

CITY COUNCIL AGENDA

August 3, 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_0DBzUkVNRyaVuIXeRtM4NA

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 ADAcordinator@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](http://ECTV.Ellensburg). You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Procedure for Remote Participation During Meeting” below. Once you register, you will be sent a meeting invitation with a phone number for the meeting.

Public comment on Non-Agenda Issues (Item No. 7) is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. Testimony or comments will be accepted in the following manner:

SUBMISSION OF WRITTEN COMMENTS

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: cityclerk@ellensburgwa.gov. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. ***Advance registration is required to provide public comment or hearing testimony via remote meeting attendance. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).***
 - a) Anyone wishing to provide public comment on ***Non-Agenda Issues*** (Item No. 7 on the Agenda) must: 1. Register via the Zoom link by no later than 24 hours prior to the meeting; and 2. Provide a description in the Zoom registration form of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.
 - b) Anyone wishing to speak on ***all other Agenda items*** where it specifically states “Public Comment Opportunity” must register prior to 7 p.m. the day of the meeting.
2. ***Join the meeting early***, as you may need to download the app in advance to participate. Once you’ve joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. ***The Mayor will identify the agenda item*** and ask if anyone wishes to speak on the matter.
5. If you wish to speak on an agenda item, you must:
 - a) ***Wait to be called upon by the Mayor*** using your name, e-mail, or phone number used to log in to the teleconference.
 - b) ***Raise your “virtual hand”*** in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
6. ***Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.***

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit any written comments to the City Clerk.
- ◆ Speakers 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, August 3, 2026
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (No Public Comment)

A Ellensburg Parking Committee Downtown Parking Report 7

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

3. Awards and Recognitions

4. Approval of Agenda (No Public Comment)

5. Consent Agenda (No Public Comment)

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

5.A	Approve Minutes of July 20, 2026 Regular Meeting	24
5.B	Acknowledge Minutes of Boards and Commissions	27
5.C	AAEE Commission Resignation - Judd Ike Grey	42
5.D	Professional Services Agreement for Project Management Services for ERP Software, Amendment 2 to Increase Maximum Compensation to Include Implementation Project Management Services	43
5.E	Consideration of Approving the Service of Alcohol at the Hoedown in the Downtown Event at Unity Park	47
5.F	Energy Resource Plan	48
5.G	Community Solar Expansion Program — Participation	50
5.H	Approve Funding to Purchase a Lactation Pod for City Hall	51

5.I	Authorize City Manager's Signature on a Memorandum of Understanding with Teamsters Local 760 - Crew Implementing a Temporary 4/10 Work Schedule for the Water Division	58
5.J	LTAC Funding Recommendation for 2026-2027 Contract for Ellensburg Community Calendar	63
5.K	Approve August 3, 2026 Voucher Listing	65
6.	Petitions, Protests, and Communications	
7.	Public Comment on Non-agenda Items	
8.	Business Requiring Public Hearings	
8.A	Public Hearing to Consider Vacating a City Easement Located Between Catherine Cottages and Radio Road, and First Reading of Ordinance 4994 (Public Comment Opportunity)	66
8.B	2026-2031 Transit Development Plan with the 2025 Annual Report (Public Comment Opportunity)	75
9.	Introduction and Adoption of Ordinances and Resolutions	
9.A	Ordinance 4992 (Second Reading) - Urban Forestry Code, Repeal and Replace Chapter 4.36 Street Trees (Public Comment Opportunity)	94
10.	Unfinished Business	
11.	New Business	
11.A	Transit Strategic Plan (Public Comment Opportunity)	106
11.B	Comprehensive Plan- Final Draft of Land Use Chapter (Public Comment Opportunity)	138
11.C	Comprehensive Plan - Final Draft of Housing Chapter (Public Comment Opportunity)	190
11.D	Appoint Members of the Community Results Team - an Ad Hoc Citizen Advisory Committee for 2027–2028 Budget Development (Public Comment Opportunity)	251
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	253
12.B	Councilmembers' Reports (No Public Comment)	
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.

14. Adjournment



City of
Ellensburg
WASHINGTON

Parking Report

Focus: Downtown Parking

2024-2026



PRESENTED BY

City of Ellensburg
Parking Committee



Ellensburg's downtown is a walkable area, surrounded by historic buildings and wide brick sidewalks adorned with designs by local artist and icon, Richard Elliott. An eclectic mix of restaurants, retail boutiques, coffee shops, hardware stores, a downtown park, and galleries, the downtown is utilized by residents and tourists alike.

The historic charm of the community can pose a challenge for downtown parking. Limited space, defined boundaries, and a mix of retail and residential usage can put an increased strain on downtown parking.

This report will highlight parking availability, improvements made in the last two years to enhance parking and accessibility, highlight results from the parking survey conducted in 2025, give an overview of the parking counts analysis, and review parking system options explored by the parking committee based on community member survey feedback.



Steve Townsend, Hotel Windrow, Indigo Solutions, LTAC
Committee Member, and Kittitas County Chamber of Commerce,
Board President

Derek Mayo, City Engineer
City of Ellensburg

Steve Reid, Ames House-Beds, Bites, and Beverage, owner
Ellensburg Downtown Association, Board Member

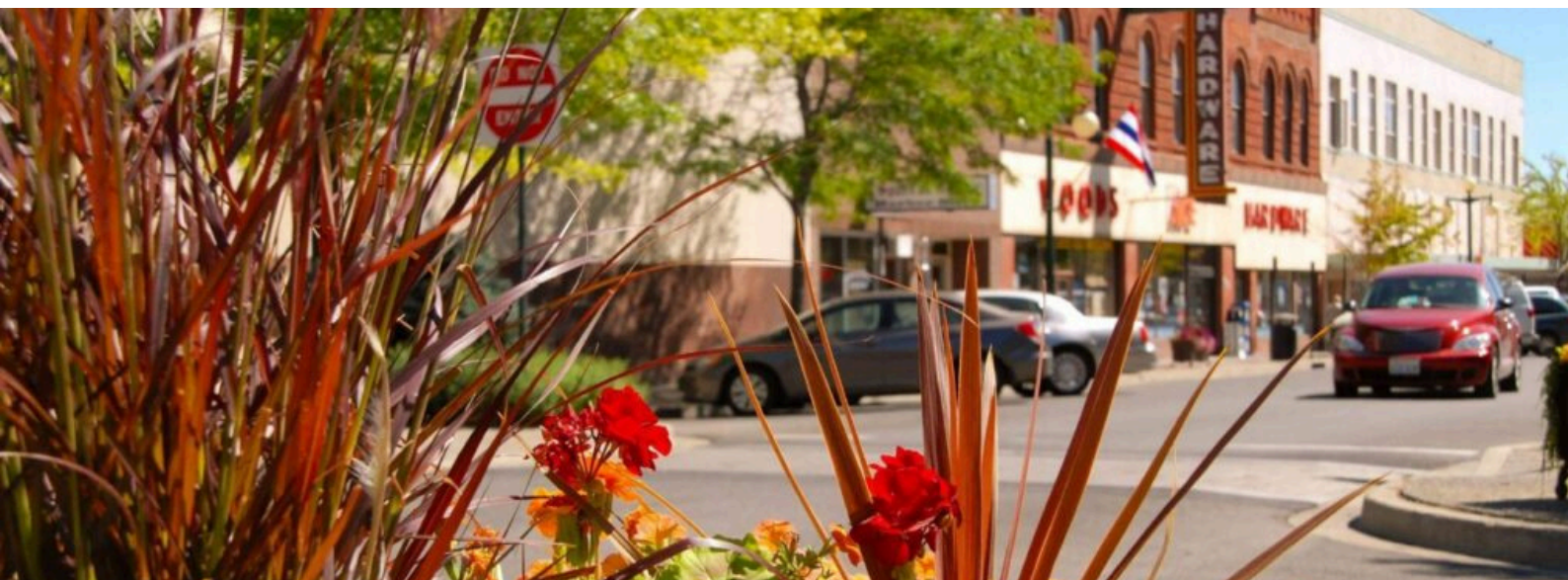
Addison Johnson, Code Enforcement Officer
Ellensburg Police Department

Josh Mattson, Assistant City Engineer
City of Ellensburg

Hayley Harrell, Events and Marketing
Ellensburg Downtown Association

Sergeant **Josh Bender**
Ellensburg Police Department

Kelle Vandenberg, Arts & Economic Development Manager
City of Ellensburg





1,350

The approximate number of parking options in the greater downtown area



45⁺

Blocks of all-day free parking in the downtown area



163

ADA accessibility sidewalk ramps added in 2025-citywide



19

In 2024-2025 created additional parking spaces in the downtown core

- Converted larger bicycle only spots back to standard parking.
- Added 15 new parking spaces in a lot exchange.



4

ADA parking stalls added in downtown in 2024

While the downtown core 3-hour parking is in high demand, at peak times throughout the day, there is ample of parking available in the downtown area, just outside of the downtown core as the parking utilization data confirmed.

The parking map below is available through the City of Ellensburg's website and printed copies are available at City Hall.

Downtown Parking Guide

Enjoy **free** parking in the downtown

Ellensburg has a beautiful historic downtown that is best experienced on foot. There are **free all-day parking options in the downtown** and **3-hour free parking within the downtown core**.

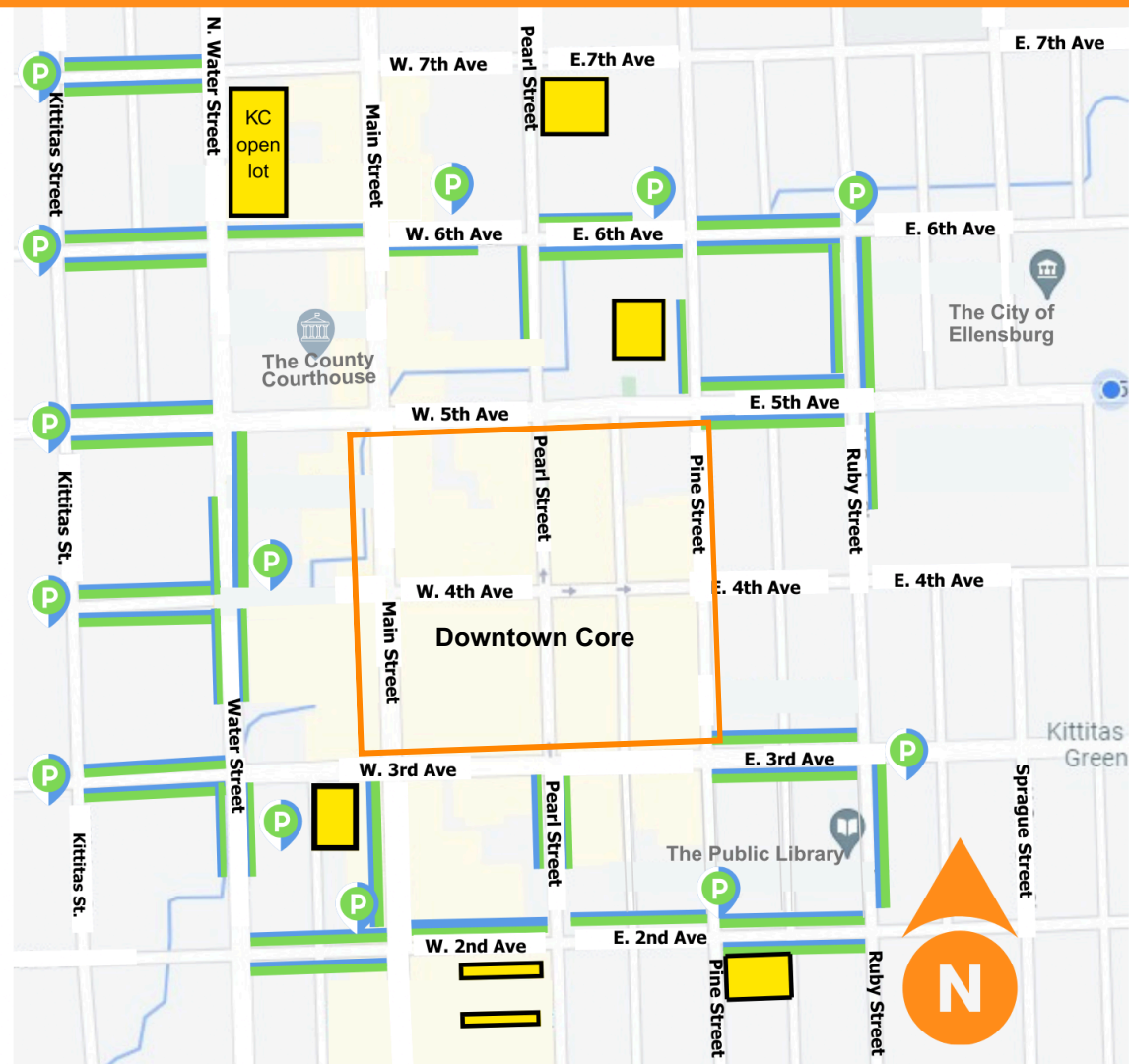
This map will help you locate the all day options.

LEGEND

 All Day Parking

 Free Public Parking Lot

For parking questions, please call **509-962-7282** or visit ci.ellensburg.wa.us

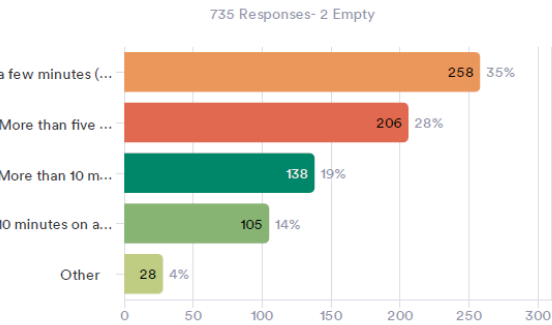


In April of 2025, the City of Ellensburg, the Ellensburg Downtown Association, and the Kittitas County Chamber of Commerce launched a short downtown parking survey. We received over 700 responses between April 15, 2025, and June 30, 2025.

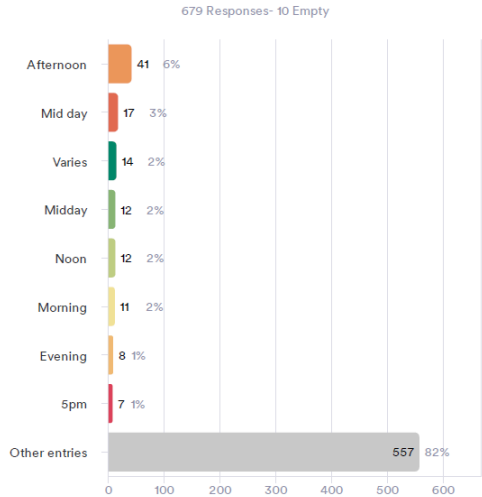
- Survey responses varied, however the prevailing comments were:
- “There is not enough parking in the downtown.”
 - “A parking garage should be built in or near the downtown.”
 - People find that finding parking in the downtown is a challenge.
 - A total of 69% of those surveyed have avoided visiting the downtown due to concerns about parking.

Below is a snapshot of a few of the questions and responses. For the full survey, please visit the City’s website or use the QR code below.

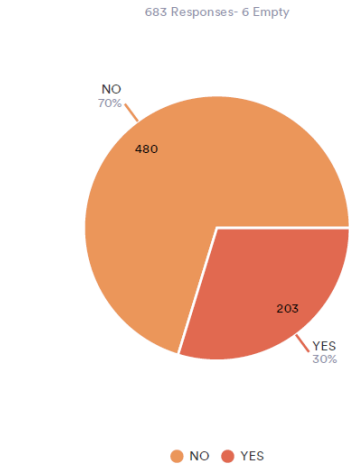
On average, how much time do you spend locating parking in the downtown area?



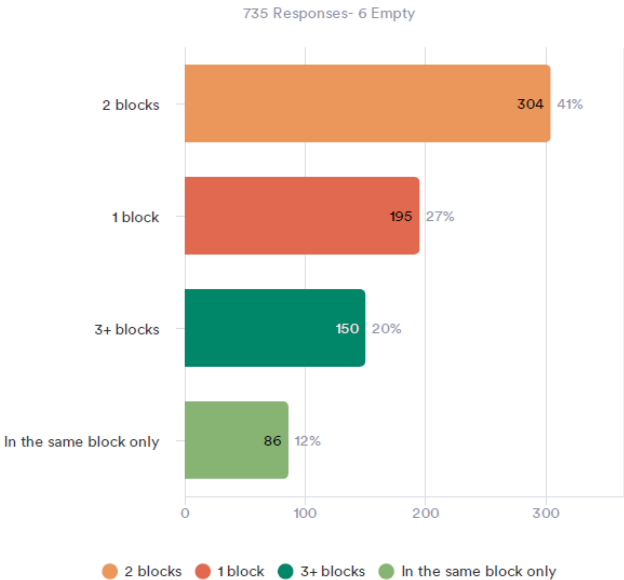
Based your answer in the last questions, what time of day are you usually looking for parking in the downtown area?



Are you satisfied with the current parking availability in downtown Ellensburg?



How far from your destination are you willing to park? (in blocks)



2025 Parking
Survey Results



Parking Utilization Data

Taken together, the 2022, 2023, and 2025 parking utilization studies present a consistent and compelling picture: that despite the lack of parking perception, downtown Ellensburg has sufficient parking inventory to meet current demand. The challenge is not the quantity of parking but the specific demand. Demand is concentrated within the central downtown core, specifically Pearl Street, Main Street, and 4th Avenue—while substantial capacity remains available just one to two blocks away. This indicates that future efforts should focus on parking management, wayfinding, education, and encouraging the use of underutilized spaces rather than expanding the overall parking supply. In this report, based on community feedback, we did explore other parking options for feasibility.

Consistent Patterns

- Overall parking occupancy remains between 45% and 55% during most weekday counts.
- Peak utilization occurs weekday lunch hours and Saturday midday.
- Even at peak demand, significant parking remains available throughout the downtown.
- Parking demand is concentrated to a small area within the downtown core.
- Parking has remained stable over the three year period, indicating parking patterns are well established and not temporary fluctuations.
- Parking concerns in downtown Ellensburg has more to do with where people are choose to park, rather than a lack of available parking options.

Data Breakdown

Highest Utilization:

- Weekdays: 11:00 to 1:00 pm
- Saturdays: 12:00 noon

Lowest Utilization:

- Saturday, after 5:00 pm
- Weekday evenings
- Early morning hours

Weekend/Weekday Comparison

Time	Average Occupancy
Saturday 10 AM	51%
Saturday Noon	74% (highest)
Saturday 5 PM	35%
Thursday 10 AM	54%
Thursday Noon	66%
Thursday 5 PM	48%

Most Utilized Blocks

Block	Average Occupancy
Pearl Street (3rd–4th)	96%
4th Avenue (Main–Pearl)	89%
4th Avenue (Water–Main)	84%
4th Avenue (Pearl–Pine)	80%
5th Avenue (Water–Main)	80%
Pine Street (4th–5th)	76%
3rd Avenue (Main–Pearl)	75%
Main Street (4th–5th)	74%

Downtown Parking Utilization

Data Analysis

The parking count also identifies a substantial unused parking inventory. These locations remain underutilized throughout nearly every observation period.

Least Utilized Blocks

Block	Average Occupancy
Water Street (2nd–3rd)	17%
2nd Avenue (Pine–Ruby)	27%
Ruby Street (3rd–4th)	28%
2nd Avenue (Main–Pearl)	30%
2nd Avenue (Pearl–Pine)	31%
2nd Avenue (Water–Main)	32%

Downtown Parking Patterns

The studies reveal three distinct parking zones.

High-Demand Core (75–96%)

- Pearl Street (3rd to 5th)
- Main Street (3rd to 5th)
- 4th Avenue (Main to Pine)

These blocks are frequently near capacity.

Moderate-Demand Transition Area (50–75%)

Pine Street

Portions of Water Street

Portions of 5th Avenue

These areas fill as the core approaches capacity.

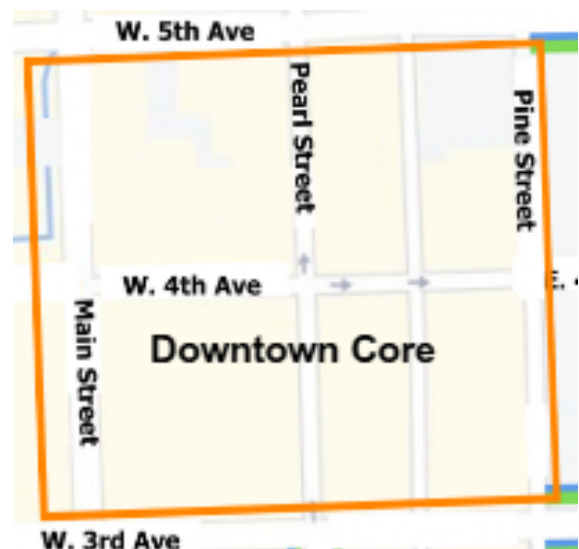
Low-Demand Perimeter (Below 40%)

Ruby Street

2nd Avenue

South Water Street

These blocks consistently maintain significant available parking.



Downtown Parking Utilization

Data Analysis

Parking Behavior and Patterns

Through the course of the combined three year analysis of parking patterns, we can track parking behaviors and how people choose parking. Data suggest that users overwhelmingly prefer:

- parking immediately adjacent to their destination
- waiting for spaces on the busiest blocks and/or circling the block until a space becomes available,
- to avoid walking even one additional block to their destination

Planning Implications

The combined studies support several conclusions for future downtown parking policy:

1. There is no evidence of a system-wide parking shortage.

Overall occupancy levels remain well below the thresholds typically associated with a need for additional parking infrastructure.

2. The challenge is distribution, not capacity.

Parking demand is concentrated on a handful of highly desirable blocks while nearby parking remains underutilized.

3. Additional parking wayfinding could be useful to encourage usage of outside core areas.

Improved signage directing people to nearby available parking could significantly reduce congestion on the busiest blocks.

4. Employee parking should continue to shift toward lower-demand areas.

Encouraging long-term parking outside the highest-demand blocks would increase turnover where customers need it most. Partner with EDA/Downtown businesses to help direct employee parking.

5. Public education campaign to encourage patrons of the downtown to park and walk more than one to two blocks.

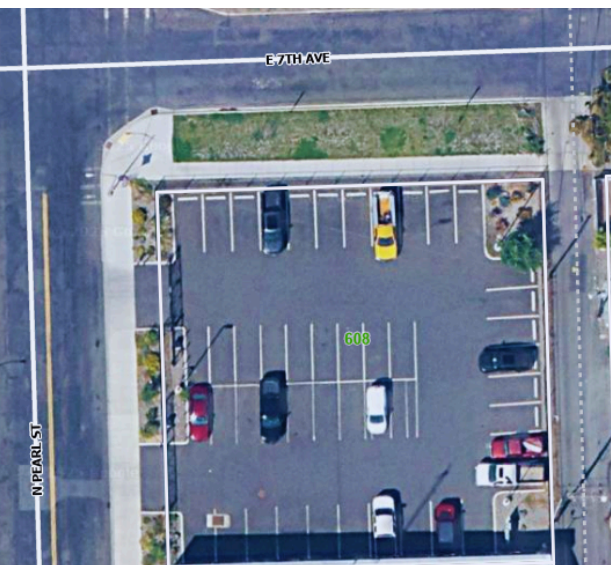
Improvements & Investments

10

Per citizen request, the City converted dedicated motorcycle/bicycle lots that could accommodate vehicles into standard spots and converted smaller spaces into motorcycle and bicycle spots. An increase of **four** spots downtown.



The City partnered with a local downtown hotel in a parking lot exchange that made parking for hotel guests more convenient and added an additional **15** spots to a free city lot in the downtown area.



With the creation of Unity Park, the city was able to add an additional **six** on-street parking spots at the former entrances and exits of the previous bank building.



The City has invested **\$121K** net in maintenance and repair of the downtown streets and parking in 2023 with the Downtown Slurry Street Project.



As previously noted, downtown Ellensburg has a concentrated area of high demand parking, particularly along Pearl Street between 3rd and 5th Avenues and along 4th Avenue between Main and Ruby Streets. This area consistently experiences the highest demand of parking spaces within the downtown core. Findings from both the parking count and the recent parking survey reinforce this pattern, with a large number of survey respondents indicating they are only willing to walk two blocks or less to reach their destination. As a result, parking stalls closest to these blocks tends to experience the greatest demand.

Over the past 18 months, the parking team evaluated several potential strategies to improve parking access and efficiency in the downtown area. These options were informed in part, from suggestions by community members, and included the exploration of a structured parking garage as well as two “smart parking” technology solutions designed to improve parking management and user convenience. The review process focused on feasibility, cost, and the potential ability of each option to address concentrated demand in the downtown core.

A Dedicated Parking Structure

A suggestion raised by community members in the survey results and online community pages to address downtown parking challenges is the development of a structured parking garage. The parking team, for the purposes of this analysis, focused on a 150-space parking garage.

Typical Cost per Space: \$21,000 – \$30,000 per parking stall for a standard multi-level garage.

Estimated Cost for a 150-Space Garage

Cost per space total cost

\$20,000 = \$3,000,000

\$25,000 = \$3,750,000

\$30,000 = \$4,500,000

Several factors can push the project above those averages:

- Seismic requirements (important in Washington State)
- Land acquisition or site preparation
- Architectural design or façade treatments
- Elevators, stair towers, lighting, and security systems
- Underground levels
- Utility relocation and stormwater requirements

Because of these factors, municipal parking garages often end up closer to \$8–\$12 million once full project costs (design, permitting, contingency, and site work) are included.

A Dedicated Parking Structure continued

In addition to the cost, there is also the challenge of identifying a location that would be close enough to the downtown core to be effectively utilized. With most downtown visitors indicating they are only willing to walk two blocks or less to their destination, the placement of a parking structure that would meet that request would need to be placed within the downtown historical core to be effectively utilized.

Currently, there are limited vacant or publicly owned parcels within or immediately adjacent to the downtown core that could accommodate a parking garage. Much of the land in this area is already developed or privately owned, which could require property acquisition or redevelopment in order to construct a structure of sufficient size. As a result, siting a publicly owned parking garage within a convenient walking distance of the highest demand areas presents a significant logistical challenge in addition to the financial considerations. The parking committee does not consider this a feasible option.

Smart Park Options:

In-Ground Sensor or “Smart Puck”

For the in-ground sensor system, the parking team looked specifically at a system with ElevenX.



An in-ground smart parking sensor, often called a “puck,” is a small, wireless device installed directly into the pavement of an individual parking space to detect whether the space is occupied or available. The sensor is typically about 3–4 inches in diameter, sealed in a durable waterproof casing, and embedded flush with the surface of the street or parking stall so it can withstand vehicle traffic, snow removal, and weather conditions.

How the Technology Works

The puck uses a combination of magnetic and motion sensors to detect the presence of a vehicle. When a car enters the space, the device senses the change in the magnetic field created by the large metal mass of the vehicle. This change triggers the sensor to mark the space as occupied. When the vehicle leaves and the magnetic field returns to normal, the sensor registers the space as vacant.

Data Transmission

Each sensor communicates wirelessly with a nearby gateway or network node, often mounted on streetlights or nearby buildings. The gateways then transmit the information to a cloud-based parking management platform. This system updates parking availability in real time and can feed information to:

- Parking management dashboards used by city staff
- Mobile apps or websites that show drivers available parking spaces (not included in system pricing)
- Digital signage directing drivers to open parking areas (not included in system pricing)

In-Ground Sensor continued Operational Uses

Cities use puck sensor systems to help manage parking more efficiently by:

- Monitoring real-time occupancy of individual spaces
- Measuring parking turnover and duration of stays
- Improving parking enforcement by identifying overstays
- Providing data that supports parking policy and planning decisions

Typical Lifespan and Maintenance

Most sensors are battery powered, with batteries designed to last 5–10 years depending on usage and data transmission frequency. Because they are installed below the pavement surface, they generally require minimal maintenance once installed. (Committee did not explore any potential environmental impact of an in-ground battery powered system)

Why Cities Use Them

Whether urban or rural cities, new parking construction is expensive and space is typically limited, in-ground sensors help cities better utilize existing parking supply by improving turnover, guiding drivers to available spaces, and reducing the time spent circling for parking, reducing congestion.

Estimated Cost for a 6×6 Downtown Block Radius

A 6-by-6 block area (36 blocks) in a traditional downtown typically contains approximately 2,000 to 3,600 parking stalls. *For cost estimates below, we used 2,000 stalls.*

Estimated Smart Sensor Project Cost

Scenario	Cost per space	Total
Low estimate	\$200	\$400,000
Mid estimate	\$300	\$600,000
Higher estimate	\$400	\$800,000

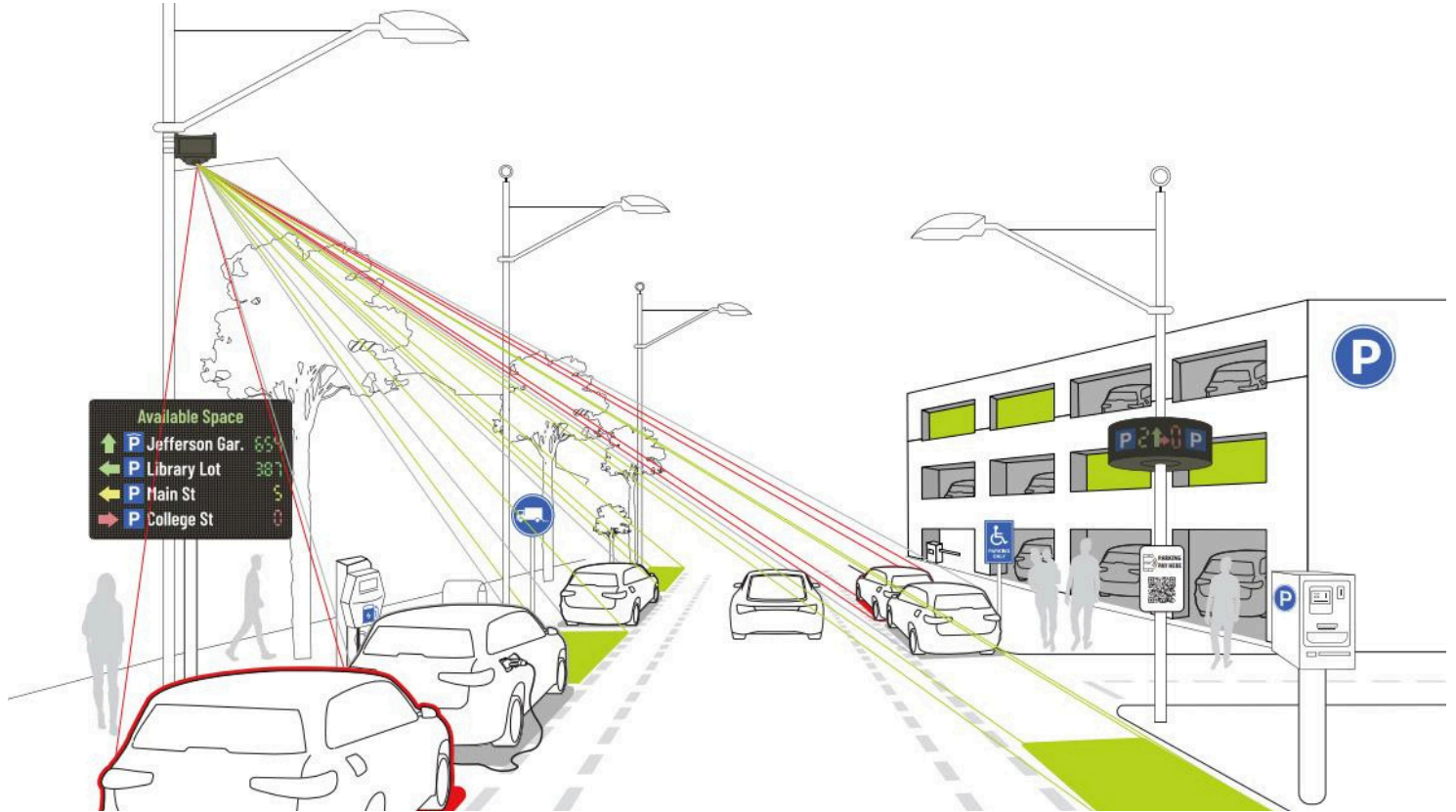
Annual Software/Operations

Cost	Annual estimate
\$2–\$5 per sensor per month	\$86,400 – \$216,000 per year

Cost variables can include labor, additional materials and/or sensors required to operate effectively, and extended coverage options. Does not include app development, website development/maintenance, or a digital signage option.



Smart Park Options: Comprehensive Curb Management System



A camera-based smart curb management system (like the platform from Cleverciti) uses pole-mounted cameras and AI software to monitor multiple parking spaces at once, instead of placing a sensor in every space. Because each camera can observe many spaces, the cost structure is different from in-ground puck sensors.

Typical Cost of a Camera-Based Smart Parking System:

Hardware:

- AI parking cameras: about \$2,000–\$5,000 per camera.
- One camera typically monitors 10–20 parking spaces.

Software and management platform:

- Cloud platform and analytics software typically cost \$5,000–\$20,000 per year for a municipal deployment.

Full system cost per space:

- Camera-based smart parking systems typically fall in the range of:
\$250 – \$800 per parking space when hardware, installation, and software are combined.

Smart Park Options: Comprehensive Curb Management System

Estimated Cost for a 6×6 Block Downtown

A typical downtown grid of 36 blocks often contains roughly 2,000-3,600 on-street parking spaces.

Installation estimate

Scenario	Cost per space	Total project
cost		
Lower estimate	\$250	\$500,000
Mid-range	\$450	\$900,000
Higher estimate	\$800	\$1.6M

Annual operating costs

Cost item	Estimated annual cost
Software / data platform	\$5,000 – \$20,000
Cellular connectivity / maintenance	\$25,000 – \$100,000

Typical annual operations: \$30K – \$120K per year depending on vendor and system size.

How the Camera System Works

A system like Cleverciti uses AI-enabled cameras mounted on streetlights or poles:

1. Camera views multiple spaces
Each camera watches an entire curb segment (10–20 spaces).
2. AI detects vehicles
Computer vision identifies when a vehicle enters or leaves a space.
3. Data is transmitted to the cloud
Occupancy information is sent to a central dashboard.
4. Real-time parking data is generated

The city can:

- display availability in apps or digital signs
- monitor time limits and violations
- analyze parking demand patterns

The Challenge with this System in Ellensburg

After researching and working representative from Cleverciti, the parking team determined that this system was not a viable option for Ellensburg:

1. The light poles in our downtown are not tall enough for the mounted cameras to track/view multiple spaces.
2. We researched perhaps mounting cameras to top of buildings. Challenges: not City owned property, system functionality not as effective.
3. **The company could not provide data of this system working in areas of high wind.**

Findings

Based on the parking data, community survey results, and evaluation of potential solutions, several key findings emerge:

- **Parking supply exists but is unevenly utilized.** While the downtown core (particularly along Pearl Street and 4th Avenue) experiences consistently high demand, surrounding areas have available capacity within a short walking distance.
- **User behavior significantly impacts perceived availability.** A majority of survey respondents indicated a willingness to walk two blocks or less, concentrating demand into a small geographic area.
- **Incremental improvements have added capacity.** Over the past two years, targeted actions such as lot exchanges, restriping, and space conversions have resulted in modest gains in available parking.
- **Peak demand is time-and location-specific.** Parking constraints are most pronounced during midday hours and weekends, rather than consistently throughout the day or across all areas.
- **High-cost infrastructure solutions likely will not align with usage patterns.** A structured parking garage represents a significant capital investment that may not be fully utilized outside peak periods, nor is there land available adjacent to the downtown.
- **Technology solutions offer data and efficiency benefits but come with limitations and high cost.** Smart parking systems are designed to improve turnover and user experience, however the feasibility and return on investment for either option, is not currently supported by data.

Considerations

In evaluating next steps, several important considerations should guide decision-making:

- **Cost vs. benefit:** Large capital investments, such as a parking structure, must be weighed against frequency of need and long-term financial sustainability, and other critical community needed projects.
- **Behavioral patterns:** Addressing parking challenges may require influencing user behavior (e.g., willingness to walk, turnover) rather than simply increasing supply.
- **Land availability constraints:** Limited available parcels within the highest-demand areas present challenges for any new construction, particularly a centrally located garage.
- **Operational impacts:** Ongoing maintenance, enforcement, and operational costs should be considered alongside initial capital expenditures.
- **Downtown vitality:** Parking solutions should support broader goals of economic development, walkability, and preservation of downtown character.
- **Scalability and flexibility:** Smaller, phased solutions may allow the City to adapt over time as demand patterns evolve.

Recommendations

Based on the findings and analysis, the following strategies are recommended:

1. Optimize Existing Parking Supply

- Consider updating wayfinding signage directing users to underutilized parking areas
- Review/evaluate time limits and turnover strategies in high-demand zones
- Continue partnerships with private property owners for shared parking opportunities

2. Community Engagement

- Regularly update parking studies to track changes over time
- Invite community members to participate in parking discussions and committees
- Share data regarding parking counts with community to show parking accessibility

3. Focus on User Experience & Behavior Patterns

- Encourage a “park once” culture that supports walkability through comprehensive partnership marketing campaign(s)
- Explore real-time parking availability tools if cost-effective
- Encourage a “park once” culture that supports walkability

4. Continue Incremental Improvements

- Identify opportunities to add small numbers of spaces through restriping, reconfiguration, or redevelopment projects
- Maintain and invest in existing parking infrastructure
- At this time, prioritize lower-cost, higher-impact strategies before pursuing major capital construction

Conclusion

Downtown Ellensburg’s parking system reflects a common challenge in walkable, historic communities: perceived scarcity driven by concentrated demand rather than a true system-wide shortage of parking. While high-demand areas experience consistent pressure, available parking exists within close proximity, suggesting that management, access, and user behavior are key factors influencing the overall experience.

The City has made meaningful progress through incremental improvements and community partnerships, and these efforts should continue. Moving forward, a balanced approach that prioritizes efficient use of existing resources, data-informed strategies, and targeted investments will provide the most cost-effective and adaptable path.

While the concept of a structured parking garage remains of interest to some community members, it represents a significant financial and logistical undertaking, and any viable location would be outside the downtown core and not utilized for downtown parking.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

July 20, 2026

7:00 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Thompson.

1. Call to Order and Roll Call

Roll Call Present: Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson

Councilmembers Absent: Sarah Beauchamp (excused) and Rich Elliott

Councilmember Palmer moved to approve an excused absence for Mayor Elliott for the July 20, 2026 meeting. **Motion Approved 5-0**

Others present in person: City Manager Behrends Cerniwey, City Attorney Horner, City Clerk Leader, Community Development Director Carlson, Planning Manager Henderson, Housing Program Manager Frey, Public Works Director Lyyski, Assistant City Engineer Mattson, Water/Storm Program Coordinator McGowan, Stormwater Manager Springer, HR Director Young and approximately five members of the public

Others present remotely via Zoom: Two members of the public

2. Proclamations

- 2.A Recognizing and Honoring the 80th Anniversary of KXLE-AM 1240
Councilmember Miller read the proclamation.

Public comment was heard on the topic from the following citizen:
Henry Johnston

3. Awards and Recognitions

4. Approval of Agenda

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

5. Consent Agenda

-
- 5.A Approve Minutes of July 6, 2026 Regular Meeting
 - 5.B Approve Minutes of July 6, 2026 Study Session
 - 5.C Acknowledge Minutes of Boards and Commissions
 - 5.D Award Bid Call No. 2026-11 Tree Trimming Contract Utility Electrical Distribution System to Arbor Works LLC
 - 5.E Approval for Grant Application for Three New Police Officers Under House Bill 2015
 - 5.F Bid Award - Bid Call 2026-09 Ellensburg Public Library and Hal Holmes Community Center HVAC Replacement
 - 5.G Approve July 20, 2026 Voucher Listing

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

6. Petitions, Protests, and Communications

7. Public Comment on Non-agenda Items

None

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Second Reading of Ordinance 4991 Approving Rezone of Parcel 242833 from Residential Medium (R-M) to Residential High (R-H). (Public Comment Opportunity)
Dan Carlson, Community Development Director, presented information in the staff report.

Councilmember Palmer moved to conduct second reading and adoption of Ordinance 4991, approving rezone of Parcel 242833 from Residential Medium (R-M) to Residential High (R-H). **Motion Approved 5-0**

- 9.B Ordinance 4992 (First Reading) - Urban Forestry Code, Repeal and Replace Chapter 4.36 Street Trees (Public Comment Opportunity)
Erin McGowan, Water/Storm Program Coordinator, presented information in the staff report. Council asked questions of staff.

Councilmember Palmer move to conduct first reading of Ordinance No. 4992, repealing and replacing Chapter 4.36 Street Trees of the Ellensburg City Code. **Motion Approved 5-0**

10. Unfinished Business

11. New Business

11.A First and Pine Property Contribution Letter of Intent (Public Comment Opportunity)

Lily Frey, Housing Program Manager, presented information in the staff report. Council asked questions of staff. Skylar Bisom-Rapp, MAPD representative, also provided information.

