework with additional refinement and introducing PLTS within the active transportation section. Ellensburg is now positioned to further enhance the quality of the active transportation experience for users while continuing to strengthen overall system connectivity.

Transit

Since the adoption of the previous Comprehensive Plan, Ellensburg Central Transit has continued to expand and improve public transportation services within the City of Ellensburg. The fixed route transit system has expanded from four routes in 2017 to six routes in 2025, improving coverage and accessibility for residents, employees, and visitors. Annual transit ridership more than doubled from 54,000 trips in 2017 to an estimated 118,000 in 2024.[9]

This growth in ridership reflects a combination of population growth, changing travel patterns, and continued investment in transit services. Ellensburg Central Transit has focused not only on expanding service, but also on improving overall system performance and user experience.

HopeSource's Kittitas County Connector was introduced since the previous Comprehensive Plan, providing new regional connections between Ellensburg and Cle Elum, as well as between Ellensburg and Kittitas. The City will continue to work with regional transit partners to support additional regional connectivity.

The City will continue to invest in public transportation to accommodate existing and future growth. Through continued expansion of local and regional service, enhancements to supporting infrastructure,

[9] https://centraltransit.org/wp-content/uploads/2025/10/2025-2030-TRANSIT-DEVELOPMENT-PLAN-AND-ANNUAL-REPORT-1.pdf

and ongoing improvements to system performance and the user experience, the City aims to ensure that public transportation remains a reliable and effective option moving forward.

Safety

The City recently developed a TSAP which identified a high injury network and prioritized opportunities to improve locations with the greatest safety concerns.

The analysis identified six corridors that represent approximately six percent of Ellensburg's street network, yet account for a disproportionate share of crashes: roughly 45 percent of all reported crashes and 73 percent of all fatal and serious injury crashes in Ellensburg.

The findings and recommendations from TSAP are carried forward as projects and strategies within this Element.

Sustainability

Ellensburg is making progress in advancing sustainability through transportation-focused policies and investments that support reduced emissions, multimodal travel, and improved mobility options. The City's recently adopted Sustainability and Energy Plan reinforces ongoing efforts to reduce GHG emissions by addressing transportation as a key contributor to both municipal and community-wide emissions.[10] Current initiatives emphasize improving conditions for walking and biking, supporting public transit, and reducing reliance on single-occupant vehicle travel through more efficient land use and transportation coordination. These efforts align with state climate requirements.

The City has also prioritized community engagement to better understand transportation-related sustainability concerns, including travel costs, access to alternatives to driving, and infrastructure gaps. Feedback from residents highlights strong interest in expanded active transportation networks, enhanced transit service, and improved connections between neighborhoods, employment centers, and regional destinations. These priorities are reflected in Ellensburg's goals and policies as part of the update to the Transportation Element.

Local and Regional Growth

The City has continued to grow within its boundaries and is planning for growth beyond the city limits within the UGA. The Transportation Element addresses both the City and UGA transportation networks to ensure they can accommodate future travel demand. Future growth forecasts identified in the Land Use Element are evaluated to assess transportation impacts and inform transportation improvements needed to address Ellensburg's long-term needs.

[10] https://ci.ellensburg.wa.us/DocumentCenter/View/18992/Ellensburg-Sustainability-and-Energy-Plan

Goals and Policies

Ellensburg has established six overarching transportation goals to create a clear framework for the City's transportation system over the next 20 years. These goals are intended to reflect the community's priorities and values while guiding future transportation planning, decision-making, and investment. Together, they provide a long-term vision for developing a transportation network that is safe, connected, accessible, efficient, and responsive to the needs of residents, businesses, and visitors.

The goals serve as the foundation of this Transportation Element by identifying the key priorities the City aims to achieve throughout the planning horizon. Supporting policies are included to outline the specific actions, strategies, and approaches that will help implement each goal. These policies provide direction for future transportation projects, operational improvements, maintenance activities, and coordination efforts with local, regional, and state partners.

Collectively, the goals and policies establish both a vision and an actionable framework for the future of transportation in Ellensburg. They are intended to support a balanced multimodal transportation system that accommodates all users, including motorists, pedestrians, bicyclists, transit riders, freight operators, and individuals with limited mobility. In addition, the goals and policies help ensure that transportation investments align with anticipated growth, promote community connectivity, improve safety, support economic vitality, and enhance overall quality of life within the City.

Goal T-1: Safe Transportation - Create a safe and comfortable transportation network that accommodates all users and approved modes of travel.

Policy A: Design and operate transportation facilities to improve safety and comfort for all users, including pedestrians, bicyclists, transit riders, freight operators, and motorists.

- **Program 1:** Implement Complete Streets design principles in transportation planning, design, construction, and retrofit projects.
- **Program 2:** Prioritize safety improvements at high-risk crash locations using collision and multimodal safety data.
- **Program 3:** Incorporate traffic calming measures, safe crossing treatments, and context-sensitive roadway design in neighborhoods, school zones, downtown, and commercial areas.
- **Program 4:** Design transportation improvements that support attractive, clean, comfortable, and welcoming public spaces for residents and visitors.
- **Program 5:** Consider community character, scenic views, and placemaking opportunities in the design and alignment of transportation facilities where feasible.

Policy B: Develop and maintain a safe, accessible, pedestrian- and bicycle-friendly multimodal transportation network that supports active transportation and transit use.

- **Program 1:** Expand and maintain sidewalks, bicycle facilities, trails, and shared-use paths that connect residential areas to schools, parks, employment centers, downtown, and transit.
- **Program 2:** Improve pedestrian visibility and accessibility through lighting, signage, ADA-compliant ramps, and intersection improvements.
- **Program 3:** Coordinate with school districts to improve safe access to schools.
- **Program 4:** Provide safe access to transit stops.

Policy C: Ensure roadway facilities continue to operate at the City's adopted intersection LOS standard:

- LOS B for intersections exclusively on local streets;
- LOS C for intersections on arterial and collector roadways; and
- LOS D for arterial intersections at interchanges with I-90.

Policy D: Support a multimodal transportation system that meets the MMLOS targets:

- Pedestrian LTS – when feasible, provide PLTS 2 or better facilities in conjunction with City or developer led projects.
- Bicycle LTS – when feasible, provide BLTS 2 or better facilities in conjunction with City or developer led projects.
- Transit LOS – Support Ellensburg Central Transit's adopted on-time performance standard through its contracted transit service provider.

Policy E: Use MMLOS targets to guide transportation investments and improve system safety.

- **Program 1:** Establish and periodically update MMLOS targets for arterials, transit routes, and active transportation facilities.
- **Program 2:** Monitor transportation system performance using safety, accessibility, mobility, and connectivity metrics.
- **Program 3:** Prioritize projects that improve safety outcomes and reduce conflicts between travel modes.
- **Program 4:** Establish and maintain pedestrian and bicycle priority networks to guide multimodal transportation investments and active transportation LOS standards.

Goal T-2: Transportation Connections and Options - Build a connected transportation network that provides multiple travel options and reduces bottlenecks.

Policy A: Improve connectivity between neighborhoods, activity centers, downtown, transit facilities, schools, parks, employment centers, industrial areas, and regional transportation systems.

- **Program 1:** Develop a connected network of streets, sidewalks, bicycle facilities, trails, and shared-use paths.
- **Program 2:** Eliminate gaps in the multimodal transportation network through targeted infrastructure investments.
- **Program 3:** Require transportation connections within new development and redevelopment projects where feasible.
- **Program 4:** Prioritize projects that improve pedestrian, bicycle, and transit connectivity between neighborhoods, downtown, schools, parks, and commercial centers.
- **Program 5:** Support transportation improvements that enhance access to employment centers, downtown businesses, industrial areas, schools, and regional economic opportunities.
- **Program 6:** Encourage interconnected street and pathway networks that minimize cul-de-sacs and improve multimodal connectivity.
- **Program 7:** Develop future street alignment maps and connectivity plans for developing areas and the UGA.
- **Program 8:** Identify and preserve trail corridors, easements, and off-street connections that improve bicycle and pedestrian access throughout the community.
- **Program 9:** Coordinate industrial land use and transportation planning to ensure freight-intensive uses are located near major transportation corridors and freeway access.

Policy B: Expand transportation options that reduce dependence on single-occupancy vehicle travel.

- **Program 1:** Support transit service expansion, transit-supportive infrastructure, and first- and last-mile connections.
- **Program 2:** Encourage transportation demand management strategies such as ridesharing, vanpooling, telecommuting, flexible work schedules, parking management, and employer-based transportation programs.
- **Program 3:** Coordinate with regional transit providers to improve connectivity between Ellensburg and surrounding communities, employment centers, and regional destinations.

Policy C: Improve transportation system efficiency and reduce congestion.

- **Program 1:** Identify and prioritize operational improvements at congested corridors and intersections.
- **Program 2:** Coordinate signal timing, access management, and intersection improvements to improve traffic flow.

- **Program 3:** Coordinate land use and transportation planning to reduce trip lengths and vehicle miles traveled.
- **Program 4:** Support transportation improvements that enhance the safe and efficient movement of freight and goods while balancing community mobility and safety needs.
- **Program 5:** Maintain and improve designated truck routes and connections to freeway interchanges to support freight mobility and economic activity.

Policy D: Coordinate transportation improvements with development to maintain adopted LOS standards.

- **Program 1:** Require transportation improvements or mitigation measures necessary to maintain adopted LOS standards concurrent with development.
- **Program 2:** Ensure transportation improvements needed to serve development are included in the City's six-year transportation improvement program or have committed funding sources.
- **Program 3:** Coordinate development review with transportation planning and capital facility planning processes.

Goal T-3: Sustainable Transportation - Develop a reliable and sustainable transportation network that minimizes the need for costly transportation improvements.

Policy A: Coordinate transportation investments and land use patterns to support efficient growth, community livability, walkability, and reduced transportation demand.

- **Program 1:** Encourage compact, mixed-use, and transit-supportive development patterns.
- **Program 2:** Focus transportation improvements within designated growth areas and existing transportation corridors.
- **Program 3:** Promote development patterns that support walking, bicycling, and transit use.
- **Program 4:** Encourage higher density and mixed-use development patterns that support public transit and multimodal transportation options.

Policy B: Promote environmentally sustainable, resilient, and environmentally sound transportation infrastructure.

- **Program 1:** Support electric vehicle charging infrastructure and alternative fuel transportation options.
- **Program 2:** Incorporate green infrastructure, stormwater management, and climate resilience measures into transportation projects.
- **Program 3:** Encourage transportation investments that reduce greenhouse gas emissions, improve air quality, and minimize environmental impacts.