Councilmember Miller moved to authorize the Mayor Pro Tem to sign the amended letter of intent for property contribution, as provided on the dais.

Motion Approved 5-0

11.B 2026 Comprehensive Plan - Chapter 2 Discussion - Our Community: Access, Engagement, and Belonging (Public Comment Opportunity)

Stacey Henderson, Planning Manager, presented information concerning Chapter 2 of the Comprehensive Plan. Council asked questions of staff and provided comment regarding the revisions.

Public comment was heard on the topic from the following citizens:

Kathryn Martell

William Coleman

12. Miscellaneous

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

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

12.B Councilmembers' Reports (No Public Comment)

- Councilmember Palmer attended the Kittitas County Transfer Station grand opening event, reported on Affordable Housing Commission, and attended the Law & Justice Committee and UAC meetings
- Councilmember Goodloe attended the AAEE Commission and KCCOG meetings
- Councilmember Lillquist attended the ETAC meeting and reported on the Clean Energy Implementation Plan presentation done in the Environmental and Utility Advisory Committee meetings

13. Executive Session

14. Adjournment

Meeting adjourned at 8:12 pm

Mayor

ATTEST:

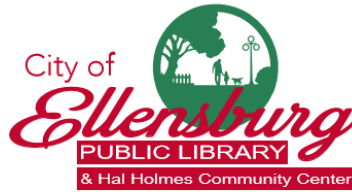
City Clerk

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

June 9, 2026

4:30 p.m.

Council Conference Room

Richard Moreno, Chair term expires 12- 31-2026

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

Mary James, term expires 12-31-2027

Marty Blackson, term expires 12- 31-2027

Josh Aubol, term expires 12-31-2027

Andreina Delgado, term expires 12-31-2028

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

I. CALL TO ORDER

Moreno called the meeting to order at 4:31 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

GUEST(S): Eli Carr, Richard Coleman, Shannon Noel

OTHER PRESENT: Josephine Camarillo

III. APPROVAL OF AGENDA

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

Motion approved. Motion passed 7-0.

IV. APPROVAL OF MINUTES

Motion made by James to approve minutes from May 12, 2026; motion seconded by

Aubol. **Motion approved. Motion passed 7-0.**

V. CORRESPONDENCE AND CITIZEN COMMENTS/SUGGESTIONS

None

VI. REPORTS

A. Director Report: New Reference Specialist has been hired and will start on June 16, 2026. Library switched to a new hotspot vendor and has increased available hotspots to 5. Library is preparing for its summer reading program for youth and adults. Theme this year is Unearth a Story. Pyper is officially our Youth Services supervisor. Her first big event was Children's Day Downtown, held on May 9 at Unity Park.

B. Budget Report: April 2026 budget was sent to board. May 2026 budget is not yet available.

C. Friends of the Library Report: No report.

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

VII. UNFINISHED BUSINESS

- A. Library survey and City Survey: Eli Carr presented findings from the City Survey pertaining to library. Overall, survey participants are satisfied with the library and its services.

VIII. NEW BUSINESS

- A. Circulation Statistics: Camarillo presented report showing physical materials circulation comparing April 2026 to May 2026. Eli Carr will help expand report to show trends across a three-year period.

IX. UNSCHEDULED BUSINESS

- A. Kittitas Library Board member Gave update that their move into the new building went well. Old library scheduled to be demolished on June 29th.

X. UPCOMING PROGRAMS/EVENTS

Upcoming events presented.

XI. NEXT MEETING

Tuesday, July 14, 2026

XII. ADJOURNMENT

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

Respectfully submitted,
Josephine Camarillo, Director



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

April 9, 2026

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

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

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

Present on Zoom: George Botcher

Others Present: Stacey Henderson, Planning Manager; Lily Frey, Affordable Housing Manager, David Miller, Council Liason

2. Approval of Agenda

Commissioner Buehn moved to approve the agenda.

Motion passed 6-0

3. Approval of Minutes

3.A Review of March 26, 2026 Planning Commission Meeting minutes.

Commissioner Harrell Moved to approve Minutes.

Motion passed 6-0

4. Public Comment

5. New Business

5.A Housing Element draft review (Public Comment Opportunity)

Frey presented the Housing element to commissioners. This information includes population trends, demographic results, housing types with corresponding square footage, and the current status of the housing market. Frey then discussed the Goals, Policies, & Programs, requesting feedback from the group. The commissioners discussed the needs of the elderly population, the relation of student housing and housing market trends like vacancy lots, availability, and housing styles.

Commissioners also discussed the verbiage used and potential issues with vagueness and the presence of unmeasurable goals. They emphasized the need for specific, actionable goals. Frey noted that the items marked for

removal have been crossed out because they are not directly related to affordable housing. Commissioners then conversed about the city's involvement in affordable housing. Focusing on housing authority roles, development opportunities, public housing options, multi-family exemption, and other potential solutions for existing barriers. The conversation then shifted to public comments regarding Central Washington University's impact on housing needs and future growth opportunities.

5.B Land Use Element Draft Review (Public Comment Opportunity)

Henderson presented the draft of the Land Use Element, providing an overview of the background, context, and formatting. Henderson highlights the shift towards open spaces, the future planning for housing and open areas, the transition between single family & multifamily housing, and the infill exemption for vacant lots. The land use goals were revised to directly support public health, explore transportation options, address pedestrian-scale zones, and provide effective parking. Goals were revised to encourage the preparation of future/developing corridors. One goal was eliminated because it was completed and is no longer applicable to the new draft.

The commissioners discussed several topics, including the effects of remote work and artificial intelligence, the city's goals for total open spaces, ongoing infrastructure development, and the current standards for private parking. One commissioner addressed the importance of site development and improving connectivity around the train depot. Commissioner Bisom-Rapp concurred with public comments emphasizing the need for collaboration between the Planning Commission and the AA/EE Commission to enhance street accessibility, possibly with the support of dedicated programs. Commissioner O'Mahony acknowledged the partnership between the city and county in managing land use through the Urban Growth Area (UGA). Commissioners discussed the need for clarity on the following: Mixed-Use Business Park Zones, the variables used in the parking study, potential opportunities to organize design charrettes, and a Future Land Use Map update with follow-up discussion.

Henderson will provide an Updated Draft with a redline version to ensure all changes to the draft are understood.

6. Unfinished Business

7. Staff Update/Discussion Items

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

Henderson announced that an email newsflash containing updates on the progress of the new Climate Element, task force, and story map, will be issued shortly.

Henderson discussed the interview being conducted on 04/10. Commissioners O'Mahony and Bisom-Rapp will attend.

8. Commission Representative Update

9. Adjournment

Chair O'Mahony adjourned the meeting at 8:03pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

May 14, 2026

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Chair O'Mahony called the meeting to order at 5:47pm

Present: Geraldine O'Mahony, Joe Sheeran, Ed Harrell, Michael Buehn, George Botcher, Matthew Stalder

Absent: Skylar Bisom-Rapp

Present on Zoom: Andrew Oliver, Leland Consulting

Others Present: Stacey Henderson, Planning Manager; Lily Frey, Affordable Housing Manager, Kelle Vandenberg, Arts and Economic Development Manager, Heidi Behrends Cerniwey, City Manager

2. Approval of Agenda

Commissioner Harrell moved to approve the agenda, Commissioner Sheeran seconded (6-0)

3. Approval of Minutes

3.A Review of April 9, 2026 Meeting Minutes

Commissioner Harrell mentioned several name errors in the meeting minutes. Henderson suggested waiting to approve the April 9, 2026 meeting minutes to the May 28 meeting.

Geraldine denied the meeting minutes, to be approved May 28.

4. Public Comment

No Comments

5. Unfinished Business

5.A Review of revised DRAFT Housing Element (Public Comment Opportunity)

Frey presented updates and revisions to the Housing Comprehensive Plan Element based on feedback received at the April 9, 2026 Planning Commission meeting. Additional discussions included affordable housing as it relates to worker and workforce housing, technical assistance, multifamily exemptions, and downtown opportunity for housing.

Frey also presented some new information that was considered with regards to

the Element updates. This included discussion on cost burden, variables that come up when discussing housing, data sources, and margin of error.

6. New Business

6.A Review of DRAFT Comprehensive Plan Element 6: Economic Development (Public Comment Opportunity)

Vandenberg presented the current draft version of the updated Economic Development Comprehensive Plan element. General overview included the transition from narrative to plan approach when drafting chapter content, focusing on infrastructure, business expansion, quality of life, and the strategic planning happening in the County. This element is designed to be action oriented, with measurable outcomes, a proactive strategy, and realistic goals.

6.B Review of DRAFT Racially Disparate Impact (RDI) Report (Public Comment Opportunity)

Frey presented the RDI report that incorporated AAEE feedback. Frey discussed outreach and key findings included, as well as what the RDI covered, and Commerce requirements.

7. Staff Update/Discussion Items

Next meeting is May 28, 2026, with hearing regarding development code updates, and additional comp plan updates.

8. Commission Representative Update

9. Adjournment

Meeting adjourned, 7:37.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

May 28th, 2026

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

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

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

Others present: Stacey Henderson, Community Development Planning Manager; Lily Frey, Housing Program Manager; Mark Rudd, Associate Planner; Derek Mayo, Public Works City Engineer; Josh Mattson, Public Works Assistant City Engineer; and Denise Tlatelpa, Planning Technician.

2. Approval of Agenda

Councilmember Harrell moved to approve the agenda as presented; Councilmember Perrie seconded the motion. Motion passed 7-0.

3. Approval of Minutes

3.A. April 9, 2026 Planning Commission Meeting Minutes

Councilmember Bisom-Rapp moved to approve; Councilmember Bottcher seconded the motion. Motion passed 7-0.

3.B. May 14, 2026 Planning Commission Meeting Minutes

Councilmember Stalder moved to approve; Councilmember Bottcher seconded the motion with the condition to amend and correct Councilmember Bottcher's name. Motion passed 7-0.

4. Public Comments

None.

5. New Business

5.A. Review and discussion of Transportation Element Draft Goals (Public Comment Opportunity)

Derek Mayo and Josh Mattson gave an introduction of the existing conditions of the transportation network, safety analyses, safety action plans that incorporated public feedback, the transit system, and freight & truck mobility/routes for safety. Mayo and Mattson further explained the levels of service provided and how these relate to traffic impact fees that fund traffic control improvements. They emphasized the importance of

collaboration with zoning decisions. The commissioners discussed various factors contributing to road accidents, the types of transportation analyzed, the public work resources available, and a possible exploration of analyzing animal-related accidents and railroad incidents. They wanted to learn more about the WinCo development and its impact on transportation studies.

Mayo and Mattson presented the stress levels and the impact of designated and provided facilities. They discussed the outcomes of their public outreach efforts, as well as current trends and opportunities, which include community support, the development of sidewalks and bike lanes, a focus on network connectivity, and safety. They explained how these findings led to their conclusion that certain roads are projected to exceed their capacity in the future. They propose goals aimed at enhancing safety, connection, sustainability, maintenance, equity/accessibility, and collaboration. Commissioners discussed additional transportation trends, the street type designated to each stress level, sidewalk development, the areas of priority and accessibility, exploring the possibility of developing sidewalks in mobile home parks, the ongoing issue of overgrown vegetation and its affect on traffic safety. Additionally, they emphasized the importance of coordinating with the county when defining the Urban Growth Area (UGA) boundary. Chair O'Mahony expressed her concerns regarding the sidewalk development in northern Ellensburg compared to that in central and southern Ellensburg.

5.B. Public Hearing to Consider June 2026 Development Regulations Amendments

Chair O'Mahony announced the public hearing at 7:40 PM. Mark Rudd presented the Amendment to the Recommended Motion along with the draft ordinance. He provided an overview of several amendments to the land development code, including the placement of manufactured homes, the addition of housing units within existing buildings, clarifications of verbiage, changes to the information requested in specific applications, allowing child care centers in additional zones, modifications to specific height and setback requirements, removal of permit fee procedures, elimination of inapplicable requirements, changes to SEPA exemptions, necessary maintenance updates to the code since its last revision and necessary changes to the building code. Mark also informed the commissioners about his communication with the Washington State Department of Archaeology and Historic Preservation (DAHP), which helped clarify the requirements for maintaining the structural integrity of historic materials.

The commissioners addressed several topics during their discussion, including changes to the envelope expansion regulations and the enforcement of setback requirements, the modifications to the permit fee procedures, and the benefits of clarifying certain terminology. They had concerns regarding the challenges of implementing housing regulations in existing buildings, particularly the storefront

regulations that hinder the development of downtown buildings. Finally, they discussed the support provided by staff for the Landmarks and Design Commission Review Process.

Chair O'Mahony closed the public hearing after receiving no public comments or further discussion. Councilmember Bisom-Rapp motioned to recommend the proposed amendments, as presented, including the amendment addressed by DAHP, with the suggestion that the storefront provisions be revisited at a later time. Councilmember Stalder second the motion. Motion passed 7-0.

6. Unfinished Business

6.A Land Use Comp Plan Element Follow Up – and Future Land Use (Public Comment Opportunity)

Henderson presented the timeline for the upcoming events in June and July and invited questions or comments. She will follow up via email to update the commission on the staff's progress regarding the June deadline for the Land Use Chapter. Additionally, Henderson will confirm attendance for the upcoming commission meetings in a separate email.

Henderson provided an update on the Land Use Comprehensive Plan Goals, informing everyone that the questions related to the parking survey has been addressed and will impact the intent of specific goals. The survey will exist as an independent source, separate from the Comprehensive Plan. Commissioners discussed the goal related to the Corridor Plans, which will be covered in another chapter and can be explored further as an action item for clarification.

Henderson concluded by discussing the modifications made by staff to the Future Land Use Table. These changes aim to reduce redundancy, combine certain zones, and improve clarity. The elimination/combination of zoning areas will lead to the reassignment of specific parcels. The new zoning assigned will be based on the current zoning, location, and practical considerations.

7. Staff Update/ Discussion Items

The Commissioner showed their appreciation for Commissioner Bottcher and his years of service on the planning commission.

8. Commission Representative Update

No Updates. Commissioner Bottcher gave a farewell speech for his final planning commission meeting.

9. Adjournment

Chair O'Mahony adjourned the meeting at 8:04 pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

June 11th, 2026

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Vice Chair Bisom-Rapp called the meeting to order at 5:50 pm.

Present: Joe Sheeran, Skylar Bisom-Rapp, Ed Harrell, Michael Buehn, Matthew Stalder

Absent: Geraldine O'Mahony

Others present: Daniel Carlson, Community Development Director; Mark Rudd, Associate Planner; and Denise Tlatelpa, Planning Technician.

2. Approval of Agenda

Councilmember Stalder moved to approve the agenda as presented; Councilmember Buehn seconded the motion. Motion passed 5-0.

3. Approval of Minutes

3.A. May 28, 2026 Planning Commission Meeting Minutes

Councilmember Sheeran moved to approve; Councilmember Harrell seconded the motion. Motion passed 5-0.

4. New Business

5.A. Review of DRAFT Comprehensive Plan Element: Climate and Environment
(Public Comment Opportunity)

Rudd introduced Nicole Gutierrez from SCJ Alliance, the consultant working on the Climate and Environmental Chapters. She presented the mandatory elements, climate hazards and impact reports, the climate policy audit, engagement efforts, and the current draft that combines the existing environmental chapter with an expanded section addressing various climate-related sectors. Gutierrez further explained the chapter's content, which includes an overview, background and context, the Growth Management Act, regional efforts, connections to city work, climate impact factors, and the city's resources and assets.

The new changes to the Climate and Environment chapters included changes to policies and programs, a focus on coordination, restoration, emergency preparedness, reduction of greenhouse gas emissions, and the impact of transportation sectors.

Commissioners discussed the historic data of water usage, the options for a conservation program, and the balance of increased density & resource usage. They explored methods of addressing critical areas, highlighted thermology use within goals/policies/programs, the option of utilizing public facilities for a heating/cooling center, and better integrating new topics into the chapter.

5. Unfinished Business

None.

6. Public Comments

None.

7. Staff Update/ Discussion Items

7.A. Comp Plan General Discussion

Rudd informed the commissioners of the review procedure remaining for the Climate and Environment chapter. He also stated that chapter 9 will be absorbed into the Climate and Environment chapter or divided among other applicable chapters.

Rudd reminded the group of the upcoming Open House on July 22nd. Commissioners requested an advertisement for the open chair positions, and they provided an update on their availability in June.

8. Commission Representative Update

No Updates.

9. Adjournment

Vice Chair Bisom-Rapp adjourned the meeting at 6:44 pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Utility Advisory Committee, Regular Meeting

June 18, 2026

3:30 PM

Council Conference Room

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom -

<https://us02web.zoom.us/j/83931522564>

1. Call to Order and Roll Call

Chair Bousson called the meeting to order at 3:41pm.

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

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

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

Committee Member Delano Palmer motioned to excuse the absences of Nancy Lilquist and Frederick Padjen. **Motioned Approved 4-0.**

2. Approval of Agenda

Committee member Bousson moved to Approve the Agenda as presented. **Motion Approved 4-0**

3. Approval of Minutes

3.A Utility Advisory Committee Meeting 5-21-26 Minutes

Committee member Bousson moved to Approve the Minutes from the meeting.

Motion Approved 4-0

4. Correspondence and Citizen Comments on Non-Agenda Items

4.A Public Comment

No public comment.

5. Electric, Natural Gas, and Telecommunications Discussion Items

5.A Capital Facilities and Utilities Comprehensive Plan Chapter - Energy Services Nichole Baker, Energy Resource Manager, introduced Stacey Henderson, Planning Manager with the City of Ellensburg to discuss any questions related

to the Capital Facilities and Utilities Comprehensive Plan Chapter — Energy Services or the redline plan chapter that was shared with the committee.

Committee member Bousson emphasizes the importance of planning and accuracy of Kittitas County growth plan and population growth.

Committee Member Palmer mentioned the redline plans were helpful in the review process.

Committee member Camber Owlysm asked for clarification on the language corrections in the redline copy.

Planning Manager, Stacey Henderson announced the open house meeting on July 20th for further discussions and questions on the Capital Facilities and Utilities Comprehensive Plan.

City Manager, Heidi Behrends Cerniwey expressed that City Council will have the opportunity to review and discuss the Capital Facilities and Utilities Comprehensive Plan prior to the community event on July 20th.

Committee member Bousson moved to forward a favorable recommendation to City Council to approve Capital Facilities and Utilities Comprehensive Plan Chapter - Energy Services. **Motion Approved 4-0.**

- 5.B Natural Gas - Distribution Integrity Management Program Overview
Darin Yusi, Gas Engineer introduced information only item; Distribution Integrity Management Program. Darin explained what the program does and how it benefits our utility. Gas Engineer Darin Yusi explained the program identified the number one issue with utility interruption, which is third party damages from excavators or groundwork. Darin emphasized the importance of public outreach and education of 811-call before you dig within the community.

Committee member Bousson asked how many "close-call" excavation damages the utility has each year. Darin Yusi stated we only have 2–3 excavation damages within the year in the City of Ellensburg Gas territory and expressed that these occurrences have been significantly reduced because of community outreach.

Committee member Owlsym asked if there was a change in the number of excavation damages after we increased on advertising and community outreach in 811-call before you dig.

6. Energy Services Updates

- 6.A Energy Services Updates
Committee Member Bousson introduced our new Sustainability and Energy Coordinator, Brittany Holmes. Energy Services Director Buddy Stanavich shared that Brittany Holmes will be working on the Decarbonization Plan.

City Manager Heidi Behrends Cerniwey expressed gratitude towards the staff's involvement in the Touch-a-Truck event that was held yesterday on June 17th, 2026.

7. Commission Representative Update

No commission representative updates.

8. Adjournment

Meeting adjourned at 4:11pm.

Gretchen Delaford

To: Lisa Young
Subject: RE: An Update - And Resignation

On Jul 21, 2026, at 5:19 PM, Judd Ike Grey <judd.grey@ellensburgwa.gov> wrote:

Hello Nancy,

I am writing to formally resign from the AAEE Commission. I finally received a job offer from WSU Tri-Cities to join their team as their Director of Academic Advising, and I gladly accepted. I start my new role with them on August 10. And now the chaos of moving starts. But I can figure that out!

I know this comes at a particularly hard time for the commission, but I have faith in the commission's goals, and I hope my help with the work plan and grants sub-committee helped set up some next steps for success. I would be willing to help in a very part-time capacity with helping build the assessment tool(s) for use with the Grants; As the person who spawned some of those ideas, I feel a duty to help complete them.

I would love for you to share the following with the other commission members:

"Thank you for giving me the opportunity to serve on this commission. I have accepted a bigger role at WSU Tri-Cities, with bigger opportunities for my career and development. I hope to take some of what I have learned from my time with this Commission and serve the greater Tri-Cities area in due time. Keep fighting the good fight!"

Best,

Best,

Judd Ike Grey (he/him/his)
AAEE Commissioner
City of Ellensburg, WA
judd.grey@ellensburgwa.gov



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Professional Services Agreement for Project Management Services for ERP Software, Amendment 2 to Increase Maximum Compensation to Include Implementation Project Management Services

Submitted by: Jim Goeben, IT Director

Department: Information Technology

Suggested Motion/Action:

Authorize the City Manager to execute Amendment 2 of the Professional Services Agreement for Project Management Services for ERP Software, increasing the maximum compensation to include Phase 5 - Implementation Project Management Services.

Background/Summary:

The City of Ellensburg issued Request for Qualifications (RFQ) #R24-11 on September 24, 2024, for project management services to procure and implement enterprise resource planning (ERP) software to replace Microsoft Dynamics GP. ERP software includes financial, human resources, recruiting, payroll, and budget development functions. The phases of the ERP project outlined in the Scope of Work include:

- Phase 1 – Needs Assessment
- Phase 2 – Request for Proposal
- Phase 3 – Vendor Selection
- Phase 4 – Contract Negotiation
- Phase 5 – Implementation Project Management

Staff have completed Phase 1–3 and have begun Phase 4 – Contract Negotiation. Staff expect to bring a request to council later this summer to award the RFP and enter into a professional services agreement with the selected vendor. This is a time and materials contract for Phase 5. All work performed under the agreement will be as directed by the Information Technology Director, with key input from the Finance Director and Human Resources Director, and within the structure and control of the ERP project charter.

Council has previously approved funding Phases 1–4. Amendment 2 is to increase the maximum compensation from \$171,000 to a total of \$286,925 to fund Phase 5 – Implementation Project Management.

Previous Council Action:

Council awarded RFQ #R24-11 to SoftResources on February 3, 2025, for project management services to procure and implement enterprise resource planning (ERP)

software, and authorized a maximum compensation for phases 1 through 4 in the amount of \$102,875 with Phase 5 to be brought to council separately after vendor selection. Council authorized Amendment 1 to increase the maximum compensation from \$13,050 to a total of \$115,925 for additional work requested by the city for vendor selection activities.

Analysis:

The ERP Selection Committee consists of:

- Heidi Behrends Cerniwey, City Manager
- Jerica Pascoe, Finance Director
- Keith Bassett, Assistant Finance Director
- Lisa Young, HR Director
- Ryan Lyyski, Public Works Director
- Buddy Stanavich, Energy Services Director
- Jim Goeben, IT Director

The ERP Selection Committee completed a thoughtful and thorough review of the city's ERP replacement options and is ready to complete contract negotiations and move into implementation. In order to help ensure a successful implementation, the selection committee requests council approve funding for Phase 5 to have an outside project management and ERP software specialist assist the city with ERP implementation.

Governance of the project, including assigned resources for project management, will be memorialized in a project charter. The current draft charter contemplates the consultant serving in an advisory role, with principal responsibility for day-to-day project management performed by an in-house project manager. The activities outlined in this Scope of Work will allow the city to leverage the consultants' expertise to complement in-house resources with vital project management tasks.

Financial Impact:

City departments have been paying into the IT fund to accumulate ERP resources, and sufficient 2026 budget exists to accommodate this phase of the work for 2026. Complete budget impact and financial plan are being prepared to accompany council review and approval of the anticipated ERP replacement contracts under negotiation, and will be included in preparation of the 2027/2028 Biennial Budget.

Budget Adjustment: No

Attachments:

1. A2610-02-SoftResources-Amendment 2 to Professional Services Agreement

**AMENDMENT 2 TO THE
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG AND SOFTRESOURCES LLC**

RELATING TO: ERP RFQ R24-11

This Amendment 2 to the Agreement for Professional Services, originally executed on February 3, 2025 (the "Agreement"), is made and entered into as of the Effective Date set forth below by and between the City of Ellensburg, a non-charter code city of the State of Washington, (hereinafter called the "CITY") and SoftResources LLC, a corporation authorized to do business in the state of Washington (hereinafter called the "CONSULTANT"). The CITY and CONSULTANT are collectively referred to as the "Parties"

WHEREAS, the Parties entered into the Agreement for Professional Services related to the City's Request for Qualifications (RFQ) #R24-11 for Consulting Services for Project Management Services to Procure and Implement Enterprise Resource Planning Software; and

WHEREAS, the City desires increase the Maximum Compensation of the Agreement.

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

1. **Section 5. MAXIMUM COMPENSATION.** Pursuant to Sections 5.1 and 5.2, the CONSULTANT's total compensation and reimbursement under the original Agreement, including labor, direct non-salary reimbursable costs and outside services, was not to exceed the maximum sum of \$102,875.00 for Phases 1-4. The maximum sum was not to be exceeded without prior written authorization in the from the CITY in the form of a negotiated and executed amendment to the Agreement. Amendment 1 increased the Maximum Compensation to \$115,925 for extra work requested by the City.

The City has requested to have the CONSULTANT perform the Implementation Project Management Services, Phase 5, of the existing Scope of Work. Accordingly, this Amendment 2 increases the Maximum Compensation an additional \$171,000 for Phase 5 to a new total Maximum Compensation sum of \$286,925.00. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from the CITY in the form of a negotiated and executed amendment of the Agreement.

2. **Full Force and Effect.** Except as modified herein, all terms and conditions of the original Professional Services Agreement, as previously amended, shall remain in full force and effect.

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

CITY OF ELLENSBURG

SOFTRESOURCES LLC

By: _____
Heidi Behrends Cerniwey
City Manager

By: _____

Name: _____

Date: _____

Title: _____

Date: _____



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Consideration of Approving the Service of Alcohol at the Hoedown in the Downtown Event at Unity Park
Submitted by: Brad Case, Parks & Recreation Director
Department: Parks & Recreation

Suggested Motion/Action:

Move to approve service of alcohol at Unity Park during the Ellensburg Downtown Association sponsored 'Hoedown in the Downtown' event scheduled on August 29, 2026, from 5pm-10:00pm.

Background/Summary:

Council is being requested to approve the service of alcohol during the Hoedown in the Downtown, an event sponsored by the Ellensburg Downtown Association, which is scheduled to take place at Unity Park and Pearl Street. The events associated with the Hoedown in the Downtown include the service of beer, in addition to live music, food vendors, and the closure of Pearl Street between 4th & 5th Avenue.

Event organizers have submitted a special event permit application as well as the necessary insurance.

Previous Council Action:

NA

Analysis:

Section of 6.64.260 of the Ellensburg City Code requires Council approval for any special event at which alcoholic beverages are served, subject to compliance with all the other requirements set forth in the Special Event chapter. The serving of alcohol will be restricted to a beer garden located at Unity Park.

Financial Impact:

None.

Budget Adjustment: No

Attachments:

None



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Energy Resource Plan
Submitted by: Nichole Baker, Energy Resources Manager
Department: Energy Services

Suggested Motion/Action:

Approve the Resource Plan as required by RCW 19.280.050.

Background/Summary:

RCW Chapter 19.280 requires electric utilities to develop resource plans to explain the mix of generation and demand-side resources they plan to use to meet their customers' electricity needs in both the short and long term. Section 19.280.050 requires utility submission of a cover sheet that summarizes their resource plans or progress reports every two years.

The Resource Plan Cover Sheet was presented at the July 16, 2026 Utility Advisory Committee (UAC) meeting. The UAC moved to recommend Council approve the Resource Plan as required by Section 19.280.050 to be submitted to the Washington State Department of Commerce via the online portal Smartsheet.

Previous Council Action:

None

Analysis:

A Resource Plan should be completed by full requirements customers/100% BPA utility customer and utilities with less than 25,000 customers.

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. 2026_Energy-Resource-Plan-Cover-Sheet Ellensburg

Resource Plan Cover Sheet

Legend

Enter your information into these shaded fields

Utility Information

Report Year

2026

Utility

Ellensburg, City of

Prepared by

Nichole Baker

Email

bakern@ellensburgwa.gov

Date of Board/Commission Approval

Notes: Explain resource choices other than conservation/use of renewable energy credits

Washington State Utility Resource Plan Year 2026				
	Estimate Interval	Base Year	5-year Forecast	10-year Forecast
	Estimate Period	2025	2030	2035
	Season	Annual	Annual	Annual
	Units	aMW	aMW	aMW
Loads		25.51	32.70	33.10
Exports				
Resources:				
Energy Conservation Measures			0.52	1.96
BTM Solar				
Demand Response				
BPA Tier 1 or Base		23.71	25.23	25.23
BPA Tier 2		1.79	6.95	5.91
Cogeneration				
Hydro				
Wind				
Utility-scale Solar				
FTM Distributed Solar				
Biomass				
Biogas				
Landfill Gas				
Geothermal				
Nuclear				
Other Distributed Renewables				
Thermal Natural Gas				
Thermal Coal				
Market Purchases				
Other				
Imports				
Undecided				
Total Resources		25.51	32.70	33.10
Load Resource Balance		0.00	0.00	0.00



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Community Solar Expansion Program — Participation
Submitted by: John Mooers, Rate Analyst
Department: Energy Services

Suggested Motion/Action:

Approve the City Manager to authorize up to \$250k annually for the Community Solar Expansion Program (CSEP).

Background/Summary:

The CSEP aims to expand access to renewable energy for Washington's low-income community members. WSU reviews and approves, while the City of Ellensburg incentivizes these solar projects. This helps reduce the energy burden for the low-income sector. Through this incentive program we will increase solar PV capacity for the low-income sector in our community.

Previous Council Action:

UAC voted to approve the motion unanimously at the July 16, 2026 meeting.

Analysis:

There is no formal application process for the City to be included in the CSEP, and WSU handles the administration portion for applicants. WSU will inform the City who to pay and how much. Upon receiving the information from WSU, the City will have 60 days to make payment.

Applicants can be non-profit organizations, tribal housing authorities, school districts, utility companies, and other housing authorities. We highly suggest potential applicants reach out to WSU for their pre-certification process. While the program doesn't reopen until July 2027, pre-certification is allowed now at <https://energy.wsu.edu/our-work/renewable-energy/community-solar-expansion-program/>.

Financial Impact:

This program reopens on July 1, 2027 and the City of Ellensburg will have an annual maximum payout of \$250,000. In turn, the City will be able to claim an equivalent tax credit.

Budget Adjustment: No

Attachments:

None



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Approve Funding to Purchase a Lactation Pod for City Hall
Submitted by: Lisa Young, HR Director
Department: Human Resources

Suggested Motion/Action:

Approve the request for funding to purchase a Mamava Lactation Pod for City Hall and approve the necessary budget adjustments.

Background/Summary:

Federal law, under the Providing Urgent Maternal Protections for Nursing Mothers Act — commonly referred to as the PUMP Act — requires covered employers to provide reasonable break time and a private place, other than a bathroom, for nursing employees to pump breast milk at work. The space must be shielded from view and free from intrusion by coworkers or the public.

Similarly, Washington State law also requires employers to provide reasonable break time for an employee to express breast milk for up to two years after the child’s birth, and to provide a private location, other than a bathroom.

Currently, the City does not have a dedicated lactation space that consistently meets these requirements.

Previous Council Action:

None

Analysis:

In addition to regulatory compliance, providing a dedicated space for breastfeeding or expressing breast milk that is convenient, sanitary, safe, and private may help reduce stress and/or remove logistical barriers that can make transitioning back to work challenging.

A dedicated space allows employees to return to their duties more efficiently and with fewer distractions, while also reinforcing the City’s broader goals of supporting a healthy, engaged, and inclusive workforce.

Financial Impact:

The purchase price with shipping is \$10,800. Sales tax will be an additional \$928.80, for a total of \$11,728.80. Funding is available from the Risk Management Internal Service Fund.

Budget Adjustment: Yes

Attachments:

1. Mamava Info Sheet - Solo
2. 260727Ellensburg_SoloTechFreeQuote

- ✓ Purchase
- ✓ Rental

A sophisticated all-in-one lactation space solution designed for space efficiency and maximum comfort.



mamava Solo

Sound-dampening roof panel

Passive ambient lighting

Occupancy-activated fan

Occupancy-activated indirect lighting

Shatterproof mirror

Deadbolt with occupancy indicator

Caster wheels for easy relocation



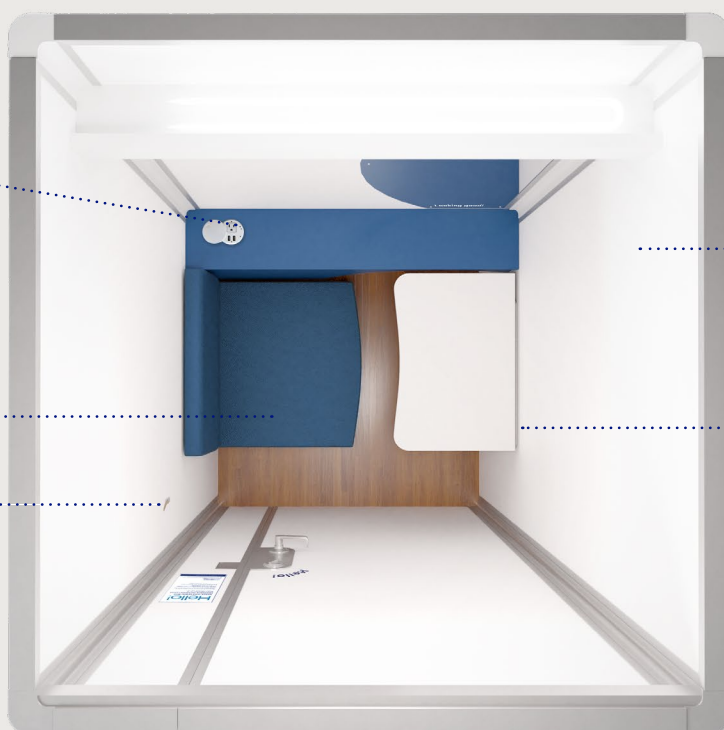
Shelf with integrated power and USB outlets

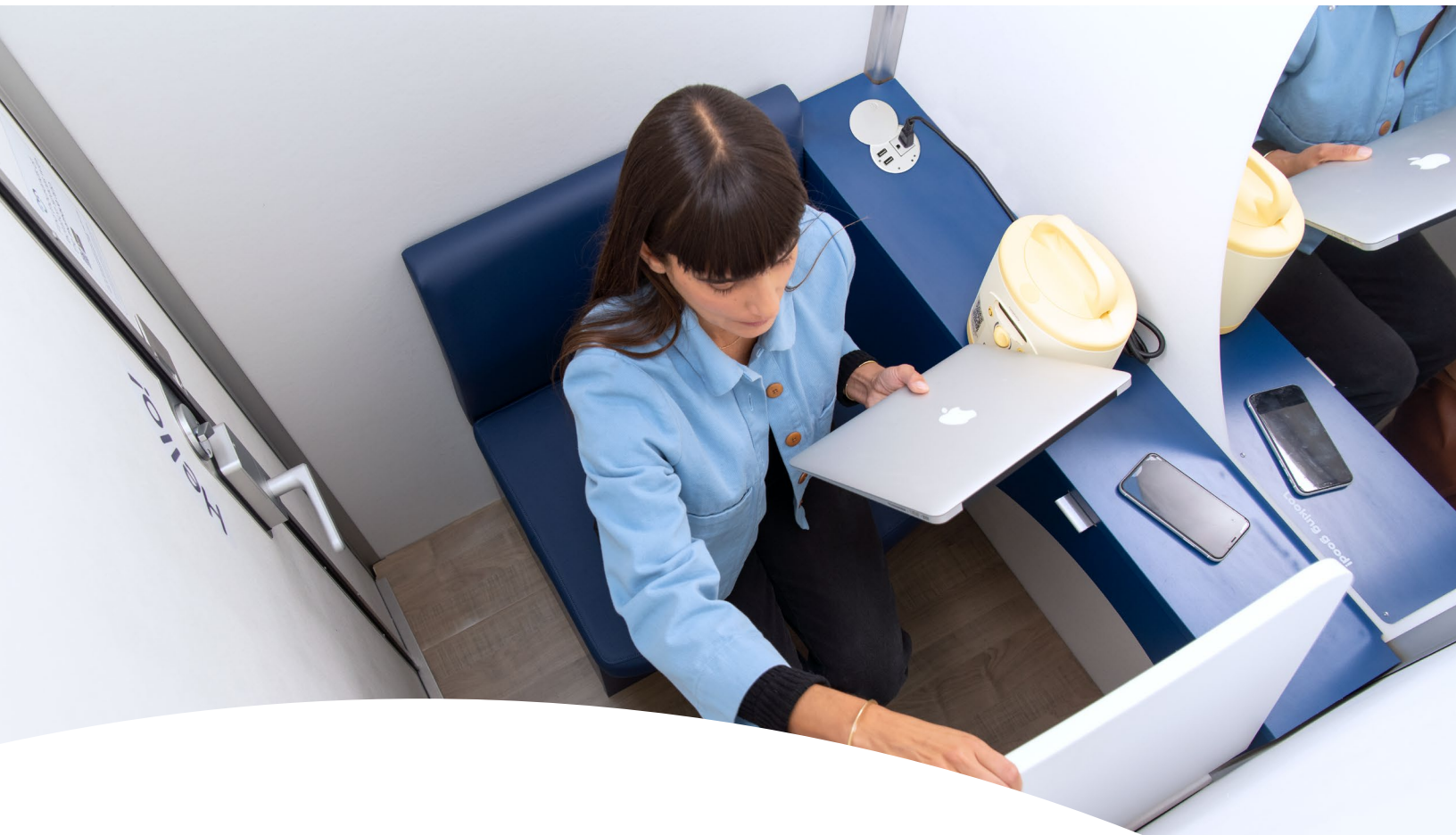
Ergonomic nonabsorbent cushioned seat

Coat hook

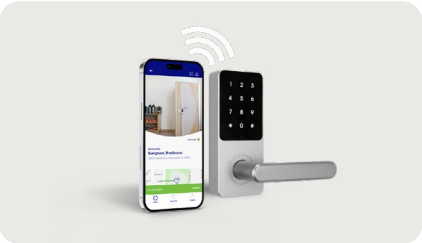
Solid walls for privacy

Fold-down laptop desk





CUSTOMIZATIONS + UPGRADES



Smart Access
Streamline access for facilities and ensure easy wayfinding for parents. Not available on tech-free model.



Medela Pump + Parent Kits
A multi-user, hospital-grade Symphony PLUS® Breast Pump and optional kits.



Professional Installation
Our team of expert installers can take care of pod assembly for you.

STANDARD FINISHES



Exterior
White Oak (vinyl)



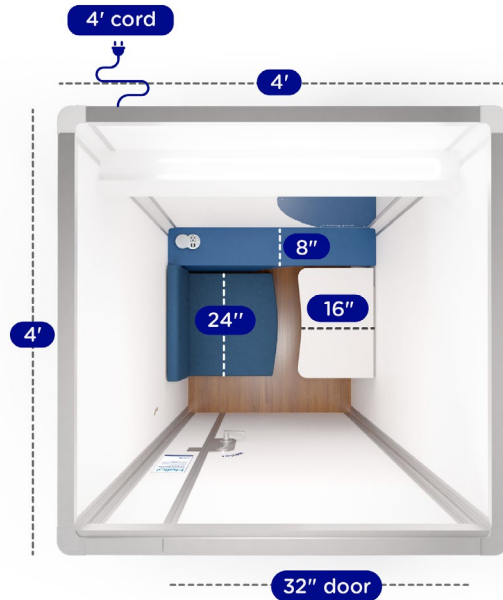
Flooring
Vinyl Covering



Nonabsorbent Seat
Polyurethane



Scratch-Resistant Shelf
Laminate



Dimensions

Exterior: 4' W x 4' D x 7'9" H (Includes pod and antenna height)

Interior: 16 sq ft; 43" W X 43" D X 80" H; 300 lb

4.8"-5.8" step-up threshold

32" door swing

Shipping crate: 7'10" W x 4'7" D x 2'7" H; 550 lb

Minimum 7'9" ceiling clearance required for assembly

Exterior materials + features

Rigid vinyl wall panels with expanded Polystyrene foam core

Standard direct-print white oak finish

32" right-hand door swing with adjustable self-closing spring hinges

Recycled plastic felt roof for acoustic sound dampening

Interior materials + features

43" W x 8" D commercial-grade laminate shelf with an integrated tamper-resistant outlet with one (1) USB-A port and one (1) USB-C port

24" W x 16" D fold-down laptop desk made from commercial-grade laminate with soft-close hinges

Built-in shatterproof mirror made of reflective acrylic

24" W x 20.5" D contoured ergonomic seat (with Matrex internal support system) made of nonabsorbent polyurethane fabric; 300 lb weight limit

UL Listed ventilation fan provides air exchange rates of 55 ACH and 42dB of white noise

Stainless steel coat hook holds up to 15 lb

Two (2) 3' occupancy-activated UL Listed LED strip lights

Low-VOC composite wood floor pan with vinyl covering

Deadbolt lock with exterior occupancy indicator

Passive ambient lighting

Electrical

UL Listed components

4' GFCI-protected power cord (exiting lower left back) occupies one standard 15A (or 20A) 120V outlet

Draws approximately 6.5A

Mobility

Four (4) adjustable leveling feet can raise the pod up to 1"

Four (4) built-in caster wheels allow for relocation

Disassemble and store as needed

Testing + safety

ETL certified to UL STD 962 and CSA STD C22.2#203:16

ASTM E-84 Flame Spread Rating is Class A for walls and Class B for recycled plastic felt roof

Interior and exterior walls, shelf, desk and seat base meet UL Greenguard Gold rating

Floor meets GreenAir formulation for low VOCs and FMVSS 302 for flammability

Chair fabric is PVC and VOC free

Compliant with California Technical Bulletin #117-2013 for flammability

Meets NFPA 13 Section 9.2.10 Standards

Accessibility Features compatible IAW 2010 ADA Standards

Door hardware meets 404.2.7

Mirror placement meets 603.3

Pod is designed for the perception of both audible and visible alarms to meet 215

Access technology

Access with Mamava app, numeric keypad on external lock, or key

Mamava's Smart Access technology for easy wayfinding, autonomous access, occupancy status, duration of use, and vacancy alerts

ZTU (Zero Transmission Unit) available for high security area

Usage data available with the purchase of a Mamava Service Plan

Solo (tech free)

Without Smart Access technology

Door handle without keypad (interior deadbolt only)



Customer:
City of Ellensburg, WA
501 N ANDERSON ST
Ellensburg, WA 989263147
United States

Ship To:
City of Ellensburg, WA
Warehouse
607 S INDUSTRIAL WAY
Ellensburg, WA 989269664
United States

Thank you for choosing Mamava!

Quote No.	Quote Date	Validity Date	Payment Terms
SQN260922	7/21/2026	8/20/2026	Net 30

[illegible]

Total excluding sales tax:	\$10,800.00 USD
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Pargi C. Feerer

Quote Approval Signatures

City of Ellensburg, WA Representative



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Authorize City Manager's Signature on a Memorandum of Understanding with Teamsters Local 760 - Crew Implementing a Temporary 4/10 Work Schedule for the Water Division

Submitted by: Lisa Young, HR Director

Department: Human Resources

Suggested Motion/Action:

Authorize the City Manager's signature on the MOU with Teamsters Local 760 - Crew, implementing a temporary 4/10 Work Schedule

Background/Summary:

The 2024-2026 Collective Bargaining Agreement (CBA) with Teamsters Local 760 provides for the ability to implement a modified work week if agreed to by management and the affected employee(s). This Memorandum of Understanding (MOU) addresses specific impacts related to implementing a 4/10 work schedule in the Water Division.

Previous Council Action:

Approval of the 2024-2026 Collective Bargaining Agreement

Analysis:

The employees of the Water Division submitted a request to implement a temporary 4/10 schedule. This schedule may be extended by an additional four weeks if agreed to between the Union and Management, which will be documented by email between the Union Business Representative and the HR Director. Should Management determine that the 4/10 schedule created staffing or service concerns, the schedule may not be extended for the additional four weeks.

While the CBA does provide an avenue for implementing an alternate schedule, there are additional distinctions in the MOU that are not covered in the CBA. For example, the employee who is carrying the Foreperson phone on Friday will not receive Leadperson or Foreperson pay, and during the week of Labor Day, the employees will revert to their regular 5/8 schedule to help prevent staffing shortages caused by the holiday.

The work hours will be 6:30 AM to 5:00 PM, with two employees working Tuesday through Friday, one remaining on the Monday through Friday 8-hour schedule, and five employees working Monday through Thursday. The schedule will run August 3 through August 28, and may be extended for a second 4-week period, August 31 through September 25.

Financial Impact:

The 4/10 schedule is not expected to impose any additional labor costs except for potential emergency overtime, which also occurs with a 5/8 schedule.

Budget Adjustment: No

Attachments:

1. MOU - Water Dept 4-10 Schedule - AMENDED - 08.03.2026

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE CITY OF ELLENSBURG (PUBLIC WORKS)
AND
GENERAL TEAMSTERS LOCAL 760

This memorandum of understanding (MOU) is entered into by and between the City of Ellensburg ("Employer") and the General Teamsters Local 760 ("Union"), with regard to the 2024-2026 Collective Bargaining Agreement (CBA) between the parties for the period of January 1, 2024 through December 31, 2026, the parties agree to the following:

WHEREAS, Article 4.1 of the CBA (Management Rights) allows Management to determine employee schedules; and

WHEREAS, Article 10.1 of the CBA (Work Days-Work Weeks-Overtime-Guarantees-Premium Days) allows the normal workweek defined in each Appendix to be modified by mutual agreement of Management and the affected employee(s); and

WHEREAS, the employees of the Water Division, have requested a temporary alteration to their regular work schedule listed in Appendix D of the CBA, Article 3.D (Workdays-Work Weeks-Overtime), to include a 4/10 schedule for employees of the Water Division as identified by the Union and agreed to by the City; and

WHEREAS, the parties desire to enter into this MOU to implement a temporary 4/10 schedule for some employees of the Water Division;

NOW, THEREFORE, the Union and Employer agree as follows:

1. Effective Monday, August 3, 2026, the Water Division will implement a trial 4/10 schedule, see Exhibit A. This is authorized per Articles 4.1 and 10.1 of the CBA.
2. The following exceptions will apply to employees working a 4/10 schedule:
 - a. The Water employee carrying the Foreperson phone on Fridays will not receive Foreperson pay or Lead Worker pay (the Foreperson will work Monday through Thursday).
 - b. The regular work hours shall be 6:30 AM to 5:00 PM.
 - c. Overtime shall apply to all hours over ten (10) hours per day and/or forty (40) hours per week shall be paid for at double (2 times) the employee's regular hourly rate.
 - d. Employees who take a day off while working a 4/10 schedule will be required to use 10 hours of leave. The method for accruing paid time off will not change.

3. This MOU shall not set any precedent, and shall expire on August 28, 2026. On August 29, 2026, the schedules shall revert to pre-trial schedules. A second 4-week period may be considered if requested by the Union, unless management determines that the 4-week trial caused problems such as staffing concerns, schedule-related business disruptions, or poor customer feedback. The second trial period, if approved, would run August 31 through September 25; however, during the week of the Labor Day holiday, September 7-11, all staff will revert to the Monday – Friday 8-hour schedule. The extended trial would require written agreement in the form of an email between the Teamsters Business Representative and the City’s HR Director, during the week of August 24.
4. Nothing in this MOU shall be construed as modifying any other terms of the CBA between the parties, except as specifically provided in this MOU. This agreement is entered into pursuant to Chapter 41.56 RCW.

Teamsters Local 760

By _____
Richard A. Salinas, Secretary/Treasurer

Date: _____

The City of Ellensburg

By _____
Heidi Behrends Cerniwey, City Manager

Date: _____

APPENDIX A
WATER DIVISION WORK SCHEDULE
AUGUST 3 – 28, 2026

Name	Position	Schedule	Days
Shawn Byers	Foreperson	4/10	Monday - Thursday
Eric Delozier	Senior Pipeperson	4/10	Monday – Thursday
Cameron McAllister	Senior Pipeperson	4/10	Monday – Thursday
Tyler Moulton	Senior Pipeperson	4/10	Monday – Thursday
Gannon Geiger	Cross Connection Specialist	4/10	Tuesday - Friday
Dustin Sinclair	Plant Maintenance	4/10	Tuesday - Friday
Flo Sanchez	Senior Pipeperson	4/10	Tuesday - Friday
Russ Palmer	Plant Maintenance	5/8	Monday - Friday

Temporary employees will work Monday through Thursday



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: LTAC Funding Recommendation for 2026-2027 Contract for Ellensburg Community Calendar
Submitted by: Kelle Vandenberg, Arts & Economic Development Manager
Department: City Manager

Suggested Motion/Action:

Move to authorize the City Manager to continue the contracted services of "With" Community Calendar, and utilize \$10,800 from Lodging Tax funds for the continued 2026-2027 contract for support and maintenance of the Ellensburg Community Calendar, as recommended by the Lodging Tax Advisory Committee.

Background/Summary:

In June 2025, City Council approved the development of an Ellensburg Community Calendar as part of the Ellensburg Creative District, in partnership with the Kittitas County Chamber of Commerce, Kittitas Valley Event Center, Central Washington University (CWU), and the Ellensburg Downtown Association.

The purpose of the community calendar is to strengthen community connection by improving transparency, accessibility, and engagement around local activities and events. Over the past year, the City has successfully coordinated implementation with partner organizations, provided training for community organizations on how to use the platform, and launched a marketing campaign to increase public awareness.

In 2026–2027, the focus will be to expand marketing efforts and strengthen partner cross-promotion to continue building awareness and participation throughout the community.

The Lodging Tax Advisory Committee reviewed and approved this request for funding at the June 3, 2026, meeting.

Previous Council Action:

At the June 2, 2025, City Council meeting, Council authorized city staff to contract the services of "With" Community Calendar, and utilize up to \$12,000 from Lodging Tax funds for the development of the comprehensive community calendar.

Analysis:

The platform increases the visibility and accessibility of community activities by using API technology to connect designated URLs and automatically populate event and activity information on partner websites. The calendar has been integrated into MyEllensburg.com.

As anticipated, integrating Central Washington University activities and events presented the

greatest challenge. This required CWU to purchase additional software to integrate with the platform and to easily upload activities and events while maintaining student privacy protections.

A soft launch was released in March 2026, followed by the start of a marketing campaign in June 2026. The awareness campaign will continue throughout the first full year following development to build both the calendar's audience and user base.

Financial Impact:

Year 1 Contract: \$10,800 for development/training/support was approved by City Council at the June 2, 2025 meeting

Year 2 Contract: \$10,800 for support/continued development/maintenance

Budget Adjustment: No

Attachments:

None

VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Jerica Pascoe

Digitally signed by Jerica Pascoe
Date: 2026.07.27 12:08:28 -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 **3RD DAY OF AUGUST 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	175105	TO	175239	\$ 593,219.17
EFT #'s	8076	TO	8104	\$ 1,364,774.14
Treasure Cash				Total Amounts
EFT #'S	1908	TO	1908	\$ 80,006.42
Check #'s	34642	TO	34649	\$ 2,089.05
Payroll Fund				Total Amounts
Check #'s	96602	TO	96602	\$ 2,607.48
Direct Deposits	93254	TO	93527	\$ 629,032.64

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public Hearing to Consider Vacating a City Easement Located Between Catherine Cottages and Radio Road, and First Reading of Ordinance 4994 (Public Comment Opportunity)

Submitted by: Christopher Horner, City Attorney

Department: City Attorney

Suggested Motion/Action:

Conduct the Public Hearing, and move to approve first reading of Ordinance 4994, 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 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.

On July 6, 2026, Council adopted Resolution No. 2026-16 which set a public hearing for the August 3, 2026 Council meeting to consider vacating the City easement located between Catherine Cottages and Radio Road. Resolution 2026-16 also directed 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 was posted in three public places in the City, as well as in a conspicuous place in the easement itself. The City Clerk also provided written notice to the property owners abutting the easement.

Analysis:

After conducting the public hearing and receiving public comment, should Council decide to vacate the easement, it would move to conduct first reading of Ordinance 4994, which would vacate the easement. After second reading and adoption, a copy of that ordinance would then be recorded with the Kittitas County Auditor's Office.

It is important to note Ordinance 4994 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:

Other than Auditor's Office recording fees, there would be minimal financial impacts to Ordinance 4994, as the 5' easement between Catherine Cottages and Radio Road is not currently in use by the City.

Budget Adjustment: No

Attachments:

1. Letter requesting vacation of easement
2. Ordinance 4994 - Vacating a City Easement (8.3.26)
3. Exhibit A - Margaret's Addition (city files)
4. 1304RadioEasementdedication467335

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

Elizabeth Scully

Logan Scully

Dale McPherson

ORDINANCE NO. 4994

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO VACATING A CITY EASEMENT LOCATED BETWEEN CATHERINE COTTAGES AND RADIO ROAD.

WHEREAS, on January 28, 1983, Gwendolyn P. Hall granted the City, via dedication deed, a 5-foot pedestrian walkway easement located on the eastside of Lot 1 of the Margaret's Addition Plat, between Catherine Cottages and Radio Road, recorded as Kittitas County Auditor file no. 467335;

WHEREAS, a petition, which was signed by both of the current adjacent property owners, was submitted to the City Clerk on June 30, 2026, requesting vacation of the 5-foot pedestrian walkway easement located between Radio Road and Catherine Cottages;

WHEREAS, on July 6, 2026, Council adopted Resolution No. 2026-16 which set a public hearing for the August 3, 2026, Council meeting to consider vacating the City easement located between Catherine Cottages and Radio Road;

WHEREAS, the City Clerk has provided public notice at least 20 days before the public hearing, by posting written notice of the time and place fixed for the public hearing, in three public places in the City, as well as in a conspicuous place in the easement itself. The City Clerk also provided written notice to the property owners abutting the easement. Proper notice of the public hearing and mailing and posting requirements were completed in accordance with applicable law, including RCW 35.79.020; and

WHEREAS, City staff has conducted an analysis of the vacation request and determined that the pedestrian walkway easement is no longer being used for walkway purposes and is not likely to be useful to the City at any foreseeable point in the future; and

WHEREAS, on August 3, 2026, the City Council held a public hearing to consider the petition and public comments and evaluated the need for the easement, adequate compensation, and the public interest and benefits of said vacation; and

WHEREAS, the City Council finds that the City has no current or future need for the easement; and

WHEREAS, the City Council finds that no compensation should be required from the petitioners in exchange for vacating the easement; and

WHEREAS, the City Council finds that the public use, benefit, and welfare will best be served by the vacation of the 5-foot pedestrian walkway easement located between Radio Road and Catherine Cottages; and

WHEREAS, said vacation has been the subject of consideration and a decision by the City pursuant to applicable law, including Chapter 35.79 RCW; and

WHEREAS, the City Council finds that the easement as described herein should be vacated.

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

Section 1. Recitals. The recitals set forth above are hereby adopted and incorporated as findings of fact and/or conclusions of law of the City Council pursuant to the requirements of applicable law, including Chapter 35.79 RCW. The City Council bases its findings and conclusions on the entire record of testimony and exhibits, including all written and oral testimony before the City Council.

Section 2. Easement Vacated. The 5-foot pedestrian walkway easement located on the eastside of Lot 1 of the Margaret's Addition Plat, between Catherine Cottages and Radio Road, and depicted on Exhibit A, is hereby vacated.

Section 3. No Compensation Required. No compensation shall be required as a condition of vacating the easement.

Section 4. Certified Copy of Ordinance. The City Clerk is hereby directed to record a copy of this Ordinance with the Kittitas County Auditor's Office. This vacation and the transfer of title to petitioners shall be effective at such time as this ordinance is properly published and recorded in the Kittitas County Auditor's Office. Costs of recording shall be the responsibility of the petitioners. Following recording of this ordinance, a certified copy shall be sent to the Kittitas County Treasurer's Office.

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

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

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

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the ____ day of August, 2026.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

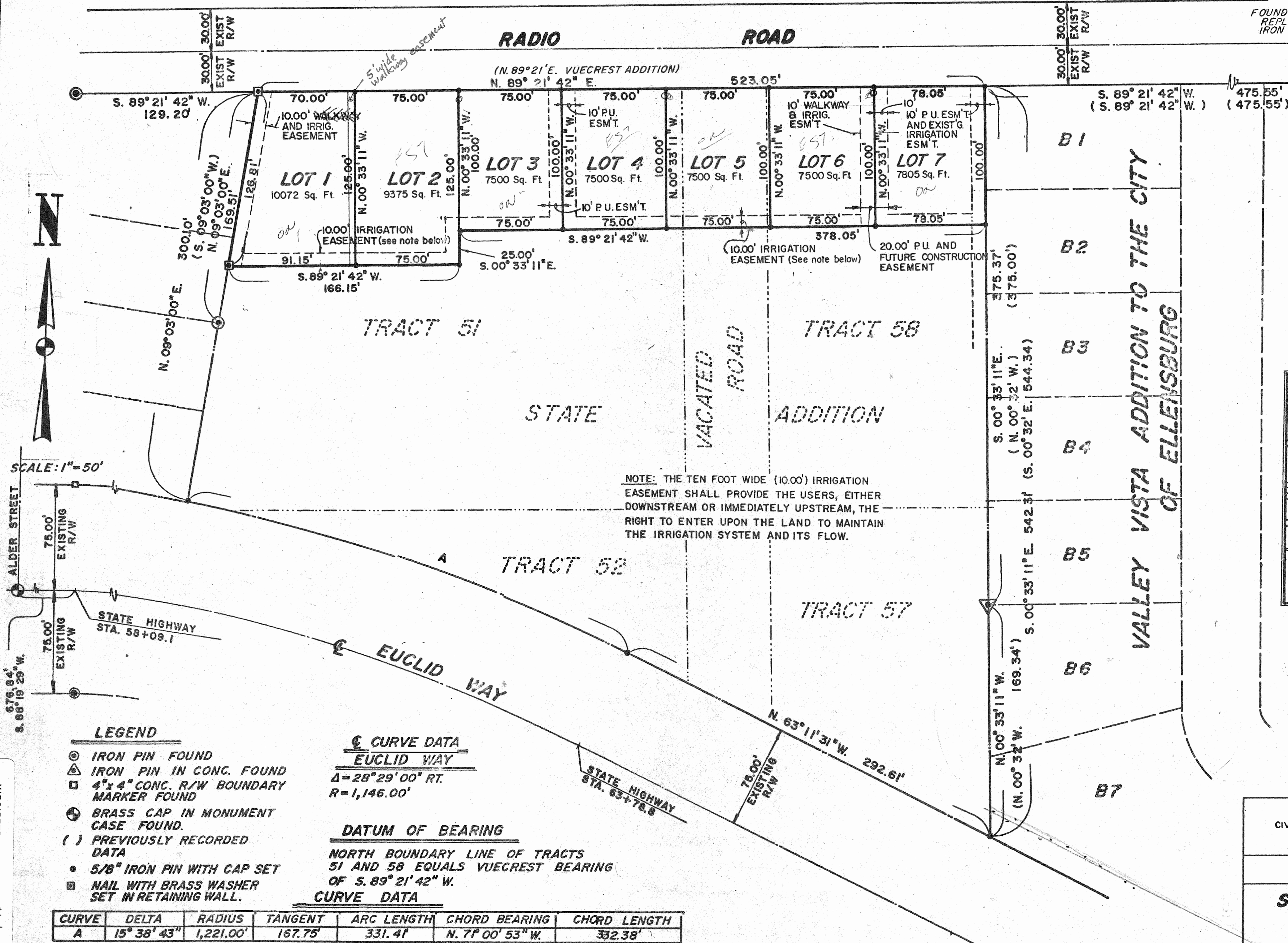
Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4994 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4994 was published as required by law.

BETH LEADER

MARGARET'S ADDITION to the City of Ellensburg

VUECREST ADDITION TO THE CITY OF ELLENSBURG

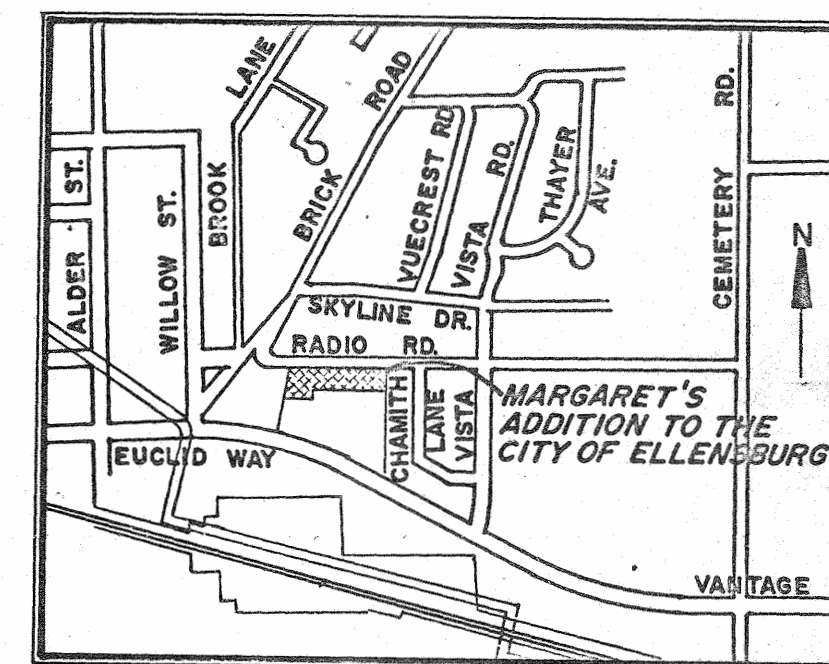


SKYLINE DR. FOUND MONUMENT - NAIL SET IN CONCRETE

VISTA ROAD 294.82' (N. 0° 31' W. 295.00' VUECREST ADD.)

FOUND NAIL - REPLACED WITH 5/8" IRON PIN WITH CAP

N.E. CORNER OF TRACT 58 OF STATE ADDITION TO THE CITY OF ELLENSBURG.



VICINITY MAP
SCALE: 1" = 1000'

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, TOWN 18 NORTH,
RANGE 18 EAST, W.M.
KITITAS 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**

MARGARET'S ADDITION

APPROVALS

EXAMINED AND APPROVED by the Ellensburg City Manager this 24th day of Jan, 1978.

Robert H. Galt
Ellensburg City Manager

EXAMINED AND APPROVED by the Ellensburg City Engineer this 27th day of JAN, 1978.

Thomas J. Chini
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 [Signature]
Ellensburg City Mayor

ATTEST:

Gertrude N. Erickson
City Clerk

This is to certify that all taxes of Kittitas County which includes up to and including 1978 taxes have been paid.

Bette 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

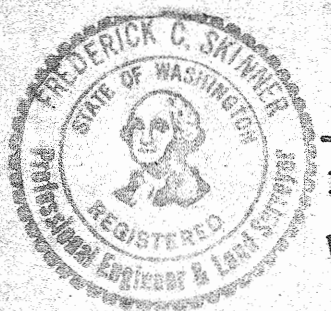
W. Wina
Deputy County Auditor

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

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 Catherine M. DiMeo
John R. DiMeo Catherine M. DiMeo

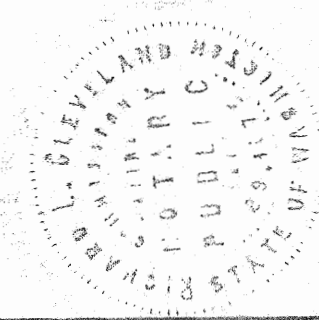
ACKNOWLEDGEMENT

STATE OF WASHINGTON }
County of Kittitas } SS

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.



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.
KITITAS COUNTY**

DESIGNED BY FGS DATE 7/77 SCALE NONE
DRAWN BY FGS DATE 12/77 SHEET 2 OF 2
CHECKED BY SGR DATE 12/77 PROJECT NO. 7277

467335

Real Estate Excise Tax
 EXCISE
 BETTE A. GUNCE
 Kittitas County Treasurer

3.00

KITTITAS COUNTY AUDITOR
 FILED REQUEST OF: *City of Ellensburg*

DEDICATION DEED

By *[Signature]*

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.

[Signature]
 NOTARY PUBLIC in and for the
 State of Washington residing
 at Ellensburg.



*Ret: pane
 420 P. Hall
 Ellg*

OFFICIAL RECORDS

Vol 176 page 555



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: 2026-2031 Transit Development Plan with the 2025 Annual Report (Public Comment Opportunity)
Submitted by: Betsy Dunbar, Transit Manager
Department: Public Works

Suggested Motion/Action:

Move to adopt the 2026-2031 Transit Development Plan with the 2025 Annual Report as attached or in substantially similar form.

Background/Summary:

According to RCW 35.58.2795, all public transit agencies are required to prepare a six-year transit development plan that outlines strategic goals and objectives to align with local, regional, and state long-range priorities. On July 14, 2026, the Ellensburg Transportation Advisory Committee (ETAC) unanimously recommended that the 2026-2031 Transit Development Plan with the 2025 Annual Report be submitted to the Ellensburg City Council for adoption. A notice of public hearing was published in the official city newspaper and posted on both the city's and the Ellensburg Central Transit websites.

Previous Council Action:

The City Council adopted the 2025-2030 Transit Development Plan and the 2024 annual report on August 18, 2025.

Analysis:

The Transit Development Plan covers 2026–2031, while the annual report covers calendar year 2025. Highlights from both will be presented at the city council meeting. The plan was developed in conjunction and aligned with the Transit Strategic Plan, which will be considered later on this agenda.

Financial Impact:

There are no direct costs associated with adopting the Transit Development Plan as presented. Any projects included in the plan that are not already budgeted will be brought back to the Council for budget authority before any expenditures are approved.

Budget Adjustment: No

Attachments:

1. 2026 TRANSIT DEVELOPMENT PLAN & ANNUAL REPORT



2026-2031 TRANSIT DEVELOPMENT PLAN

with the 2025 Annual Report



Elensburg Central Transit
501 N Anderson Street
Elensburg, WA 98926

Public Hearing
Approval Date:
City Clerk Signature:



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INTRODUCTION

About the Transit Development Plan (TDP)

In accordance with RCW 35.58.2795, Ellensburg Central Transit (ECT) has prepared and submitted this Transit Development Plan (TDP) for 2026 through 2031. The plan establishes a framework to guide transit services over the next five years, reviews the agency's accomplishments in 2025, and serves both internal and external purposes. It communicates planning strategies to the public, identifies potential funding sources and grant opportunities, addresses procurement needs, establishes a viable financial plan, and supports updates to the Regional Transportation Planning Organization (RTPO) plan and Washington's Transportation Improvement Plan.

The TDP aligns with Washington State's Transportation Policy Goals (RCW 47.04.280). It also supports ECT's Transit Strategic Plan and economic objectives, as well as the broader regional transportation goals set by the Regional Transportation Planning Organization (RTPO).

A public hearing is scheduled for August 3rd, 2026, at 7 PM at City Hall, located at 501 N Anderson Street, Ellensburg, WA 98926. The public comment period will remain open for two weeks leading up to the hearing. Comments may be provided in person or virtually during the public testimony portion or submitted in writing via email to the city's transit manager at transit@ci.ellensburgwa.us.

Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act (ADA) and Chapter 49.60 RCW. Contact the City of Ellensburg to arrange accommodation.



MISSION AND CORE VALUES

Mission

We advocate for a safe, efficient, reliable, accessible, and sustainable public transit system that enables all community members to meet their needs and participate in all that Ellensburg has to offer.

Core Values

Our core values serve as the guiding principles that shape how we interact with passengers, contractors, the community, and the environment.

Stewardship

We serve as responsible stewards for our passengers and the most vulnerable members of our community, the environment, and public funds. Through efficient use of resources, we will ensure the long-term sustainability of our transit system.

Collaboration

We value public feedback and build strong partnerships to improve mobility, expand options, and foster innovation.

Adaptive

We ensure a system that listens to and adapts to our communities' evolving needs.

Safety

We establish and enhance safe transit operations and transportation infrastructure.

Professionalism

We believe that professionalism is demonstrated through consistent reliability, courteous service, and a strong commitment to safety. Every interaction with passengers, whether in person or online, reflects our dedication to excellence and respect for the community we serve.

STRATEGIC PRIORITIES

Funding and financial sustainability

We secure diverse funding sources, including local funds, grants, and strategic partnerships, to support system growth and resilience while ensuring long-term financial sustainability.



Service expansion and efficiency

We strive to expand service hours, frequency, and geographic coverage whenever possible to meet evolving community needs while ensuring equitable access for all.

Fleet Modernization and Improvements

We seek to run a reliable fleet that aligns vehicle size and features with service demands, improves the rider experience, and promotes long-term climate health and environmental goals.

Improve system infrastructure and access

We are committed to building a safe, connected, efficient, comfortable, and accessible transit system through investments in a transit hub and facility upgrades when fiscally able, along with continued regional coordination.

Communication, public awareness, and engagement

We build trust, awareness, a positive public image, and increased ridership through clear, consistent signage, targeted outreach, and marketing.

Trust

Safety

Reliability

Equity

Sustainability

THE AGENCY

In 2011, the City of Ellensburg, Central Washington University, HopeSource, and WSDOT collaborated to plan, fund, and operate a public transit service in Ellensburg. In 2013, the first Transit Development Plan was completed; in 2015, the Ellensburg Transit Benefit District was created, and the Ellensburg City Council became the official board. In 2016, the Ellensburg City Council authorized a special election for a sales and use tax of .02% to fund public transit. It passed with 63% voter approval; however, the funding would expire every ten years. In 2017, the City of Ellensburg assumed operation of Ellensburg Central Transit. In 2025, the Ellensburg Transit System Ballot Measure, Resolution No. 2025-14, was put on the ballot to repeal and replace the Transit Benefit District Resolution No 2025-15 with a 0.2% Transit Tax that does not expire. The voters approved the ballot measure with 65.3% voter approval.

ECT is a rural public transit system serving residents and visitors within the city limits of Ellensburg, Washington. Situated east of the Cascade Range at the junction of Interstates 90 and 82, Ellensburg is recognized as the most centrally located city in the state. The area offers four distinct seasons, with convenient access to nearby mountains for skiing and hiking, and the Yakima River for fishing and rafting. The community also hosts numerous special events, such as the Ellensburg Rodeo.

Ellensburg is home to Central Washington University, which provides funding support for the transit system along with the Washington State Department of Transportation.

The city's 2025 population is estimated at 21,308.



GOVERNING BODY

The City of Ellensburg is a Council-Manager form of government, with a seven-member City Council elected at large for four-year terms. The current council members and their terms are as follows:

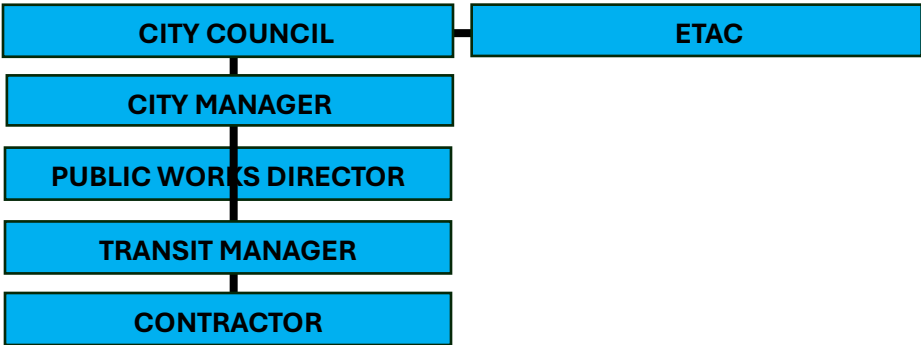
Rich Elliott	Position 6	Term - 2024-2027 (also serves as Mayor)
Sarah Beauchamp	Position 7	Term - 2024-2027
Nancy Lillquist	Position 1	Term – 2026-2029
Nancy Goodloe	Position 2	Term - 2026-2029
David Miller	Position 5	Term - 2024-2027
Joshua Thompson	Position 4	Term - 2024-2027
Delano Palmer	Position 3	Term - 2026-2029

The City Council meets on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers at City Hall located at 501 N. Anderson St., Ellensburg, WA 98926. Meetings are open to the public and can be attended virtually via Zoom or watched on the ECTV YouTube Channel, Ellensburg, WA | Official Website. The Zoom link for the meeting will be found in the published agenda packet.

For more information, agendas, and minutes, visit the official City Council page on the Ellensburg website. Ellensburg, WA.

ORGANIZATION

The Ellensburg City Council oversees the operations of Ellensburg Central Transit. The Ellensburg Transportation Advisory Committee provides guidance and oversight of the transit system, reporting directly to the City Council on these and other matters as directed. The Transit Manager is responsible for the day-to-day administration and operational management of the Transit System.



AGENCY STRUCTURE

The Transit Department is a division of the City of Ellensburg’s Public Works Department.

Leadership Team

- Heidi Behrends Cerniwey.....City Manager
- Ryan Lyyski.....Public Works Director
- Josh Mattson..... Assistant City Engineer
- Betsy Dunbar.....Transit Manager

The Ellensburg Transportation Advisory Committee (ETAC) plays a vital role in advocating for public transit in Ellensburg. ETAC’s responsibilities are to advise and make recommendations to Council pertaining to the operations and improvements of public transit within the city. Committee members develop and implement community outreach programs, provide advice and recommendations to the City’s transit provider, Council, and staff concerning the City’s transit system, and report at least annually to Council on matters as they pertain to the City’s public transit system.

ETAC meetings occur on the third Tuesday of every month. The schedule of regular meetings can be found on the City of Ellensburg website. Employees and the public are welcome to attend in person or virtually.

Nancy Lillquist - Chair	Ellensburg – Council Appointed
Jim Hurson – Vice Chair	Ellensburg Resident
Ann Miner	Ellensburg Business Owner
Carol Chrisman	Ellensburg – ESD Appointed
Michael Montgomery	Ellensburg – CWU Appointed
Alex Matheson	ASCWU Representative
Committee Member	Open
Alternate Member	Open

The Transit Manager serves on a variety of boards and committees representing Ellensburg Central Transit.

- Board Member, Washington State Transit Association (WSTA)
- Board Member, Washington State Transit Insurance Pool (WSTIP)
- Board Member, Community Transportation Association of the Northwest (CTANW)
- Staff Member/Oversight, Ellensburg Transportation Advisory Committee (ETAC)
- Board Member, Four-County Community Transportation Planning Team

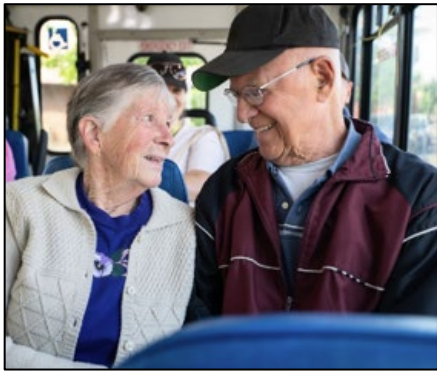


SERVICES (Required Element)

Fixed Route

ECT provides six fixed routes that operate daily between 6:55 am and 8:15 pm within the city limits of Ellensburg. The system maps show the locations of each route, the direction of bus movement, scheduled bus stops, on-demand bus stops, bus shelters, and transfer service points.

Route 12 A: 7:10 AM to 7:45 PM serves Central Washington University and the north and south ends of the City.
Route 12 B: 7:40 AM to 8:15 PM serves Central Washington University and the north and south ends of the City.
Route 13: 6:57 AM to 7:15 PM serves north to Elmview and south to Kittitas Valley Healthcare.
Route 14: 6:55 AM to 6:45 PM serves north to Bender and south to Ellensburg High School.
Route 15: 7:55 AM to 7:20 PM serves downtown and the southwest side of Ellensburg.
Route 16: 7:30 AM to 6:50 PM serves downtown and the northwest side of Ellensburg.



ADA Paratransit

In compliance with the Americans with Disabilities Act, ECT provides accessible door-to-door service within a three-quarter-mile corridor of the fixed route system for passengers who are unable to access the ECT fixed route system due to a disability.

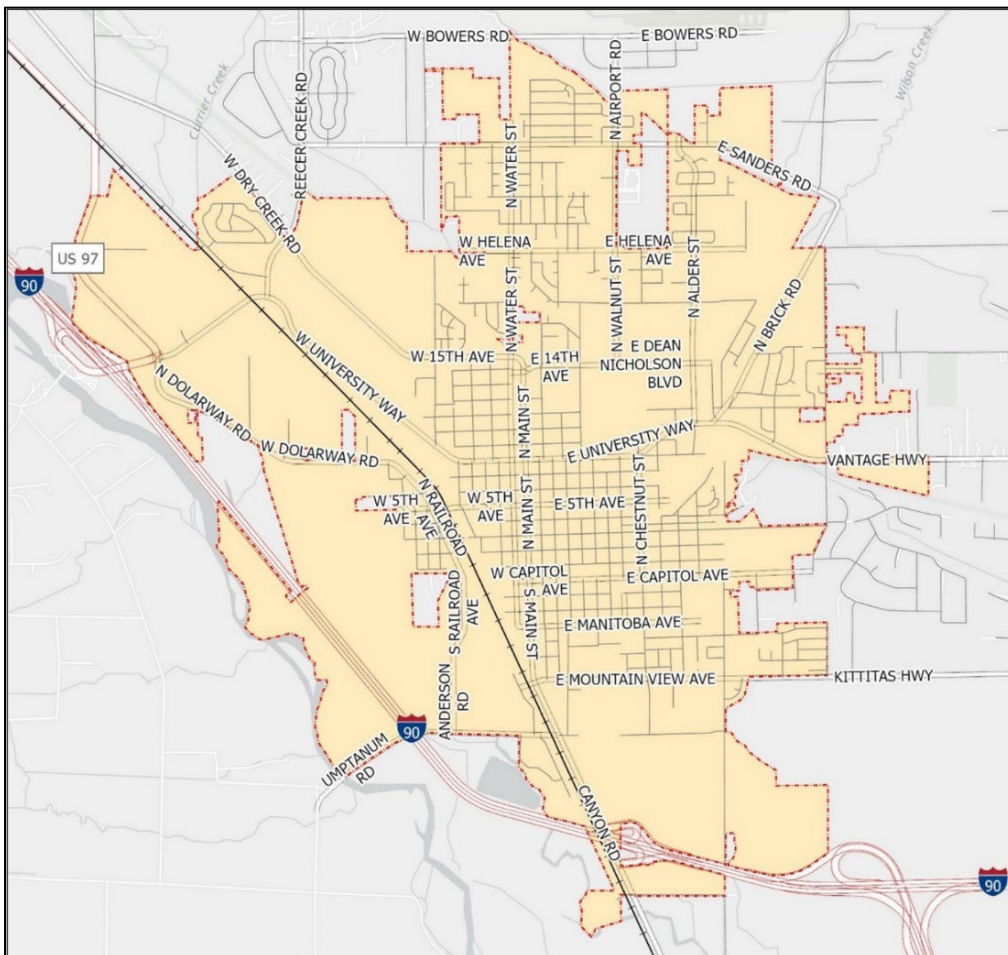


NEMT Cabulance

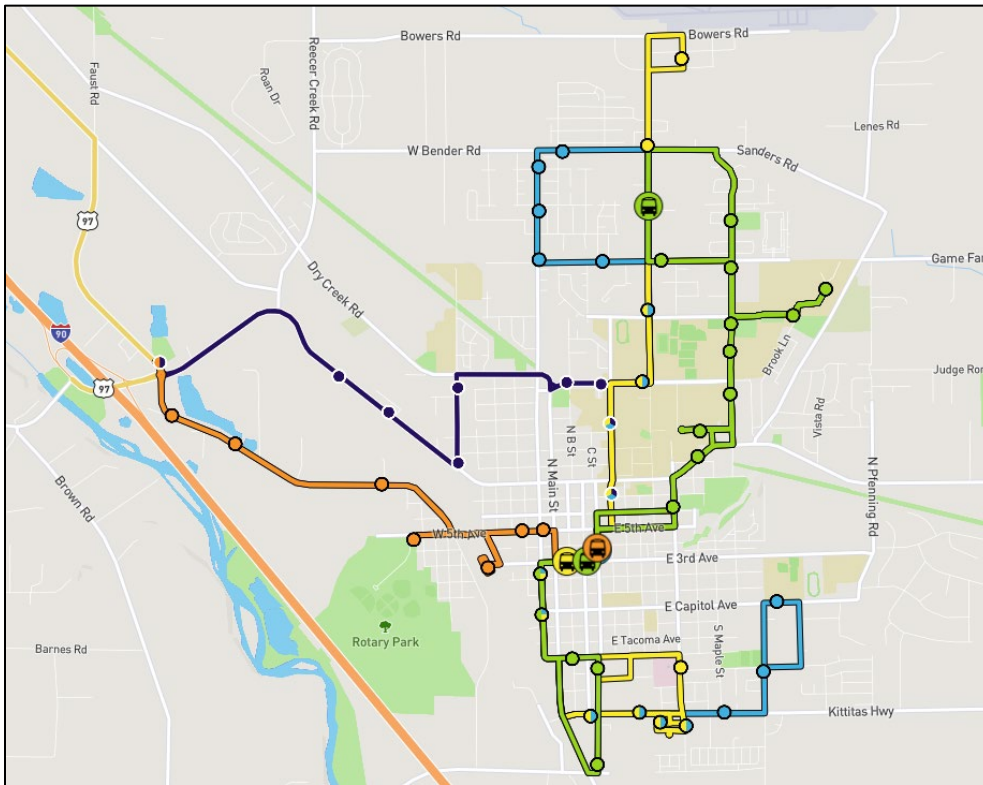
ECT's non-emergency medical transportation service, known as Cabulance, is independent from ECT's Public Transit services and operates 24/7, 365. The service provides transportation for individuals within the Ellensburg city limits to and from specific medical facilities as requested by Kittitas Valley Healthcare and other contracted facilities.