Policy C: Maximize the efficiency of the existing transportation system before expanding capacity.

- **Program 1:** Prioritize transportation system management and operational improvements prior to roadway expansion.
- **Program 2:** Implement transportation demand management strategies that reduce peak-hour travel demand.
- **Program 3:** Use MMLOS standards and travel forecasting to guide sustainable transportation investments.
- **Program 4:** Encourage parking management strategies and context-sensitive parking requirements that support multimodal transportation and reduce environmental impacts.

Goal T-4: Transportation Maintenance - Prioritize maintaining the transportation system we have today before adding new facilities that require additional maintenance.

Policy A: Preserve and maintain existing transportation infrastructure in a safe and functional condition.

- **Program 1:** Prioritize maintenance and preservation projects within the Capital Improvement Program and transportation budget.
- **Program 2:** Conduct regular condition assessments of pavement, sidewalks, bridges, signs, bicycle facilities, trails, and other transportation assets.
- **Program 3:** Maintain transportation facilities in compliance with applicable safety and accessibility standards.

Policy B: Evaluate long-term maintenance obligations when considering new transportation facilities.

- **Program 1:** Assess lifecycle costs and maintenance responsibilities for proposed transportation improvements.
- **Program 2:** Prioritize transportation projects that minimize long-term maintenance burdens and maximize public benefit.
- **Program 3:** Coordinate infrastructure planning with utility providers and partner agencies to reduce future maintenance conflicts.
- **Program 4:** Encourage context-sensitive street design standards that balance safety, connectivity, and long-term maintenance costs.

Policy C: Maintain financially sustainable transportation investments and asset management practices.

- **Program 1:** Maintain and periodically update a transportation asset management system.

- **Program 2:** Identify funding sources for transportation preservation and maintenance activities.
- **Program 3:** Use performance measures, funding forecasts, and long-range financial planning to prioritize transportation investments.

Goal T-5: Transportation Equity & Accessibility - Build a transportation system that provides access to opportunities regardless of barriers such as income, mode of travel, or differing abilities.

Policy A: Improve accessibility throughout the transportation network for people of all ages and abilities.

- **Program 1:** Implement and maintain an ADA Transition Plan consistent with Title II ADA requirements.
- **Program 2:** Prioritize ADA-compliant sidewalks, curb ramps, crossings, transit stops, and active transportation improvements.
- **Program 3:** Improve accessibility and wayfinding near public facilities, schools, parks, downtown, transit stops, and commercial areas.
- **Program 4:** Improve pedestrian accessibility and comfort through streetscape enhancements, shade, lighting, seating, landscaping, and wayfinding.

Policy B: Incorporate equity considerations into transportation planning and investment decisions.

- **Program 1:** Use demographic, accessibility, and transportation data to identify underserved communities and mobility gaps.
- **Program 2:** Prioritize transportation improvements that improve access to employment, education, healthcare, parks, transit, and essential services.
- **Program 3:** Conduct inclusive public engagement efforts that remove barriers to participation and encourage participation from elderly, disabled, and low-income populations.

Policy C: Expand equitable access to multimodal transportation options.

- **Program 1:** Support affordable and reliable public transit services and mobility programs.
- **Program 2:** Improve active transportation connections in historically underserved areas.
- **Program 3:** Coordinate transportation planning with housing, economic development, schools, healthcare providers, and public service providers to improve community access.

Goal T-6: Transportation Collaboration - Coordinate with neighboring and overlapping agencies, private and public institutions, community groups, and others to build a transportation system that serves current and future needs.

Policy A: Coordinate transportation planning efforts with regional, state, tribal, and local agencies.

- **Program 1:** Participate in regional transportation planning organizations and interagency coordination efforts.
- **Program 2:** Coordinate transportation planning with adjacent jurisdictions to address cross-boundary transportation impacts.
- **Program 3:** Ensure consistency between the transportation element, countywide planning policies, regional transportation plans, and state transportation plans.
- **Program 4:** Coordinate with Kittitas County, neighboring jurisdictions, and transportation agencies to evaluate and address transportation impacts associated with major residential, commercial, industrial, and recreational developments.

Policy B: Collaborate with community organizations, institutions, and transportation providers to address current and future mobility needs.

- **Program 1:** Engage residents, businesses, schools, employers, freight providers, and community organizations in transportation planning and project prioritization processes.
- **Program 2:** Support public education and outreach programs related to transportation safety, mobility, active transportation, and transportation demand management.
- **Program 3:** Coordinate with Central Washington University regarding transportation planning, parking, bicycle and pedestrian connectivity, and mobility needs.

Policy C: Pursue coordinated funding, implementation, and infrastructure investment strategies.

- **Program 1:** Seek grant funding and partnership opportunities for transportation projects and programs.
- **Program 2:** Coordinate transportation improvements with capital projects, utility work, and development activity.
- **Program 3:** Develop and maintain a multi-year transportation financing strategy consistent with the Capital Improvement Program and six-year transportation improvement program.

Ellensburg's Future Traffic Operations

Future transportation conditions for the year 2046 were evaluated for three scenarios: the No Action, Alternative 1, and Alternative 2. Each scenario incorporates a range of land use assumptions, including both existing land use designations and proposed new classifications intended to support additional housing and development opportunities.

Under the No Action Alternative, existing land use designations and development regulations within the city limits would remain unchanged. Future growth would therefore occur under the City's current policies and zoning framework without additional modifications to accommodate new development patterns.

Alternative 1 assumes limited zoning changes focused on residential areas to simplify the zoning code and increase density limits to encourage the development of affordable housing.

Alternative 2 implements a broader set of zoning and development regulation changes to support a wider range of housing types, including more affordable housing and increased housing capacity and density.

Traffic volumes are projected to increase under all alternatives relative to existing conditions due to anticipated increases in population, employment, and regional travel demand. To estimate future traffic operations, travel demand models were used to forecast 2046 PM peak-hour traffic volumes at the study intersections for each alternative scenario.

In addition, City staff identified transportation improvement projects that are expected to be implemented by 2046 which were incorporated into the future operations analysis. These projects are later mentioned in *Transportation Project List* section under *Baseline Projects* **Table 11**.

Future intersection delay and LOS results for each alternative are summarized in

Table 8 and also shown in **Figure 17**, **Figure 18** and **Figure 19**.

Table 8. Future Intersection Delay and Level of Service

ID	Intersection Name[A]	Control[B]	LOS Standard	Existing[C]	Future No Action[C]	Future Alt 1[C]	Future Alt 2[C]
1	I-90 WB Ramp & I-90 EB Ramp	SSSC	D	C / 20 / (NBL/NBT)	C / 22 / (NBL/NBT)	D / 25 / (NBL/NBT)	C / 25 / (NBL/NBT)
2	SR 97/N Dolarway Rd & W University Way	RAB	D	A / 7	A / 9	B / 12	B / 12
3	Bender Rd & Reecer Creek Road	TWSC	C	B / 13 / (WBL/WBT/WBR)	C / 18 / (WBL/WBT/WBR)	C / 25 / (WBL/WBT/WBR)	C / 23 / (WBL/WBT/WBR)
4	W Bender Rd & N Water St	TWSC	C	B / 13 / (SBL/SBT/SBR)	C / 23 / (NBL/NBT/NBR)	**D / 32 / (NBL/NBT/NBR)**	**E / 36 / (NBL/NBT/NBR)**
5	Airport Rd & Bender Rd/Sanders Rd	AWSC	C	A / 9	B / 12	B / 13	B / 13
6	Alder St & Sanders Rd	TWSC	C	B / 11 / (SBL/SBT/SBR)	B / 14 / (NBL)	B / 15 / (NBL)	C / 15 / (NBL)
7	Water St & Helena Ave	AWSC	C	B / 10	B / 14	C / 15	C / 16
8	Walnut St/Airport Rd & Helena Ave	AWSC	C	A / 9	B / 12	B / 13	B / 13
9	Wildcat Way & 18th Ave	SSSC	C	B / 13 / (NBL)	C / 15 / (NBL)	C / 16 / (NBL)	C / 16 / (NBL)
10	Alder St & 18th Ave	AWSC	C	B / 11	B / 14	B / 14	B / 14
11	15th Ave & Cora St	AWSC	C	A / 8	A / 9	B / 10	B / 10
12	Wenas St & University Way	SSSC	C	C / 20 / (NBL)	**D / 26 / (NBL)**	**D / 33 / (NBL)**	**D / 33 / (NBL)**
13	Water St & University Way	Signal	C	B / 17	B / 16	B / 16	B / 16

ID	Intersection Name[A]	Control[B]	LOS Standard	Existing[C]	Future No Action[C]	Future Alt 1[C]	Future Alt 2[C]
14	Main St & University Way	Signal	C	B / 19	C / 20	B / 19	C / 20
15	Chestnut St & University Way	Signal	C	B / 18	C / 23	C / 24	C / 24
16	Main St & 5th Ave	Signal	C	C / 30	C / 28	C / 28	C / 29
17	Ruby St & 5th Ave	AWSC	C	B / 14	C / 16	C / 16	C / 16
18	Chestnut St & 5th Ave	TWSC	C	C / 20 / (EBL)	C / 25 / (EBL)	**D / 30 / (EBL)**	**D / 29 / (EBL)**
19	Ruby St & 3rd Ave	AWSC	C	B / 14	C / 16	C / 18	C / 18
20	Chestnut St & 3rd Ave	AWSC	C	B / 12	B / 14	C / 16	C / 16
21	Capitol Ave & Chestnut St	AWSC	C	B / 11	B / 13	B / 14	B / 14
22	Main St & Manitoba Ave	Signal	C	B / 13	B / 10	B / 14	B / 14
23	Ruby St & Manitoba Ave	TWSC	C	B / 13 / (NBL/NBT /NBR)	B / 15 / (NBL/NBT /NBR)	C / 18 / (NBL/NBT/ NBR)	C / 18 / (NBL/NBT/ NBR)
24	Canyon Rd/Main St & Mountain View Ave	Signal	C	A / 10	B / 17	B / 19	B / 16
25	Ruby St & Mountain View Ave	Signal	C	C / 22	C / 24	C / 26	C / 27
26	Bull Road/Willow St & Mountain View Ave*	TWSC / Signal	C	C / 19 / (SBL/SBT)	A / 8	A / 9	B / 10
27	Umptanum Rd & Anderson Rd*	SSSC / RAB	C	B / 12 / (SBL/SBR)	A / 4	A / 5	A / 5

ID	Intersection Name[A]	Control[B]	LOS Standard	Existing[C]	Future No Action[C]	Future Alt 1[C]	Future Alt 2[C]
28	Canyon Rd & Umptanum Rd*	Signal	C	B / 16	B / 19	B / 20	B / 20
29	Canyon Rd & I-90 WB Ramp	Signal	D	A / 6	A / 7	A / 7	A / 7
30	Canyon Rd & I-90 EB Ramp	RAB	D	A / 7	A / 6	A / 7	A / 7

Notes
A. * indicates future baseline project assumed between existing and future conditions
B. Definitions
- SSSC: Side-Street Stop Controlled
- RAB: Roundabout
- TWSC: Two-Way Stop Controlled

C.
- Format is LOS / Delay / (Worst Movement)
- SSSC and TWSC intersections report the worst movement. When the movement showing the greatest delay is from a lane that serves more than one movement, the other movement(s) served by that lane are also included.