City Limits of Ellensburg Map



Live Interactive Fixed Route Map



PEDESTRIAN AND BIKE PATHS

At ECT, almost every trip starts and ends with walking. That's why we prioritize connecting our buses with safe sidewalks, bike lanes, and trails. Every bus is equipped with two bike racks. Our goal is to build a seamless multimodal system that makes getting around safer, easier, and more efficient for everyone.

Ellensburg's flat terrain makes it especially easy and practical for many community members to walk or bike.



REGIONAL CONNECTIONS

Beyond ECT 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 Ellensburg and Cle Elum with a Loop to Roslyn and Ronald twice daily. 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.



FACILITIES & EQUIPMENT

Bus Stops & Shelters

ECT currently has 81 bus stops, including 19 bus shelters. Two additional bus shelters are planned for 2026. All bus shelters include artwork from local artists.



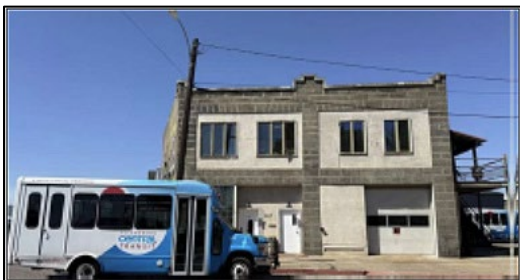
Transit Hub

ECT currently uses the 4th and Ruby Street downtown location as its transit hub.



Contractor Bus Facility

All the operational equipment is owned and maintained by HopeSource, located at 606 W 3rd Avenue in Ellensburg, Washington. The transportation department offices are located next door at 607 W 3rd Avenue.



Equipment

Our contractor, HopeSource, supplies the transportation facility with staff members and vehicles.

No.	Year	Make/Model	Vehicle Number	ADA	Seating	Fuel Type
1	2017	Ford / E450	CT-7	Yes	12+2	G
2	2017	Ford / E450	CT-6	Yes	12+2	G
3	2018	Ford / E350	CT-9	Yes	12+2	G
4	2019	Ford / E450	CT-8	Yes	12+2	G
5	2021	Ford / E450	CT-10	Yes	12+2	G
6	2021	Ford / E450	CT-11	Yes	12+2	G
7	2021	Ford / E450	CT-12	Yes	12+2	G
8	2023	Ford / E450	CT-20	Yes	12+2	G
9	2016	Dodge/Caravan	100	Yes	2+1	G
10	2023	Chrysler/Voyager	107	Yes	3+2	G
11	2023	Chrysler/Voyager	109	Yes	3+2	G
12	2025	Ford/Transit	110	Yes	8+2	G



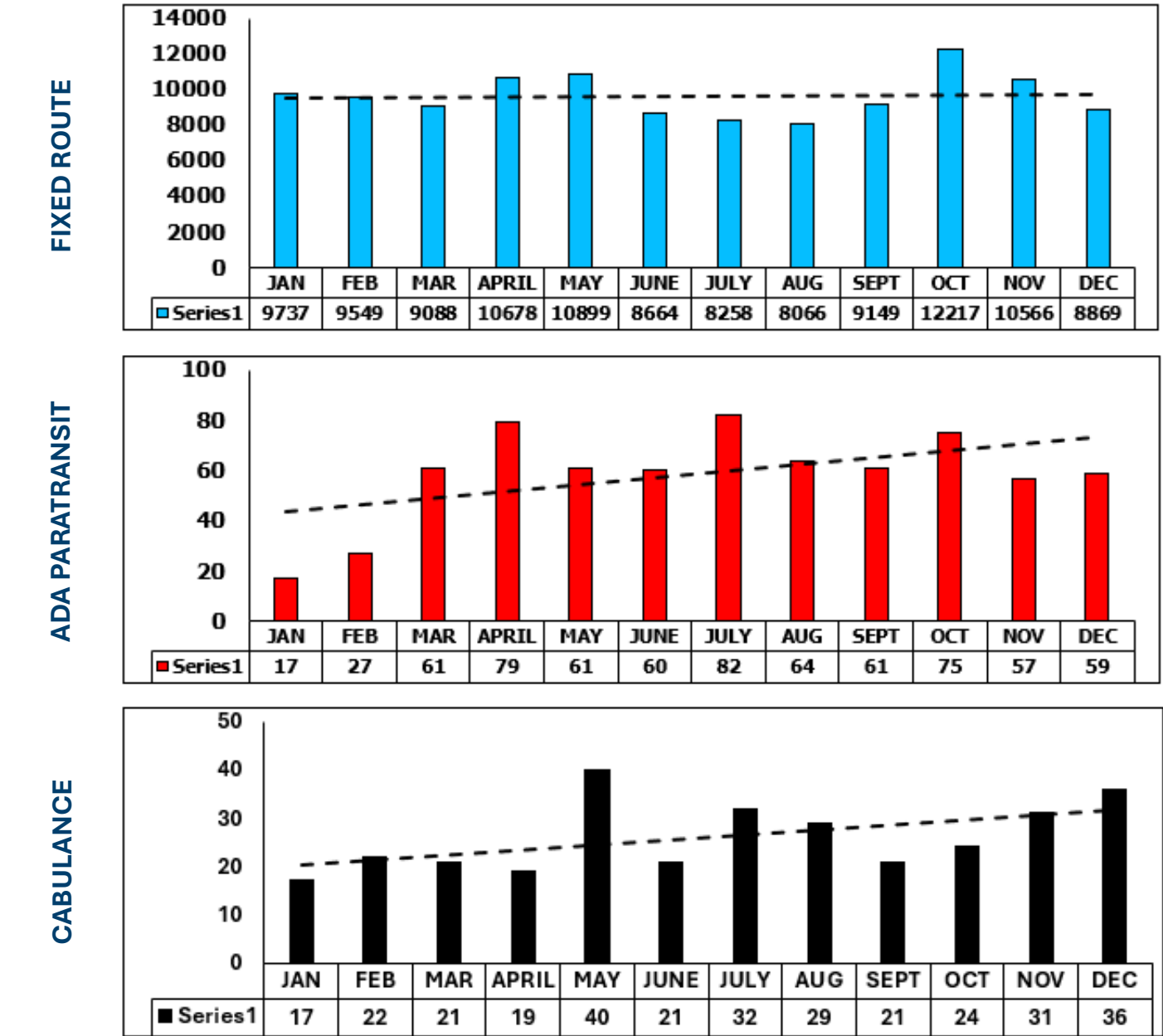
2025 PERFORMANCE AND STATISTICS

System Performance

In 2025, the fixed-route ridership was 115,740. The average weekday ridership was 356, and the average weekend day ridership was 243.

In 2025, ADA paratransit ridership reached 703 trips, reflecting a 323% increase from 2024. Despite this growth, it represented only 0.6% of the total system ridership.

The NEMT Cabulance service ridership reached 313, a 56% increase from the previous year.



The overall operating statistics for Fixed Route, ADA Paratransit, and Cabulance in 2025 are shown in the table below.

Mode	Fixed Route	ADA Paratransit	Cabulance
Boardings	115,740	703	313
Annual Revenue Miles	239,198	2,854	628
Annual Revenue Hours	21,201	395	481

CAPITAL PROJECTS

ECT remains committed to continuously improving transit service and the rider experience. To that end, it enforces strict on-time performance standards for its transit services contractor. ECT is also pursuing several key initiatives, including upgrading bus stops and bus shelters with artwork, bus pullouts, ADA-compliant landings, additional bench seating, and lighting; improving service accessibility and enhancing 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 plans for an intermodal transit station or hub. These efforts will collectively enhance the quality, accessibility, and effectiveness of public transit in Ellensburg.

Title II of the Americans with Disabilities Act:

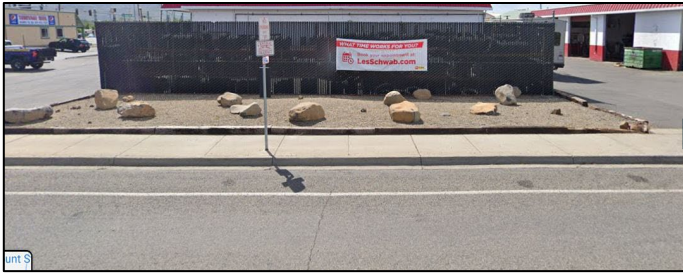
Title II of the Americans with Disabilities Act (ADA), enacted in 1990, is a civil rights law that protects individuals with disabilities from discrimination by public entities, including state and local governments, their departments, agencies, and other instrumentalities. Its primary goal is to guarantee equal opportunity and access to all public services, programs, and activities, regardless of the size of the government entity or whether it receives federal funding.

The responsibility for ensuring the implementation of this plan is vested in the Ellensburg City Council, the Ellensburg Transportation Advisory Committee, and Ellensburg Central Transit’s Transit Manager.

ADA Capital Improvements

ECT’s 2025 ADA Title II capital improvements included 13 ADA landing pads, the removal of 2 bus stops on 5th Avenue and their replacement with 1 stop along the Rotary Park roundabout with a bus shelter, an extra bench, and amenities. Two additional bus shelters with amenities were added at S 4th and Ruby St and at Ruby St and Umptanum.



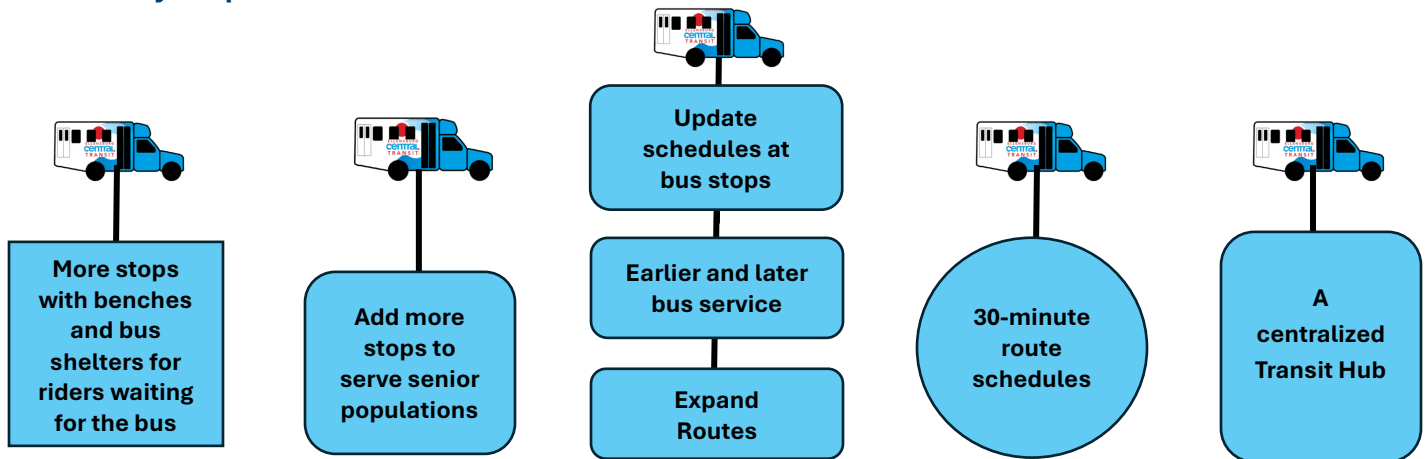


2026-2031 PLANNING SERVICE (Required Element)

Strategic Planning

A key component of this strategy is the completion and guidance of our Six-Year Transit Strategic Plan. The plan will provide directions on the future priorities of our transit system. The plan also provides a shared vision of where the system is headed and what the desired outcomes are. The main purpose of the plan is to aid in prioritizing funding needs and identifying areas of service improvement and expansion. Some goals include:

Community Requests



WSDOT TRANSPORTATION GOALS

The Washington State Transportation Plan establishes six goals to guide agencies in developing and maintaining the state's transportation system. The priorities and strategies outlined in the plan for ECT Services are fully aligned with those statewide transportation goals.

Economic vitality

Promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

Preservation

Maintain and preserve prior investments within our transportation system.

Safety

Provide for and improve the safety and security of transportation customers and the transportation system.



Mobility

Improve the predictable movement of people and goods throughout Washington State.

Environment

Enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

Stewardship

Continuously improve the quality, effectiveness, and efficiency of the transportation system.

ECT 2026-2031 GOALS

Moving Forward

Economic Vitality	We support our local economy by connecting passengers to retail stores, entertainment, social services, community events, and our historic downtown.
Preservation	ECT works with our contractor to ensure strict vehicle maintenance schedules. We maintain and upgrade transit infrastructure to ensure our bus stops and bus shelters are safe and welcoming.
Safety	Our contractor performs pre-trip and post-trip inspections as well as daily service monitoring and provides ongoing training to operators. All buses are equipped with cameras with video and audio capabilities.
Mobility	ECT works to educate our community, so everyone has access to public transportation. Increase frequency to improve access and reduce wait times. Rider Alerts publishes service alerts across multiple channels – apps, social media, SMS and websites with a single click. Riders can also subscribe to get rider alerts via email or text for the routes and bus stops they frequent. We promote rider apps and our Interactive website, where passengers can plan their trips and get live updates on when their bus will arrive at the bus stop.
Environment	We promote riding the bus, which benefits the environment. We will also work to progress with our Zero-Emissions Plan.
Stewardship	We maintain active coordination with WSDOT, the Regional Transportation Planning Organization, the Four-county Community Team, neighboring counties, and several state transportation organizations. Our Ellensburg Transportation Advisory Committee collaborated with a contractor to develop a comprehensive Six-Year Transit Strategic Plan. We continue to actively engage the community in planning and decision-making to ensure our transit services align with local needs and expectations.

FLEET

We encourage our contractor to transition to a zero-emissions fleet, including cutaways and smaller buses, as grant funding and affordable local match funds become available.

In the meantime, converting the existing buses to clean-operating propane-powered buses is a practical path forward to lowering fuel costs and improving air quality.



CAPITAL IMPROVEMENT & EXPANSION (Required Element)

Strategic Planning

Currently, our transit hub is located on the street, which has several significant drawbacks, including direct noise and air pollution, as well as requiring pedestrians to cross the street to connect to other buses.

The advantages of placing a transit hub off the street include reducing congestion at street intersections, lower traffic speeds, creating a safer environment for passengers, and improving the overall travel experience.

Currently, more than 90% of our bus stops are ADA-compliant, and we are on track to achieve 100% compliance within the next one to two years, subject to the ability to acquire rights-of-way.

Planning efforts will ensure that capital investments align with strategic priorities, while the transit budget will be the primary factor in determining which priorities to pursue.

CAPITAL PRESERVATION & REPLACEMENT (Required Element)

ECT will continue to inspect all bus stops and bus shelters to ensure passengers are safe while waiting for the bus. Our contractor supplies all the service vehicles.

FINANCIAL PLAN (Required Element)

ECT is primarily funded through local sales and use tax revenue, supplemented by state and federal pass-through grant funding. These grant resources play a critical role in sustaining our transit operations.

The figures below assume that fare-free transit will continue, sales tax revenue will stay strong, and state and federal funding will remain steady.

Annual Revenues

Annual Revenues	2025 Actual	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031 Projected
Sales Tax	2,004,129	1,600,000	1,600,000	1,660,000	1,660,000	1,660,000	1,660,000
Central Washington University	75,000	66,000	66,000	66,000	66,000	66,000	66,000
Local Grants	5,000	5,000	5,000	5,000	5,000	5,000	5,000
State /Federal Grants	1,300,000	1,270,000	1,600,000	1,600,000	1,600,000	1,700,000	1,700,000
Special Needs Formula Grants	8,436	6,999	-	5,000	-	5,000	-
Interest Income	157,129	80,000	80,000	80,000	80,000	80,000	80,000
Operating Revenue Total	3,753,541	4,439,999	4,183,000	4,320,000	4,448,280	4,587,226	4,716,850

Operating Expenses

Operating Expenses	2025 Actual	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031 Projected
Fixed Route	1,390,000	1,852,000	2,192,464	2,236,313	2,281,039	2,326,659	2,373,192
ADA Paratransit	20,239	29,200	38,000	38,760	39,535	40,326	41,132
NEMT Cabulance	74,078	49,039	50,000	51,000	52,020	54,120	58,580
Administration	1,197,000	1,081,400	1,042,000	1,213,700	1,248,324	1,273,290	1,298,755
Yakima Transit	20,000	40,000	40,000	40,000	40,000	40,000	40,000
HopeSource Dial A Ride	82,313	82,313	82,313	82,313	82,313	82,313	82,313



HopeSource KCC	44,000	44,000	44,000	44,000	44,000	44,000	44,000
Insurance	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Marketing	104,700	50,000	50,000	50,000	50,000	50,000	50,000

Capital and Operating Improvement *Estimated* Financial Plan

Projects and Estimated Expenses

ECT projects a steady increase in operating expenses for the years 2026-2031 due to the inflation of goods and services, rider-facing technologies, and community requests for expanded hours and locations. These projections underscore the ongoing financial planning required to support operations and potential growth.

Capital expenditures	2026	2027	2028	2029	2030	2031	Future Predictions
Transit Hub				\$2,200,000			
Colored magnets and numbers for the side and back of the bus	\$1,500						
Bus Shelters, benches, trash receptacles, bike racks and solar lighting	\$80,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
Additional Bench Seating	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Bus Shelter Artwork & Installation	\$22,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	
Movement of Signage	\$16,000	Review	Review	Review	Review	Review	
Transit Connection Improvement		\$215,000	\$70,000				
Improved accessibility and connections to non-motorized pathways and trails	\$211,000	Review	Review	Review	Review	Review	
Additional turnouts & lighting	\$35,000	Review	Review	Review	Review	Review	
Expanded Route Times	0.00	Review					\$99.00 per additional Service Hour
30-minute route wait times	0.00						Unknown
Expanded route/routes	0.00						\$99.00 per additional Service Hour
Marketing	\$40,000	\$40,000	\$40,000	\$50,000	\$50,000	\$50,000	
CPI Increases	\$0.00						0.2-11%
Travel Training	0						Unknown
Bus Monitors	\$5,000	0	0	0	0	0	
Transit Signal Priority					\$350,000		
Propane Conversion	Review	Review					Unknown





Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Ordinance 4992 (Second Reading) - Urban Forestry Code, Repeal and Replace Chapter 4.36 Street Trees (Public Comment Opportunity)

Submitted by: Erin McGowan, Water/Storm Program Coordinator

Department: Public Works

Suggested Motion/Action:

Move to conduct the second reading and adoption of Ordinance No. 4992, repealing and replacing Chapter 4.36 Street Trees of the Ellensburg City Code.

Background/Summary:

In February 2024, the City received notification that it had been awarded the 2024 Community Forestry Assistance Grant. The project includes five key elements: a tree inventory of City facilities and parks; an update to the City's tree ordinance; updates to the Street Tree chapter of the Public Works Development Standards; development of an Urban Forest Management Plan; and creation of new outreach and education materials.

Public outreach and engagement are a central component of the project and are intended to inform and support the development and refinement of these elements. The City contracted with Dudek to complete the project components and to facilitate public outreach and engagement efforts.

Previous Council Action:

- On October 21, 2024, City Council authorized the City Manager to sign the 2024 Community Forestry Assistance Grant agreement.
- On January 6, 2025, City Council authorized a Professional Services Agreement with Dudek for tree inventory, Urban Forest Management Plan development, and municipal tree ordinance services.
- On July 6, 2026, the City Council received a presentation from staff during a Council Study Session. The presentation provided an update on the Urban Forest Management project, with a focus on the proposed Urban Forestry Code.
- On July 20, 2026, City Council moved to conduct the first reading of Ordinance No. 4992, repealing and replacing Chapter 4.36 Street Trees of the Ellensburg City Code.

Analysis:

The proposed ordinance represents a full repeal and replacement of Chapter 4.36 of the Ellensburg City Code, originally adopted in 1978 and amended periodically. While the existing code established a foundation for the management of street trees, it is limited in

scope, lacks clarity in several key areas, and does not fully align with current urban forestry and International Society of Arboriculture (ISA) best practices.

The updated ordinance establishes a modern regulatory framework for the management of the City's urban forest and is intentionally paired with updates to the Public Works Development Standards. Under this approach, the ordinance provides the policy and regulatory structure, while the Development Standards contain the detailed procedures and technical requirements for implementation. This structure improves usability, keeps the code clear and concise, and allows the City to adapt procedures over time without requiring frequent code amendments.

The proposed ordinance includes numerous updates. It expands the scope of the code from "Street Trees" to "Urban Forestry" to reflect its applicability to public trees and street trees, including those in parks and on City-owned properties. It introduces a clear purpose and value statement that recognizes the environmental, economic, and public health benefits of trees. Definitions have been updated and clarified to improve consistency and understanding for both staff and the public.

Additional provisions improve the City's ability to manage and protect its urban forest. These include requirements for tree protection during construction, the establishment of prohibited actions to support consistent enforcement, and clarification of maintenance responsibilities between the City and adjacent property owners. The ordinance also introduces cost recovery mechanisms and an in-lieu fee option when required tree replacement is not feasible on-site. These tools provide flexibility while ensuring continued investment in the City's tree canopy through an Urban Forestry Reinvestment account.

Extensive public outreach and stakeholder engagement informed the development of the ordinance and associated standards. Community engagement efforts included participation in five community events, more than 350 direct conversations with residents, and a community survey conducted from July 12th through September 2nd that received 547 responses, significantly exceeding the initial goal of 100 responses. Survey results indicate strong community support for urban forestry, with 91% of respondents expressing support for trees or a desire for more trees, and 72% identifying trees as equally important as other infrastructure.

The survey also identified key gaps in public awareness that are addressed in the proposed ordinance. Specifically, 92% of respondents were unaware that a permit is required to plant, prune, or remove a street tree, and 56% were unaware that maintenance responsibility for street trees typically lies with the adjacent property owner. These findings highlight the need for clearer code language, improved processes, and continued public education, all of which are incorporated into the ordinance and will be supported through ongoing outreach efforts.

In addition, an Urban Forestry Working Group composed of community members, stakeholders, and technical experts met multiple times to provide input on the ordinance, street tree standards, and broader Urban Forest Management Plan. This collaborative process helped ensure that the proposed updates reflect community values, technical expertise, and long-term planning goals.

The proposed code was refined through an extensive review process. It was reviewed by City staff, the Urban Forestry Working Group, the City Attorney, and outside legal counsel to ensure clarity, consistency, and legal compliance. This multi-layered review confirmed that the code aligns with the City's goals, reflects community input, and is consistent with applicable regulations and best practices.

On June 10, 2026, the Environmental Commission reviewed the proposed Urban Forestry Code. Dudek presented an overview of the proposed changes and community engagement efforts. Following discussion and review, the Environmental Commission provided a favorable recommendation to City Council for adoption of the proposed ordinance.

Overall, the proposed repeal and replacement of Chapter 4.36 creates a clear, consistent, and adaptable framework for urban forest management in Ellensburg. It aligns City regulations with current best practices, improves transparency and usability, and provides the tools necessary to effectively manage, protect, and expand the City's urban tree canopy.

Financial Impact:

The proposed ordinance establishes an Urban Forestry Reinvestment revenue account within Department Fund 120 (Street).

Budget Adjustment: No

Attachments:

1. Ordinance 4992 - Proposed Urban Forestry Code

ORDINANCE NO. 4992

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO URBAN FORESTRY, REPEALING AND REPLACING CHAPTER 4.36 OF THE ELLENSBURG CITY CODE WITH A NEW CHAPTER ENTITLED “4.36 URBAN FORESTRY.”

WHEREAS, the Department of Natural Resources Urban & Community Forestry Program notified the City on February 28, 2024, of a successful grant application for the 2024 Community Forestry Assistance Grant to support development of an Urban Forest Management Plan and Ordinance Update; and

WHEREAS, on October 21, 2024, City Council authorized the City Manager to sign the 2024 Community Forestry Assistance Grant agreement; and

WHEREAS, on January 6, 2025, City Council authorized a Professional Services Agreement with Dudek for tree inventory, Urban Forest Management Plan development, and municipal tree ordinance services; and

WHEREAS, Dudek in collaboration with City staff conducted public outreach to obtain public input, including distribution of an Urban Forestry survey and facilitation of an Urban Forestry Working Group established by the City and composed of community members and local stakeholders; and

WHEREAS, public outreach results indicated a need for clearer standards and direction, including uncertainty regarding street tree maintenance responsibility and permit requirements, and identified strong community support for trees as critical infrastructure, with 72% of survey respondents indicating trees are equally as important as other infrastructure; and

WHEREAS, based on public input and staff evaluation, the City is updating its tree ordinance to clarify maintenance responsibilities, establish tree protection measures during construction, and is updating the associated Street Tree Section of the Public Works Development Standards to more clearly define permit processes; and

WHEREAS, a proposed Ellensburg City Code Chapter 4.36 entitled “Urban Forestry” was presented to the Environmental Commission on June 10, 2026, which recommended City Council adopt this ordinance;

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

Section 1. Chapter 4.36 of the Ellensburg City Code entitled “Street Trees”, as last amended by ordinance 4955, is hereby repealed in its entirety.

Section 2. A new Ellensburg City Code Chapter 4.36 entitled “Urban Forestry” is hereby added to the Ellensburg City Code to read as follows:

CHAPTER 4.36 URBAN FORESTRY

4.36.010 Findings and Statement of Value and Purpose

4.36.020 Definitions

4.36.040 Prohibited Actions

4.36.050 Permits and Approvals

4.36.060 Tree Maintenance

4.36.070 Tree Protection

4.36.080 Tree Replacement and in-Lieu Fees

4.36.090 Recovery of Costs

4.36.110 Tree Permit Appeals

4.36.120 Enforcement and Penalties

4.36.010 Findings and Statement of Value and Purpose

The City of Ellensburg finds that trees provide a broad range of environmental, social, and economic benefits. These include energy conservation through the provision of shade and wind buffering; air quality improvement from the production of oxygen, sequestration of carbon dioxide and filtration of airborne pollutants; mitigation of stormwater impacts through runoff reduction and soil stabilization; support for human health and well-being through the reduction of urban heat, improvement of mental health, and promotion of active, livable communities; preservation and enhancement of neighborhood aesthetics and property values; and the provision of valuable wildlife habitat.

The purpose of this chapter is to create a clear system and framework for the management, maintenance, and ownership of trees; to promote the health of the tree canopy located on City property and within the public right-of-way; to reduce the adverse impacts of the built environment by providing relief from noise, heat, glare, dust, and debris; to encourage the planting of climate resilient tree species that promote species diversity; and to provide minimum standards for the protection, care, safety, health, conservation, and enhancement of trees.

4.36.020 Definitions

ANSI A300 Standards: The American National Standards Institute's A300 standards for tree care operations and accepted practices for pruning, planting, soil management, and other aspects of arboriculture.

Certified Arborist: An International Society of Arboriculture (ISA) Certified Arborist, or American Society of Consulting Arborists (ASCA) Registered Consulting Arborist (RCA).

Critical Root Zone (CRZ): The area around a tree that contains roots that are critical for health and stability. This area may extend beyond the dripline. Calculated as 1 foot per inch of trunk diameter measured at 4.5 feet above grade, unless otherwise approved by the City Arborist.

Diameter at Breast Height (DBH): Synonymous with Diameter at Standard Height (DSH). The diameter of a tree measured at 4.5 feet above grade. For trees that fork at or below 4.5 feet, the diameter should be measured at the narrowest part of the trunk below the fork.

Director: The City's Public Works Director, or their designee.

Dripline: An imaginary line that extends vertically downward from the outer edges of a tree's canopy.

Immediate Hazard: A tree or portion thereof that poses an imminent risk of failure likely to result in injury, property damage, or obstruction of the public right-of-way.

Private Tree: A tree located on private property.

Pruning: Selective removal of branches from a tree in accordance with ANSI A300 Standards, including thinning, crown reduction, crown cleaning, and crown raising. Tree pruning does not include topping or lion tailing. Pollarding is considered pruning only when performed in accordance with ANSI A300 Tree Care Standards.

Public Works Development Standards: The City of Ellensburg Public Works Development Standards, as adopted and amended.

Recommended Street Tree List: A City-approved list of tree species and cultivars identified as appropriate for planting within the public right-of-way.

Public Tree: Any tree growing in a public park, any tree growing on City property, or those trees in the Street Tree Inventory that are designated for City maintenance.

Street Tree: Any tree whose trunk is wholly or partially located within the public right-of-way.

Street Tree Inventory: A database or list of trees growing in the public right-of-way, that includes attributes such as species, size, tree condition, location, and maintenance responsibility, as maintained by the Public Works Department.

Tree: A woody perennial plant with a single or multiple trunks.

Tree Protection Zone (TPZ): A defined area intended to protect a tree's trunk, canopy, roots, and surrounding soil, as defined in the approved Tree Protection Plan.

Tree Removal: The act of taking down or relocating a tree, including cutting, felling, uprooting, or transplanting, which may include stump grinding or chipping.

4.36.040 Prohibited Actions

A . Destruction or Damage of Trees: No person shall damage, mutilate, destroy, remove, or otherwise harm any public tree or street tree without acquiring a permit. This includes, but is not limited to the following actions:

- 1 . Removal of the bark around the circumference of the tree (girdling).
- 2 . Relocation or transportation of a tree.
- 3 . Attaching ropes, signs, or wires to a tree.
- 4 . Introducing harmful chemicals or poisons within the dripline or critical root zone (whichever is larger) of any tree.
- 5 . Introducing pests or pathogens that cause harm to trees.
- 6 . Topping (also known as heading cuts).
- 7 . Digging, excavating, or trenching within the area beneath the tree's canopy.
- 8 . Removing greater than 20% of a tree's live canopy within any 24-month period without a permit.
- 9 . Any other action that foreseeably results in the death of a tree or permanent damage to its health or structure.

If the Director, the City Arborist, or a consulting Arborist retained by the City determines that a tree has been damaged in any of the ways described above, such damage shall constitute a violation of this chapter.

B . Interference with City: It is unlawful for any person to prevent, delay or interfere with the City or any of its agents while planting, cultivating, mulching, pruning, spraying, or removing any tree, as authorized in this chapter.

C . Tree Planting, Pruning, and Removal: It is unlawful to plant, prune, or remove a street tree without a permit or to plant, prune, or remove a tree on City property without written approval. All planting, pruning, and removal shall comply with Section 14 of the Public

Works Development Standards, this chapter, and any conditions established by the City Arborist.

4.36.050 Permits and Approvals

- A . Authorization Required for Public Trees: Any person seeking to plant, prune, or remove a public tree shall first obtain written approval from the Department Director responsible for the oversight of the City property or facility. Approval or denial of such a request shall be at the discretion of the City Arborist, the Department Director, and/or the City Manager.
- B . Street Tree Permits: A permit is required to:
- 1 . Plant a new street tree.
 - 2 . Prune more than 10% of a street tree's live canopy.
 - 3 . Remove a street tree.

Permit applications shall be submitted to the Public Works Department and shall comply with the processes and requirements set forth in Section 11 and Section 14 of the Public Works Development Standards.

4.36.060 Tree Maintenance

- A . Property Owners Responsibility: Maintenance of street trees and other vegetation in the public right-of-way shall be the responsibility of the adjacent property owner at their own expense, except for trees identified in the City's Street Tree Inventory as being designated for City maintenance. Maintenance shall be conducted in accordance with Sections 11 and 14 of the Public Works Development Standards. Maintenance responsibilities include:
- 1 . Keeping the public right-of-way clear from the debris generated from trees. Debris, including but not limited to branches, leaves, flowers, and fruit, must not be intentionally placed, swept, or blown into the street or left within the public right-of-way, including gutters, sidewalks, or planting strips.
 - 2 . Maintaining required clearance for trees within or overhanging the public right-of-way. A minimum of nine feet of vertical clearance must be maintained above sidewalks and twelve feet above streets. Tree limbs and foliage must not obstruct street lighting, traffic control devices, street signs, or visibility at intersections, and must maintain a minimum of ten feet of clearance from overhead utility lines.
 - 3 . Abating hazardous trees and branches within or overhanging the public right-of-way. Trees with dead, broken, or weakened branches that may fall into the public right-of-way shall be pruned to mitigate hazards. Trees that are dead, diseased, or otherwise pose a

hazard, and where the hazard cannot be mitigated through pruning, shall be removed at the property owner's expense.

- B . Failure to Maintain Trees: When a tree or portion thereof is determined by the City to present an immediate hazard to public health, safety, property, infrastructure, or to obstruct the public right-of-way, the City may abate the hazard immediately without prior notice.
- C . City Liability: The City's right to trim, prune or remove private trees under this chapter shall not be interpreted as an obligation upon the City, and the City's failure to act shall not constitute a basis for any claim of liability against the City.

4.36.070 Tree Protection

All public trees and street trees shall be protected during adjacent construction, excavation, boring, or similar ground-disturbing activities.

- A . Tree Protection Plan: A Tree Protection Plan may be required when construction, excavation, boring, or similar work is proposed within the critical root zone of a public tree or street tree, as determined by the Public Works Department.
- B . Authority and Standards: The Tree Protection Plan shall be prepared by a Certified Arborist and shall comply with Tree Protection Plan standards and procedures in Section 14 of the Public Works Development Standards.
- C . Review: Tree Protection Plans shall be submitted to the Public Works Department for review and approval. The Public Works Department may consult with or require review by the City Arborist.
- D . Compliance Required: All approved Tree Protection Plans shall be implemented and maintained for the duration of the permitted activity.

4.36.080 Tree Replacement and In-Lieu Fees

Any street tree or public tree that is approved for removal, removed without a permit, or irreparably damaged must be replaced by the party responsible for the removal or damage, as determined by the City.

- A . Tree Replacement: When tree removal is approved or occurs in violation of this chapter, the City may require replacement of the tree in accordance with Section 14 of the Public Works Development Standards.
- B . In-Lieu Fees: When on-site replacement is not feasible or appropriate due to site constraints, existing tree canopy, or other factors, as determined by the Public Works Department, payment of an in-lieu fee may be required in-lieu of tree replacement. In-lieu fee

requirements, calculations, and administration shall be governed by Section 11 of the Public Works Development Standards.

- C. Use of Funds: In-lieu fees collected under this section shall be deposited into the Urban Forestry Reinvestment account and used for the planting, establishment, maintenance, and management of public trees and street trees.

4.36.090 Recovery of Costs

- A. Authority to Recover Costs: Whenever the City performs pruning, tree removal, stump removal, clearance, hazard mitigation, or other corrective action to address a violation of this chapter or an emergency condition, the City may recover costs incurred from the responsible property owner. Recoverable costs include, but are not limited to, labor, equipment, materials, contractor costs, administrative costs, and overhead.
- B. Emergency Tree Removal and Immediate Hazard Mitigation:
1. When emergency tree removal or immediate hazard mitigation is required, the cost of the work shall be shared equally between the City and the adjacent property owner.
 2. If the emergency condition (including, but not limited to, clearance and/or hazardous tree pruning or removal) is associated with an active street tree permit or a code enforcement action related to the tree, the property owner shall be responsible for one hundred percent of the costs incurred.
 3. Following completion of the work, the City shall provide written notice to the property owner describing the hazard, the work performed, the total cost, and the portion of the cost charged to the property owner.
- C. Damage to City-Owned Property: If a private tree causes damage to City-owned property, infrastructure, or facilities, the property owner shall be responsible for all costs associated with repair, restoration, or replacement, including tree restoration or replacement costs.
- D. Stump Removal: When a street tree is removed, the party responsible shall remove the stump below ground surface within sixty days so that no portion of the stump projects above the surface of the ground. If the City performs stump removal due to noncompliance, the costs incurred shall be recovered pursuant to this section.

4.36.110 Tree Permit Appeals

- A. Right to Appeal: Any person aggrieved by the approval, denial, revocation, or conditioning of a permit issued under this chapter may appeal the decision to the Hearing Examiner within ten business days of the date of decision. The date of decision shall be the date the City provides written notice of the decision to the applicant or affected party. Written notice may

be provided by mail, email, hand delivery, or other documented method of communication. If the decision is mailed, the date of the decision shall be three days after mailing.

B. Filing of Appeal: The notice of appeal shall be delivered to the City Clerk within ten business days of the date of decision. The notice of appeal must be received by the City Clerk no later than the deadline and shall include:

1. The name and contact information of the appellant.
2. Identification of the permit, decision, or notice being appealed.
3. A statement of the grounds for the appeal.
4. The relief requested.

The City Clerk shall take reasonable steps to notify the appellant of the date, time, and place of the hearing.

C. Hearing Examiner Review: Appeals shall be heard by the Hearings Examiner pursuant to Chapter 1.70A ECC.

1. The decision or determination shall be upheld if supported by a preponderance of the evidence.
2. The Hearing Examiner may consider relevant and reliable information, including information that may not be admissible under the formal rules of evidence.
3. The Hearing Examiner shall review the appeal and may affirm, reverse, or modify the decision, or remand the matter for further consideration.

The Hearing's Examiner's decision is the final decision of the City and may be appealed to the Kittitas County superior court within 21 days of the decision being issued.

D. Effect of Appeal: Filing an appeal shall not stay emergency actions necessary to protect public health, safety, or property, unless expressly ordered by the Hearing Examiner.

4.36.120 Enforcement and Penalties

A. Enforcement: Violation(s) of this chapter may be enforced pursuant to the provisions of chapter 1.80 ECC and/or chapter 5.40 ECC.

B. Restitution and Mitigation: In addition to any criminal or civil penalty, a violator may be required to pay restitution as authorized by RCW 7.80.120(4), replace the tree, and/or pay an in-lieu fee as provided in Section 4.36.080, Tree Replacement and In-Lieu Fees, and Section 11 and Section 14 of the Public Works Development Standards.

- C . Stop Work Orders: The City may issue a stop work order for any activity that violates this chapter or an approved Tree Protection Plan. All work subject to the order shall cease until the violation has been corrected and the City determines that work may resume.
- D . Cumulative Remedies: The remedies and penalties provided in this chapter are cumulative and in addition to all other remedies provided or authorized by law, and may be imposed individually or in combination, at the discretion of the City.

Section 3. 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 4. 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 5. 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 3rd day of August, 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. 4992 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4992 was published as required by law.

BETH LEADER



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Transit Strategic Plan (Public Comment Opportunity)
Submitted by: Betsy Dunbar, Transit Manager
Department: Public Works

Suggested Motion/Action:

Move to accept the Ellensburg Central Transit 2026-2030 Transit Strategic Plan as attached or in substantially similar form.

Background/Summary:

Ellensburg Central Transit (ECT) has completed a transit strategic plan for 2026 through 2030. City staff retained Robin Read Consulting on July 28th, 2025, to assist in the formation of the plan. The project team consisted of members of the Ellensburg Transportation Advisory Committee (ETAC), a representative from HopeSource, and city staff led by the consultant who analyzed transportation data and collected community input and feedback to identify community priorities. Four official meetings were held, which included a retreat at Hal Holmes in November to review and discuss a draft vision, mission, and values statements along with strategic priorities. A second retreat was held in February 2026 to help finalize the plan.

City staff is requesting that City Council accept the attached ECT Transit Strategic Plan as complete.

Previous Council Action:

July 7, 2025 – The Council adopted Resolution 2025-14 calling for a special election on November 4, 2025, regarding a two-tenths of one percent (0.2%) sales and use tax for public transportation (transit) funding and adopted Resolution 2025-15 to repeal the existing two-tenths of one percent (0.2%) transportation sales and use tax contingent upon voter approval of the public transit funding proposition at the November 4, 2025, special election.

June 15, 2026 - Council authorized the award of the three (3) Professional Services Agreements between the City of Ellensburg and HopeSource for Fixed Route, ADA Paratransit, and Cabulance Services.

Analysis:

The ECT 2026-2030 Transit Strategic Plan provides direction to the ETAC on the future priorities of the Ellensburg Central Transit system. The plan provides a shared vision of where the system is headed and the desired outcomes. The purpose of the plan is to help prioritize funding needs and identify areas of service improvement and expansion.

In the development of the Transit Strategic Plan, the City obtained feedback from local

stakeholders through transit rider surveys and a community feedback survey. Vision, mission, and value statements were developed by ETAC members during the strategic planning process.

To help guide the development of key strategic priorities, the ETAC analyzed ridership data, survey data, stakeholder interviews, and a Strengths, Weaknesses, Opportunities, Limitations, and Threats analysis.

ETAC also reviewed and provided a favorable recommendation at its July 14, 2026, meeting that the council accept the ECT 2026-2030 Transit Strategic Plan.

Financial Impact:

No fiscal impact.

Budget Adjustment: No

Attachments:

None



TRANSIT STRATEGIC PLAN

2026-2030



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ACKNOWLEDGEMENTS

This five-year strategic plan for Ellensburg Central Transit was developed by members of the City of Ellensburg Transportation Advisory Committee (ETAC) in partnership with City of Ellensburg staff members, a contractor representative, and Robin Read, Community Consultant.

ETAC Members 2025-2026

David Miller, Ellensburg City Council
Nancy Lillquist, Ellensburg City Council
Michael Montgomery, Central Washington University
Alex Matheson, Associated Students of Central Washington University
Carol Chrisman, Ellensburg School District
Jim Hurson, Community Member
Anne Miner, Community Member
Deja Blanchard, Community Member

City of Ellensburg Staff Members

Heidi Behrends-Cerniwey, City Manager
Betsy Dunbar, Transit Manager
Ryan Lyyski, Public Works Director
Josh Mattson, Assistant City Engineer
Derek Mayo, City Engineer

Contractor Representative

Keiko Walsh, HopeSource

Per [City code](#), the Ellensburg Transportation Advisory Committee shall advise and make recommendations to Council pertaining to infrastructure planning, maintenance and operation, and improvements of public transit and the complete street transportation system within the City, develop and implement a community outreach program, provide advice and recommendations to City's transit provider, Council and staff concerning the City's transportation system, and report at least annually to Council on matters as they pertain to the City's public transit and transportation system.

APPROVAL

The ETAC approved the final plan and recommended its adoption to the Ellensburg City Council on July 14, 2026.

ADOPTION

Staff is presenting the plan to the Ellensburg City Council for adoption on August 3, 2026.

Executive Summary

This strategic plan provides directions to the Ellensburg Transportation Advisory Committee (ETAC) on the future priorities of the Ellensburg Central Transit system. The plan provides a shared vision of where the system is headed and what the desired outcomes are. The purpose of the plan is to help prioritize funding needs and identify areas of service improvement and expansion.

During the strategic planning process, the following vision, mission, and value statements were developed by the ETAC Members.

Vision

We strive to create a seamless, reliable, accessible, safe, and sustainable transit system that enables all community members to meet their needs and participate in Ellensburg life.

Mission

We advocate for a safe, efficient, and reliable public transit system that reflects community needs and creates access for all.

Core Values

- Stewardship: We promote responsible, efficient use of public resources to ensure long-term sustainability.
- Accessibility: We support removing obstacles to using public transportation and place a high priority on ADA compliance.
- Collaboration: We value public feedback and build strong partnerships to improve mobility, expand options, and foster innovation.
- Adaptive: We ensure a system that listens and adapts to the community's evolving needs.
- Safety: We establish and enhance safe transit operations and transportation infrastructure.

Strategic Priorities

Through analyzing transit system data, community feedback data, and conducting Strengths, Weaknesses, Opportunities, Limitations, and Threats analysis, ETAC identified 5 high-level strategic priorities and goals:

- **FUNDING AND FINANCIAL SUSTAINABILITY**
 - Goal: Secure and diversify funding sources to support system growth and resilience by leveraging local funding, grants, and partnerships to ensure financial sustainability.
- **SERVICE EXPANSION AND EFFICIENCY**
 - Goal: Expand service hours, frequency, and geographic coverage to meet evolving community needs while ensuring equitable access.
- **FLEET MODERNIZATION AND IMPROVEMENTS**
 - Goal: Build a sustainable fleet that aligns vehicle size and features to service demands; improves rider experience; and promotes long-term climate, health, and environmental goals.
- **IMPROVE SYSTEM INFRASTRUCTURE AND ACCESS**
 - Goal: Develop a safer, connected, efficient, comfortable, and accessible transit system by investing in a transit hub and facility upgrades and expanding regional coordination.
- **COMMUNICATION, PUBLIC AWARENESS AND ENGAGEMENT**
 - Goal: Build trust, awareness, a positive public image, and increased ridership through clear, consistent signage, targeted outreach, and marketing.

About Ellensburg Central Transit

Starting in 2011, the City of Ellensburg, the Associated Students of Central Washington University (ASCWU), HopeSource, and the Washington State Department of Transportation (WSDOT) collaborated to plan, fund, and operate public transit service within Ellensburg.

In 2015, the City of Ellensburg established the Ellensburg Transportation Benefit District (TBD) to finance Ellensburg public transportation improvements. The legislature subsequently amended the existing laws, enabling the City to end the separate entity status of the TBD and assume its rights, powers, functions, and obligations.

At its January meeting, the city council authorized an election for April 26, 2016, for a sales and use tax. The tax was to be levied in an amount of up to two-tenths of one percent for a period of not more than ten years to pay for or finance public transportation improvements. Ellensburg voters approved the levy with a 63% majority. With the TBD being absorbed by the City of Ellensburg and an assured form of funding, the City assumed operation of Ellensburg Central Transit on July 1, 2017.

The commitments made to the citizens of Ellensburg during the sales tax levy campaign motivated several positive changes for Ellensburg Central Transit. At the time of the City's assumption, the fixed-route bus service expanded from two to six routes with additional stops and service hours, and an ADA paratransit service for passengers unable to access the fixed-route service due to a disability was added. Months later, a cabulance service was added.

In 2025, residents voted to make the sales and use tax permanent, showing a clear commitment to supporting Ellensburg Central Transit into the future. The City contracts all transportation operations to HopeSource, a local private non-profit organization.

1. Fixed Route Service: Ellensburg Central Transit's fixed-route service is a fare-free public transit service that operates daily, except for most national holidays. The buses operate 6 fixed routes within the city on an hourly basis and connect passengers with many shared-use biking and pedestrian trails. All buses are ADA accessible and equipped with bike racks.
2. Paratransit Services: In compliance with the Americans with Disabilities Act, Ellensburg Central Transit provides accessible door-to-door transportation services for individuals who, because of a disability, are unable to travel on Ellensburg Central Transit's fixed-route service.
3. Cabulance: Ellensburg Central Transit's Cabulance service operates independently 24-7 to provide accessible non-emergency medical transportation for individuals

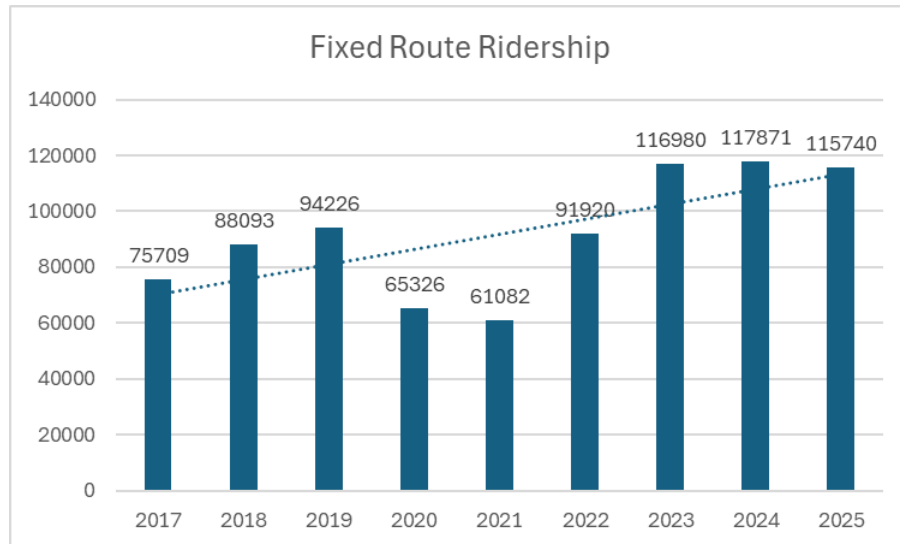
within the City limits of Ellensburg to and from contracted medical facilities as initiated by Kittitas Valley Healthcare and other contracted facilities.

Data-Informed Planning

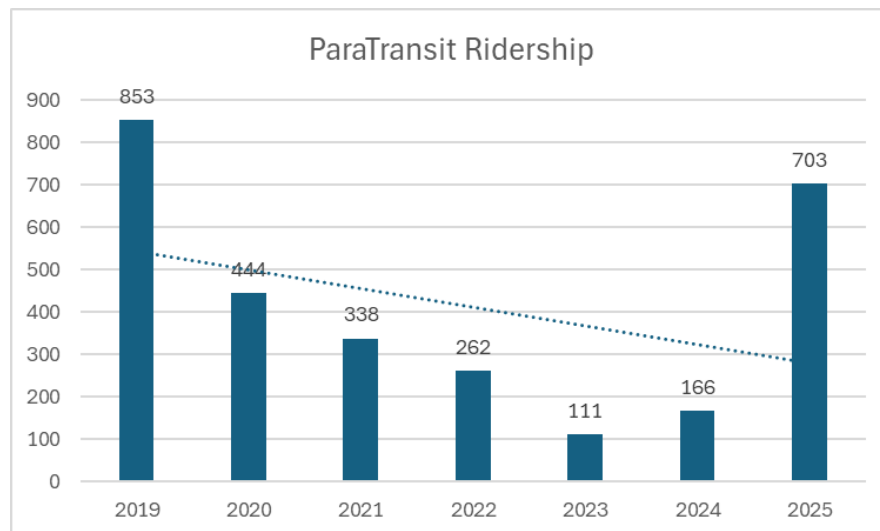
To help guide the development of key strategic priorities, the ETAC analyzed ridership data, rider surveys, a community feedback survey, stakeholder interviews, and Strengths, Weaknesses, Opportunities, Limitations, and Threats analysis (SWOLT). A summary of these findings is provided below.

Ridership Data

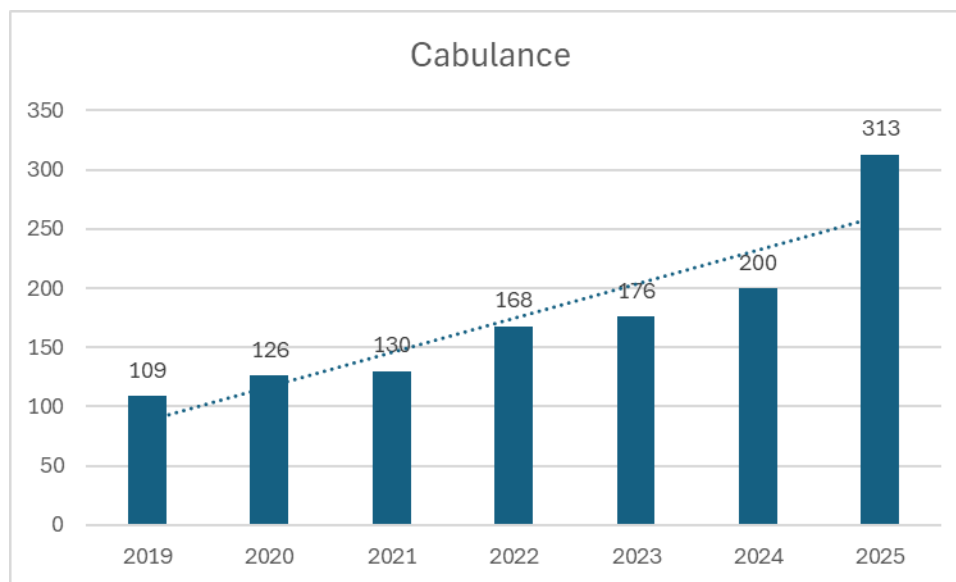
Ridership has steadily increased over time and swiftly recovered from COVID-19 pandemic-related declines.



Paratransit ridership declined significantly in 2020 due to Covid19. The recent growth shows a rebound in ridership.



Cabulance usage has increased over time, driven by growing awareness of the service.



Rider Surveys

Rider surveys were conducted with 13 fixed route participants on Rural Transit Day in July 2025. The key findings included:

- Passengers use the service with frequencies ranging from daily to weekly.
- People use the bus for shopping, medical appointments, work, accessing social services, getting to classes, and participating in the community.
- Passengers appreciate the free and convenient service, along with the friendly and helpful drivers.
- While many passengers reported positive experiences, some identified opportunities for improvement, including lift reliability issues, excessive information at bus stops, inadequate lighting at stops, and the need for more frequent bus stops. It is easy for people to get to bus stops.
- Several options were shared to encourage ridership, including avoiding winter driving, free rides, promoting community events, and saving money on gas.

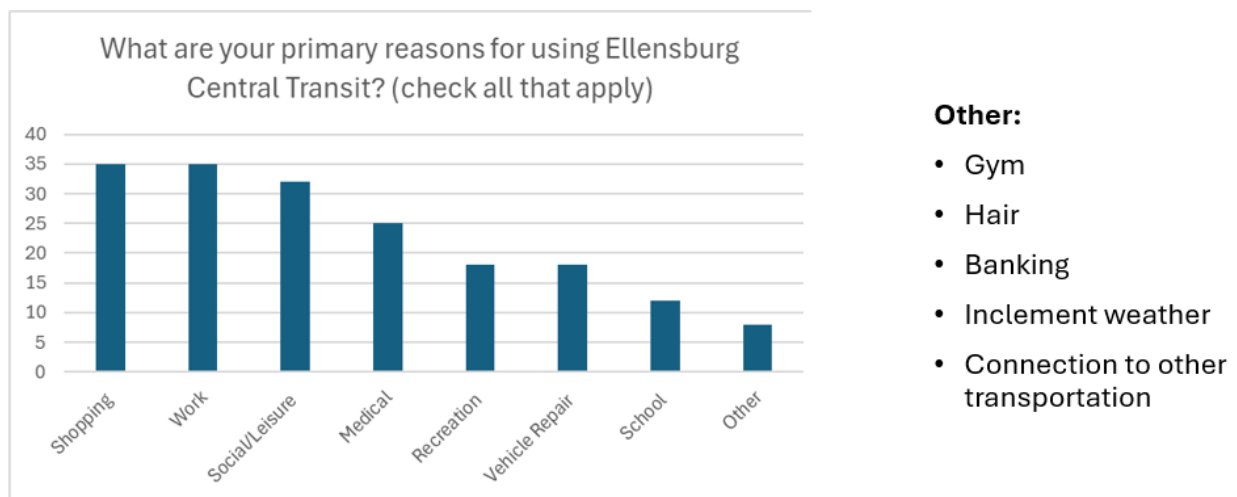
Community Feedback Survey

The community survey consisted of 3 screening questions, 9 content questions (2 open-ended), and 5 demographic questions. Participants who completed the survey were entered into a drawing to win a \$15 gift card. There were 106 responses over one month of

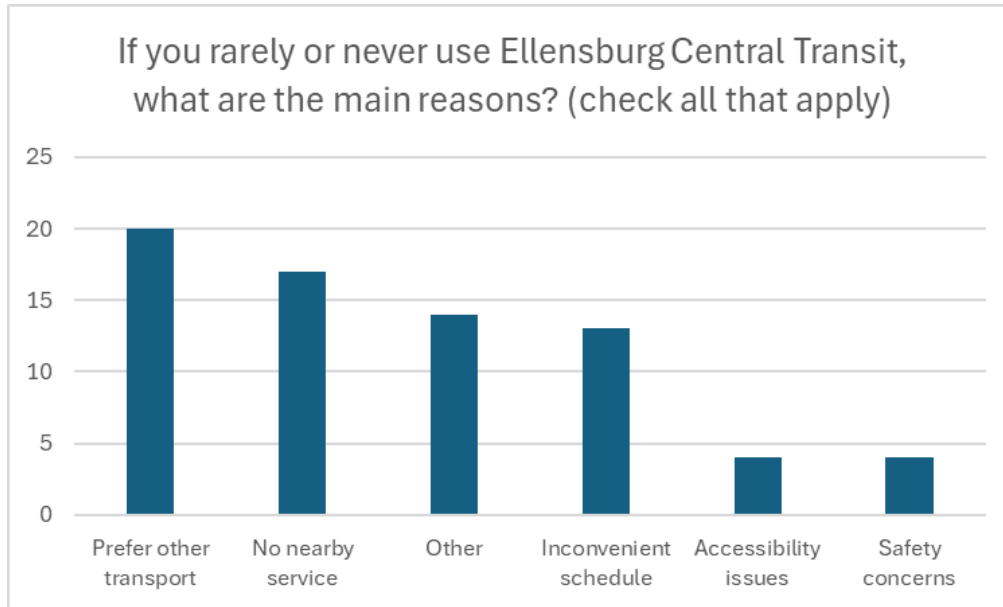
distribution. Distribution included flyers, social media, partner organizations, and a press release.

Sixty-six percent of respondents were female, half were between the ages of 35-54, 84% were white, 8% were Hispanic or Latino, and 16% were associated with Central Washington University (student, faculty, or staff). Over half of respondents rarely or never use Ellensburg Central Transit services, with about 24% using it weekly or daily. Of those who used services, 85% used the fixed route service, and 15% used the cabulance or paratransit services. Demographic and respondent graphs are located in Appendix A.

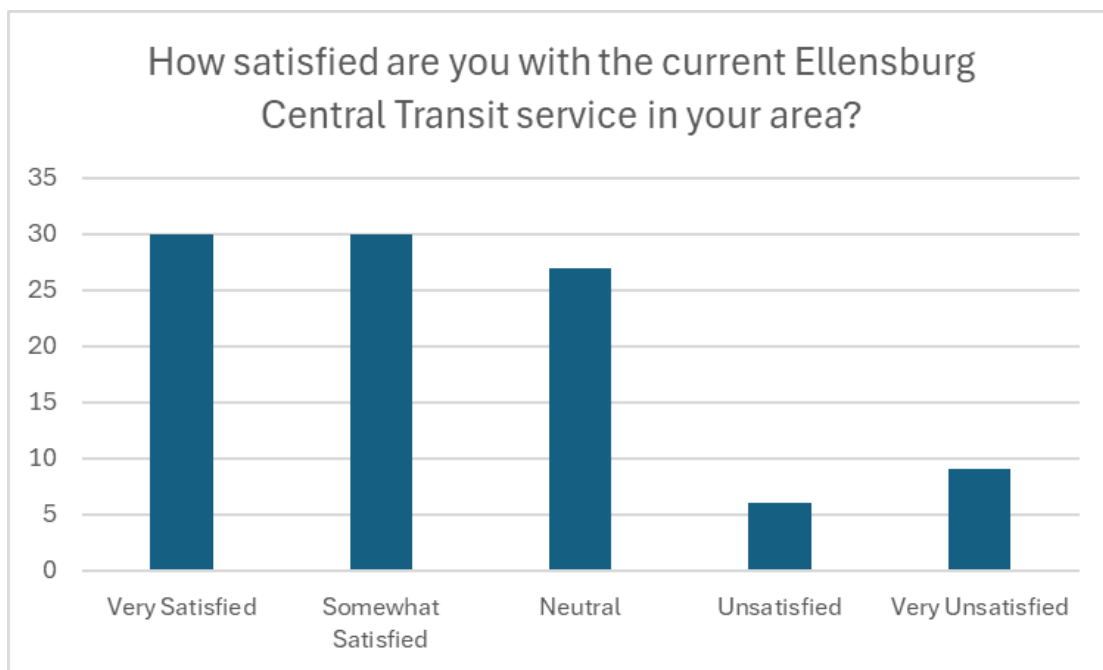
The most common reasons for using ECT services were shopping, employment, social and leisure activities, and medical appointments.



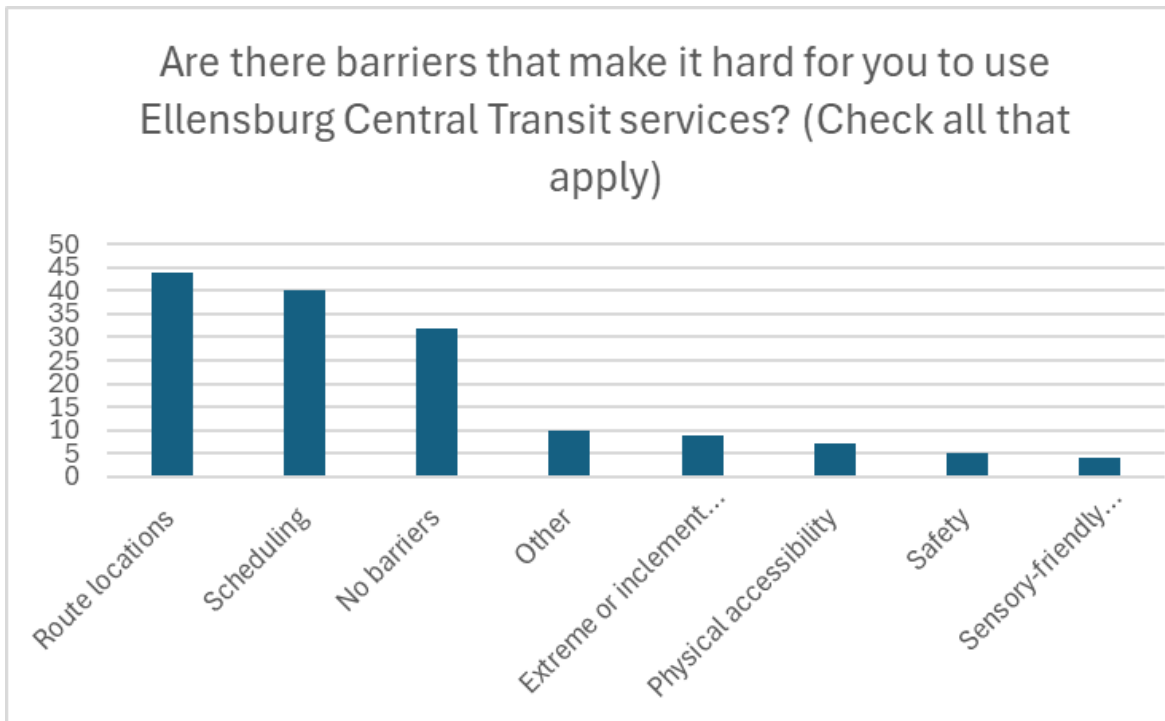
Respondents who reported rarely or never using ECT services gave reasons for preferring other transport and not having the service nearby. Other reasons cited included lack of knowledge about services and the ability to walk.



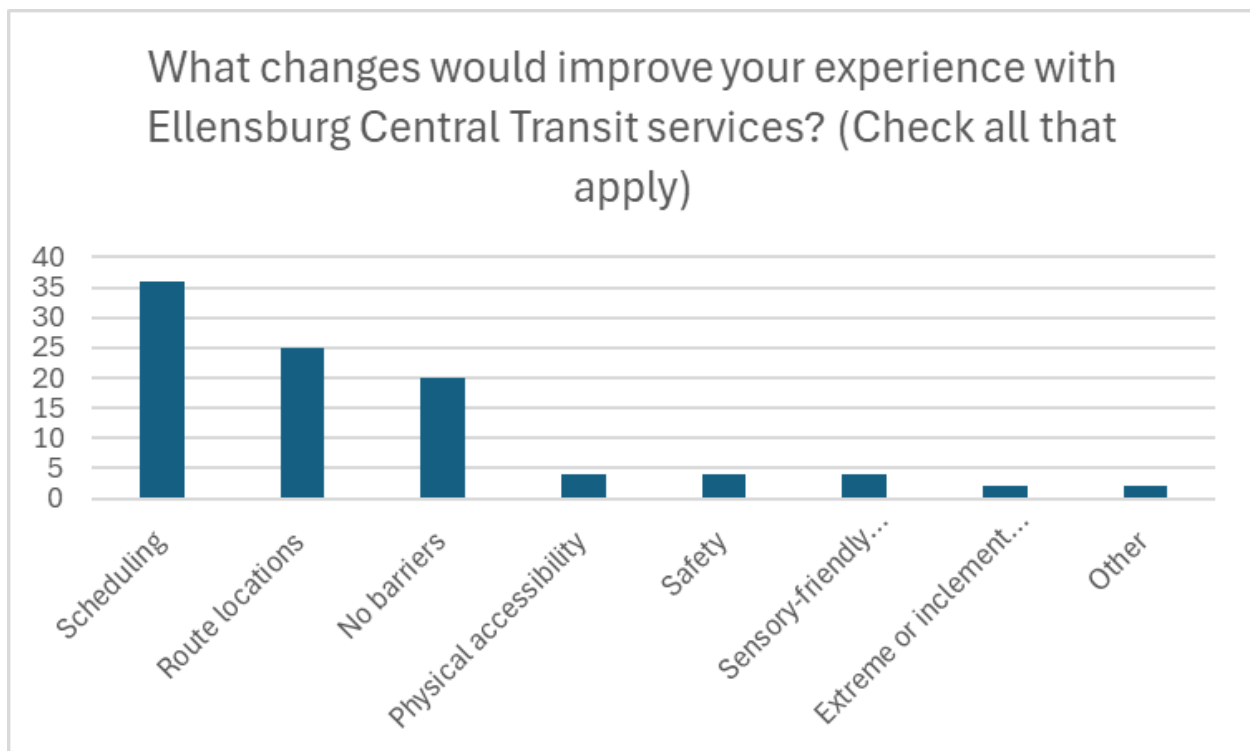
Approximately 15% of respondents expressed dissatisfaction with ECT services in their area.



Key barriers to using ECT services included inconvenient route locations and scheduling, along with issues related to timing, distance between stops, and a lack of awareness.



Scheduling and route locations were identified as the areas with the greatest potential for improvement.



When asked to identify the top priority for improving ECT services, respondents most frequently cited expanded service – more routes, stops, frequency, and easy-to-read

schedules – along with improved access to information and enhancements such as benches at bus stops and more bus shelters. Additional suggestions included on-bus storage, electric or hybrid buses, greater accessibility, cleanliness, timeliness, and aligning routes and schedules with ridership demand.

When asked if there was anything else they would like to share, respondents offered generally positive feedback about ECT, noting that drivers were friendly and helpful. Additional comments included requests for more stops, clearer information, and more connections to commuter buses. Some also expressed concerns about low ridership and limited accessibility for certain users.

Stakeholder Interviews

In August 2025, the consultant interviewed 6 community stakeholders, 3 staff members, and 4 advisory committee members. The following are the overarching themes that emerged from those interviews.

Meets a wide range of needs

Generally, many participants expressed that the transit system works well and meets a wide range of needs of people in the community. It covers a lot of area, especially for a rural small town, and the buses are generally easy to access. People use the transit system for work, appointments, shopping, and accessing services. The fact that the bus services are free helps a lot of people access what they need. The buses are generally accessible, the services are inclusive, and drivers are friendly, helpful, and accommodating.

Increasing accessibility

The overall vision of the participants is to increase accessibility to the transit system for all people in the community, with special consideration for those who rely on the transit system the most to meet basic needs and participate in the community. This may be accomplished primarily by expanding routes, increasing bus frequency, improving information, bus improvements and increasing ADA accessibility.

Information improvements

There are some areas where information about transit services could be improved. While the cabulance and paratransit are seen as services that generally work well, there was concern that people may be unaware of their availability. Signage is another area of concern: signage at the stops is information dense and confusing for some, the signage inside the buses about where the bus stops and when is lacking or non-existent, and the buses only have numbers on the front, making it hard for people to see which bus it is. New

users often don't know how to ride the bus, and real-time information about bus arrivals can be inconsistent.

Organizations and the community should be more aware of the services, the fact that they are free, and the locations the buses serve. Additionally, scheduling information is confusing for many, and there could be opportunities to simplify information available and make it more accessible and easier to understand. The Transit app is helpful, but it isn't always synced up with real-time information. More information needs to be available in Spanish as well.

Filling gaps

Gaps that were expressed included needing earlier and later times for buses, increased frequency, especially for routes that are hourly, and increasing routes to serve more areas. There is concern that the services aren't available outside of the city limits.

There were discussions about the need to expand routes to cover more areas of the city and concerns about areas within the city that are not being served, which include the east side of town (Chestnut Street and Radio Hill) and the northwest part of town. There are also gaps in the northwest part of town, and the south of town has limited service. We need to ensure we continue to have sufficient service in the north part of town to serve CWU. In addition, concerns were raised about the lack of transit services in Kittitas and Vantage.

Many participants commented on the need for higher frequency, particularly on routes that are currently only hourly. Thirty-minute intervals would be more convenient for riders, reduce waiting times, and potentially increase ridership.

Infrastructure improvements

A frequent topic was adding more bus shelters to bus stops and increasing accessibility at stops. It would be beneficial to reduce the amount of information at bus stops to convey only the pertinent information for each bus stop. There was also concern expressed about the difficulties posed by parked cars in or near bus stops.

There were some questions about whether bigger buses will be needed in the future. Routes serving CWU are often cramped, and this may become a greater issue as ridership increases. A drawback to this would be that drivers would need CDLs. It was mentioned that while the buses are generally clean and drivers are friendly, the TV monitors are often not working. Additionally, there was discussion about changing the buses to electric, hybrid, or propane to lessen the impact on the environment and keep up with plans to reduce emissions. These modifications have several disadvantages, including price, sustainability, and battery life.

Strengths, Weaknesses, Opportunities, Limitations, Threats Analysis

A modified SWOT analysis (adding L for limitations) was conducted during a strategic planning retreat in November 2025 with the Ellensburg Transportation Advisory Committee, City of Ellensburg staff, and a contractor representative from HopeSource.

Strengths / Assets

1. Strong Public Reputation & Trust
 - Positive brand
 - Public support
 - Good safety record
 - Established system
2. Operational Reliability & Growth
 - Reliable service
 - Documented ridership growth
 - Track record of steady expansion
3. Modernization & Infrastructure Improvements
 - Capital improvements completed
 - New bus shelters
 - Logo update
 - GPS + real-time ETA tools
 - Interactive website and rider apps
4. Strong Partnerships & Governance
 - Good relationship with contractor
 - ETAC as an engaged advisory body (board)
 - Healthy cash balance (reserve)

Weaknesses / Areas for Improvement

1. Service Limitations
 - Short service hours
 - Long wait times / low frequency
 - Small buses limiting capacity
2. Communication & Visibility Gaps
 - Public unaware of service
 - Signage clarity issues
 - Need simpler, more effective communication
 - Lack of coordinated communication strategy
3. Accessibility & Rider Experience
 - Need more ADA improvements
 - Unclear or insufficient signage
 - Driver training communicated
4. Operational Structure
 - No centralized operations

- Transit Hub needs attention

Opportunities

1. Strategic Growth & Route Refinement

- Measured expansion
- Refining routes to better serve demand
- Exploring new service areas (Millpond, Currier, Radio Hill, Black Horse)
- Facility improvements (including hub)

2. Revenue & Funding Potential

- Advertising revenue
- Sponsorships
- Grant funding
- Levy passage providing stability
- Reliable funding for long-term decisions

3. Community Engagement & Partnerships

- Outreach to specific rider groups
- Coordination with other transit providers

Limitations

1. Funding & Resource Constraints

- Limited funding
- Small buses restrict service options
- Limited luggage/storage capacity

2. Geographic Boundaries

- Service restricted to city limits
- Limited ability to serve Kittitas

3. Infrastructure Challenges

- Transit Hub lacks space
- Signage on buses (especially rear)
- Low bus recognition in the community

4. Organizational & Legal Constraints

- Need stronger partnerships
- Potential lawsuits

Threats

1. Political & Financial Instability

- Political shifts
- Rising expenses
- Reduced access to grant funding

2. Operational Vulnerabilities

- Staffing shortages
- Driver recruitment challenges
- Weather impacts

- Bus availability or mechanical issues

3. Public Perception Risks

- Underutilized buses harming public image
- Pressure to meet carbon-reduction expectations
- Need for future-ready vehicle options

Strategic Plan Implementation

PRIORITY: FUNDING AND FINANCIAL SUSTAINABILITY

Goal	Secure and diversify funding sources to support system growth and resilience by leveraging local funding, grants, and partnerships to ensure financial sustainability.		
Objectives	• Achieve alignment with the Transportation Improvement Plan annually. • Submit at least 4 competitive grant applications per year that align with ECT priorities. • Increase annual non-tax revenue by 10% by 2030 through grants, sponsorships, and partnerships. • Participate in at least 75% of the QuadCo and Four County Transportation Planning Team meetings.		
Strategy 1	Continue coordination, alignment, and inclusion with the City of Ellensburg Transportation Improvement Plan.		
ACTIVITIES (What are the activities that need to happen to implement this strategy?)		Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Annual review of projects/priorities		Q1 annually	Assistant City Engineer, City Engineer, Transit Manager
Review funding opportunities/status quarterly—check grants/fund		Quarterly	Assistant City Engineer, City Engineer, Transit Manager
Coordinate transportation and transit		Quarterly	Assistant City Engineer, City Engineer, Transit Manager
Review TSAP		Quarterly	Assistant City Engineer, City Engineer
Incorporate public comments		Quarterly	Assistant City Engineer, Transit Manager, City Engineer
Reports to the city council		Q2 annually	Assistant City Engineer, Transit Manager, City Engineer
Complete streets		Quarterly	Assistant City Engineer, City Engineer

Transit Development Plan		Q2 annually	Transit Manager
Strategy 2	Strategically apply for grants to support ECT.		
ACTIVITIES (What are the activities that need to happen to implement this strategy?)		Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Get on listservs for transit grants		Ongoing	Assistant City Engineer, City Engineer
Determine what grants are available		Ongoing	Assistant City Engineer, Transit Manager, City Engineer
Evaluate needs vs. grant fit		Ongoing	Assistant City Engineer, Transit Manager, City Engineer
Evaluate strings—minimize conditions		Ongoing	Assistant City Engineer, Transit Manager, City Engineer
Achieve multiple city goals where possible		Ongoing	Assistant City Engineer, Transit Manager, City Engineer
Partnerships with regional groups for cross-agency projects.		Ongoing	Assistant City Engineer, Transit Manager, City Engineer
Strategy 3	Combine transit/transportation projects to increase grant opportunities.		
ACTIVITIES (What are the activities that need to happen to implement this strategy?)		Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Review transit and transportation plans for common strategies and goals		2026	City Engineer, Assistant City Engineer, Transit Manager
Review grant opportunities		Ongoing	City Engineer, Assistant City Engineer, Transit Manager
Review other funding opportunities		Ongoing	City Engineer, Assistant City Engineer, Transit Manager
Apply for available grants		Ongoing	City Engineer, Assistant City Engineer, Transit Manager

Review transit and transportation plans annually to ensure strategies align with grant opportunities	Ongoing	City Engineer, Assistant City Engineer, Transit Manager
Strategy 4	Continue active participation in QuadCo and the Four County Community Transportation Planning Team.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Participate in monthly meetings	Quarterly	City Engineer
Identify local transportation gaps to be eligible for WSDOT funding.	Ongoing	Assistant City Engineer, City Engineer, Transit Manager

PRIORITY: FLEET MODERNIZATION AND IMPROVEMENTS

Goals	Build a sustainable fleet that aligns vehicle size and features to service demands, improves rider experience, and promotes long-term climate, health, and environmental goals.	
Objectives	- Complete a full Zero Emissions Plan review and update recommendations and agreements needed annually. - Pilot at least one alternative fuel vehicle by Q4 2027 and produce a feasibility report.	
Strategy 1	Regularly review and revise the zero emissions plan on a regular basis based on new information and insights.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
City staff to determine if strategies are still valid	Q2 2026	Transit Manager
Infrastructure vs. equipment? -Who does what? -Readiness of each entity? -Does that still apply?	Q2 2028	Transit Manager
Review the plan -financial (fed/state/local) -environmental	Q1 2028	Public Works Director/Transit Manager/ETAC Adhoc

-what has been built (state of infrastructure)		
What agreements are needed to move forward?	To be determined	Transit Manager
Make it operational	2030	Transit Manager
Strategy 3 Evaluate and test options for alternative fuel for buses		
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Combine with feasibility analysis	Q4 2027	Transit Manager/Assistant City Engineer
Pilot project (start small)	2027	Transit Manager
Tied to the zero emissions plan	Q4 2027	Transit Manager
Is it practical?	Q4 2027	Transit Manager

PRIORITY: COMMUNICATION AND PUBLIC AWARENESS AND ENGAGEMENT

Goals	Build trust, awareness, a positive public image, and increased ridership through clear, consistent signage, targeted outreach, and marketing.	
Objectives	- Create a subcommittee of at least 5 people to make signage and website recommendations by Q2 2026. - By Q4 2026, standardize at least 90% of stops with new, uniform bus stop signage. - Conduct annual outreach to at least 10 major employers to assess transportation needs and opportunities. - Achieve full ADA compliance for the website by Q3 2027. - Conduct public outreach/marketing through at least one venue quarterly.	
Strategy 1	Improve and simplify bus signage to facilitate rider information.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Create a subcommittee of ETAC and passengers to make recommendations to improve signage	Q3 2026	Transit Manager

Research options for bus and bus stop signage	Q3 2026	Contractor, Transit Manager
Design (#, color, figure?)	Q3 2026	Transit Manager
Create and install	Q3 2026	Transit Manager
Strategy 2	Conduct outreach to local employers to share local transit resources.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Conduct outreach to large employers (over 100 employees) and ask for input on needs, timing of routes, time/day of route, etc.	Q2 2027	Transit Manager
Research the biggest employers (survey)	Annually	Transit Manager
Research “like” businesses schedules (i.e., fast food)	Annually	Transit Manager
Develop brochures, business-specific, low runs to start	Q4 2026	Transit Manager
Running start program research	Q4 2026	Transit Manager
Strategy 3	Ensure the website complies with ADA accessibility requirements and improve user friendliness.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Create a subcommittee with ETAC and passengers to make website update recommendations	Q3 2026	Transit Manager
Find requirements (?)	Q4 2026	Transit Manager
Research best practice websites that meet the requirements	Ongoing	Transit Manager
Hire a consultant to update the website	Ongoing	Transit Manager (Already have)
Update website	Q3 2027 (Ongoing)	Transit Manager
Strategy 4	Share the benefits of public transit with the community through personal stories and ridership data.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)

Social media	Ongoing	Transit Manager
Traditional media (TV, newspaper)	Ongoing	Transit Manager
Movie theater ads	Q3 2026	Transit Manager
Transit open houses	TBD	Transit Manager
Ellensburg Academy	TBD	City Manager, Public Works Director, Transit Manager

PRIORITY: SERVICE EXPANSION AND EFFICIENCY

Goals	Expand service hours, frequency, and geographic coverage areas to meet evolving community needs while ensuring equitable access.	
Objectives	- Complete a full ridership analysis at least every 2 years, including hourly and geographic breakdowns. - Develop an equity framework for ECT by 2027, including criteria for geographic and socioeconomic access. - Pilot at least one bus priority signal by Q2 2026 and evaluate performance by Q2 2027. - Increase at least 2 routes to 30-minute frequency by Q4 2027. - Expand hours of at least 2 routes by Q4 2028.	
Strategy 1	Biannually study ridership data to evaluate stops and routes usage and make route adjustments as needed.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Use the database to map stops/riders by time of day and day of the week	Monthly	Transit Manager and Contractor
Evaluate by each hour of each day separately (don't just have M-F and weekend minutes)	Monthly	Transit Manager and Contractor
Strategy 2	Further define equity and how it applies to ECT.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Enlist ETAC to define equitable		Transit Manager

Study demographic data to identify low-income areas; how do these areas compare with ridership data?	Q3	Transit Manager, GIS Dept
Identify geographic gaps in routes	Q3	Transit Manager, GIS Dept
Need a balance between geographic and economic	Q3	Transit Manager, Assistant City Engineer, City Engineer, GIS Dept
Consider the employer's destination needs and input	Q4	Transit Manager
Strategy 3 Implement traffic signal priority for transit buses.		
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Pilot project	Start Q2 2026	City Engineer /Transit Manager
Evaluate pilot	Q2 2027	City Engineer /Transit Manager
High-impact signal location	Q2 2026	City Engineer /Transit Manager
Educate the public ("Get the green, ride the bus")	Q2 2026-Q2 2027	Transit Manager/City Engineer
Assess impacts (CWU)	Q1 2027	Transit Manager/City Engineer
Cost for expansion	Q1 2027	Transit Manager/City Engineer
Move forward with implementation	Q3 2027	Transit Manager/City Engineer
Strategy 4 Explore which routes should be increased to a 30-minute frequency.		
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Study ridership data, talk to passengers	Q1 2027	Transit Manager, ETAC Vice Chair, Assistant City Engineer, City Engineer, Contractor
Strategy 5 Explore which routes could have an expansion of schedules.		
ACTIVITIES	Target Date	Lead Persons