Source: Fehr & Peers, 2026

The projected deficiency at Bender Road and North Water Street under Alternative 1 and Alternative 2 is primarily attributable to increased traffic associated with growth north of the City. Because the intersection is stop-controlled, the additional demand from these two alternatives results in substantial operational impacts under future conditions.

The intersection of Wenas Street and University Way is projected to fail under all future alternatives. This result is consistent with existing conditions, as the intersection currently operates close to the threshold for failure.

Lastly, the intersection of Chestnut Avenue and 5th Avenue is projected to fail under Alternative 1 and Alternative 2 if it remains two-way stop-controlled. Existing operations at this location are already near the acceptable operating threshold, making future degradation under increased traffic volumes expected.

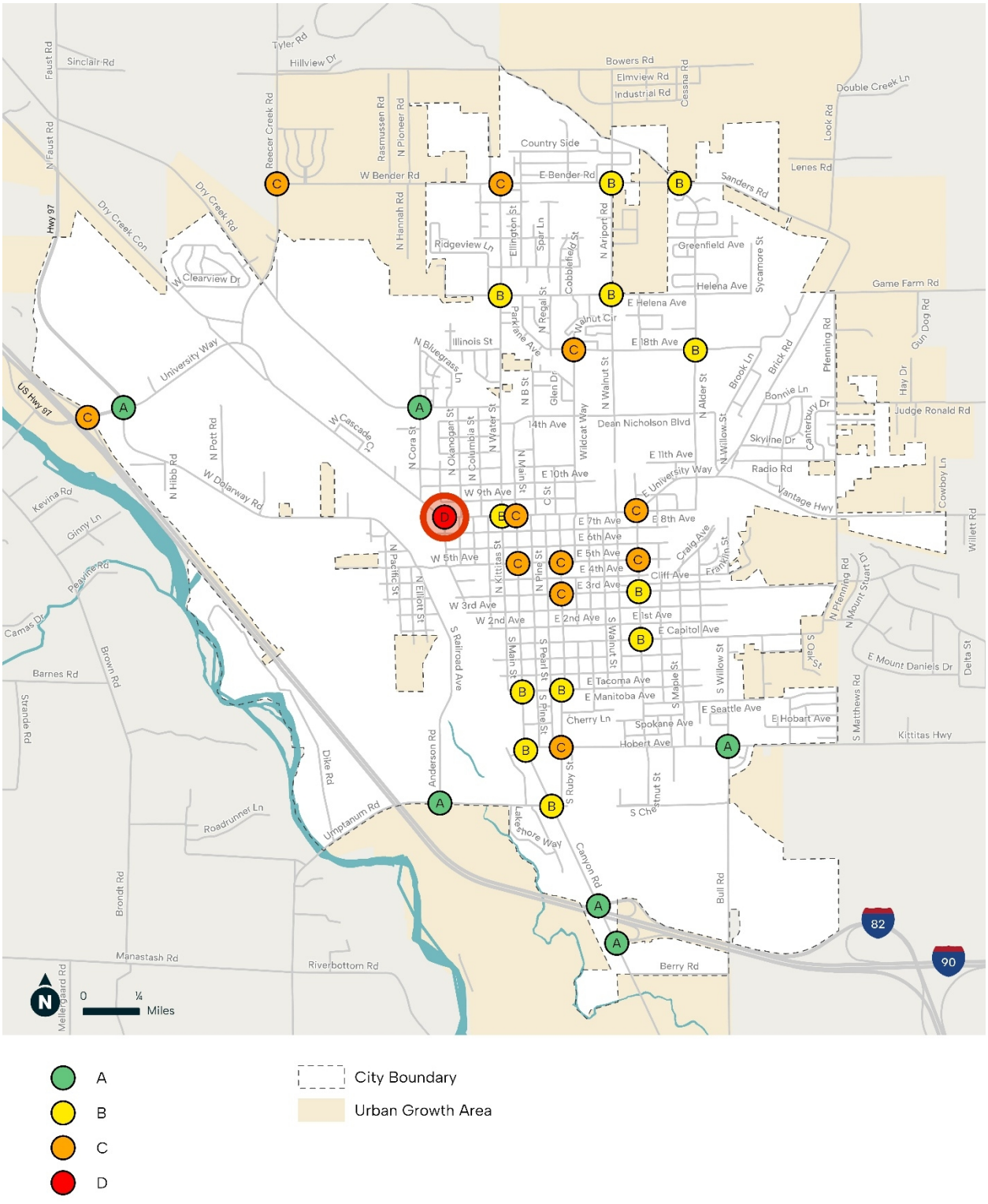


Figure 17. Future No Action Intersection Level of Service

Source: Fehr & Peers, 2026.

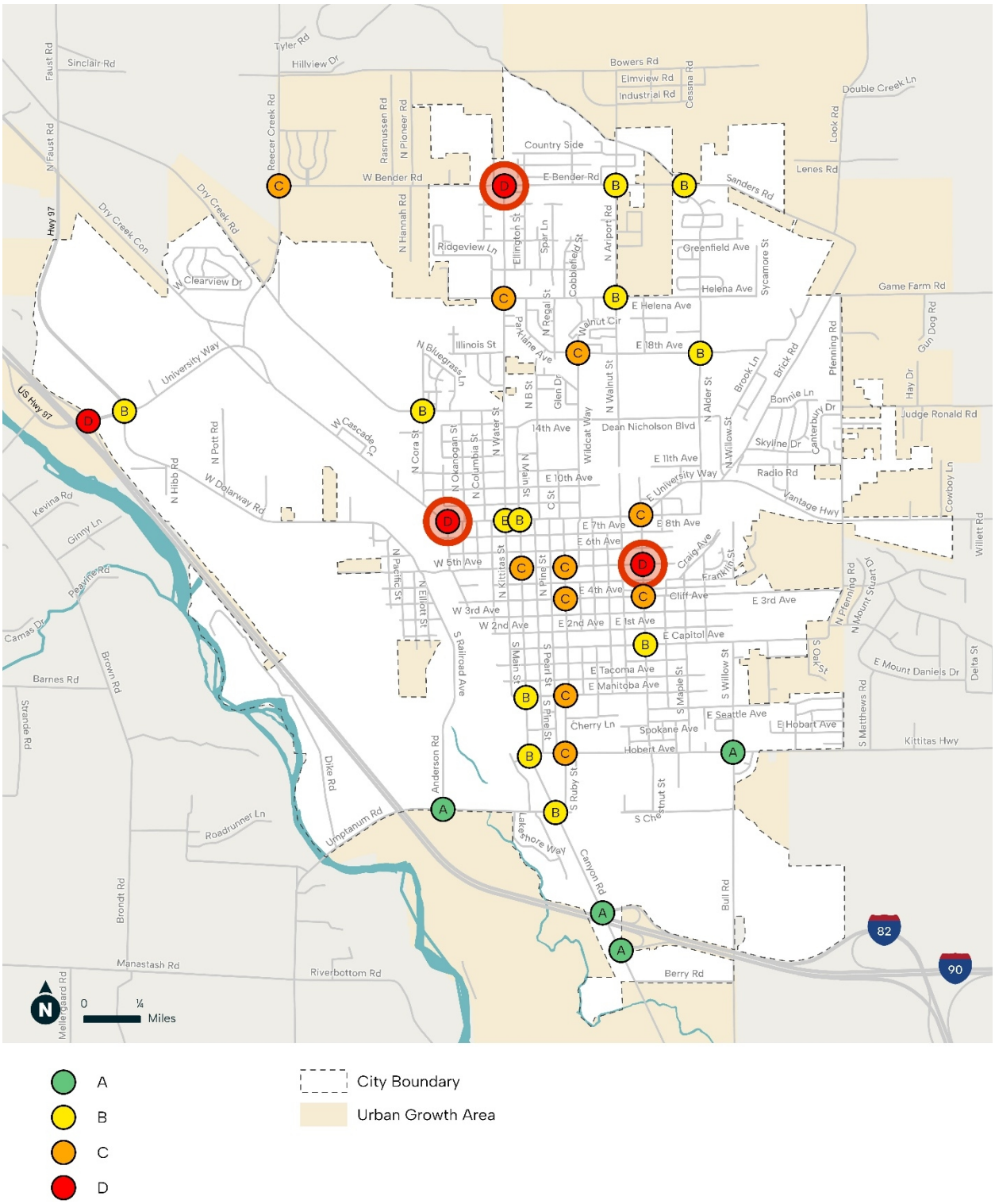


Figure 18. Future Alternative 1 Intersection Level of Service

Source: Fehr & Peers, 2026.