(What are the activities that need to happen to implement this strategy?)	(When should this activity be completed?)	(Who is responsible for this activity?)
Study ridership data, talk to passengers	Q2 2027	Transit Manager, ETAC Vice Chair, Assistant City Engineer, City Engineer, Contractor

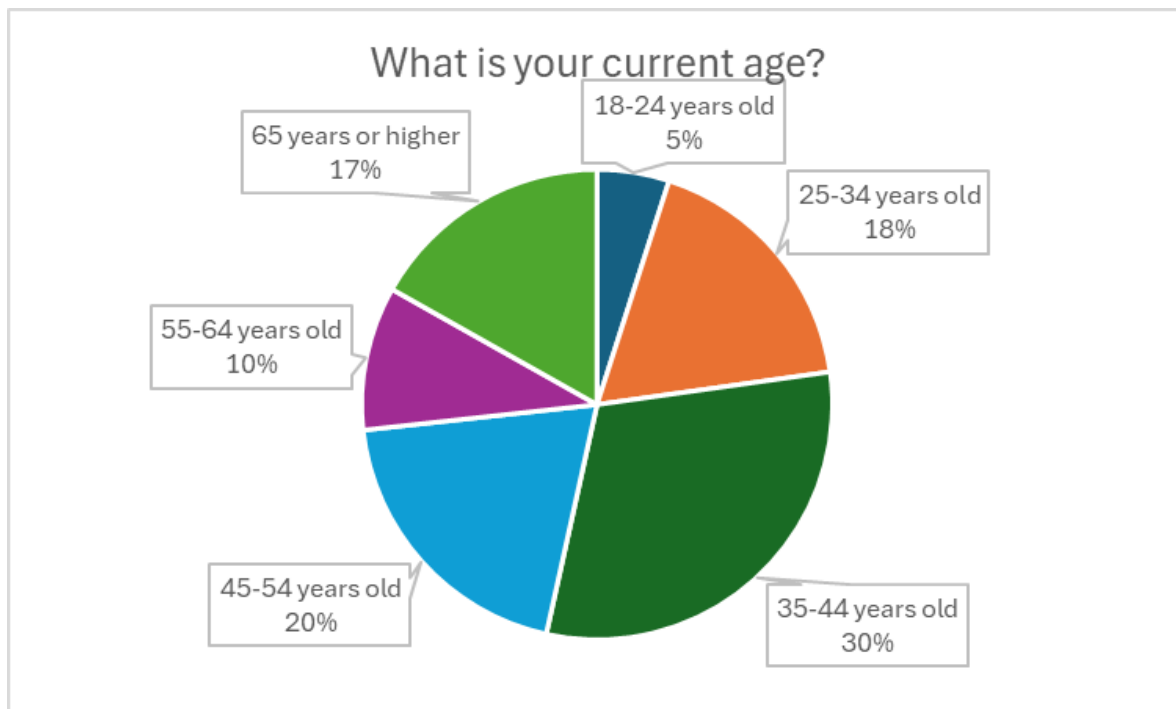
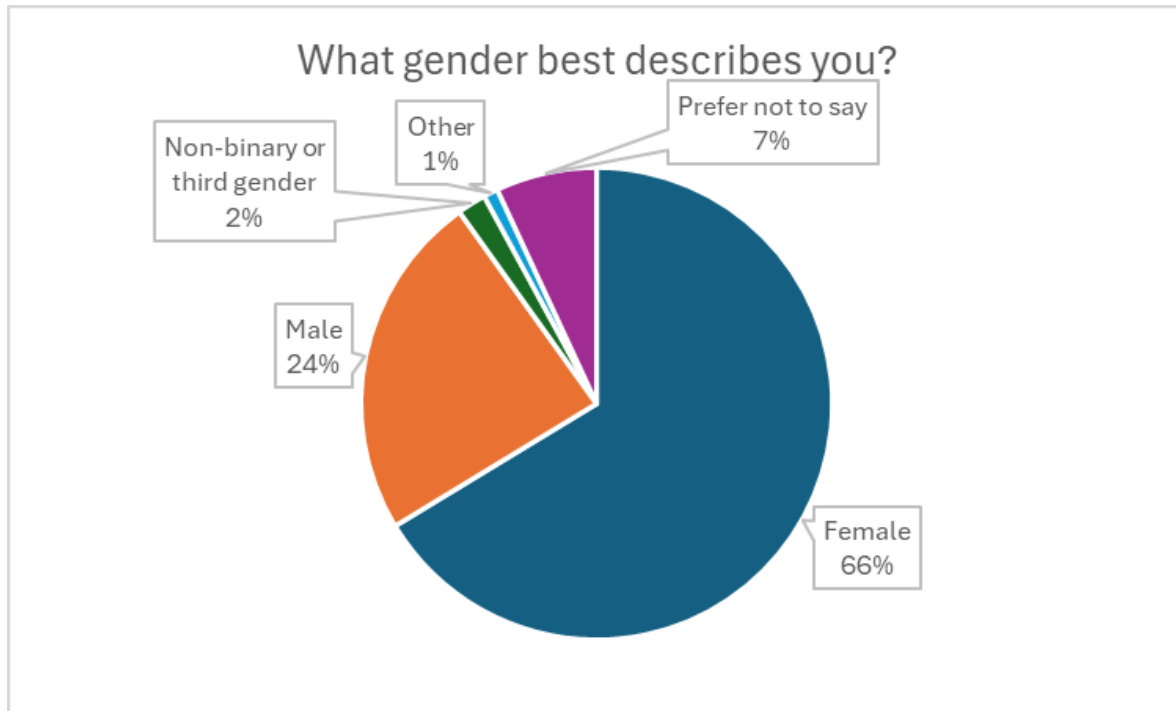
PRIORITY: IMPROVE SYSTEM INFRASTRUCTURE AND ACCESS

Goals	Develop a safer, more connected, efficient, comfortable, and accessible transit system by investing in a transit hub, facility upgrades, and enhanced regional coordination.		
Objectives	- Establish a stakeholder committee for the transit hub by 2026 and complete a shared vision document by mid-2027. - Identify and evaluate at least three potential hub locations by 2028, with documented criteria and scoring. - Secure property for the transit hub by 2029, pending council approval. - Complete design and begin construction of the transit hub by 2030, with annual progress reporting. - Achieve ADA compliance of 100% of bus stops by 2030. - Increase the number of bus shelters at bus stops by 25% by 2030.		
Strategy 1	Identify the location and vision for the local transit hub.		
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)	
Establish a stakeholder committee to determine the vision for a transit hub	Q4 2026	Transit Manager, City of Ellensburg Staff, ETAC Staff member, Contractor	
Research grant funding	Ongoing	Transit Manager	
Research transit hub locations	Q2 2027	Transit and transportation departments, City Staff, ETAC	
Secure property	2027 - 2028	City Staff, ETAC, and City Council	

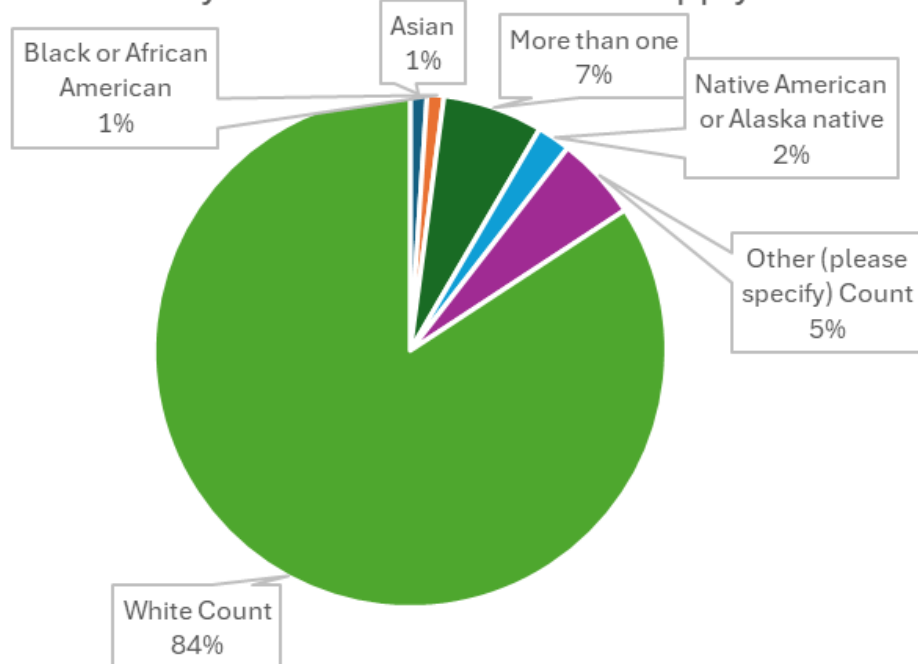
Design and build	2030	Transit Manager, City Engineer, & Assistant City Engineer, ETAC, City Council
Collaborate with other transportation providers	On going	Transit Manager
Strategy 2	Continue to work towards 100% ADA compliance at bus stops.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Review the ADA Title 2 Plan against each bus stop location.	Ongoing. 2027	Transit Manager, Assistant City Engineer
Strategy 3	Continue increasing the number of bus stops and bus shelters as they align with the needs.	
ACTIVITIES (What are the activities that need to happen to implement this strategy?)	Target Date (When should this activity be completed?)	Lead Persons (Who is responsible for this activity?)
Review coverage along with ridership per bus stop location	Ongoing	Transit Manager

Appendix A

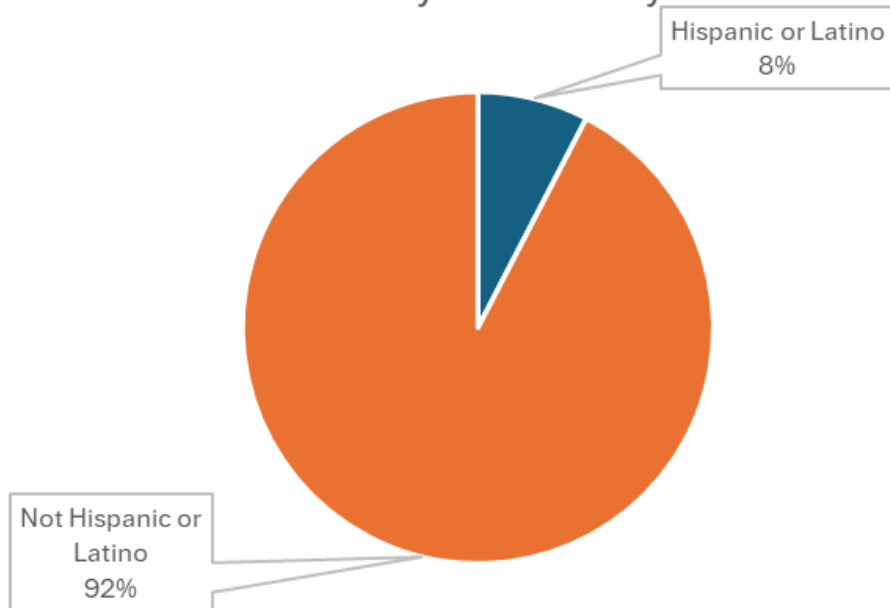
Community Survey Respondents



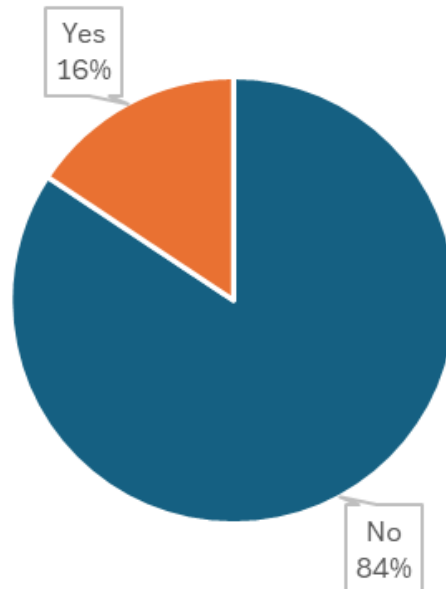
What is your race? Select all that apply.



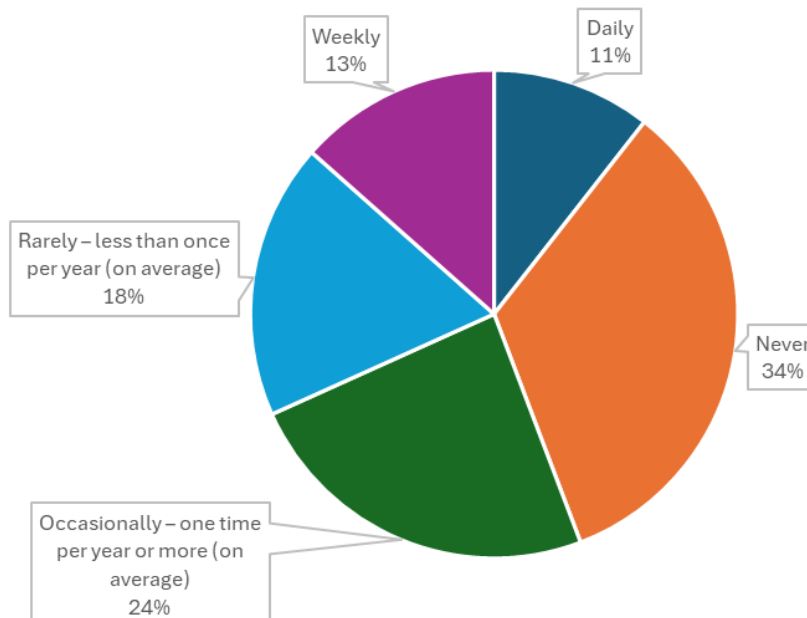
What is your ethnicity?



Are you currently a Central Washington University student, faculty, or staff member?



How often do you use Ellensburg Central Transit?





Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Comprehensive Plan- Final Draft of Land Use Chapter (Public Comment Opportunity)
Submitted by: Stacey Henderson, Planning Manager
Department: Community Development

Suggested Motion/Action:

This item is for informational purposes only.

Background/Summary:

City staff, in conjunction with SCJ Alliance and subconsultant Leland Consulting Group, have prepared an updated draft of the Land Use Chapter and Land Capacity Analysis of the comprehensive plan (attached). As final draft chapters are completed, drafts will be presented individually to Council for review and public input opportunities throughout the summer and fall. These reviews are not formal public hearings, but rather, presentations for informational and discussion purposes.

A public open house for the entire draft comprehensive plan was held on July 22, 2026. This was an opportunity for the community to review all draft chapters and goals, ask questions of staff, and leave comments and suggestions. The drafts were also available online for review and comment from July 1- July 31. As presented, this draft does not include public feedback from the comment period or open house yet, but does incorporate comments received when presented to the Planning Commission on July 9, 2026, new state data and requirements, and feedback received from local stakeholders through group interviews and public outreach surveys.

Previous Council Action:

Council has taken action on administrative support for the Periodic Update process and reviewed other draft Comp Plan materials but this will be the first review of the Periodic Update Land Use Element.

Analysis:

The Land Use Element is a required element of the City's Comprehensive Plan. This chapter includes information about the City's expected population and employment growth, description and capacity of existing and future land use designations, policies that direct the city's growth strategy and land uses, and a map of future land uses.

Land use element update themes and areas of focus include:

- Land Capacity Analysis (attached for review), that considered Ellensburg's required housing allocations by income band, and includes proposed rezones by staff to demonstrate adequate capacity.
- Encouragement of mixed-use zoning and thoughtful infill development
- Focus on connectivity of mixed-use and housing to active transportation opportunities and community services
- Update to the future land use table to aid in ease of use

Financial Impact:

N/A

Budget Adjustment: No

Attachments:

1. Attachment 1. Land Use Element
2. Attachment 2. Land Capacity Analysis

3. Land Use

What you will find in this chapter

- ◆ Information about the City's expected population and employment growth.
- ◆ Description and capacity of existing and future land use designations.
- ◆ Policies that direct the City's growth strategy and land uses.
- ◆ A map of future land uses.

Overview

One of the fundamental roles of the City of Ellensburg's Comprehensive Plan is to anticipate, guide, and plan for growth. The plan is a tool to look ahead to the likely growth and ensure alignment of the City's plan for land uses, infrastructure, and services.

The Land Use chapter addresses the general pattern of land use within the City and its Urban Growth Area (UGA) and provides a framework to guide the City's overall growth and development. It ensures an appropriate mix of land uses are available to support the City's economic goals, provide an array of housing choices, and ensure that adequate infrastructure and services are available.

The City's growth strategy emphasizes a combination of development on vacant land and redevelopment of underutilized properties within existing urban areas, while planning for orderly expansion within the Urban Growth Area. This approach supports efficient use of land and infrastructure and helps reduce environmental impacts associated with growth.

Land use patterns play an important role in supporting equitable access to housing, services, and employment opportunities, as well as helping to reduce greenhouse gas emissions by encouraging compact development and multimodal transportation options.

The Land Use goals, policies and programs help protect environmentally sensitive areas, enhance the vitality of neighborhoods, and promote opportunities for healthy lifestyles while allowing the City to evolve to meet the changing needs of the community.



Background and Context

Core community values this chapter supports include the following:

- ◆ **Supporting a range of housing types and densities** will help meet the community's housing needs, improve affordability, and provide opportunities for people at different stages of life, while contributing to Ellensburg's diversity and overall appeal.
- ◆ **Protecting and conserving Ellensburg's natural environment, open spaces, and ecosystems, while addressing climate impacts and resilience**, will help ensure equitable access to recreation opportunities and maintain a high quality of life for current and future residents.
- ◆ **Supporting the development of neighborhood-scale commercial and mixed-use areas** will improve access to goods, services, and employment opportunities, while supporting walkable neighborhoods and affordable housing and living options.
- ◆ **Encouraging entertainment, cultural, and community activities** will enrich the community and provide opportunities for people of all ages to gather and connect.
- ◆ **Ensuring industrial and institutional uses are located in appropriate areas** will support employment and essential services, while maintaining the intended feel and function of residential and mixed-use neighborhoods.

Public Health and Land Use

The intersection between health and land use planning is becoming more important in today's communities. Long term plans impact how people make choices about where to live and how to get around in their communities. The way we plan our communities can affect things like access to healthy foods, safe and accessible opportunities for physical activity, and easy access to health and social services, as well as environmental conditions such as clean air and water and broader issues such as social equity. Our environments play a key role in helping healthy choices be the easy choices.

Existing Zoning and Land Use Patterns

This section provides an overview of existing land use and zoning patterns within the City of Ellensburg. These patterns reflect a combination of historic development, infrastructure availability, and market conditions, and provide a baseline for understanding how the City functions today. As the Comprehensive Plan is updated and implemented, these patterns may evolve over time to better align with the City's future land use designations and community priorities.

Residential

Residential land uses make up nearly half of the land within Ellensburg's city limits. The current Comprehensive Plan includes several residential designations, with the overwhelming majority of residential land in suburban, low, and medium density categories. High density residential zoning currently accounts for just over one percent of total residential acreage. Most of the high-density



residential areas are located near the Central Washington University (CWU) campus and house large numbers of students residing off campus. Mixed residential is intended to provide for the development of housing at approximately four-to-12 dwelling units per acre, while high density residential provides a target density of eight-to-18 units per acre. These higher-density areas are generally located near the CWU campus and in areas with access to services and transportation, including north of the campus, along Kittitas Highway, and southeast of the west Interstate-90 interchange.

Residential areas are primarily zoned Residential Suburban (R-S), Residential Low Density (R-L), Residential Medium Density (R-M), Residential High Density (R-H), and Manufactured Home Park (MHP). These zones collectively provide for a range of housing types and densities, from predominantly single dwelling neighborhoods to multifamily residential development in areas with access to services and transit.

Residential Neighborhood

This designation applies to areas that have traditionally accommodated single-family detached homes and generally surround the urbanized core of the community or exist at the edge of the city in compatibility with adjacent to unincorporated land. The residential neighborhood designation supports a range of residential zones with housing densities that help to achieve the City's housing diversity and affordability goals. The intent of this designation is to accommodate the many established residential neighborhoods and acknowledge the single dwelling residential building type as the primary use along with the potential for accessory dwellings, townhouses, cottage housing, clustered housing, and other small-scale middle housing forms.

Urban Neighborhood

This designation 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. The Urban Neighborhood designation is anticipated to accommodate a significant share of future residential growth.

Implementing zoning districts that accommodate for lower density housing are appropriate adjacent to existing single family residential areas characterized primarily by detached housing units and zero lot line projects. 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. Higher density zones would also be appropriate adjacent to existing or planned higher density development.



Commercial

Ellensburg's downtown remains the main retail and commercial center of the City and the lower Kittitas Valley. Maintaining the prominence and vitality of downtown has been an important goal for Ellensburg dating back to the City's first Comprehensive Plan in 1975.

Commercial development in Ellensburg is generally characterized by a mix of a historic, pedestrian-oriented downtown core and more auto-oriented commercial areas located along major transportation corridors. The majority of commercial-designated land is located in the Commercial Highway zone.

Commercial areas are primarily zoned Commercial Highway (C-H). These zones range from small-scale, neighborhood-serving commercial areas to larger, auto-oriented commercial corridors that provide goods and services to the broader community.

Industrial

Recent development activity indicates substantial growth in the Industrial Light zone, which accounts for the majority of pending nonresidential square footage and employment capacity.

Ellensburg's early industrial development centered along the railroad tracks to the west of the existing central commercial area. Heavy industrial land continues to be located on a narrow strip paralleling the railroad tracks, while light industrial land has expanded along Dolarway Road to the west interchange area and to the area around the airport located north of the University.

Industrial areas are zoned Light Industrial (I-L) and Heavy Industrial (I-H). The I-L zone accommodates a range of light manufacturing, service, and employment uses with limited impacts, while the I-H zone supports more intensive industrial activities that require separation from residential and commercial uses.

Mixed Use

Mixed-use areas in Ellensburg provide a combination of residential, commercial, and employment uses in an integrated and often pedestrian-oriented environment. These areas are typically located in and around downtown, along key corridors, and at neighborhood or community activity centers, and are intended to support walkability, access to services, and a mix of housing opportunities.

Mixed-use areas are primarily zoned Central Commercial (C-C and C-C II), Neighborhood Center Mixed Use (NCMU), Regional Center Mixed Use (RCMU), and Residential-Office (R-O). These zones accommodate a range of vertically and horizontally integrated uses, from downtown mixed-use buildings with ground floor commercial and upper-story residential to neighborhood and corridor-scale mixed-use developments that combine housing, services, and employment opportunities.

Public/Institutional

Ellensburg has a long-standing and important institutional component. Ellensburg is home to Central Washington University, is the County seat, and hosts Kittitas County's central medical and hospital services. Institutions are among the largest employers in Ellensburg. The University campus is the primary public/institutional land use and occupies approximately 380 acres and employs almost 1,500 full-time staff. Other public uses are distributed throughout Ellensburg and include city and county offices, Kittitas Valley Healthcare, schools, fire stations, the Kittitas County



Event Center, and other public services that provide necessary services to Ellensburg and the surrounding region.

Public and institutional uses, along with many parks and open space areas, are primarily zoned Public Reserve (P-R). This designation accommodates a wide range of public uses, including governmental, educational, recreational, and cultural facilities.

Parks and Open Space

Ellensburg operates a park system that encompasses more than 300 acres. Current open space land includes both publicly owned land and private property that is generally open in nature and may or may not be developed.

Parks and open space areas are generally included within the Public Reserve (P-R) zoning district when publicly owned, while some privately owned open space areas may be zoned for other uses but remain undeveloped due to natural features or other constraints.

Table 3-1 includes estimated acreages of existing zoning districts within the Ellensburg city limits. These figures provide a general snapshot of existing conditions and may change as zoning designations are updated and development occurs over time. Existing zoning districts generally align with the land use patterns described in this chapter and provide the primary regulatory framework for development in Ellensburg. The City's zoning code establishes allowed uses, densities, and development standards for each district, and is periodically updated to implement the goals and policies of the Comprehensive Plan.

Table 3-1. Inventory of Existing Zoning Districts

Existing Zoning Designations	Acres	Percent
Residential Zones		
Residential High Density (R-H)	30.0	0.5%
Residential Medium Density (R-M)	418.0	7.0%
Residential Low Density (R-L)	580.9	10.3%
Residential Suburban (R-S)	1,617.0	28.5%
Manufactured Home Park (MHP)	61.5	1.1%
Total – Residential	2,707.4	47.4%
Commercial Zones		
Commercial Highway (C-H)	724.47	12.0%
Commercial Neighborhood (C-N)	9.3	0.2%
Total – Commercial	733.77	12.1%
Industrial Zones		
Heavy Industrial (I-H)	193.5	3.4%
Light Industrial (I-L)	601.4	10.6%
Total – Industrial	795.0	14.0%
Mixed Use Zones		
Central Commercial (C-C)	109.4	1.9%



Central Commercial II (C-C II)	93.6	1.7%
Neighborhood Center Mixed-Use (NCMU)	25.5	0.4%
Regional Center Mixed-Use (RCMU)	133.2	2.4%
Residential Office (R-O)	111.8	2.0%
Total – Mixed Use	473.4	8.4%
Parks, Open Space, and Public/Institutional Zones		
Public Reserve (P-R)	956.2	16.9%
Total – Parks, Open Space, and Public/Institutional	956.2	16.9%
Total – ALL ZONES	5,665.7	100.0%

Growth Projections

Kittitas County’s adopted growth forecasts for the 2020 to 2046 planning period anticipate continued regional growth in population and employment. Ellensburg must plan for a total population of 25,631 residents by 2046, an increase of 4,834 people from the 2020 baseline. The city is also projected to accommodate 2,710 net new jobs during this period.

Within this context, Ellensburg is planning for 3,012 net new housing units between 2020 and 2046 to support anticipated population growth.

These projections are based on state Office of Financial Management forecasts and countywide allocations developed in coordination with Kittitas County and its jurisdictions. They are supported by the City’s 2026 Land Capacity Analysis, which evaluates the availability of land to accommodate projected housing and employment growth over the planning horizon. The targets reflect each jurisdiction’s commitment to provide adequate infrastructure, land capacity, and zoning to support growth over the 20 year planning horizon.

Residential and Employment Growth Capacity

Based on current zoning and the 2026 Land Capacity Analysis, Ellensburg demonstrates sufficient land capacity to accommodate projected population and employment growth through the 2020 to 2046 planning horizon. The LCA estimates capacity for approximately 5,882 housing units and 6,921 jobs, exceeding the City’s projected need of 3,012 housing units and 2,710 jobs.

This capacity is distributed across a range of land use designations and is expected to be accommodated through a combination of vacant land, redevelopment of underutilized properties, and mixed-use development. A significant portion of future growth is anticipated to occur through infill and redevelopment within existing urban areas, supporting efficient use of land and infrastructure.

Residential capacity is provided across low, medium, and high-density residential designations, as well as within mixed-use areas that allow housing integrated with commercial and employment uses. Commercial and industrial capacity is concentrated in the Commercial Highway and Industrial Light zones, supporting continued economic development and job growth.



In addition to capacity on vacant and redevelopable land, the LCA identifies additional housing potential through accessory dwelling units (ADUs), reflecting recent trends and changes in state law that expand opportunities for this housing type. The LCA was conducted using the Kittitas County methodology and incorporates assumptions related to development trends, densities, market factors, and infrastructure availability to provide a realistic and achievable estimate of development capacity over the planning horizon.

Growth Projections

- ◆ Ellensburg works cooperatively with Kittitas County and other incorporated areas to establish long-range population growth targets based on state and regional forecasts.
- ◆ The City's adopted growth targets include 4,834 additional residents, 2,710 net new jobs, and 3,012 net new housing units by 2046.
- ◆ The City uses these targets to ensure adequate zoning, infrastructure, and land capacity to support anticipated growth over the 20 year planning period. These projections represent planning targets rather than guarantees of market delivery.

Residential Capacity by Income Level

While the City demonstrates overall sufficient land capacity, the LCA identified a deficit in capacity for housing affordable to households earning below 80 percent of Area Median Income (AMI) under current zoning. To address this gap, the City is pursuing targeted zoning and land use changes to increase opportunities for multifamily and mixed-use development. These changes are expected to add capacity for approximately 1,700 additional housing units and ensure sufficient land capacity across all income levels. Additional information on land capacity by income level can be found in the Housing Element of this plan.

In addition to these rezone areas, the City is also planning to consolidate the R-S and R-L zones into a single zone which allows for more flexibility for middle housing types such as townhomes and duplexes compatible with the predominant single dwelling residential uses, consistent with the City's housing action plan goal of adding more variety to the housing stock and strategies for development of more of these housing types.

Future Land Use

Land use designations and policies provide a guide for the appropriate development and redevelopment locations for residential, commercial, and industrial uses. The future land use designations (Table 3-2) are aimed at ensuring a safe, livable, and sustainable environment that will shape Ellensburg's future development within the 20-year planning cycle. The City's comprehensive plan establishes the overarching guide for decisions related to land development regulations and patterns, with this chapter functioning as a summary of the intent.

The City of Ellensburg has been using land use designation maps since the mid-1970s. Descriptions and mapping of land use designations visually depict the community's desired direction as it meets new growth challenges and changing times. The descriptions of each land use designation along with the recommended locations for land use designations help to set a broad understanding of



land use patterns that enables city services and agencies, along with residents and property owners, to effectively plan.

Land use designations are general in nature and serve as a guide; they do not carry the same force of law as zoning. The guiding land use designations help set up future considerations for zoning, but do not change zoning district locations or descriptions. Zoning regulations are adopted by the City to implement the Comprehensive Plan and are applied through a separate public process.

To provide a complete understanding of potential land development patterns, this chapter describes and illustrates the land use designations. Land use mapping is a visual representation of the goals, policies, and programs within this comprehensive plan. The map and the policies they represent are the general foundation for land use decisions and implementation strategies.

The land use patterns and policies discussed in this chapter apply to the Ellensburg city limits. Areas outside of the city limits and within Ellensburg's Urban Growth Area, which change from time to time with annexations, are included to inform private and public parties of the desired pattern for development as the city grows. The land use designations outside of city limits (within the UGA) are not binding in nature until lands are incorporated within the municipal boundaries. The process of looking beyond the city limits and planning for 20 years of growth within the Urban Growth Area helps to facilitate City-County coordination in land use planning and related issues, and provides a greater level of predictability to landowners and interested parties.

The Future Land Use Map (Figure 3-2) reflects desired uses and implements the land use goals and policies in this plan; it does not always represent existing uses. Decisions and implementation based on these designations should include consideration of the entire comprehensive plan and site-specific conditions.

A description as well as the intent of specific land use designations are included for each designation. The Future Land Use Map provides recommended locations for each designation. The land use designations include four main categories: residential, mixed use, commercial, and industrial.

Residential

Residential land use designations are areas in the City where the primary activity is residential dwellings. Uses that complement residences should be incorporated into these areas, such as: parks, low-intensity home based occupations, fire stations, churches, small-scale neighborhood commercial services, schools, and other public facilities. The Future Land Use map, goals, and policies in this chapter encourage high density residential in close proximity to commercial centers to facilitate access to services and employment opportunities. All implementing zoning districts should consider the compatibility with adjacent development, natural constraints such as watercourses, and the overall goals of the Ellensburg comprehensive plan. The residential land use category includes three land use designations that support a range of housing densities to achieve the City's housing and affordability goals: Residential Neighborhood and Urban Neighborhood.

Residential Neighborhood

This designation applies to areas that have traditionally accommodated single-family detached homes and generally surround the urbanized core of the community or exist at the edge of the city adjacent to unincorporated land. The residential neighborhood designation supports a range of



residential zones with housing densities that help to achieve the City's housing diversity and affordability goals. This designation accommodates the many established residential neighborhoods and acknowledge the single dwelling residential building type as the predominant use along with accessory dwellings, townhouses, cottage housing, clustered housing, and other middle housing forms. This designation also allows for more dense zoning options along transit corridors and in transitional areas offering opportunities for infill development using existing infrastructure.

Urban Neighborhood

This designation accommodates areas close to the University campus, accessible by public transportation, close to 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. The Urban Neighborhood designation is anticipated to accommodate a significant share of future residential growth.

Within this designation, development is generally higher in intensity and supports a range of medium- to high-density housing types. Higher intensity residential development is appropriate in areas with convenient access to the University campus, transit routes, parks, and commercial services. It may also be appropriate adjacent to existing or planned higher density development. Development should provide appropriate transitions in scale and intensity to adjacent lower density neighborhoods and be designed to support a cohesive development pattern.

Mixed Use

Mixed-use developments provide a range of land use and development types to create focal points for community activity and identity. Mixed-use areas serve as a transition from the urban center toward primarily residential neighborhoods, and as a transition between commercial or industrial areas and residential neighborhoods. Mixed-use developments should be developed in an integrated, pedestrian-friendly manner and should not be overly dominated by any single type of land use. Higher intensity employment or residential uses are encouraged in the core of the area, adjacent to major streets or intersections, or adjacent to existing or planned higher density development.

Mixing residential and commercial uses within the same building or within the same development serves both residential and commercial uses. This enables people to live near their places of employment and services and thereby reduce vehicle miles traveled. The mixed-use designations accommodate a horizontal and/or vertical mixture of retail, service, office, restaurant, entertainment, cultural, and residential uses. Mixed-use structures that *vertically* integrate uses will have housing above ground floor commercial, office, or other pedestrian-active uses. A mixed-use development that is *horizontally* integrated may have a combination of buildings that are exclusively nonresidential, exclusively residential, and vertically mixed buildings.

The two mixed-use land designations are Urban Center, and Community Mixed Use. Mixed-use areas are expected to accommodate both residential and commercial development, consistent with assumptions used in the LCA.



Urban Center

The purpose of this designation is to create and sustain a commercial district and adjacent areas that caters to pedestrians and emphasize street activity. This area addresses the concentration of downtown uses including commercial office, retail, arts and entertainment, eating and drinking establishments, and residential uses. This is where people can live, work, and recreate within minutes of each activity.

Urban streetscapes, plazas, outdoor seating, public art, and open space and park amenities appropriately designed for urban character help to keep this area a vibrant community destination. This designation is consistent with the historic downtown district and is supportive of evening and weekend activity of lively uses and services to accommodate residents, employees, and visitors to our community.

This designation accommodates zoning districts that provide a mix of retail and residential uses, as well as evening and weekend entertainment and leisure activities. This land use designation extends beyond the historic downtown core of Ellensburg to include transitional areas between downtown and the University, and between downtown and higher intensity industrial and commercial activity to the west and south.

Implementation of this land use designation should encourage second and third floor residential, and office uses in the downtown core. It should also encourage new high-density residential or mixed-use developments while providing areas of transition to adjacent areas and preservation of the historic downtown .

Community Mixed Use

This designation accommodates a combination of employment, retail and service uses that serve the broader community, as well as residential developments.

Activities within this land use designation include a broad range of employment and services necessary for a vibrant community. Establishments located in this designation draw from the community as a whole for their employee and customer base. They serve the larger community as well as adjacent neighborhoods. A broad range of functions including retail, education, financial institutions, professional and personal services, offices, residences, and general service activities are typical in this designation.

Community mixed use areas should be integrated with main transportation corridors, including public transit and active transportation systems. The density of development may be higher than currently seen in most commercial areas in Ellensburg. Mixing commercial and residential uses within this designation will facilitate access to services and retail opportunities without requiring the use of an automobile. Implementation of this land use designation should include encouraging medium to high-density residential uses.

Commercial

The commercial land use designations provide for the creation of local jobs and other economic activity in a manner consistent with the character of the community. Commercial-based uses provide employment opportunities as well as primary retail and service opportunities. These areas provide an array of commercial uses at a range of intensities to meet the demand of current and



future market conditions. The commercial land use designation is General Commercial and Services.

General Commercial and Services

Ellensburg is a retail, education, health services, public administration, and outdoor recreation hub, and provides opportunities for these activities at a regional scale. This designation accommodates uses with large land requirements, including uses that may involve outdoor storage of merchandise; uses that are automobile-oriented or regional-retail related; uses that provide support service to business or industry; and uses that support highway travel.

It is necessary that these types of facilities be located in proximity to major transportation routes. Since uses in this designation are often large and prominent facilities within the community and region, design guidelines ensure compatibility with the remainder of the community. Mixing of uses that encourages broad activity levels is encouraged. Any development within this designation should have a well-integrated transportation network that accommodates different modes of transportation and provides ready access within and to adjacent development.

Residential space should not be a primary function and should only be included as a use in combination with other compatible commercial uses if supportive residential services and spaces are within 1/4 mile of the proposed development. Supportive residential uses include public parks or open space, grocery, school, and transit.

Industrial

The industrial land use designations provide for the creation of local jobs and other local economic activity in a manner consistent with the character of the community. Industrial land typically includes businesses that manufacture, process, or otherwise generate products sold to commercial businesses later. Industrial areas require good transportation access, particularly to truck routes, for movement of goods and employees. These areas provide a range of intensities including light and heavy industrial uses.

Light Industrial

This designation accommodates a range of industrial and employment uses, including light manufacturing, research and development, office, technology centers, light assembly, storage, and support services to industry.

Light industrial areas may also include a range of flexible employment uses, such as small-scale production, artisan manufacturing, business park environments, and similar low-impact industrial activities. Uses may be mixed vertically or horizontally in appropriate locations, particularly where such development supports a cohesive employment environment.

This designation includes a broad spectrum of land uses, some of which can be compatible with mixed-use developments, regional commercial services, and live/work developments. The scale and intensity of development should be compatible with adjacent uses.

Heavy Industrial

This designation generally accommodates industries that process large volumes of raw materials into refined products and/or have significant external impacts. The uses in these areas tend to



generate truck traffic and should have access to major transportation networks. Typically, these areas would not be compatible with residential uses.

Other Land Use Designations

Public/Institutional

This designation accommodates a variety of activities. Schools are a dominant use including Central Washington University. Other typical uses are libraries, fire stations, Kittitas Valley Event Center, and publicly operated facilities and utilities. A significant portion of Ellensburg's employment occurs within this category.

Parks and Open Space

All publicly owned recreation lands, including parks, are included within this category, as well as certain private lands. These areas are generally open in character and may or may not be developed.

Open Space

This designation is for land that is currently open space but is either private or non-city owned and may or may not be developed and is not publicly accessible.

Table 3-2 includes estimated acreages of proposed future land use designations within the City of Ellensburg and the Urban Growth Area, while Figure 3-1 illustrates their geographic distribution.