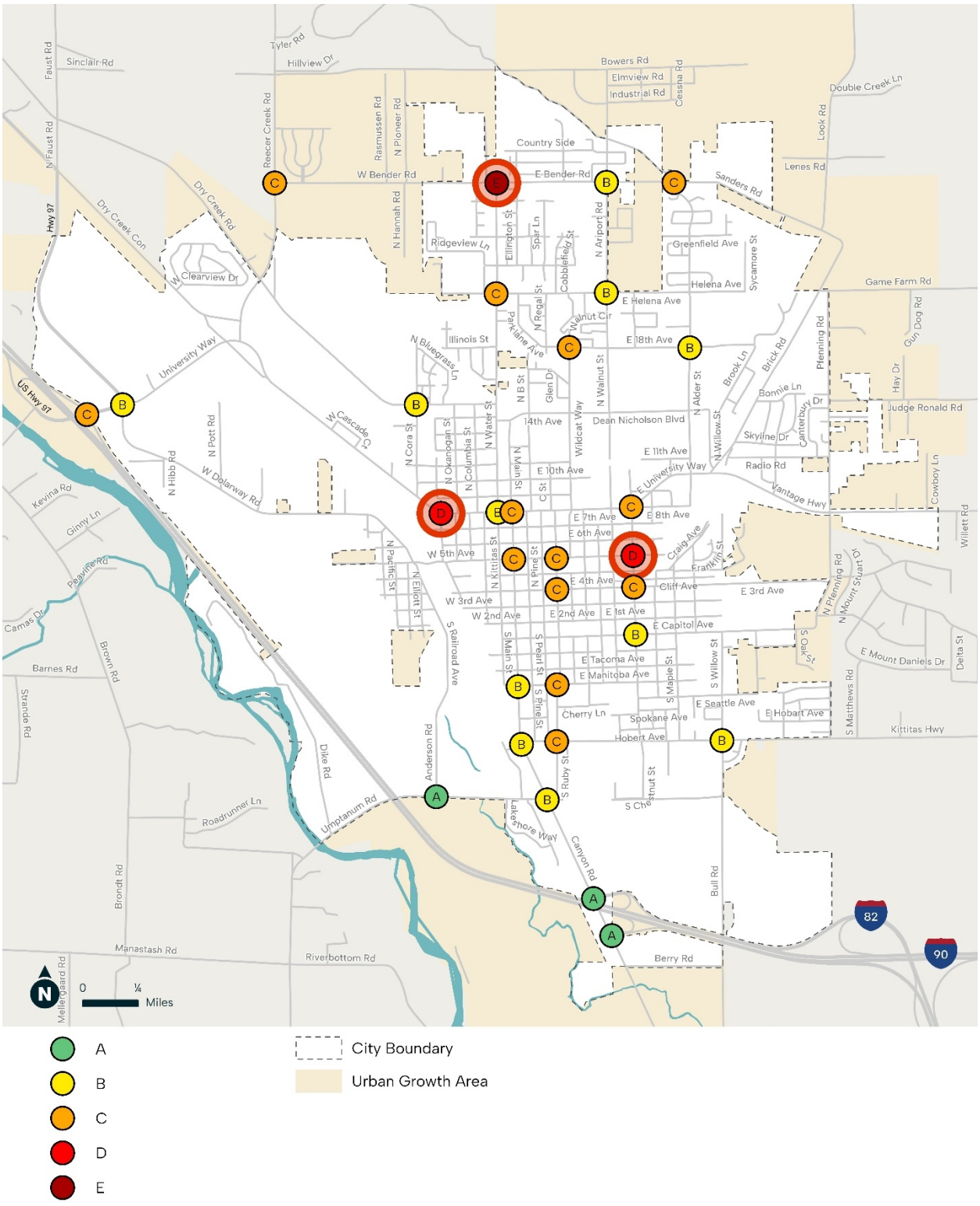


Figure 19. Future Alternative 2 Intersection Level of Service

Source: Fehr & Peers, 2026.

State Facilities

To assess the overall operational performance of WSDOT limited-access facilities within the city limits, including I-90 and SR 97, an analysis was conducted for intersections located along or directly adjacent to these state highway facilities. The study focused on key intersections that provide access to and from I-90 ramps, as well as intersections connecting to SR 97, to evaluate existing and projected traffic operations under future conditions.

The intersection analysis considered both current traffic volumes and anticipated future traffic demand associated with planned growth and development scenarios. As summarized in **Table 9**, all analyzed intersections are expected to continue operating acceptably under all future scenarios evaluated. None of the study intersections are projected to fail or experience unacceptable operational conditions during the analysis periods.

Table 9. State Facilities Intersection Delay and Level of Service

ID	Intersection Name[A]	Control[B]	LOS Standard	Existing[C]	Future No Action[C]	Future Alt 1[C]	Future Alt 2[C]
1	I-90 WB Ramp & I-90 EB Ramp	SSSC	D	C / 20 / (NBL/NBT)	C / 22 / (NBL/NBT)	D / 25 / (NBL/NBT)	C / 25 / (NBL/NBT)
2	SR 97/N Dolarway Rd & W University Way	RAB	D	A / 7 /	A / 9 /	B / 12 /	B / 12 /
29	Canyon Rd & I-90 WB Ramp	Signal	D	A / 6 /	A / 7 /	A / 7 /	A / 7 /
30	Canyon Rd & I-90 EB Ramp	RAB	D	A / 7 /	A / 6 /	A / 7 /	A / 7 /

Notes

A. * indicates future baseline project assumed between existing and future conditions

B. Definitions

- SSSC: Side-Street Stop Controlled
- RAB: Roundabout

C.

- Format is LOS / Delay / (Worst Movement)
- SSSC intersections report the worst movement. When the movement showing the greatest delay is from a lane that serves more than one movement, the other movement(s) served by that lane are also included.

Source: Fehr & Peers, 2026

Transportation Project List

This section describes the Transportation Plan's project list, which, if implemented, would provide a safer and more connected multimodal transportation system.

Transportation Plan Project Type

Mitigation Projects

These projects are identified as part of the Environmental Impact Statement (EIS) which accompanies this update of the Comprehensive Plan. Mitigations are identified in locations when the forecast vehicle LOS is expected to exceed the LOS standard adopted as part of this Element under one of the future year alternatives evaluated by the EIS.

Baseline Projects

As part of this planning process, City staff identified projects that are reasonably expected to be completed by 2046. The baseline project list includes projects that already have full funding allocated and projects that are under construction.

Non-Baseline Projects

Non-baseline projects identified in this Element represent transportation improvements that would benefit the City and help achieve its long-term transportation goals. While the City recognizes the potential value of these projects, funding has not been specifically allocated. Although baseline and mitigation projects remain the City's primary transportation investment priorities, available funding over the 20-year planning horizon will allow for the implementation of some non-baseline projects.

Transportation Plan Project List

Table 10 through

Table 12 summarize the transportation improvement projects identified in this Element.

Table 10 summarizes the mitigation projects identified for intersections where the forecast vehicle LOS is projected to exceed the LOS standards adopted as part of this Element under an alternative analyzed by the Comprehensive Plan EIS. These mitigation measures were developed to address forecast operational deficiencies and improve intersection performance to an acceptable level. **Table 11** summarizes the baseline projects identified by City staff that are expected to be completed by 2046.

Table 12 summarizes the non-baseline projects identified.

Table 10. Mitigation Projects

Intersection ID	Intersection Name	EIS No Action Alternative Mitigation	Cost	EIS Alternative 1 & 2 Mitigation	Cost
4	W Bender Rd & N Water St	N/A	N/A	Convert to AWSC	$2,500
12	Wenas St & University Way	Signal or Roundabout	$1,570,000	Signal or Roundabout	$1,570,000
18	Chestnut St & 5th Ave	N/A	N/A	Convert to AWSC	$2,500

Source: Fehr & Peers, 2026.

Table 11. Baseline Projects

Intersection ID	Intersection Name	Project Name	Project Timeline	Cost
26	Bull Road/Willow St & Mountain View Ave	Signal	Construct in 2026	$946,000
27	Umptanum Rd & Anderson Rd	Roundabout	Design in 2026 and construct in 2027	$1,684,000
28	Canyon Rd & Umptanum Rd	Adding Protected + Permitted turn for east west movements	Design and construct in 2026	$94,000
NA	N/A	Vantage Hwy Pedestrian and Bicycle Improvements from Brick Rd to Vista Rd	Construction scheduled in 2027	TBD

Source: City of Ellensburg and Fehr & Peers, 2026.

Table 12. Non-Baseline Projects

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
1	University Way & Water St Widening	City Staff	Intersection	Intersection widening improvements.	$4,700,000	
2	Helena Ave to Cora St Connection	City Staff	Street Extension	Close the gap between Helena Ave and Cora St.	$7,490,000	
3	Pfenning Rd Extension (Capitol Ave to Seattle Ave)	City Staff	Street Extension	Extend Pfenning Rd to close the existing gap.	$5,500,000	
4	Helena Ave Extension (Dry Creek Rd to Cora St)	City Staff	Street Extension	Extend Helena Ave between Dry Creek Rd and Cora St.	$3,500,000	Partially overlaps with Project 24: Helena St Extension.
5	Reconnect Palouse to Cascades Trail (By Developer)	City Staff	Active Transportation	Construct a trail connection between Airport Rd and Sanders Rd; to be completed by the developer.	$3,300,000	Partially overlaps with Project 9: Circle the City Trail 13.1-Mile Loop Around the City.
6	Reconnect Palouse to Cascades Trail (By City)	City Staff	Active Transportation	Connect the Palouse to Cascades State Park Trail to Bowers Rd and connect Bowers Rd to Airport Rd.	$6,690,000	Partially overlaps with Project 9: Circle the City Trail 13.1-Mile Loop Around the City.

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
7	Chestnut St Buffered Bike Lanes and Crossing Improvements	ATP - High Priority Investments	Active Transportation	Construct a north-south bicycle route from E University Way to E Mountain View Ave. Install buffered bike lanes on Chestnut St, sharrows and traffic calming on Walnut St, upgraded ADA ramps, RRFB crossings, and a two-stage left-turn box for cyclists.	$709,000	
8	Trail on N Sprague St from 5th Ave to University Way	ATP - Table 3 Longer Term Investments	Active Transportation	Install a pedestrian and bicycle trail or buffered bike lanes on N Sprague St from 5th Ave to University Way, forming a vital active transportation connection from downtown Ellensburg to Central Washington University. Includes safe bicycle crossing improvements at E University Way.	$400,000	

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
9	Circle the City Trail 13.1-Mile Loop Around the City	ATP - Table 3 Longer Term Investments	Active Transportation	Connect segments of the Circle the City Trail, a 13.1-mile loop around the City of Ellensburg. Connections may include shared-use paths, trails, sidewalks, and bicycle infrastructure with signage and wayfinding.	$4,200,000	Partially overlaps with Project 5: Reconnect Palouse to Cascades Trail (By Developer) and Project 6: Reconnect Palouse to Cascades Trail (By City)
10	Main St Pedestrian Safety Corridor	ATP - Table 3 Longer Term Investments	Active Transportation	Improve pedestrian safety along Main St from 10th Ave to 3rd Ave through landscape buffers, mid-block crossings, benches, and pedestrian comfort improvements.	$250,000	Partially overlaps with Project 21: Main St Safety Corridor.

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
11	Protected Bike Lanes on E 14th Ave and N Wildcat Way	ATP - Table 3 Longer Term Investments	Active Transportation	Install protected bike lanes on E 14th Ave and N Wildcat Way between B St and E 10th Ave to improve bicycle connections between downtown Ellensburg, CWU, and the west leg of the John Wayne Trail.	$480,000	
12	Irene Rinehart Riverfront Park to Thorp Hwy Shared-Use Trail	ATP - Table 3 Longer Term Investments	Active Transportation	Install a bicycle and pedestrian trail along the Yakima River to improve recreation and community connectivity.	$5,000,000	
13	Protected Bike Lane on Reecer Creek Rd from University Way to the North UGA	ATP - Table 3 Longer Term Investments	Active Transportation	Install a protected bike lane along Reecer Creek Rd to connect northern residents to the City and the west leg of the John Wayne Trail.	$525,000	

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
14	Crossing Improvements Along University Way	ATP - Table 3 Longer Term Investments	Active Transportation	Install crossing improvements along University Way, including HAWK signals, refuge islands, and bulb-outs to improve pedestrian and bicycle connectivity across the corridor.	$375,000	Overlaps with Project 18: University Way Safety Corridor.
15	Vantage Hwy Pedestrian and Bicycle Improvements	ATP - Table 3 Longer Term Investments	Active Transportation	Install sidewalks and buffered bike lanes along Vantage Hwy between Brick Rd to Vista Rd to improve pedestrian and bicycle access to the John Wayne Trail and rodeo grounds.	TBD	
16	Bike Lane on Ruby St from Mountain View Ave to 7th Ave	ATP - Table 3 Longer Term Investments	Active Transportation	Install a bike lane on Ruby St from Mountain View Ave to 7th Ave to improve north-south bicycle connectivity to downtown Ellensburg.	$125,000	Partially overlaps with Project 23: Ruby St Improvements.
17	Bike Lane on Walnut St / 18th Ave from 14th Ave to Alder St	ATP - Table 3 Longer Term Investments	Active Transportation	Install bike lanes on N Walnut St and E 18th Ave to improve bicycle connections between CWU and northern Ellensburg.	$125,000	

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
18	University Way Safety Corridor	TSAP 2025	Active Transportation	Corridor safety improvements including restriped crosswalks, speed limit pavement markings, RRFBs, leading pedestrian intervals, lighting evaluation, and targeted enforcement along University Way from N Wenas St to N Alder St.	$250,000	Partially overlaps with Project 14: Crossing Improvements Along University Way.
19	5th Ave Safety Corridor	TSAP 2025	Active Transportation	Multimodal corridor safety improvements including crosswalk enhancements, visibility improvements, and traffic calming treatments along 5th Ave.	$250,000	
20	Water St Safety Corridor	TSAP 2025	Active Transportation	Safety improvements focused on lighting, flashing crossings, parking visibility improvements, and pedestrian crossing enhancements along Water St.	$150,000	

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
21	Main St Safety Corridor	TSAP 2025	Active Transportation	Main St corridor improvements including protected left turns, pedestrian crossing upgrades, bike boxes, green conflict striping, and lighting improvements between University Way and Mountain View Ave.	$250,000	Partially overlaps with Project 10: Main St Pedestrian Safety Corridor.
22	South Canyon Rd Safety Corridor	TSAP 2025	Active Transportation	Corridor safety upgrades including roundabouts, signalization, access management, bike boxes, crosswalk re-striping, and enforcement measures from Mountain View Ave to Berry Rd.	$4,750,000	

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
23	Ruby St Improvements	TSAP 2025	Active Transportation	Ruby St multimodal safety improvements including curb extensions, signalization, separated bikeways/shared-use paths, lighting, and raised intersections between 7th St and Manitoba Ave.	$7,040,000	Partially overlaps with Project 16: Bike Lane on Ruby St from Mountain View Ave to 7th Ave.
24	Helena St Extension	TSAP 2025	Street Extension	Street extension and multimodal connectivity improvements intended to improve network safety and access.	$7,640,000	Partially overlaps with Project 4: Helena Ave Extension (Dry Creek Rd to Cora St).
25	Bender Rd & Sanders Rd Improvements	TSAP 2025	Active Transportation	Sidewalk, bike lane, RRFB, and roundabout improvements associated with the PTC Trail extension corridor between Rasmussen Rd and Tower St.	$9,380,000	
26	Water Street & Bender Road	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$966,000	

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
27	18th Avenue & Alder Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$720,000	
28	University Way & Alder Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements and widening	$1,558,000	
29	University Way & Main Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements and widening	$3,338,000	
30	5th Avenue & Ruby Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements and widening	$741,000	
31	Ruby Street & 3rd Avenue	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$741,000	
32	Manitoba Avenue & Ruby Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements, illumination and realignment	$1,332,000	
33	Mountain View Avenue & Ruby Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements and widening	$2,434,000	
34	Capitol Avenue & Chestnut Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$672,000	
35	Sanders Road & Alder Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$665,000	
36	Capitol Avenue & Willow Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$524,000	
37	Anderson Road & Umptanum Road	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$1,252,000	
38	15th Avenue & Cora Street	2021 Traffic Impact Fee Update	Intersection	Intersection capacity improvements	$432,000	

ID	Project Name	Source	Category	Project Description	Cost	Additional Note
39	Bike and Pedestrian Improvements on Chestnut Street and Walnut Street	2021 Traffic Impact Fee Update	Active Transport ation	Extend the sharrows on Chestnut Street to E Mountain View Avenue. Implement a sharrow on E Tacoma Avenue between Walnut Street and Chestnut Street, and on Walnut Street between E Tacoma Avenue and E University Way. Also includes improving the crossing at Seattle Avenue.	$263,000	

Source: City of Ellensburg and Fehr & Peers, 2026.

Transportation Funding

This section documents funding sources that the City anticipates leveraging to implement the investments described in this Transportation Element over the next two decades. It summarizes funding sources that the City currently uses to advance projects, as well as additional funding sources that the City could consider.

Revenue Sources

The City of Ellensburg relies on a different revenue source to fund transportation improvements and ongoing infrastructure needs. **Table 13** provides a summary of the anticipated funding sources and estimated revenue amounts that may be available to support projects identified in this Element. Additional details describing each revenue source are provided in the sections following the table.

The estimated revenues shown are based on historical funding trends and current assumptions regarding economic conditions, development activity, and available grant opportunities. Actual

revenues may vary from year to year depending on market conditions, legislative changes, and funding availability.

All revenue projections and project cost estimates included in this plan are presented in 2026 dollars.

Table 13. Revenue Sources and Annual Revenue Estimate

Revenue Source	Annual Revenue Estimate
Motor Vehicle Fuel Tax	$125,000
Traffic Impact Fees	$365,000
Transfers from other City Sources/Budgets*	$450,000
Real Estate Excise Tax	$350,000
Grant Funding	$2,500,000
Total Transportation Funding	**$3,790,000**

Note
*This line item represents money allocated from other City funds or departmental budgets which originates from General fund or sales tax.
Source: City of Ellensburg and Fehr & Peers, 2026

Motor Vehicle Fuel Tax

Motor Vehicle Fuel Tax revenues provide an important and reliable funding source for the City of Ellensburg's transportation system. These revenues are distributed to the City through state-shared gas tax programs funded by taxes on gasoline and diesel fuel sales. Allocations are generally based on factors such as roadway mileage, population, and transportation system needs.

Motor Vehicle Fuel Tax revenues may be used for a wide range of transportation-related purposes, including the construction of new roadway, bicycle, and pedestrian facilities, as well as the maintenance, preservation, and rehabilitation of existing transportation infrastructure. This flexibility allows the City to address both ongoing system maintenance needs and strategic capital improvements that enhance safety, mobility, and connectivity.

Based on current revenue trends and state distributions, the City of Ellensburg estimates annual Motor Vehicle Fuel Tax revenues of approximately $125,000.

Traffic Impact Fees (TIF)

Traffic Impact Fees (TIF) are authorized as a revenue source by the Washington State Growth Management Act. These fees are levied on new development as a method to pay for the increased demand that development puts on infrastructure. Accordingly, TIF revenue is dependent on development activity and has broad project eligibility. The City of Ellensburg's TIF program is expected to generate roughly $365,000 annually. Revenues may only be spent on growth-accommodating capital

projects identified in the City's adopted TIF program. The City's current TIF program identifies 29 projects and was adopted in 2021.

Real Estate Excise Tax (REET)

Real Estate Excise Tax (REET) is an optional revenue source collected from qualifying real estate transactions. Because REET revenues are directly tied to the volume and value of real estate sales, annual revenues can fluctuate significantly based on market conditions.

Under Senate Bill 5972, local jurisdictions may impose up to 0.25% of the selling price of real estate transactions for capital facility improvements. In addition, the Growth Management Act authorizes an additional 0.25% tax dedicated to capital facilities. REET revenues are restricted to financing the acquisition, construction, improvement, repair, replacement, rehabilitation, or maintenance of capital facilities identified in the City's Capital Facilities Plan.

Based on recent trends and projected development activity, the City of Ellensburg estimates that REET revenues will generate approximately $350,000 annually.

Grant Funding

Grants are a competitive revenue source in which projects must meet specific eligibility criteria. Federal, state, and local agencies offer grants to help fund transportation projects. This revenue source is highly dependent on the grant opportunities available each year. The City competes with other jurisdictions for funding based on factors such as project need, service population, project potential, deliverability, and anticipated impact or value. Based on historical funding trends and anticipated opportunities, the City of Ellensburg estimates that grant funding could generate approximately $2.5 million annually in total revenue.

Some of the more active grant programs that commonly fund projects similar to those on Ellensburg's project list include the Better Utilizing Investments to Leverage Development (BUILD) Grant, the Surface Transportation Block Grant (STBG) Program, the Safe Streets and Roads for All (SS4A) Program, the Small City Active Transportation Program (ATP), Transportation Improvement Board (TIB) grants, and Department of Ecology (DOE) grant programs.

The BUILD grant provides opportunities to invest in roadway, rail, transit, port, bicycle, pedestrian, and other multimodal transportation projects that advance national transportation objectives. These competitive grants often support projects with regional significance, multimodal benefits, or multi-jurisdictional coordination needs that may be difficult to fund through traditional federal formula programs.

The STBG Program is highly flexible, allowing states and metropolitan regions to use funds for highway, bridge, transit, pedestrian, and bicycle infrastructure projects. The program can fund up to 80% of a project's total cost, with the remaining share covered by state and local sources. Eligible projects include highway and bridge construction and rehabilitation, federal-aid bridge repair, transit capital projects, bicycle and pedestrian facilities, recreational trails, ferry boats and terminals, environmental mitigation, congestion pricing, travel demand management, and intelligent transportation systems.