3-2. Future Land Use Designations

Future Land Use Designation	Acres	Percent
Residential Neighborhood	1,482	16.0%
Blended Residential Neighborhood	876	9.5%
Urban Neighborhood	939	10.1%
Neighborhood Mixed Use	100	1.1%
Urban Center	208	2.2%
Community Mixed Use	943	10.2%
General Commercial and Services	336	3.6%
Light Industrial	2,365	25.5%
Heavy Industrial	235	2.5%
Public/Institutional	659	7.1%
Parks and Open Space	632	6.8%
Open Space (private/non-city owned)	455	4.9%
Total	9,258	100%



Figure 3-1. Future Land Use Map

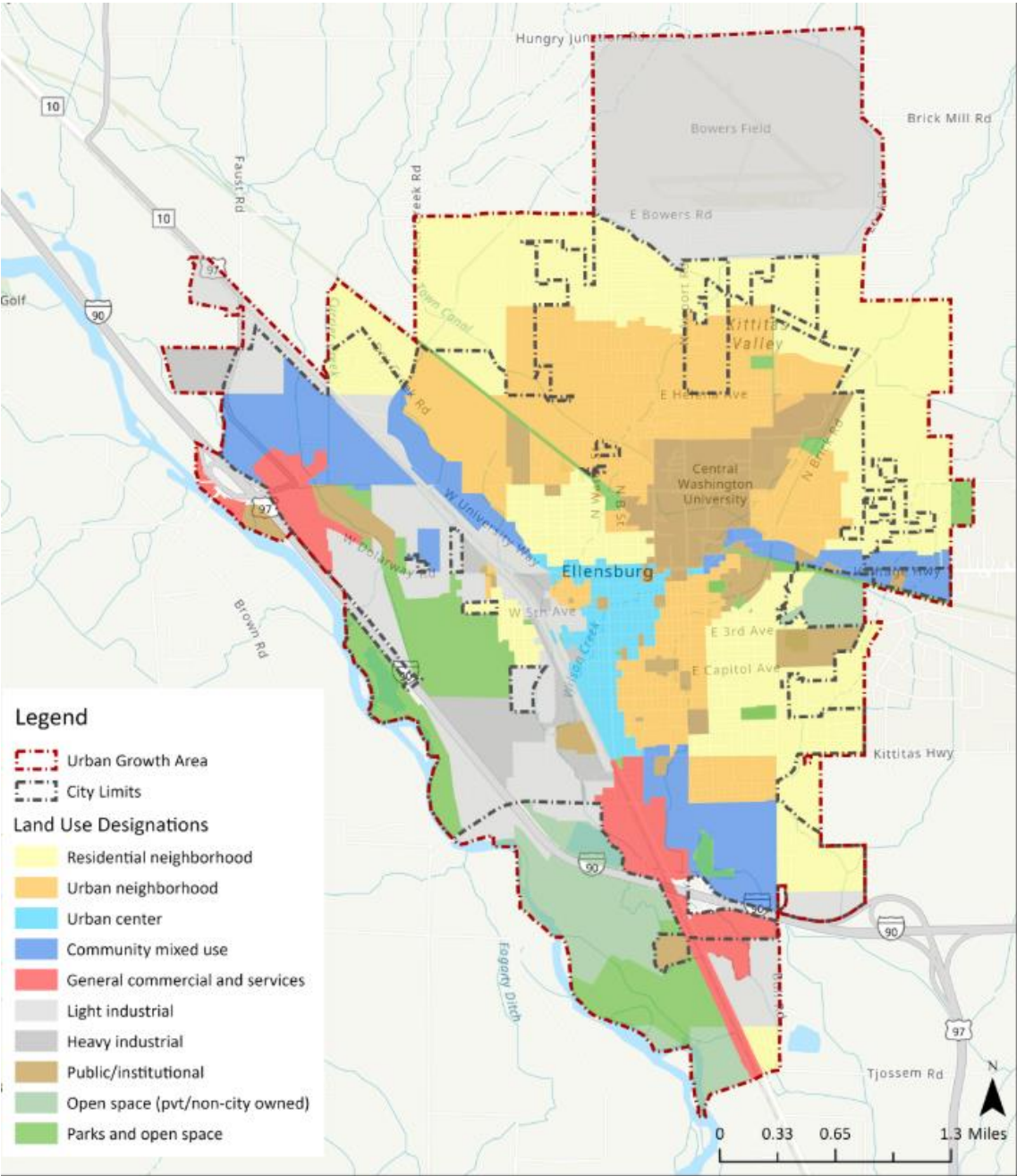


Table X. Future Land Use- Zoning Conversion Table



<u>Future Land Use</u>	<u>Zoning Options</u>
<u>Residential Neighborhood</u>	Residential Low (R-L) Residential Medium (R-M) Residential High (R-H) Residential Office (R-O) Manufactured Home Park (MHP)
<u>Urban Neighborhood</u>	Residential High (R-H) Residential Medium (R-M) Manufactured Home Park (MHP) Neighborhood Center Mixed Use (NCMU) Residential Office (R-O)
<u>Community Mixed Use</u>	Residential High (R-H) Residential Office (R-O) Neighborhood Center (NCMU) Regional Center Mixed Use (RCMU) Commercial Highway (C-H)
<u>Neighborhood Commercial</u>	Commercial Neighborhood (C-N) Residential Office (R-O)
<u>Urban Center</u>	Central Commercial (C-C) Central Commercial II (C-CII)
<u>General Commercial and Services</u>	Commercial Highway (C-H)
<u>Light Industrial</u>	Industrial Light (I-L)
<u>Heavy Industrial</u>	Industrial Heavy (I-H)
<u>Public Institutional</u>	Public Reserve (P-R)
<u>Open Space (Private)</u>	Public Reserve (P-R)
<u>Parks and Open Space (Public)</u>	Public Reserve (P-R)

Goals, Policies, and Programs

This chapter contains goals, policies, and programs necessary to support the City's responsibility for managing land uses and to implement regulations, guidelines, and programs. The Land Use policies contained in this chapter, along with the future land use map (Figure 3-1), identify the intensity of development and density recommended for each area of the city. These designations help to achieve the City's goals by providing for sustainable growth that encourages housing choice;



locates population centers adjacent to transit and services; provides areas with the city to grow businesses, services, jobs, and entertainment; respects existing neighborhoods; provides for appropriate transitions between uses with differing intensities; safeguards the environment; and maintains Ellensburg's sense of community.

Goal LU-1: Land use patterns provide a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible and well-integrated with surrounding neighborhoods.

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

Identify and reduce regulatory or procedural barriers to infill development and redevelopment in and around the downtown area.

Program 2 Update zoning and development regulations, as needed, to support increased residential density and a mix of housing types 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.

Program 1 Incorporate Planned Unit Developments into the City's land development code.

Program 2 Encourage compatible neighborhood commercial uses in residential areas while maintaining particular attention to establishing pedestrian-oriented neighborhoods and regulating offsite impacts to adjoining residential areas.

Program 3 Allow healthy food purveyors, such as grocery stores, farmers markets, and community food gardens, in proximity to residential uses and transit facilities.

Program 4 Recognize the placemaking value of arts and cultural facilities and work to site them throughout the City as a means to enhance neighborhoods. support their integration throughout the City to enhance neighborhood identity and community vitality.

Program 5 Regularly review and update the City's zoning regulations, design standards, and review process as needed to allow design flexibility and creativity, address emerging issues, and foster compatibility of development with surrounding areas.

Policy C Support development of compact, walkable mixed-use centers that provide access to daily needs, housing options, employment opportunities, public spaces, and multimodal transportation choices.

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



Program 2 Assess the design and scale of commercial uses and other higher density uses when located in mixed use and predominantly residential areas.

Goal LU-2: Land use patterns promote walking, biking, and transit use to access goods, services, education, employment, and recreation, thereby supporting public health and reducing per capita vehicle miles traveled.

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

Program 1 Evaluate and process rezoning requests that allow appropriate mixing of residential and commercial uses consistent with adopted land use designations.

Program 2 Encourage urban development patterns that use land efficiently, support multimodal transportation, and provide adequate open space and amenities, particularly in newly developing areas and where infill is possible.

Program 3 Review parking requirements and costs and consider including regulatory provisions to reduce parking standards for those uses located within a quarter mile of public transit, or serving a population characterized by low rates of car ownership.

Program 4 Support thoughtful planning and development along key corridors – including Canyon Road, University Way, and Dolarway Road – to ensure land use, design standards, and infrastructure investments align with the City’s overall growth and transportation strategies, thereby facilitating equitable access to services and housing opportunities.

Program 5 Explore establishing a Transfer of Development Rights program as a tool to support creative development solutions.

Policy B Adopt and maintain policies, codes, and land use patterns that promote walking and biking in order to increase public health and reduce per capita vehicle miles traveled.

Program 1 Locate new community facilities near major transit routes and in areas convenient to pedestrians and bicyclists.

Goal LU-3: Commercial and mixed-use areas are designed at a pedestrian scale that supports walkability, safety, and an engaging public realm.

Policy A Develop and implement strategies that address on- and off-street parking management in the downtown area consistent with walkability and economic vitality goals.

Program 1 Building on previous parking study results, develop and implement a parking management strategy for the downtown area, including pricing, time limits, shared parking, and wayfinding improvements.



Program 2 Develop and implement strategies that improve access and circulation in the downtown area, consistent with walkability and economic vitality goals.

Policy B Facilitate development of vacant and underutilized land in and around downtown with commercial, civic, cultural, and higher-density residential uses.

Program 1 Provide historic renovation training to contractors/developers interested in developing or renovating existing buildings.

Program 2 Encourage development of second floor housing and/or professional offices in the downtown area.

Program 3 Seek grant opportunities and partnerships to facilitate elevator placement in downtown buildings to foster ADA accessibility.

Goal LU-4: Downtown Ellensburg functions as a vibrant, mixed-use center that supports economic vitality, tourism, housing, and community life.

Policy A Encourage development and activity that increases pedestrian activity and economic vitality in the downtown area while ensuring safe and efficient access for all transportation modes.

Program 1 Support and encourage a mix of businesses, services, housing, cultural uses, and community attractions in downtown.

Policy B Maintain interconnectedness and high levels of access to downtown.

Program 1 Identify and improve critical rights of way and important pedestrian and bicycle corridors that provide access to downtown.

Program 2 Implement a program of trails, signs, and other strategies to connect downtown with the west and south interchanges, and the CWU campus.

Policy C Protect, preserve, and promote Ellensburg's historic buildings, districts, objects, sites, and structures as integral components of community identity and downtown revitalization.

Program 1 Encourage further development of historic corridors and compatible infill design to emphasize connection of historic sites, such as the train depot, to the historic downtown.

Program 2 Attract tourists to the City through regional promotion of the historic downtown.



Goal LU-5: Commercial and industrial areas serve community needs and support long-term economic vitality.

Policy A Ensure the comprehensive plan designates a diversity of commercial and industrial lands sufficient to provide an array of businesses and employment opportunities that serve the community.

Program 1 Land designated or zoned industrial in the City and UGA should be reserved for industrial and appropriate accessory uses.

Program 2 Access high-traffic generating land uses from arterials whenever possible. If this is not possible, provide mitigation to address access impacts.

Program 3 Encourage the master planning of multi-building and multi-parcel developments and large institutions to emphasize aesthetics and community compatibility. Include circulation, landscaping, open space, storm drainage, utilities, and building location and design in the master plan.

Program 4 Review and regularly update the City's commercial zoning regulations, design standards, and design review process as needed to allow design flexibility and creativity, address emerging issues, and foster compatibility of development with the character of surrounding areas.

Program 5 Separate heavy industrial uses from incompatible land uses. Use transition zoning, buffers, and other techniques to protect industrial areas and nearby uses from conflicts.

Program 6 Encourage live/work units in appropriate transitional zones, including light industrial zones.

Goal LU-6: Collaborate with Kittitas County to provide coordinated services and facilities in a manner that will be best suited to geographic, economic, demographic, and other factors that influence development needs.



Action Items

Community Visioning

Utilize design charettes as a tool to gather community input for community projects such as transportation planning, facility planning, program development, and project visioning.

Planned Unit Developments

Create a community task force to discuss how planned unit developments can be incorporated as a useful development option in Ellensburg, while ensuring they do not negatively impact cohesive neighborhood and community growth. Develop a planned unit development code for adoption into the city's land development code.

Review Zoning Districts

Review and revise zoning districts, and the allowable uses within each zoning district, as necessary to permit and encourage mixing of residential and commercial uses, increase opportunities for a range of housing types and densities, and ensure compatible land use patterns.

Review Land Use Regulations

Review land use regulations and revise as necessary to allow neighborhood commercial uses in residential areas, where appropriate, with particular attention to establishing pedestrian-oriented neighborhoods and regulating offsite impacts to adjoining residential areas.

Implement Land Capacity Analysis Findings

Amend zoning and development regulations, as needed, to ensure sufficient land capacity for housing and employment growth, including housing affordable to a range of income levels, consistent with the 2026 Land Capacity Analysis.

Promote Infill and Redevelopment

Identify and reduce barriers to infill and redevelopment of underutilized properties within the City.

Policy Connections

The **Transportation** chapter contains a set of policies on active modes of transportation and ways to improve street and neighborhood connectivity.

The **Housing** chapter contains a set of goals and policies that provide a framework for increasing housing supply and diversity while protecting existing neighborhoods.

The **Capital Facilities and Utilities** chapter contains goals and policies to ensure that public services and infrastructure are available to meet growth and development demands.



Ellensburg Comprehensive Plan

LAND CAPACITY ANALYSIS FOR HOUSING, EMPLOYMENT, AND HOUSING BY INCOME BAND | FEBRUARY 13, 2026

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Introduction and Targets

Leland Consulting Group (Leland) was retained by the City of Ellensburg as part of a team led by the SCJ Alliance (SCJ) to assist in completing several required analyses for its 2026 Comprehensive Plan update. As part of this work, Leland conducted a Land Capacity Analysis (LCA) to determine potential development capacity for housing and jobs in the city through 2046, including capacity for housing units by income band to comply with recent updates to the Growth Management Act (GMA). This report details the methodology and results of this analysis, which was conducted using the Kittitas County LCA Methodology (May 8, 2025), developed to ensure consistency across the County for the current Comprehensive Plan update cycle. This report follows the order of analysis steps in the County methodology, which is attached as Appendix A.

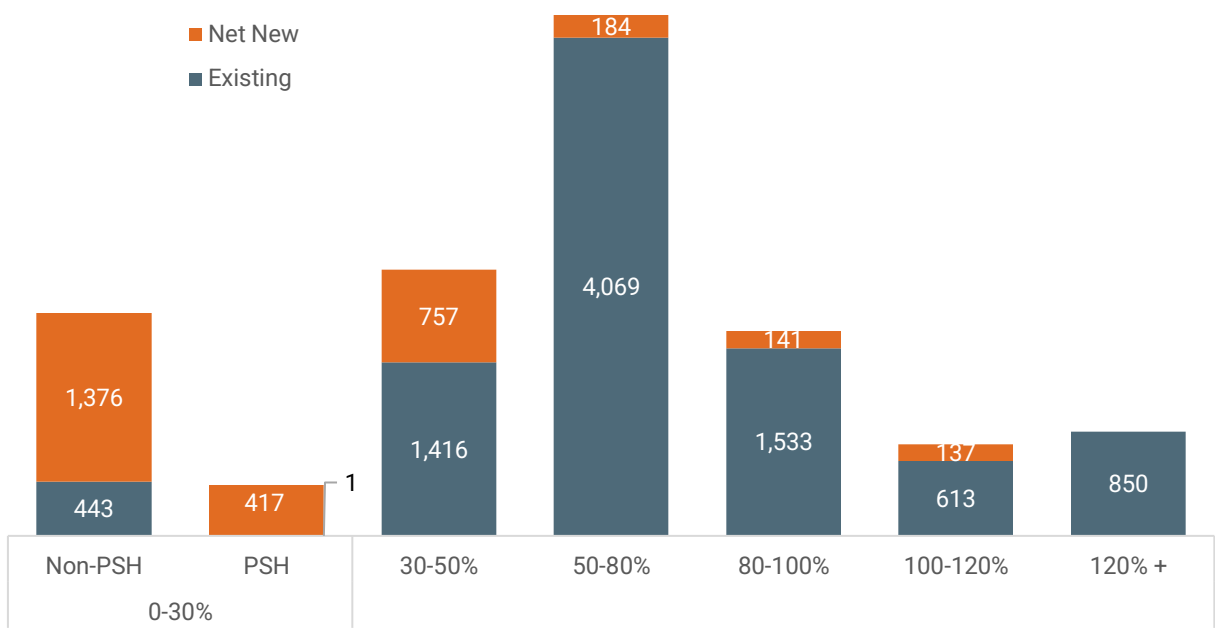
Note that, per the County methodology, the base point in time for this LCA is December 31, 2024, and that this LCA only analyzes incorporated parcels inside the City of Ellensburg. Kittitas County will analyze unincorporated parcels within the Ellensburg Urban Growth Area (UGA).

In accordance with the GMA, all Kittitas County jurisdictions are required to demonstrate that they have sufficient land capacity to accommodate the projected 2046 housing needs and jobs growth based on Washington Office of Financial Management (OFM) countywide forecasts. Kittitas County established population, housing, and employment growth targets for all cities within the County using the OFM forecasts and the Department of Commerce's Housing for All Planning Tool (HAPT) for this planning horizon, using a 2020 baseline. Ellensburg's must plan for a total of **25,631 residents by 2046, an increase of 4,834** from the 2020 baseline of 20,797. Using the HAPT, which takes into account household size, future vacancy rates needed to ensure a healthy housing market, and housing needed to accommodate homeless and cost-burdened residents, this translates to a housing target of **3,012 net new units between 2020 and 2046**. The county also established a jobs target based on the existing jobs-to-housing ratio of 0.90. This results in a target of **2,710 net new jobs** for the 2020-2026 period.

The housing unit targets are further broken down by what household income level they can serve. The chart below in Figure 1 shows Ellensburg's existing housing units (in blue) and projected net new housing units (in orange) needed for the 2020-2046 planning horizon and grouped by income band, expressed as a percentage of Kittitas County Area Median Income (AMI). The 2024 AMI for Kittitas County used in this analysis was **\$99,800**. The AMI is determined by the U.S. Department of Housing and Urban Development (HUD) and is generally higher than the U.S. Census-reported median household income for a given city since it is a countywide metric and based on average family income, which excludes one-person households. The HUD AMI is used to determine eligibility and income limits for subsidized affordable housing units.

Note that the projected housing needs for families earning under 30% AMI are broken down into permanent units (i.e. standard housing units) and permanent supportive housing (PSH), defined in the Department of Commerce guidebook as "subsidized, leased housing for people who are experiencing homelessness or are at risk of homelessness and living with a disabling condition."

Figure 1. Ellensburg Existing (2020) and New Housing Units Needed by Income Band, 2020-2046



Source: Kittitas County, Washington Department of Commerce

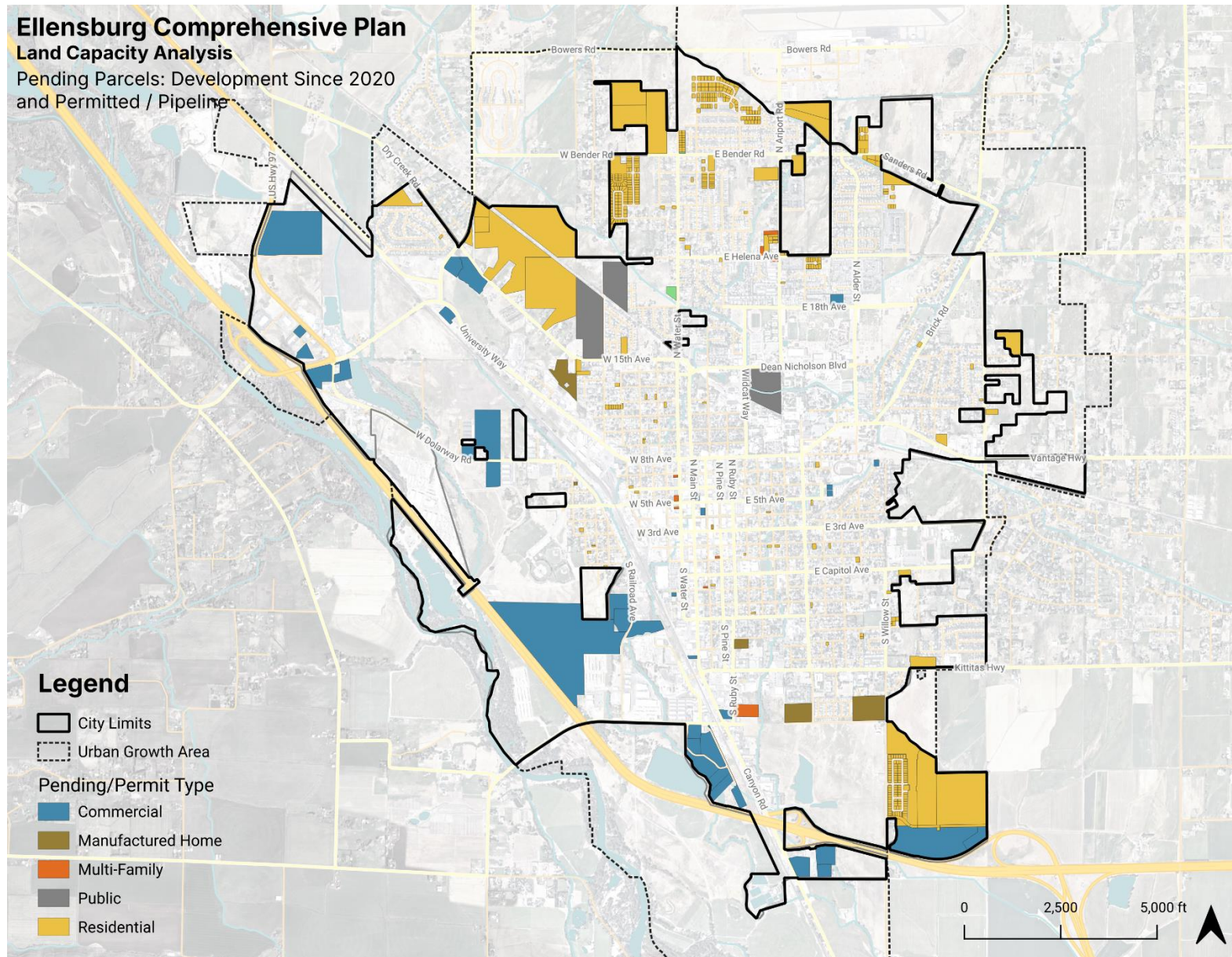
Data Collection and Calculating Gross Developable Land Inventory

The first step in the analysis involves refining the city’s parcel layer to calculate the total amount of developable land with capacity for development over the 20 year horizon. Kittitas County Assessor parcel data was collected from the County’s GIS hub and used to conduct this analysis.

Pending Development

Per the County’s methodology, parcels with pipeline development should be removed so as not to double-count parcels in the LCA process. Additionally, as discussed above, the state sets the baseline for the housing and jobs targets at 2020. Therefore, any development which has occurred since 2020 is also counted towards meeting the city’s target. Together, **development since 2020 and planned/pipeline development is called “Pending” development** for the purposes of this LCA. The map below in Figure 2 shows parcels with pending development, and the chart below in Figure 3 shows details of pending development by zone and development type. As noted in the County methodology, these parcels were removed from consideration in the LCA and will be added back into the totals at the end of the analysis.

Figure 2. Pending Parcels in Ellensburg for LCA



Source: City of Ellensburg, Kittitas County Assessor, Leland Consulting Group

Figure 3. Pending Development in Ellensburg by Zone, 2020-2046

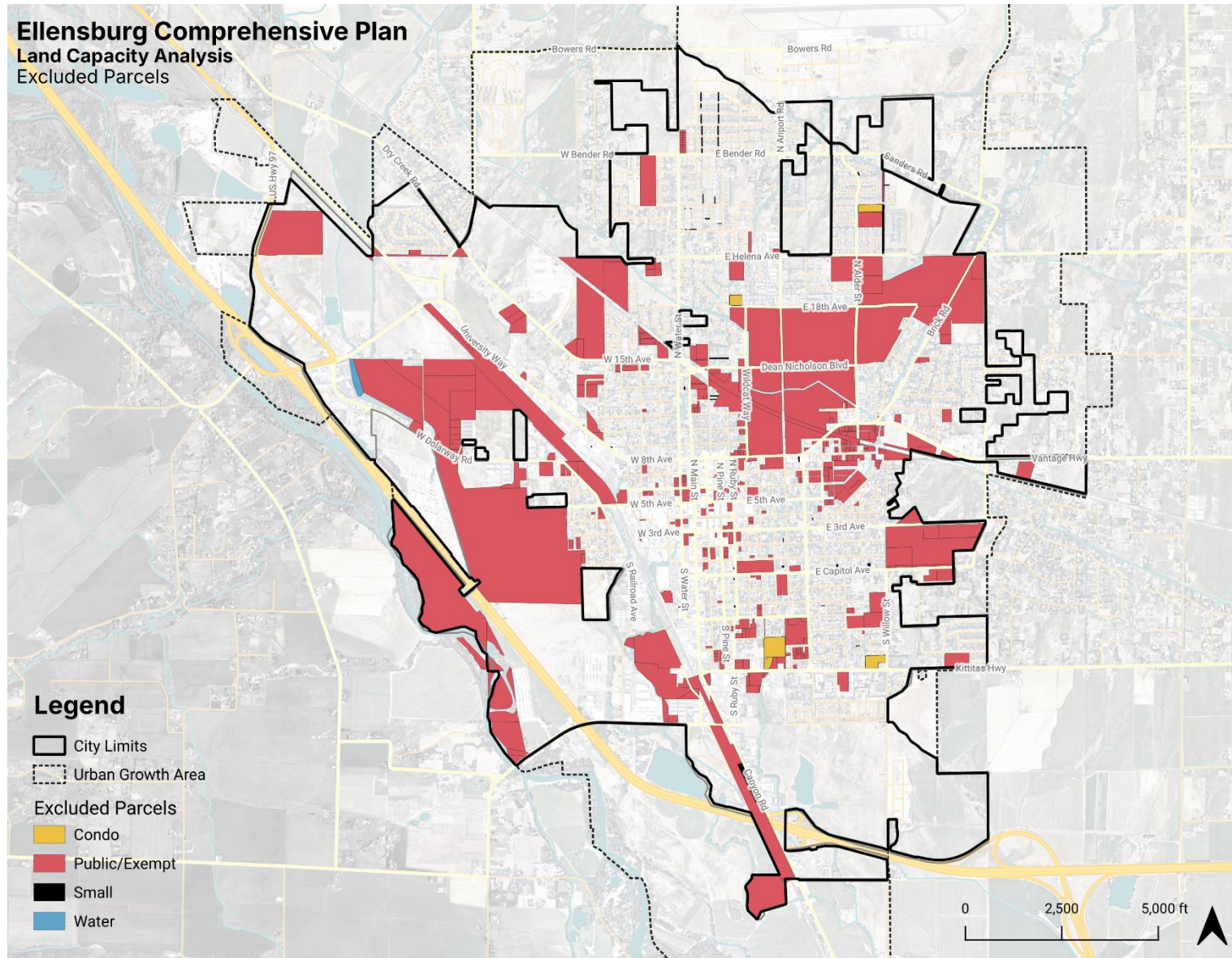
Zone	HOUSING				EMPLOYMENT	
	Single-Family or Middle Housing Units	Manufactured Home Units	Multi-Family Units	Total Units	Total Commercial Square Feet	Estimated Total Jobs
CC	2		100	102	721	2
CC II				0	1,248	3
CH	2			2	25,410	63
CN						0
IH						0
IL		1		1	900,371	1,125
MHP		9		9		
NCMU			78	78		
PR					15,806	40
PUD						
RCMU						
RH	9		20	29		
RL	30			30	2,584	7
RM	36		33	69	600	2
RO	6			6		
RS	1,100			1,100	2,800	7
Grand Total	1,187	10	231	1,426	949,540	1,249

Source: City of Ellensburg, Kittitas County Assessor, Leland Consulting Group

Excluded Parcels and Undevelopable Land

In addition to the pending parcels, the County methodology removes **publicly owned and tax-exempt parcels** from consideration in the LCA, as well as allowing jurisdictions flexibility in choosing other parcels to remove from consideration. For this analysis, condominiums were also removed, since they typically are unlikely to redevelop and the particulars of assessor data can cause them to be flagged as redevelopable using the methodology detailed below. In addition, very small fragments of parcels that are too small for any significant redevelopment, as well as easements, fragments of right-of-way, and parcels entirely made up of water were removed from consideration in this LCA. The map below shows excluded parcels by type. These parcels total **1,369 acres**.

Figure 4. Parcels Excluded from Consideration in Ellensburg LCA



Source: City of Ellensburg, Kittitas County Assessor, Leland Consulting Group

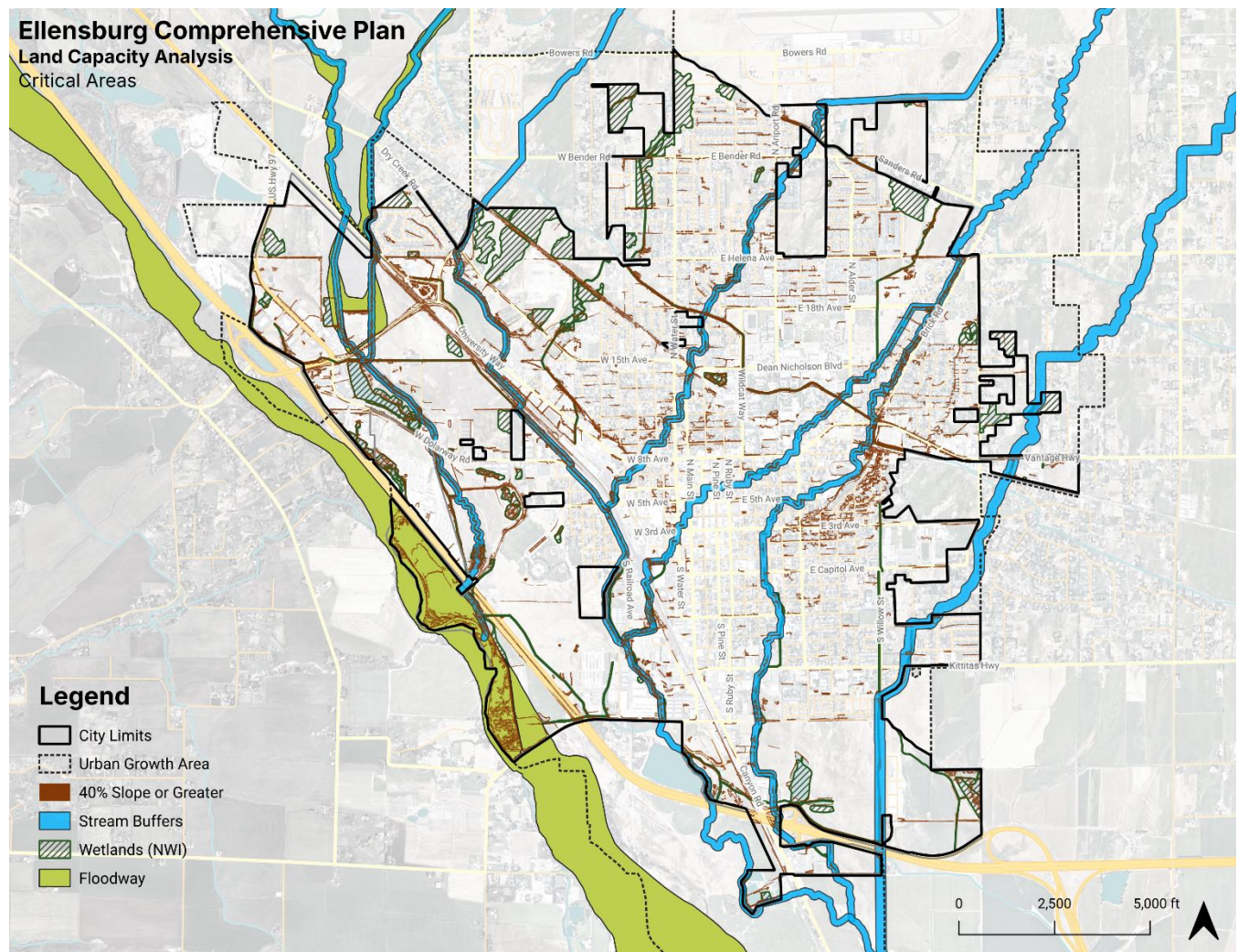
Critical Areas

The County methodology lists the following critical areas which create undevelopable conditions on properties. Data sources used for this analysis are also listed below:

- **Steep slopes** (Washington State LIDAR data – 40% slope and greater used for this analysis)
- **Streams** (City data)
- **Wetlands** (National Wetland Inventory)
- **Floodways** (FEMA maps)
- **Critical Area Buffers** (City code – 85 feet used for streams and 50 feet for Lyle Creek)

These critical areas were mapped, and the acreage was removed from the total developable acreage at the parcel level. The map below shows the critical areas by type used in this LCA:

Figure 5. Critical Areas Removed from Ellensburg LCA



Source: City of Ellensburg, Federal Emergency Management Administration, State of Washington, U.S. Fish and Wildlife Service

The table below shows the gross acres and gross developable acres by zone, after removing excluded parcels and critical area acreage:

Figure 6. Gross Developable Acres by Zone in Ellensburg for LCA

Zone	Gross Zone Area (acres)	Gross Developable Land (acres)
CC	51.0	44.0
CC II	59.2	41.5
CH	430.4	323.8
CN	9.3	4.5
IH	62.2	22.4
IL	289.5	162.2
MHP	33.4	32.3
NCMU	17.9	13.1
PR	2.3	1.5
PUD	19.9	18.6
RCMU	96.0	65.0
RH	9.6	8.0
RL	354.6	301.3
RM	250.9	208.9
RO	50.6	44.8
RS	974.0	792.3
Grand Total	2,710.8	2,084.3

Parcel Classification

To determine developable land capacity in Ellensburg, a set of assumptions was used to categorize the parcel acreage shown above as **vacant**, **partially used**, **under-utilized**, or **fully developed**, according to the County methodology.

Vacant

Parcels in all zones were identified as “vacant” if one of the following was true:

- Parcels classified as **undeveloped** or **vacant** by the Kittitas County Assessor
- Parcels with a combined improvement (building) and land value of **\$10,000** or less.

Partially Used

The partially-used classification refers to parcels in single-family zones that are **large enough to be subdivided** for additional units. The threshold set by the County are parcels that are three times larger than the allowed minimum lot size. In Ellensburg, the RS and RL zones were used for this classification methodology. In addition, parcels with an improvement (building) value worth more than the 75th percentile of the assessed building value citywide were removed, to represent high-value homes on large properties that are unlikely to subdivide.

Under-Utilized

This category applies to parcels in all other zones aside from RS and RL. For this analysis, parcels are considered under-utilized if the ratio of the improvement (building) to land is less than **1.0**, indicating that the parcel **can**

redevelop to a more intense use than is currently on the parcel. Additionally, single-family homes in zones allowing denser middle housing or multifamily housing are also classified as under-utilized.

Fully Developed

Parcels which were not excluded earlier in the process (i.e. pending, public, otherwise undevelopable), and which do not meet any of the criteria for vacant, partially used, or under-utilized, are classified as “**fully developed**” and are not assumed to have any development capacity for the purposes of this LCA.

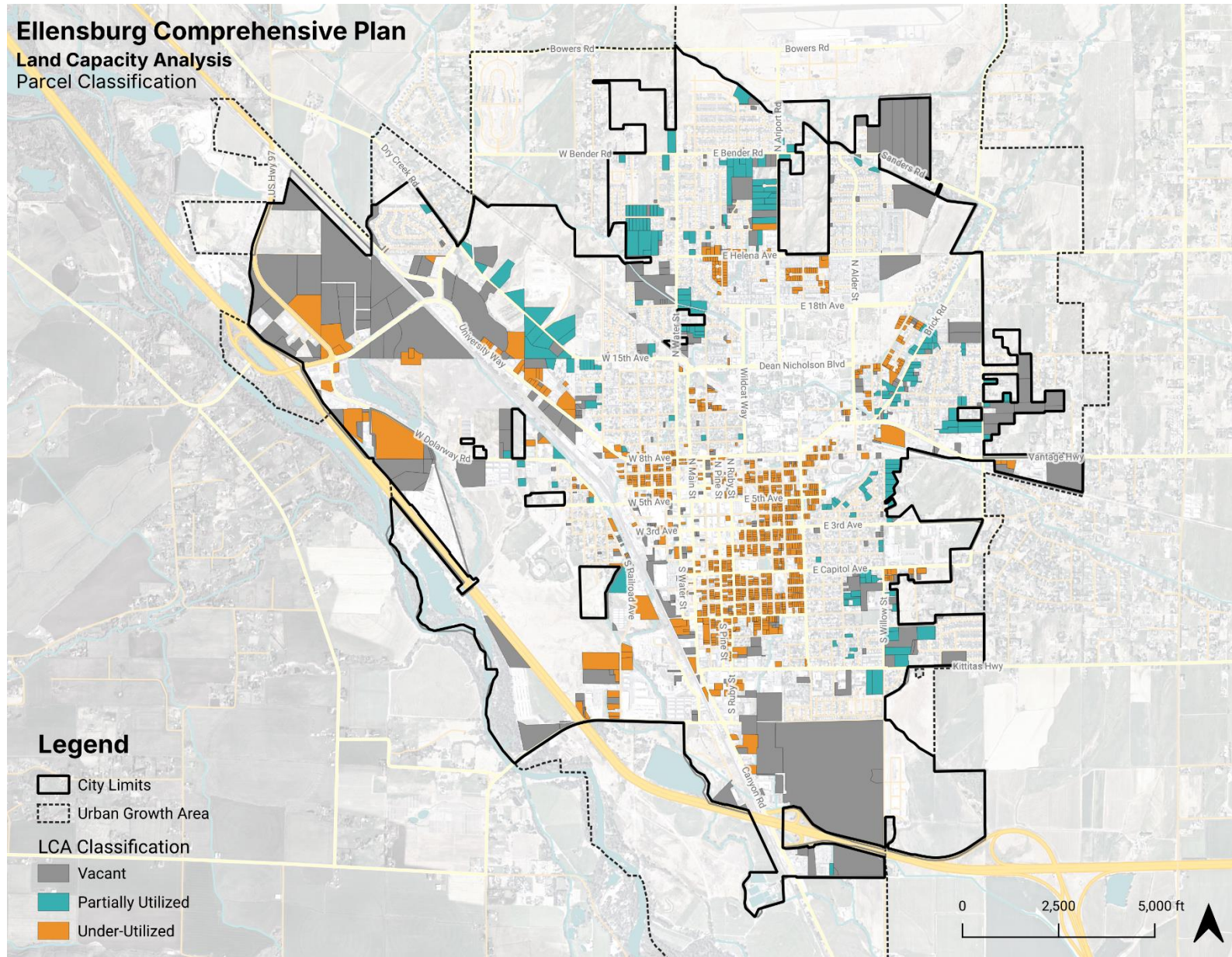
LCA Parcel Summary

The table below shows the vacant, partially-used, and redevelopable acreage in each zone after the critical area acreage was removed. The locations of these parcels are shown on the map below in Figure 8.

Figure 7. Total Gross Unconstrained Acreage of Vacant, Partially Used, and Under-Utilized Parcels by Zone

Zone	Description	Vacant	Partially Used	Under-Utilized	Total
RS	Residential Suburban	310.6	66.4	0.0	377.0
RL	Residential Low Density	15.5	22.8	0.0	38.4
RM	Residential Medium Density	25.9	0.0	89.6	115.4
RH	Residential High Density	1.9	0.0	1.9	3.8
RO	Residential Office	3.6	0.0	32.4	36.0
CH	Commercial Highway	172.9	0.0	53.9	226.8
CC	Central Commercial	3.7	0.0	7.9	11.6
CC II	Central Commercial II	8.2	0.0	12.3	20.4
MHP	Manufactured Home Park	3.7	0.0	1.9	5.6
IL	Industrial Light	71.9	0.0	45.6	117.4
IH	Industrial Heavy	3.9	0.0	7.9	11.8
PR	Public Reserve	0.5	0.0	1.0	1.5
RCMU	Regional Center Mixed Use	53.2	0.0	11.8	65.0
NCMU	Neighborhood Center Mixed Use	9.0	0.0	1.8	10.9
	Total	684.6	89.2	267.9	1,041.7

Figure 8. Land Capacity Analysis Parcel Classification Map



Deductions and Market Factors

The Kittitas County LCA Methodology indicates that jurisdictions should reduce the amount of vacant and redevelopable acreage by a reasonable amount to account for land that may not be available for redevelopment due to the market conditions or property owner decisions and preferences, as well as a deduction for land that may be needed for new infrastructure improvements such as right-of-way, landscaping, open space, stormwater management, etc. The County's methodology contains a market factor deduction of **10 percent for vacant parcels** and **25 percent for partially used and under-utilized parcels**, which were used in this analysis. The County also suggests an infrastructure deduction of 5-10 percent for cities. Ellensburg staff selected an **infrastructure deduction of 5 percent** given the overall availability of infrastructure in the city. The table below shows the total net developable acres by zone after applying these deductions.

Figure 9. Deductions and Net Acreage by Zone (after Deductions) for Ellensburg Land Capacity Analysis

Zone	Vacant		Partially Utilized		Under-Utilized		Total Net Acres
	Total Reduction Factor	Net Acres	Total Reduction Factor	Net Acres	Total Reduction Factor	Net Acres	
RS	15%	264.0	30%	46.5	30%	0.0	310.5
RL	15%	13.2	30%	16.0	30%	0.0	29.2
RM	15%	22.0	30%	0.0	30%	62.7	84.7
RH	15%	1.7	30%	0.0	30%	1.3	3.0
RO	15%	3.1	30%	0.0	30%	22.7	25.7
CH	15%	147.0	30%	0.0	30%	37.7	184.7
CC	15%	3.2	25%	0.0	25%	5.9	9.1
CC II	15%	6.9	25%	0.0	25%	9.2	16.1
MHP	15%	3.2	30%	0.0	30%	1.4	4.5
IL	15%	61.1	30%	0.0	30%	31.9	93.0
IH	15%	3.3	30%	0.0	30%	5.5	8.8
PR	15%	0.4	30%	0.0	30%	0.7	1.1
RCMU	15%	45.2	30%	0.0	30%	8.3	53.5
NCMU	15%	7.7	30%	0.0	30%	1.3	9.0
		581.9		62.5		188.5	832.9

Housing and Employment Capacity

Residential/Commercial Split

Having established the amount of available developable acreage, the next step in the analysis is to determine the **share of this acreage which may redevelop as residential and nonresidential uses** in each zone. The County methodology suggests a baseline assumption of a 50/50 residential/commercial split in mixed-use zones. This was used in the CC, CCII, and NCMU zones in Ellensburg. In the RCMU zone, staff adjusted the percentage to 30 percent residential and 70 percent commercial, following recent development trends in the zone and expectations that there will continue to be a higher share of commercial compared with residential developed in the RCMU over the planning horizon. The table below shows the assumed residential share of each zone used in this analysis.