Established under the Bipartisan Infrastructure Law, the SS4A Program provides more than $5 billion over five years (2022–2026) to support community-led projects aimed at reducing roadway fatalities and serious injuries. The program focuses on improving safety through safer road users, roadways, vehicles, travel speeds, and post-crash care. SS4A offers two types of grants: planning and demonstration grants, and implementation grants for major capital investments.

The State's ATP provides funding to improve pedestrian and cyclist safety, enhance mobility and connectivity, and improve the condition of existing facilities. The Washington State Transportation Improvement Board evaluates projects using a priority array process to identify those that best align with program objectives. ATP funding criteria include safety, mobility, physical condition, project type, constructability, and sustainability.

In addition to ATP administration, TIB offers grant programs that support preservation and improvement of city transportation infrastructure. TIB programs commonly fund arterial preservation, complete streets, sidewalk improvements, pedestrian accessibility upgrades, and bicycle facilities. These programs help advance high-priority transportation projects while reducing the burden on local funding sources.

Lastly, DOE administers grant programs that supports transportation-related infrastructure projects with environmental benefits. These funding opportunities may be particularly applicable where transportation improvements include drainage upgrades, green infrastructure, or environmental mitigation components.

Potential Future Revenue Sources

Similar to other Washington State Cities, Ellensburg has access to a limited number of dedicated transportation funding sources. Funding strategies outlined below represent potential opportunities for generating additional transportation revenue.

Transportation Benefit District Sales Tax and Vehicle Licensing Fees

Transportation Benefit District (TBD) sales tax and vehicle licensing fees are independent revenue mechanisms that can be used to fund transportation improvements and services. These funding sources provide flexibility and may support either capital projects or programmatic expenditures.

The City of Ellensburg has historically utilized a voter-approved Transportation Benefit District sales tax to support public transportation services. In 2025, voters approved a permanent city transit sales tax that replaced the expiring TBD sales tax while maintaining the existing 0.2 percent tax rate. This dedicated funding source supports the operation, maintenance, and improvement of the City's transit system.

While Ellensburg currently utilizes a transportation-related sales tax, the City could explore additional transportation revenue options authorized under state law, including implementation of a Transportation Benefit District vehicle license fee or future voter-approved transportation funding measures, if additional revenues are needed to support transportation system investments.

Local Improvement Districts

Local Improvement Districts (LIDs) are special-purpose financing mechanisms that can be established by the City of Ellensburg to fund capital improvements within a defined area. LIDs generate revenue through special assessments on properties that directly benefit from the improvements. Revenue generated through a LID can only be used for the specific capital projects that benefit property owners within the district.

Cities are authorized to form LIDs under RCW 35.43 without voter approval; however, the formation process is complex and requires demonstration of financial feasibility. In addition, a proposed LID may be dissolved if protests are received from property owners who would pay at least 60 percent of the total project cost. Future use of LIDs would require the identification of transportation projects that provide direct and measurable benefits to adjacent properties and meet statutory requirements on a case-by-case basis.

Commercial Parking Tax

A Commercial Parking Tax is levied on commercial parking facilities and may be collected from parking operators or customers. Revenues generated through this tax are restricted to transportation-related purposes.

The City of Ellensburg currently does not impose a commercial parking tax. However, the City has implemented a variety of parking management strategies in the downtown area, including Residential Parking Zones (RPZ) parking permits. Should commercial parking facilities become more prevalent in the

future, Ellensburg could consider establishing a commercial parking tax program as part of a broader transportation funding strategy. Any such program would require adoption by the City and identification of the geographic area in which revenues would be collected and invested.

Business License Fees

Business license fees are charged to businesses operating within city limits. As a code city, Ellensburg's authority to levy business license fees is governed by RCW 35A.82.020.

The City currently assesses business license fees based on number of employees who work within the city limits of Ellensburg.[11] While business license revenues are not restricted to transportation purposes, the City may choose to allocate a portion of these revenues to transportation improvements through annual budgeting processes. Any future modifications to business license fees should balance revenue needs with the City's goal of supporting economic development and maintaining a business-friendly environment.

Limited Tax General Obligation and Unlimited Tax General Obligation Bonds

Limited Tax General Obligation (LTGO) and Unlimited Tax General Obligation (UTGO) bonds are financing tools available to the City of Ellensburg for funding major capital projects. Bond financing allows projects to be implemented sooner than would otherwise be possible but requires repayment of principal and interest over time.

LTGO bonds are repaid through existing City revenue sources and may be authorized by the City Council. UTGO bonds require voter approval and are repaid through additional property tax levies. Both financing mechanisms are subject to constitutional and statutory debt limits established by the State of Washington.

Bond financing can be an effective tool for implementing significant transportation investments; however, debt obligations reduce the City's future borrowing capacity and must be carefully considered alongside other capital needs.

In addition to above financing options, it is important to note that the City of Ellensburg is an active regional partner that routinely secures grant funding for projects. Regional partnerships and attracting outside funding through federal, state, and regional grants should continue to be a funding source that supports implementation of Ellensburg’s multimodal transportation system.

[11] https://dor.wa.gov/manage-business/city-endorsements/ellensburg

Transportation Demand Management

This plan has thus far focused on completing Ellensburg's multimodal transportation network through a layered network approach. The network proposed for each mode represents the supply side of the transportation system. Equally important is the demand for the multimodal transportation network, which is addressed through Transportation Demand Management (TDM).

The concept of TDM has evolved from a focus on commuters and strategies for reducing single-occupancy vehicle demand during peak travel periods to a focus on maximizing travel options for all users and trip purposes. This expanded approach incorporates a broader range of strategies to support efficient use of the transportation system. The Federal Highway Administration (FHWA) defines TDM as:

"Providing travelers, regardless of whether they drive alone, with travel choices, such as work location, route, time of travel and mode. In the broadest sense, demand management is defined as providing travelers with effective choices to improve travel reliability."

The emphasis of TDM is on personal mobility rather than vehicular mobility. TDM recognizes roadway, transit, bicycle, and pedestrian facilities as valuable and limited community assets that should be managed efficiently. Strategies that help manage demand on Ellensburg's multimodal transportation network include encouraging ridesharing through carpooling and vanpooling programs; supporting telecommuting, flextime, compressed work weeks and staggered shifts; and managing parking through pricing and availability strategies.

Additional TDM strategies can range from simple marketing and education programs to more comprehensive land use and development policies. City land use policies can help reduce dependence on private automobile travel by directing growth to areas with existing infrastructure and services and encouraging compact, mixed-use development patterns. Appropriate land use densities, mixed-use activity centers, walkable urban design, and other concentrated areas of activity support transit service, walking, and bicycling. In Ellensburg, TDM efforts should focus on maximizing multimodal travel options for residents, students, employees, and visitors while supporting the community's mobility, sustainability, and quality-of-life goals.

DEFINITIONS:

Telecommuting: Employees work from home or another off-site location instead of commuting to a central workplace, reducing or eliminating work-related vehicle trips. Telecommuting may be full-time or part-time, depending on employer policies and job requirements.

Flextime: Employees work a set number of hours with start/end times and days of the week agreed upon with the employer.

Compressed Work Week: Employees work fewer days by working longer shifts, reducing their total VMT by eliminating some trips.

Staggered Shifts: Employees start and end their workday outside the peak periods of commute travel.

Transportation Demand Management Strategies

There are various ways that commuters and other travelers in Ellensburg can reduce the number of single-occupancy vehicle trips while maintaining access to jobs, schools, services, and community destinations.

- **Transit Service** – Public transit service in Ellensburg is provided through Ellensburg Central Transit, which offers fare-free fixed-route bus service within the city. Transit provides an important mobility option for residents, students, employees, older adults, and visitors, particularly for trips to Downtown Ellensburg, Central Washington University, employment areas, shopping destinations, and other key activity centers. As Ellensburg grows, continued coordination between transit service planning, land use decisions, and multimodal infrastructure investments can help ensure that transit remains a convenient and reliable travel option.

- **Rideshare Programs** – Rideshare programs can help reduce single-occupancy vehicle trips, particularly for commute trips to major employment areas, schools, and regional destinations. Ellensburg can support carpooling and vanpooling by coordinating with regional transportation partners, employers, Central Washington University, and community organizations. These programs may be especially useful for workers and students traveling between Ellensburg, nearby communities, and other destinations in Kittitas County.

- **Walking/Biking** – Every trip begins and ends with walking. Ellensburg's relatively compact development pattern, downtown grid, university presence, and flat terrain support walking and bicycling for many local trips. The pedestrian network supports walking in areas with connected sidewalks, safe crossings, and a mix of nearby land uses. Bicycling can also be a viable option for commuters, students, and residents traveling between neighborhoods. As pedestrian and bicycle networks are improved and new development occurs in walkable, mixed-use areas, these modes are anticipated to become increasingly viable and attractive. Many of the projects, policies, and actions in this plan provide guidance for completing pedestrian and bicycle networks and improving the comfort, safety, and convenience of walking and biking.

- **Alternative Work Schedules** – Alternative work schedule options can benefit both employees and employers. Businesses and institutions can provide coverage across a wider range of hours, while employees may be able to better align their schedules with transit service, ridesharing opportunities, childcare needs, and personal responsibilities. Alternative schedules may include flextime, compressed work weeks, and staggered shifts. These strategies can help reduce peak-period travel demand and make more efficient use of the transportation system.
- **Telecommuting** – Full-time and part-time telecommuting have become more common for many employers, including businesses, non-profits, educational institutions, and government agencies. The COVID-19 pandemic accelerated the adoption of remote work practices and led many organizations to address technology and resource barriers. In Ellensburg, continued use of telecommuting and remote work can help reduce commute trips, lessen parking demand, and provide employees with greater flexibility while supporting broader TDM goals.

Commute Trip Reduction Program

Commute Trip Reduction Program Overview

In 1991, the Washington State Legislature passed the Commute Trip Reduction (CTR) Law to reduce traffic congestion, improve air quality, and decrease fuel consumption. In 2006, the Legislature adopted the Commute Trip Reduction Efficiency Act (RCW 70A.15.4000), which sought to improve the efficiency of the transportation system by focusing resources on the state's most congested corridors and increasing coordination among local, regional, and state agencies.

Washington's CTR program is unique in that it relies on partnerships between the public and private sectors to reduce drive-alone travel and encourage the use of alternative transportation options. The CTR Law is incorporated into the Washington State Clean Air Act and promotes strategies such as ridesharing, transit use, bicycling, walking, telecommuting, and flexible work schedules.

While Ellensburg is not subject to the same level of congestion as larger urban areas in Washington, the principles of transportation demand management remain relevant. TDM strategies can help improve mobility, support economic vitality, reduce transportation costs for residents, and enhance access to key destinations throughout the community. Partnerships with major employers, Central Washington University, Kittitas County, transportation providers, and community organizations can help expand awareness and use of travel options beyond driving alone.

Transportation Demand Management and Transportation System Performance

Tracking the implementation and effectiveness of TDM strategies should be incorporated into Ellensburg's transportation performance monitoring efforts and the City's Six-Year Transportation Improvement Program (TIP). Performance measures may include transit ridership, bicycle and pedestrian activity, commute mode share, vehicle miles traveled, and participation in ridesharing or other TDM programs. Monitoring these measures can help the City evaluate progress toward maximizing the efficiency, reliability, and sustainability of the current and future transportation system.

CTR GUIDELINES

Who's affected?

Employers with 100 or more full-time employees (scheduled 35+ hours/week) that begin their workday between 6:00 AM and 9:00 AM at least two days per week at a single worksite for 12 continuous months of the year.

What is required for CTR impacted employers?

- Appoint/maintain and Employee Transportation Coordinator (ETC) to be the contact between the employer and the city.
- Biannually submit a program report to the city for review/approval.
- Exercise a good faith effort by collaborating with the city.
- Biannually conduct a CTR employee survey to measure commute mode share.
- Biannually conduct a CTR employee survey to measure commute mode share.

Attachment A: Public Outreach - Feedback List

- **Support for more parking downtown;** better utilize space to centralize parking
    - Water to Ruby, University Way to Manitoba
    - Downtown parking garage
    - Downtown motorcycle parking (seasonal use June to October)
- Support for expanding the Circle the City trail / Request to update the Circle the City map
- Request for transit access and pedestrian accessibility at the new emergency shelter
- Approval of 7th Ave bicycle lane
- Approval of sidewalks on Dolarway
- Approval of pedestrian crossing time extension at Mountain View & Chestnut
- **Four-way stop needed at 5th & Chestnut**
- **Concern for the impact of Winco traffic** on west Interchange (west of Anderson Street)
- Add a transit stop at the Kittitas County RR History Association
- Add a transit stop at Irene Reinhart Park
- Increase pedestrian safety at intersections around Safeway (5th & Ruby)
- Disapproval of sidewalk project at 3rd Ave historic pathway
- Approval of roundabout at Canyon & I-90
- Support for protected multiuse paths connecting neighborhoods to the university
- Parking needed at the rodeo; increased bussing during rodeo events
- **No bus stops on Craigs Hill** Reed Park near American Legion Homes
- Intersection sight visibility – Dry Creek & Reecer Creek
- Bus stops should not be too close to busy intersections, such as Ruby & 3rd
- Washington Ave between Main St and Pearl St is a tight squeeze when cars are parked on both sides

Note: **bold** indicates multiple comments on the topic.

Meeting Date: July 6, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject:	Interlocal Agreement between Kittitas County and City of Ellensburg for Funding of the Ellensburg Fieldhouse (Public Comment Opportunity)
Submitted by:	Heidi Behrends Cerniwey, City Manager
Department:	City Manager

Suggested Motion/Action:
Approve Interlocal Agreement with Kittitas County for $1 million for the Ellensburg Fieldhouse and authorize the City Manager to sign and initiate future actions to execute the agreement as attached or in substantially similar form.

Background/Summary:
The City of Ellensburg is working on finalizing lease agreements with a developer to construct the Ellensburg Fieldhouse facility at Rotary Park. The project is being structured under RCW 35.42, utilizing a lease-based construction model in partnership with a private developer, with a total development cost not to exceed approximately $16 million. Under this structure, the City retains flexibility to address long-term financing through lease payments, refinancing, or early payoff once the facility is operational and financial conditions allow.

Staff are working to secure capital stack commitments as the project moves forward. The project cost is expected to be $16,000,000, excluding financing costs. Other project revenue includes: cash resources of $7,500,000; City REET II $1.6 million; a pending request to City Lodging Tax Advisory Committee of $1,100,000; Kittitas County contribution (this agreement) of $1,000,000. Staff anticipates issuing approximately $6,000,000 in debt to complete the project financing plan.

Previous Council Action:
City Council has taken multiple actions approving work associated with the Fieldhouse Project and moving it forward. The actions and associated project work have included:

- In late 2023, authorizing an agreement with the Helix Design Group to verify project scope, budget and schedule, followed by: work to reconcile scope, budget and schedule based on the functional program and funding; seek jurisdictional project approvals through permitting; establish a realistic project schedule; research and evaluate/select Alternative Delivery Method; and prepare 30% design documents for the building and site. As a result of the work the Helix Design group performed, the City determined that an Alternative Delivery Method was the preferred approach to building the Fieldhouse, specifically the progressive design-build (PDB) approach. Thus, the preliminary design work was suspended. Relevant engineering and site studies are available for use in future development of this project.

- With progressive design-build there were requirements for the City to follow. In early 2024, an agreement was authorized with Thaxton Parkinson PLLC to provide specialized legal counsel to assist with PDB option.
- At the meeting on April 1, 2024, Council authorized an agreement with the Weneha Group to serve as the City's Owner Advisor on the project, which is a required component when developing a project using the progressive design build method (RCW 39.10.220).
- In October 2024, an agreement was authorized with Absher/Helix for design-build services through the validation phase.
- At their February 3, 2025, study session, Council reviewed options for a new fieldhouse facility developed through the validation phase of the Progressive design build process. The resulting facility construction cost exceeded $60,000,000 for each of three options for full buildout. Costs for operating scenarios for each of three facility design options were explored through a Market and Operation Plan conducted by Ballard*King & Associates LTD. Subsequently, the City Council directed staff to look at a potential for public private partnerships (lease options) for a facility.
- At the July 7, 2025, meeting, Council approved a conceptual plan to pursue construction of a fieldhouse facility through a private/public partnership as allowed by RCW 35.42.
- On September 15, 2025, Council approved publication of a Request for Qualifications (RFQ) for a developer of the Ellensburg Fieldhouse.
- At the meeting on March 3, 2026, Council approved a Letter of Intent conditionally selecting Central Paving, LLC as the Developer for the Ellensburg Fieldhouse. The letter was subsequently extended through July 31, 2026.

Analysis:
Within the proposed Interlocal Agreement, Kittitas County’s $1,000,000 participation would be structured as a reserved capital contribution to support the City’s acquisition of the Fieldhouse and related capital facility costs. Rather than transferring the full amount for immediate use upon occupancy, the County commitment would be made available to the City through a draw structure tied to actual or reasonably anticipated project cash flow needs.

Under the proposed structure, the City could request quarterly draws against the County commitment for eligible acquisition-related capital purposes, including lease payments, advance lease payments, principal reduction, and other capital costs associated with facility acquisition. Draw requests would be limited to an agreed-upon proportion of anticipated quarterly capital outflows, such as no more than 50 percent of projected costs in a given quarter, with any remaining balance available for draw in subsequent quarters until the full County commitment is expended.

This structure was developed to align County funding with the City’s actual project expenditures, maintain accountability for the use of public funds, and minimize the need to hold idle balances. It also preserves flexibility for the City to apply the County contribution, as appropriate and consistent with the agreement, toward a future lease buyout, refinancing, or other financing stabilization measures as the project transitions from construction and acquisition into long-term ownership.

The proposed agreement is intended to serve as an initial funding commitment from Kittitas County and does not preclude continued joint exploration of additional revenue sources or future County participation in the Ellensburg Fieldhouse project, subject to separate review and approval by the parties.

Staff will continue working with Kittitas County elected officials and staff on opportunities for partnership related to the Fieldhouse project and other recreational facility investments of mutual community benefit.

Financial Impact:
The County's $1,000,000 allocation would be funded through Kittitas County REET II funds to support development of a long-term community asset without creating additional obligations to the County General Fund. The contribution will be added to the City's Fieldhouse project revenue beginning in the 2027-2028 biennium.

Budget Adjustment: No

Attachments:
1. Fieldhouse Interlocal Kittitas County

INTERLOCAL AGREEMENT

Between

KITTITAS COUNTY

and

CITY OF ELLENSBURG

for

FUNDING OF THE ELLENSBURG FIELDHOUSE

This Interlocal Agreement (hereinafter the "Agreement") is entered into by and between Kittitas County ("County"), a municipal corporation of the State of Washington, and the City of Ellensburg ("City"), a Washington Municipal Corporation, for the funding of the proposed Ellensburg Fieldhouse.

WHEREAS, the parties are public agencies as defined in the Interlocal Cooperation Act (RCW 39.34), and wish to enter into this Agreement pursuant to the provisions of said Act, which allows public agencies to cooperate on a basis of mutual advantage to provide services and facilities in an optimized manner to address the needs of local communities; and

WHEREAS, the City proposes to construct a new Fieldhouse facility; and

WHEREAS, the County is a participating funding partner in the Ellensburg Fieldhouse project and the County intends to allocate $1,000,000 toward the project funded from the Real Estate Excise Tax (REET II) revenues; and

WHEREAS, the governing body of each party to this Agreement has approved such party's involvement in the cooperative interlocal activities as described herein; and

WHEREAS; it is mutually beneficial for the parties to enter into this Agreement at this time;

NOW, THEREFORE, the County and the City hereby agree as follows:

1. Purpose. The purpose of this Agreement is for the County to provide funding in an initial amount not to exceed one million dollars, $1,000,000 (the "Commitment") to the City for the proposed Ellensburg Fieldhouse to be operated by the City in Ellensburg, Washington.

2. Term. The term of this Agreement shall be from the last date of the last signature through December 31, 2035, unless the Agreement is terminated early or its term is extended as provided herein.

3. Funding Process. The County shall make the full Commitment available to the City in anticipation of fieldhouse facility acquisition costs. The City may request a draw by giving the County at least thirty (30) days' written notice.

   Each draw shall be based on the City's anticipated fieldhouse capital facility acquisition costs, including but not limited to capital outlay, advance lease payments, principal buydown, or regular lease payments, for the calendar quarter following the draw.

   The amount of County funding provided in any draw may not exceed fifty percent (50%) of anticipated fieldhouse capital facility outflows in a given quarter.

   Any drawn Commitment dollars not expended on fieldhouse facility acquisition costs shall be returned to the County within 30 days of the end of the quarter for which they were drawn.

   If the City does not draw the full Commitment in its initial draw, it may draw the remaining undisbursed balance in quarterly installments until the Commitment is exhausted, subject to the requirements of this Agreement.

4. Points of Contact. The parties' addresses and points of contact for any notices to be delivered under this Agreement are as follows:

KITTITAS COUNTY	CITY OF ELLENSBURG
Kittitas County 205 W 5th Ave, Suite 108 Ellensburg, WA 98926	City of Ellensburg 501 N Anderson ST Ellensburg, WA 98926
Project Contact: Zack DeHaven Budget and Finance Director Kittitas County Auditor's Office	**Project Contact:** Heidi Behrends Cerniwey City Manager City of Ellensburg

5. Budget and Payment. The County agrees to pay the City a sum of one million dollars ($1,000,000)(the Commitment), following the process set forth in Section 3. However, the Parties may also jointly explore additional revenue sources and opportunities for the County to participate in funding the Ellensburg Fieldhouse project, with the understanding that any additional County funding commitments would be agreed to in writing in accordance with Section 8.

6. Administration. For the purposes of RCW 39.34.030(4)(a), the points of contact as listed in Section 4. above shall be the administrators of this Agreement. No separate legal or administrative entity is created by this Agreement. No joint budget or financing method is created by this Agreement; each party will manage its own financing and budgeting processes

hereunder. This Agreement will be posted online or filed with the county auditor as required by RCW 39.34.040.

7. Termination. This Agreement may be terminated at any time by mutual written agreement of the parties. Additionally, after all funding described in Section 5 has been distributed to the City this Agreement may be terminated unilaterally at any time by either party with ninety (90) days' written notice to the other party. Termination of this Agreement by any means provided herein shall not excuse either party's performance of its obligations hereunder through the effective date of termination.

8. Modification. The parties may modify the terms of this Agreement through one or more formal written amendments, signed by both parties.

9. Notices. Written notices required or permitted to be provided by one party to the other party under this Agreement may be provided by personal delivery, legal courier service, or certified mail, postage prepaid and return receipt requested. Notice may be provided by regular first class mail if simultaneous notice is provided by email. Notices given by a party shall be provided to the other party's point of contact as listed in Section 4. of this Agreement.

10. Insurance. Each party hereto shall at all times during the term of this Agreement maintain insurance coverage (or participate in a local government risk pool) adequate to cover its activities under this Agreement. A certificate of coverage indicating policy coverage shall be provided upon ratification of this agreement and annually thereafter. Any exclusions that may have an impact on services shall be communicated to the other party as soon as they are known.

11. Property. The parties do not anticipate acquiring jointly owned personal or real property under this Agreement. Any personal property of a party used in the performance of this Agreement in the possession of the other party shall be returned to the owner promptly upon completion of each task for which such personal property was utilized.

12. Records. Each party shall preserve and maintain its records relating to this Agreement for six (6) years after termination or expiration of the Agreement. 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.

13. Indemnification. Each party will be responsible for its own acts and/or omissions in its performance under this Agreement, and the acts and/or omissions of its employees, agents, officials, and registered volunteers. Neither party shall be responsible to the other party for the acts or omissions of persons or entities not a party to this Agreement. The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity

claims against each other until after liability to the claimant and damages, if any, are adjudicated. If any claim is resolved by voluntary settlement and the parties cannot agree upon apportionment of damages and defense costs, they shall submit apportionment to binding arbitration. The indemnification obligations of the parties shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act. Each party hereby expressly waives any immunity afforded by such acts to the extent required by its obligations to indemnify, defend and hold harmless the other party. A party's waiver of immunity does not extend to claims made by its employees directly against the party as employer. The foregoing indemnification obligations of the parties are a material inducement to enter into this Agreement and have been mutually negotiated.

14. Independent Capacity. Each party to this Agreement shall act in an independent capacity and not as an agent or representative of the other party. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be the employees or agents of that party, and shall not be considered for any purpose to be the employees or agents of the other party.

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

16. Waiver. The waiver by a party of any default or breach of this Agreement, or the failure of a party to enforce any provision hereof or to exercise any right or privilege hereunder, shall not be deemed to waive any prior or subsequent breach or default, the enforcement of any provision hereof, or the exercise of any right or privilege hereunder, unless otherwise stated in a signed writing by the party granting such waiver.

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

18. Governing Law. This Agreement shall be governed by the laws of the State of Washington.

19. Force Majeure. In the event of a forced delay in performance by a party of its obligations under this Agreement, due to causes beyond that party's reasonable control, including but not limited to natural disasters, epidemics, embargoes, war, insurrection, riots, or strikes, such party's time for performance under this Agreement shall be extended for the period of the forced delay.

20. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all other agreements, understandings, negotiations and discussions, oral or written, express or implied, relating to the subject matter hereof.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties through their authorized representatives, effective as of the latest date written below.

KITTITAS COUNTY	**CITY OF ELLENSBURG**
BOARD OF COUNTY COMMISSIONERS	
_____	_____
Cory Wright, Chair	Signature
_____	_____
Brett Wachsmith, Vice-Chair	Printed Name
_____	_____
Laura Osia Iacy, Commissioner	Title
Date: _____	Date: _____
Attest:	
_____	
Clerk of the Board	

MANAGER'S REPORT

DATE: July 6, 2026

TO: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

---

1. Amendment 4 to CWU Redundant Internet ILA with City
Pursuant to ECC 9.110.070 (D), the City & CWU signed Amendment #4 to the Interlocal Agreement (ILA) for a Redundant Internet Connection through 6/30/2027.

2. Citywide Community Events Calendar is Live
A new centralized community events calendar is now available at www.myellensburg.com. The user-friendly calendar will serve as a central hub, making it easier for residents and visitors to discover upcoming events and stay informed about local happenings. Project partners include the Kittitas County Chamber of Commerce, Central Washington University, the Kittitas County Events Center, and local organizations that host community events. Funding was provided by the City's Lodging Tax fund.

3. City Accepting 2027 Grant Applications
The City of Ellensburg is accepting applications for Council-funded Grant Programs and Arts Commission Grants for work to be completed in 2027. Each program has a specific purpose, application, and set of requirements:

- **Community Grants** - $25,907.68 available to support actions to address community needs
- **Park Partnership Grants** - $25,907.68 available to support capital projects to improve City parks, trails, open space, and recreation facilities
- **Water Quality Grants** - $10,000 to improve and protect local surface water quality
- **Historic Preservation Grants** - $25,907.68 available for historic preservation efforts
- **Arts Commission Grants** - up to $2,500 (groups) and $1,000 (individuals) to expand local arts programs and performances

Information and application materials for each program are available on the City's website at: www.ellensburgwa.gov/grants. Applicants may not apply to multiple grant programs for the same project.

The application deadline for all five grant programs is 5 p.m. on Monday, August 31, 2026, for potential 2027 funding. All applications will need to be approved by the Ellensburg City Council.

4. Comp Plan Update Open House on July 22
Help shape Ellensburg's future. The City of Ellensburg's Comprehensive Plan Update is well underway, and we want to hear from you! Stop by the CWU Foundry Building, located at 421 N. Main St., on Wednesday, July 22, 2026, between 4-6 p.m. for the open house. The Draft Comprehensive Plan will be available for review. Learn more about the Comprehensive Plan Periodic Update, ask questions about the process, and share your input. Draft chapters will be available online through this page as well.

5. Proposed Community Results Team for Priority-Based and Sustainable Budget Development of 2027–2028 Biennial Budget
Given the long-term challenges of balancing the City's General Fund budget, Council received an orientation to a new method at the retreat—Priority Based and Sustainable Budget process—which will be used for development of the 2027-2028 Biennial Budget. Council set their priorities through adoption of Resolution 2026-14 Council Strategic Vision 2026-2031 which framed five high-level priorities: Community Safety, Civic Engagement, and Cultural Inclusion; Infrastructure, Utilities, and Mobility; Economic Vitality and Workforce Resilience; Housing Opportunities and Neighborhood Stability; and Organizational Excellence and Fiscal Stewardship.

The Priority Based and Sustainable Budget process forces deeper discussions about expenditures, services, and service-levels for programs and projects, builds understanding of revenue sources and limitations, and explores sustainable options for the future.

This work includes a Community Results Team (ad hoc advisory committee). During the Manager's Report at the meeting on July 6, staff will seek Council feedback on a draft charter, selection process, application, and tentative timeline for the Community Results Team advisory committee.

6. Ellensburg Street Chipseal Project Scheduled July 21-23
The City of Ellensburg's annual chipseal program will run July 21-23, 2026, between the hours of 5:00 a.m. and 5:00 p.m. The project includes approximately nine miles of City streets. City of Ellensburg street crews will work in partnership with Kittitas County Public Works Department crews and equipment to complete the project. The complete list of streets being chipsealed can be viewed at www.ellensburgwa.gov/chipseal.

- Residents living along streets receiving chipseal treatment should turn off sprinklers and avoid watering their lawn or yard close to the project area because street surfaces must be dry to complete the work.

- Park vehicles off the affected road on dates the crews are scheduled. Affected roads will have "No Parking" signs posted at least 24 hours prior to the start of work.
- Access to City streets during the chipseal process is limited.

Drivers, pedestrians, and bicycle riders should exercise extreme caution when approaching the crews and follow all traffic control signs and signals from personnel. It is very important to follow posted speed limits and other instructions to prevent oil and chips from damaging vehicles. Traffic delays and detours may occur.

Following the chipseal process, crews will begin sweeping loose rock remaining. The sweeping operations will take several weeks.

Chipseal is a cost-effective method to extend the life of a road. This cooperative effort between the City and County involves placing a thin layer of liquid asphalt on existing pavement, followed by gravel (the chip). The chip is applied with a spreader. Work is weather dependent, and the schedule is subject to change. The annual chipseal program is funded by the City of Ellensburg Street Division budget. For questions, contact the Ellensburg Public Works Department at (509) 962-7230.

7. Preview of July 20 Council Agenda

The July 20 regular Council meeting is expected to include:

- A presentation on the Transit Strategic Plan and Funding Matrix;
- Second reading of a Zoning Change Ordinance 4991; and
- Review of draft amendments to current Chapter 9, *Access, Engagement, and Belonging*, including potential transition to a new chapter titled *Community Character and Belonging*.