Figure 10. Assumed Residential/Commercial Share for Ellensburg LCA

Zone	Description	Assumed % Residential
RS	Residential Suburban	100%
RL	Residential Low Density	100%
RM	Residential Medium Density	100%
RH	Residential High Density	100%
RO	Residential Office	100%
CH	Commercial Highway	0%
CC	Central Commercial	50%
CC II	Central Commercial II	50%
MHP	Manufactured Home Park	100%
IL	Industrial Light	0%
IH	Industrial Heavy	0%
RCMU	Regional Center Mixed Use	30%
NCMU	Neighborhood Center Mixed Use	50%

Residential Density

The next step is to estimate the density at which the identified residential acreage could be redeveloped. Per the County methodology, this should be a **forward-looking analysis which considers allowed and achieved densities and considers a slight increase in density over existing density**. The table below shows the minimum and maximum density in Ellensburg's residential zones which have specified densities in the zoning code. It also shows the average achieved density of projects built since 2020 and in the pipeline. Finally, the right column shows the assumed housing density used for this LCA, generally a slight increase over achieved densities per the County methodology. In the case of the CH and RCMU zone which have not seen recent multifamily development, the density assumption used in RH, where apartments have been built recently, was applied since the standards and locations of those zones are most similar to RH. In CCII, the same density as CC was used, based on recent

multifamily apartments in CC and similar zoning standards between the zones. In the MHP zone, an average density of Ellensburg's three existing mobile home parks was used to forecast the eventual build-out of those parks which still contain some vacant spaces.

Figure 11. Assumed Residential Densities for Zones Allowing Housing in Ellensburg Land Capacity Analysis

Zone	Minimum Density (du/ac)	Maximum Density (du/ac)	Achieved Density (2020-2025 and Planned Projects)	Assumed Housing Density for LCA (du/ac)
RS		6.0	2.9	4.0
RL	6.0	8.0	4.4	6.0
RM	8.0		9.2	10.0
RH	15.0		24.2	25.0
RO	8.0		6.0	8.0
CC			96.2	100.0
CC II				100.0
MHP			7.6*	7.6
RCMU				25.0
NCMU			16	16.0

Employment Density

To determine the density of employment capacity on the nonresidential acreage in Ellensburg, a job density assumption was developed for each zone and measured in jobs per acre. Per the County methodology, and similar to the housing density calculations above, achieved density of commercial development since 2020 was analyzed, as well as pending development, calculated in Floor Area Ratio (FAR). An assumed FAR based on recent development was selected, with IH using the same assumption as IL and the Mixed Use zones using similar assumptions to the CH and CC zones, respectively, based on staff feedback. These FAR assumptions were then multiplied by an assumed square feet per job metric from the County methodology to generate a job capacity per acre on available employment land, as shown below:

Figure 12. Assumed Employment Densities for Land Capacity Analysis

Zone	Achieved FAR since 2020	Pending (2020-2025+) FAR	FAR for LCA	Square Feet Per Job	Assumed Job Density for LCA (Jobs/Acre)
CH	0.3	0.1	0.3	400	27.2
CC	1.0	0.0	1.0	400	108.9
CC II	0.4		0.4	400	39.1
IL	0.1	0.2	0.1	800	5.4
IH			0.1	800	5.4
RCMU			0.3	400	27.2
NCMU			0.4	400	39.1

Additional ADU Capacity

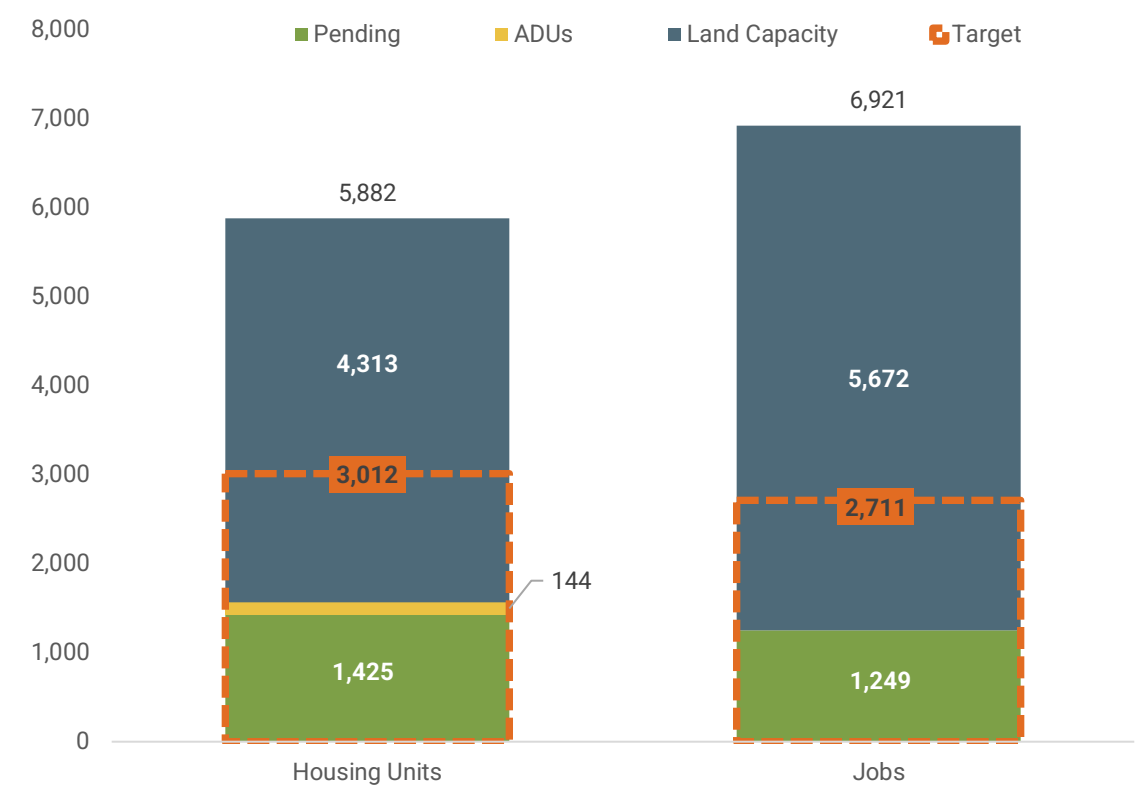
Additional capacity for ADUs was calculated **separately at a parcel level, since new ADUs can be constructed on any parcel where ADUs are allowed, regardless of whether or not it is classified as vacant, partially used, or under-utilized based on the criteria above.** For this analysis, the total number of parcels in RL and RS which are

currently listed as having a single-family use by the Kittitas County Assessor were totaled. Then, the total number of undeveloped parcels which could see single-family development in these zones were also added. This results in a total of 3,601 parcels where an ADU could be constructed over the planning horizon. The Department of Commerce suggests using an uptake rate of 2-5 percent of these parcels to estimate a reasonable ADU capacity over the planning horizon. In Ellensburg, an average of five ADUs have been permitted per year since 2020. Using a four percent uptake assumption would result in a **total ADU capacity of 144 units over the planning horizon**, or about seven per year. This represents a slight increase over recent trends, which is within reason when considering recent state legislation requiring that two ADUs will now be allowed on all lots in the city.

Results

Figure 13 shows the overall results of the housing and jobs capacity analysis. Pending units that have been developed since the 2020 baseline or are in the pipeline are indicated in green. The land capacity for housing and jobs, as calculated above, is displayed in blue. ADU capacity is shown in yellow. Under the assumptions described above, Ellensburg's **total housing capacity is 5,882 units** and the **employment capacity is 6,921 jobs**. The targets set by the County are highlighted in dashed yellow boxes. In total, Ellensburg has sufficient capacity to accommodate its housing and job targets, although the next step in the analysis is to break the housing units down by the potential income levels they can serve, which shows a deficit at lower income bands as described in the subsequent section of this report.

Figure 13. Ellensburg Land Capacity Analysis Results for Total Housing Units and Jobs, 2020-2046



Source: Kittitas County; Leland Consulting Group

Figure 14 below shows the breakdown of the total unit and job land capacity by zone, after applying the densities discussed above to the net acreage (less critical areas and infrastructure deductions) and subtracting units that would be lost to redevelopment. Note that pending units and ADUs are not included in the table below.

Figure 14. Housing Unit and Job Capacity by Zone in Ellensburg, 2025-2046

Zone	Description	Net Unit Capacity	Net Job Capacity
RS	Residential Suburban	1,242	0
RL	Residential Low Density	175	0
RM	Residential Medium Density	847	0
RH	Residential High Density	74	0
RO	Residential Office	206	0
CH	Commercial Highway	0	4,002
CC	Central Commercial	454	173
CC II	Central Commercial II	807	136
MHP	Manufactured Home Park	34	0
IL	Industrial Light	0	333
IH	Industrial Heavy	0	18
PR	Public Reserve	0	0
RCMU	Regional Center Mixed Use	401	861
NCMU	Neighborhood Center Mixed Use	72	150
	Total	4,313	5,672

Housing Needs by Income Band

Updates to the GMA resulting from HB1220, now codified in RCW 36.70A.070(2), require jurisdictions to analyze their housing capacity by what household income level the new units can serve, as a percentage of Countywide AMI. Each county establishes income-based projections for each city within the county, and the cities must then demonstrate that they have sufficient land capacity for the number of units allocated in each income band, as well as capacity for emergency housing unit projected needs. Ellensburg's projected housing unit needs for the 2020-2045 period are shown below.

Figure 15. Ellensburg Projected Housing Needs by Income Band, 2020-2046

Income Band (% AMI)	0-30 Non-PSH	0-30 PSH	30-50	50-80	80-100	100-120	120+	Total
Net New Units 2020-2045	1,376	417	757	184	141	137	0	3,012

Source: Kittitas County

Land Capacity by Income Band

Following Department of Commerce guidance, analyzing land capacity by income band is accomplished by grouping zones into zone categories based on the housing types that are allowed and then grouping those categories by the lowest potential income level that could be served by the housing types in that zone category. The table below in Figure 16 shows the Department of Commerce’s guidance on the relationship of housing types to income levels and land capacity. These “moderate-cost” income band classifications are recommended for communities outside the Puget Sound region.

Note that the Commerce table shown below in Figure 16 includes columns for both assumed income bands that can be served by market-rate development and assumed income bands that can be served by subsidized development (i.e. income-restricted low-income housing funded through the Low Income Housing Tax Credit or Multifamily Tax Exemption, etc.). Following Commerce guidance, zones are categorized based on the lowest *potential* income that can be served, including by subsidized development, in the zone. **This does not imply that the entire zone will be built out with subsidized or deeply subsidized units, but it does indicate that the zone allows those types of units to be built without undue regulatory barriers, as required by the GMA.** Commerce guidance also indicates that jurisdictions should document available sources of subsidy that may be used over the planning horizon in order for the capacity for lower income units, particularly under 50 percent AMI, to be realized. This is found in the “Adequate Provisions” analysis in [Appendix xxxx](#)

Figure 16. Department of Commerce Guidance on Income Band Classification (Moderate-Cost Communities)

Zone category	Typical housing types allowed	Lowest potential income level served		Assumed affordability level for capacity analysis
		Market rate	With subsidies and/or incentives	
Low Density	Detached single family homes	Higher income (>120% AMI)	Not typically feasible at scale*	Higher income (>120% AMI)
Moderate Density	Townhomes, duplex, triplex, quadplex	Moderate income (>80-120% AMI)	Not typically feasible at scale*	Moderate income (>80-120% AMI)
Low-Rise Multifamily	Walk-up apartments, condominiums (2-3-floors)	Low income (>50-80% AMI)	Extremely low and Very low income (0-50% AMI)	Low income (0-80% AMI) and PSH
Mid-Rise Multifamily	Apartments, condominiums	Low income (>50-80% AMI)	Extremely low and Very low income (0-50% AMI)	Low income (0-80% AMI) and PSH
ADUs (all zones)	Accessory Dwelling Units on developed residential lots	Low income (>50-80% AMI)	N/A	Low income (>50-80% AMI) – Group with Low-Rise and/or Mid-Rise Multifamily

Source: Washington Department of Commerce “Guidance for Updating Your Housing Element” (August 2023, Updated September 2024)

To corroborate the income band classifications shown above for *market rate* units, CoStar data on rents and Redfin data on home sales was analyzed and compared to Kittitas County’s AMI. Figure 17 shows sales prices for single-family and middle housing in Ellensburg, for all sales regardless of age of housing unit as well as for sales of recently built units. Newly built single-family homes are serving households earning 130 percent AMI and higher, confirming the Commerce assumptions above for single-family homes. Note that median sales prices indicate that some single-family homes are serving moderate-income households earning less than 120 percent AMI, but since the LCA is focused mostly on new housing production, the income band assumptions based on

homes built since 2020 were used. For middle housing, there was not sufficient data available on recent sales prices of 2-6 unit buildings, but the table shows the average sales price for all condos and townhomes in Ellensburg as a proxy. Although these are not necessarily new units, it does demonstrate that attached products and condos are selling for significantly less than single-family homes in the city. Finally, the table also shows that recently built mobile homes in the city are selling for prices affordable to households in the 60-80 percent AMI range, on average.

Figure 17. Market Sales Prices of Housing Units by Type in Ellensburg

	Sale Price	Affordable to AMI %
Single-Family		
Median 2025 Sales Price (All Single-Family Homes)	\$430,839	110%
Average Price of 199 Homes Built and Sold Since 2020	\$509,950	130%
Middle Housing		
Median 2025 YTD Sale Price (All Condos/Townhomes)	\$297,375	76%
Mobile Homes		
Average Price of 48 Homes Built and Sold Since 2015	\$268,012	68%

Source: Redfin, Leland Consulting Group, HUD

Note: Assumes 20% down payment, 6.5% interest rate, 30-year mortgage, 0.9% property tax rate, and \$5/\$1,000 insurance rate.

Figure 18 shows market rents for all multifamily apartments in Ellensburg and for recently developed apartments, by unit size. It then shows the corresponding percentage of AMI that households of various sizes would need to afford the rent, based on HUD income limits by household size. Overall, most renters earning 80 percent AMI would be able to afford an apartment in the city at an appropriate size for their household. Some 3-person households at 80 percent AMI or below may struggle to afford to rent an apartment in recently built projects. This data only captures rents in multifamily buildings reported by CoStar. For comparison, data from the Washington Center for Real Estate Research reports an average rent citywide of **\$1,265**, which also includes rentals of single-family units. These rents would be affordable to **all household sizes at 80 percent AMI or below**. Overall, this data suggests that **the majority of renters in Ellensburg can afford a unit without being cost-burdened if their incomes are at 80 percent of the AMI**.

Figure 18. Market Multifamily Rents in Ellensburg, September 2025

	Average Monthly Rent	% of AMI Needed for 1-Person Household	% of AMI Needed for 2-Person Household	% of AMI Needed for 3-Person Household
HUD Income Limit		\$75,400	\$86,200	\$97,075
Average Rent per Studio Unit (all)	\$821	44%	38%	---
Average Rent per 1-Bedroom Unit (all)	\$973	52%	45%	40%
Average Rent per 1-Bedroom Unit (Built Since 2020)	\$1,342	71%	62%	55%
Average Rent per 2-Bedroom Unit (all)	\$1,139	60%	53%	47%
Average Rent per 2-Bedroom Unit (Built Since 2020)	\$1,598	85%	74%	66%
Average Rent per 3-Bedroom Unit (all)	\$1,415	75%	66%	58%
Average Rent per 3-Bedroom Unit (Built Since 2020)	\$1,852	98%	86%	76%

Source: CoStar, HUD Income Limits, Washington State Housing Finance Commission, Leland Consulting Group

Note: Assumes households can spend 30 percent of their income on rent/housing costs without being cost-burdened.

Based on this cost analysis and the types of housing allowed in each of Ellensburg's zoning districts, the table below shows the income-band classifications for each zone in the city.

Figure 19. Affordability Levels by Zone for Ellensburg LCA

Zone	Zone Description	Share of Zone	Housing Types	Assumed Affordability Level for Capacity Analysis (% of AMI)
RS	Residential Suburban	100%	Detached Single-Family	120% +
RL	Residential Low Density	90%	Detached Single-Family	120% +
		10%	Middle Housing (Plexes, Townhomes)	80-120%
RM	Residential Medium Density	40%	Detached Single-Family	120% +
		20%	Middle Housing (Plexes, Townhomes)	80-120%
		40%	Multifamily	0-80%
RH	Residential High Density	25%	Middle Housing (Plexes, Townhomes)	80-120%
		75%	Multifamily	0-80%
RO	Residential Office	80%	Detached Single-Family	120% +
		20%	Multifamily	0-80%
CH	Commercial Highway	100%	Multifamily	0-80%
CC	Central Commercial	100%	Multifamily	0-80%
CC II	Central Commercial II	100%	Multifamily	0-80%
MHP	Manufactured Home Park	100%	Manufactured Homes	80-120%
RCMU	Regional Center Mixed Use	100%	Multifamily	0-80%
NCMU	Neighborhood Center Mixed Use	100%	Multifamily	0-80%

Pending Units by Income Band

In addition to land capacity on vacant, partially used, and under-utilized parcels, the pending units discussed previously on p. 3 were also categorized by what income band they can serve. This is primarily based on development type, similar to the methodology above, and supplemented by data on known affordable projects or expected shares of single-family and middle housing in planned and proposed developments and subdivisions. The table below shows the allocations of the 1,425 pending units by income band:

Figure 20. Pending Units and Capacity Allocations by Zone Category

Housing Types	Pending Units	Assumed Affordability Level for Capacity Analysis
Detached single-family homes	937	120% AMI
Middle housing types including duplexes and townhomes, manufactured homes	159	80-120% AMI
Multifamily apartments	329	0-80% AMI

Totals by Income Band

The table below shows Ellensburg’s targets, pipeline units, total capacity, and surplus/deficit by income band. Per the Department of Commerce’s *Guidance for Updating Your Housing Element*, income bands are aggregated into three categories: 0-80% AMI, 80-120% AMI, and 120% AMI and higher, since the typologies that can serve these aggregated income ranges are the same, and the capacity analysis is based on land use and zoning. In particular, multifamily apartments are the most likely housing type to serve all income bands under 80 percent AMI, with different subsidy levels needed for each granular income band within the larger 0-80 percent category. Since these aggregated income bands can be served by the same housing types, and therefore the same land use or zoning districts, it is not meaningfully possible to disaggregate physical zoned land capacity between the more granular income bands at this point in the analysis. Showing land capacity for a variety of housing types, and for multifamily housing that can serve multiple income bands within the same zoning district is the first step in planning for affordable housing. Discussing the subsidies, financing programs, and other measures that would be necessary to actually see that housing built is a subsequent step, described in detail in Commerce’s guidance under the “Adequate Provisions” analysis methodology. Ellensburg’s Adequate Provisions analysis, which builds on the land capacity discussion in this report, can be found in [Appendix xxx](#).

As shown below in Figure 21, under current zoning, Ellensburg has sufficient capacity for housing serving households earning 80 percent of the AMI and above, but a deficit of land capacity to serve households earning under 80 percent AMI during the 2020-2046 planning horizon. Therefore, according to Commerce Guidance and the GMA, the city will need to make zoning and/or regulatory changes to increase capacity for housing that can serve these income bands and adopt them concurrently with this Comprehensive Plan update.

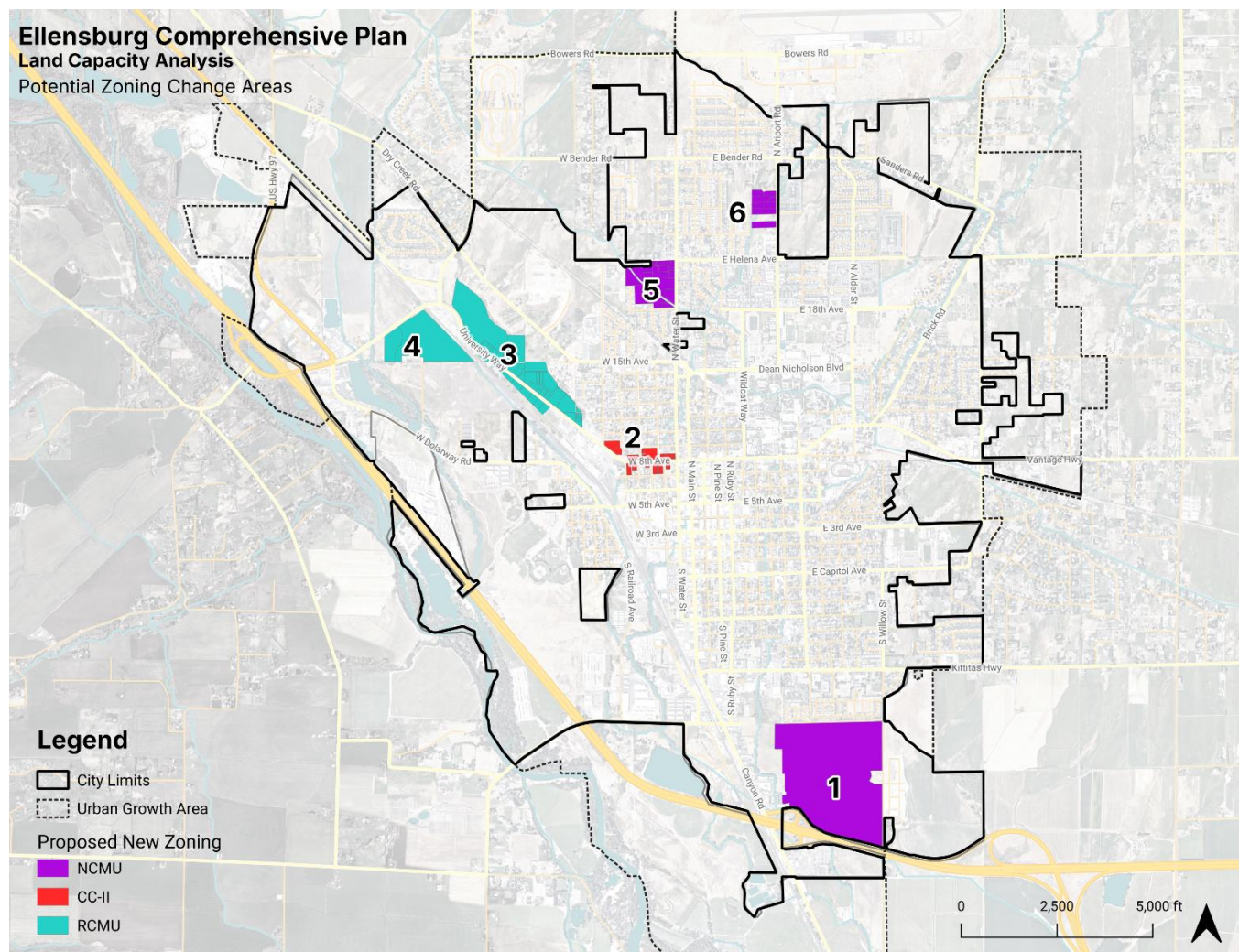
Figure 21. Ellensburg Land Capacity Analysis by Income Band Results under Current Zoning, 2020-2046

Income Band	Housing Needs	Aggregated Housing Needs	Pending Units	Remaining Needs	Total Capacity	Surplus/ Deficit
0-30 PSH	417	2,734	329	2,405	2,314	(91)
0-30 Non PSH	1,376					
30-50	757					
50-80	184	278	159	119	240	121
80-100	141					
100-120	137					
120+	0	0	937	-937	1,903	2,840
Total	3,012	3,012	1,425	1,587	4,457	2,870

Zoning Changes to Address Low-Income Deficit

As shown above, Ellensburg has insufficient capacity to serve projected household needs under 80 percent AMI. To address this deficit, staff and the consultant team developed several options to increase capacity for multifamily housing in the city, which were subsequently presented to the Planning Commission and City Council. (Note that, as discussed above, these options create increased *capacity of land zoned for multifamily housing* that has the potential to serve lower-income households. Subsidy will also be required to construct these affordable units, which is discussed further in the “Adequate Provisions” analysis in [Appendix xxxx](#)). The map below shows the six targeted areas of zoning change, which are planned to be adopted concurrently with this comprehensive plan update in order for Ellensburg to meet its obligation under RCW 36.70A.115 for the periodic update and associated development regulations to demonstrate sufficient land capacity to meet its housing targets.

Figure 22. Planned Zoning Change Areas



- **Area 1** is a large vacant parcel where the “Canals of Ellensburg” development had been proposed in recent years. This was a large-scale proposed development project, but the developer is no longer moving forward with the project. Therefore, the parcel was classified as “Vacant” in the LCA, as shown above in Figure 8. Currently, this parcel is zoned RS (Residential Suburban), which only allows low-density

development. Rezoning this parcel to NCMU will allow for a wider variety of housing types, including multifamily, as well as commercial development on the parcel. Using the same NCMU assumptions detailed in the LCA methodology above (50 percent residential, 16 dwelling units per acre and 39.1 jobs per acre), this rezone will increase multifamily capacity (with the potential to serve 0-80 percent AMI households) by **887 units**.

- **Areas 2, 3, and 4** comprise three sets of parcels currently zoned CH (Commercial Highway). In these areas, multifamily is already allowed as a conditional use, but the CH zone has not seen multifamily development in recent years. Rather than changing development regulations in the entire CH zone, staff has selected three targeted areas to change the zoning to a mixed-use designation in order to provide opportunity for by-right multifamily development in areas which have more potential for denser mixed-use development based on their proximity to employment opportunities and transit. Areas 3 and 4 are planned to be rezoned to RCMU (30 percent residential, 25 units per acre, 27.2 jobs per acre), which would still allow for a reasonable amount of commercial development, and area 2, closer to downtown, will be rezoned to CC II (50 percent residential, 100 units per acre, 39.1 jobs per acre). Together, these areas will add the capacity for **674 additional units** of multifamily housing.
- **Areas 5 and 6** comprise two areas of R-L and R-S zoning that are already adjacent to higher density housing development. These are being planned for rezoning to NCMC to compliment the neighboring areas and provide opportunities for small-scale neighborhood commercial in this area of the city which lacks many commercial services. This change will add additional capacity for **152 units** of multifamily housing.

The table below shows the additional multifamily capacity generated by these rezones. Note that not all of this capacity for multifamily housing will necessarily serve households earning under 80 percent AMI. Thus, having a surplus of land capacity for multifamily units that can serve lower-income households can help the city ensure sufficient capacity to meet its housing targets at all income levels. Additionally, as noted above, these rezones are intended to add to Ellensburg's zoned capacity for housing types that can serve lower-income households. Significant funding and subsidy, in addition to developer interest and capacity, will also be needed in order for these units to be built, as discussed in more detail in the "Adequate Provisions" analysis in [Appendix xxx](#).

Figure 23. Additional Multifamily Capacity Resulting From Proposed Rezones in Ellensburg

Number	Description	Additional Multifamily DU Capacity
1	Rezone Canals of Ellensburg from C-H to NCMU	887
2	University (east of Cora) C-H to CC-II	139
3	W Univ (between Reecer and Cora) C-H to RCMU	289
4	W Univ (west of Reecer) C-H to RCMU	246
5	Helena and Water R-S & R-L to NCMU	134
6	N Airport R-S to NCMU	18
	Total	1,713

In addition to these rezone areas, the City is also planning to **consolidate the R-S and R-L zones** into a single zone which allows for more flexibility for townhomes and duplexes compatible with the predominant single family residential uses, consistent with the City's housing action plan goal of adding more variety to the housing stock and strategies for development of more of these housing types. For the purposes of understanding the impacts of this rezone on land capacity, parcels in R-S were reassigned to R-L with the assumed R-L density of 6 units per acre. Parcels currently zoned R-S which are in the airport overlay, which has a maximum density of 3 units per

acre, were not assumed to redevelop with this increased density. These changes did not have an impact on lower-income capacity, since R-L and R-S are unlikely to accommodate housing types that can serve households earning under 80 percent AMI, but did slightly change the capacity at income bands above 80 percent AMI.

The table below shows **revised LCA results incorporating all of the zoning changes noted above** – the rezones of areas 1-6 and the consolidation of R-S and R-L (except parcels in the airport overlay). As shown, these changes result in a **significant surplus at all income levels**, allowing Ellensburg to meet its required housing targets as well as provide a **substantial buffer** which ensures sufficient capacity for lower-income housing, since housing in multifamily zones may not all develop at lower income levels, particularly deeply subsidized housing. Note that these rezones also provide surplus capacity at all income levels **without any proposed annexations or changes to the UGA boundaries**.

Figure 24. Ellensburg Land Capacity Analysis by Income Band Results under Planned Rezones, 2020-2046

Income Band	Housing Needs	Aggregated Housing Needs	Pending Units	Remaining Needs	Total Capacity	Surplus/ Deficit
0-30 PSH	417	2,734	329	2,405	4,086	1,681
0-30 Non PSH	1,376					
30-50	757					
50-80	184	278	159	119	304	185
80-100	141					
100-120	137					
120+	0	0	937	-937	1,438	2,375
Total	3,012	3,012	1,425	1,587	5,828	4,241

These rezones also alter the employment capacity. The table below shows job capacity by zone under current zoning (as shown in Figure 14 above) as well as under the rezoning outlined in this section. As shown, the rezoning of several CH districts reduces employment capacity in the CH zone, but the increased land in RCMU and NCMU resulting from these rezones compensates for the reduction in CH as well as adding additional total capacity, based on the assumptions of higher job density in the Mixed-Use zones given higher expected FAR, as detailed above in Figure 12.

Figure 25. Employment Capacity in Ellensburg Under Current and Proposed Zoning, 2020-2026

Zone	Job Capacity (Existing Zoning)	Job Capacity (Proposed Rezoning)
CH	4,002	2,404
CC	173	173
CC II	136	142
IL	333	333
IH	18	18
RCMU	861	1,974
NCMU	150	2,764
Total	5,672	7,807

Emergency Housing Land Capacity Analysis

In addition to permanent housing, jurisdictions are required to show sufficient land capacity to accommodate their allocation of Emergency Housing and Emergency Shelter under RCW 36.70A.070(2)(c). However, Commerce’s Housing for All Planning Tool (HAPT) indicates that Kittitas County already has a sufficient capacity of Emergency Housing and Emergency Shelter to accommodate the projected need during the 2020-2046 planning horizon, as shown below. Therefore, an Emergency Housing Land Capacity Analysis for the City of Ellensburg is not required.

Note that this does not preclude Ellensburg from needing to meet new statewide requirements to plan for STEP (Shelters, Transitional, Emergency, and Permanent supportive housing), it only removes the requirement for a quantitative analysis of land capacity for these housing types. Ellensburg has already amended its zoning code to allow shelters in all zones where hotels are allowed and to allow Permanent Supportive Housing in all zones where housing is allowed, as required by HB1220 (2021).

Figure 26. Detail from Kittitas County Housing for All Planning Tool (HAPT) Showing No New Emergency Housing Needed Countywide 2020-2046

Table 2: Projected Countywide Housing Needs Based on User Inputs

Kittitas County

Population Target = 60,621

	Affordability Level (% of Area Median Income)							Emergency Housing/Shelter Beds
	Total	0-30%	PSH	30-50%	50-80%	80-100%	100-120%	
Total Future Housing Needed (2046)**	25,601	2,763	582	3,858	6,741	3,131	2,824	119
Estimated Housing Supply (2020)*	19,975	841	1	2,799	6,330	2,814	2,519	119
Net New Housing Needed (2020-2046)	5,626	1,922	581	1,059	411	317	305	0

Source: Washington Department of Commerce, Kittitas County

Appendix A – Kittitas County LCA Methodology

#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)
1	Base point in time	Determine the point in time at which land capacity will be analyzed. Land use or zoning changes that occur after this point in time should not be considered within the LCA.	December 31st, 2024 is the base point in time for the LCA.	Jurisdiction Code and county assessor data	
2	Study area boundaries	Define the spatial boundary that each jurisdiction will analyze as part of the LCA.	Each City will analyze their respective incorporated city property. The County will analyze unincorporated UGA properties and unincorporated rural properties.	Allocations to each area are on the adopted HAPT output table.	
		Data Collection and Calculating Gross Developable Land Inventory			
3	Parcel Data	County Assessor Parcel data is a dataset which has important information that will be used in the LCA. Note information such as: land value, improvement value, zoning designation, lot size, parcel number, legal description, owner, tax exemption, and building footprint (if available).	County parcel data can be requested from the County or downloaded off their open data portal. The parcel analysis can happen within GIS or excel.	County Assessor.	
4	Pipeline Development	Identify and remove all properties with pipeline developments in order to not double count capacity in the LCA. The HAPT results are based on the existing housing supply in 2020 so pipeline developments include parcels which have been built out since Jan 1, 2020. Any development that has occurred between 2020 and 2025 should be identified as "capacity" and the underlying parcels should be removed from the LCA.	Pipeline developments include the following between Jan 1, 2020 and Dec 31, 2024: - Housing units built. - Square footage of commercial developments built - Approved building permits. - Approved subdivisions. - Vested applications (including those vested before 2020). - Approved commercial developments. - Pre-application meetings may be considered depending on local circumstances and staff knowledge that the application will develop as applied. Document this information into total pipeline units per zone and total commercial floor area per zone. This information will be used in the final capacity formula.	Jurisdiction-specific permitting data. - Pipeline parcels, - Number of pipeline units and commercial area by zone, and - Pipeline unit types by zone.	
5	Easements and tracts	Remove areas in easements and tracts. Easements are typically placed over utilities and shared access roads. Tracts are typically native growth protection areas, commonly owned property (landscaping, open space, etc.), and drainage areas. Typically, it is unlikely for structures to be built over an existing tract or easement.	Use plat information, utility provider easement data, and County parcel data to map easements and tracts in each zone. Remove these areas from the total developable area of each zone.	Local easement maps, utility providers, and old plats. County parcel data.	- Undevelopable area total by zone from easement and tract removal.

#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)																		
6	Publicly owned and tax-exempt properties	Remove publicly owned and tax-exempt properties from further analysis. These properties generally include churches, schools, utility buildings, parks, and other protected lands. Most land owned by governments or public agencies is unlikely to be developed for housing in the near future and should be excluded from the available land supply. Other local factors such as historic districts or ownership by a non-profit organization should also be considered for removal when identifying public-use properties.	Use county parcel data to search for tax exempt properties. Use local zoning data to identify publicly zoned lots. Refine this search using local knowledge. Remove these areas from the total developable area of each zone.	County parcel data, local zoning data, aerial imagery, and local knowledge.	- Undevelopable area total by zone from publicly owned or tax-exempt property removal.																		
7	Other lands that should be removed	Jurisdictions should use local circumstances to identify other specific types of developments that are unlikely to develop/redevelop. Examples of properties to consider removed are condos and gas stations. Condominiums may show up in the results due to the relatively low improvement to land value of any one unit, however, the aggregate improvement to land value generally makes condominiums unlikely to redevelop. Gas stations often have a low improvement to property value because they generally have very limited facilities and expensive real estate; however, they are highly unlikely to redevelop. These parcels should be excluded from further analysis.	Use aerial imagery and County parcel data to search for condos and gas stations. Remove these areas from the total developable area of each zone. Document reasoning used if any area was removed which was not identified in this methodology.	County parcel data, aerial imagery, and local knowledge.	- Undevelopable area total by zone from other factors.																		
8	Critical Areas	Remove critical areas from the area of each zone. Certain critical areas create undevelopable conditions on properties. These critical areas include steep slopes, streams, wetlands, floodways, and critical area buffers. Therefore, these areas should be mapped, labeled as undevelopable area, and removed from the LCA. Critical area buffers impact the developable area of a lot. The intensity of impact depends on local regulations. Buffer area for critical areas should be assumed to be the actual buffer or an average buffer for unrated critical areas using local regulations. Buffers should be mapped for each zone.	Use City, County, and/or State publicly available critical area GIS data to map critical areas (in order of locally available information up to state information). This data can be reinforced with any local studies. Use local regulations to define buffers for each critical area. Use the average buffer distance from all ratings for that critical area when exact rating of a critical area is unknown. Remove these areas from the total developable area of each parcel. The remaining area in each zone at this step is the Gross Developable Land.	City, County, and State critical area information.	- Map of critical areas and - Gross Developable Land total by zone (see example below).																		
	EXAMPLE TABLE		<table><tr><th>Zone</th><th>Gross zone area (acres)</th><th>Gross Developable Land (acres)</th></tr><tr><td>Single Family Residential (R-4)</td><td>856</td><td>588</td></tr><tr><td>Medium Density Residential (R-8)</td><td>512</td><td>256</td></tr><tr><td>Multifamily Residential (R-30)</td><td>356</td><td>301</td></tr><tr><td>Mixed-use (MU-1)</td><td>250</td><td>233</td></tr><tr><td>Commercial (CB)</td><td>644</td><td>406</td></tr></table>	Zone	Gross zone area (acres)	Gross Developable Land (acres)	Single Family Residential (R-4)	856	588	Medium Density Residential (R-8)	512	256	Multifamily Residential (R-30)	356	301	Mixed-use (MU-1)	250	233	Commercial (CB)	644	406		
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#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)
9	Analysis Parcels	The next section will use the Gross Developable Land of each Analysis Parcel to categorize them into four LCA types. All parcels which were categorized as unlikely to develop in Steps 4-7 were removed from each zone. Step 8 removed critical areas from parcels.	The remaining parcels after Steps 4-8 are the land capacity analysis parcels (Analysis Parcels). The remaining parcel area after Steps 4-8 is the Gross Developable Land of each parcel. Fully developed parcels will be removed in Step 14.	Local analysis	- Analysis Parcels - Gross Developable Land of each Analysis Parcel.
	LCA Types				
10	Vacant Parcels	For use in all zones. Parcels of land that contain no structures or have buildings with low assessed value. Vacant parcels have the lowest base market factor because they have the highest likelihood of developing during the planning period.	Where County parcel data designates the parcel as vacant or if the improvement value is less than \$10,000. Vacant parcels can be reviewed through aerial imagery to ensure that any non-vacant parcels were captured in the initial search. Label these parcels as "Vacant".	County parcel data	- Count of Vacant parcels by zone and - Total Developable Area of Vacant parcels by zone.
11	Partially used Parcels	For use in rural and single-family zones. Parcels occupied by an existing use, but which include enough land to be further subdivided for additional development without rezoning. For example, a 1-acre lot zoned for four units per acre that contains one single-family home could be subdivided to allow development of up to three additional units. Partially used Parcels have a scaling market factor depending on the existing lot size and density.	In single-family and rural zones: search for all parcels that are three times larger (≥ 3) than the allowed minimum lot size. For single-family and rural zones that use max density, search for parcels with an existing density three times or less (≤ 3) of the max allowed density. Label these parcels as "Partially used" . Document the number of existing housing units on these parcels. Search for parcels with homes worth (improvement value) more than the 75 th (>75 th) percentile of home values in the jurisdiction. Remove >75th percentile improvement value lots from further analysis.	County parcel data	- Number of Partially used parcels, - Total Developable Area of Partially used parcels by zone, and - Total number of existing housing units on Partially used parcels. - Current number of housing units by parcel should be determined based on Assessor land use codes and parcel improvement value. Assume no more than one unit per parcel unless better information is available.
12	Under-utilized Parcels	For use in multi-family, mixed-use, commercial, and industrial zones. Parcels that are likely to redevelop to a more intensive land use than that which currently occupies the property, either due to market forces or because applicable zoning allows a more intensive use than the current development. For example: A single-family home on property in a multifamily zone. A multifamily residential property developed at a density below that allowed by the applicable zone. A property with relatively low improvement value compared to the value of the land.	For multi-family, mixed-use, commercial, and industrial zones, calculate the improvement-to-land value ratio of each parcel. Parcels with an improvement value to land value ratio below 1.0 should be labeled as "Under-utilized" . Single-family homes in these zones should also be labeled as "Under-utilized". Document the number of existing housing units or existing commercial/industrial floor area on these parcels. See the Deductions and Market Factors section for more information on specifying deductions for different zones.	County parcel data	- Number of Under-utilized parcels, - Total Developable Area of Under-utilized parcels by zone, and - Total number of existing housing units or commercial square footage on Under-utilized parcels.
13	Full Developed Parcels	Fully Developed parcels are all parcels which do not fit into either Pipeline, Vacant, Partially used, Under-utilized, or Undevelopable categories.	Label the remaining parcels as "Fully Developed". These parcels will not be used for this analysis as these parcels are assumed to have no capacity for additional development under current zoning regulations.	County parcel data	- Fully developed parcels.
14	LCA parcel summary	Summarize developable area of each LCA type by zone	For each zone, add up the developable area for each LCA parcel type: Vacant, Partially used, and Under-utilized.	Local analysis	- Table showing each zone and the Developable Area of each zone by LCA type (example below).

#	Step	Definition/Reason	Method/Assumptions		Data Source	Required Output (where applicable)	
EXAMPLE TABLE			Zone	Gross Developable Land (acres)	LCA Type	Developable Area (acres)	
			Single Family Residential (R-4)	588	Vacant	41	
					Partially used	102	
			Medium Density Residential (R-8)	256	Vacant	18	
					Partially used	20	
			Multifamily Residential (R-30)	301	Vacant	28	
					Under-utilized	104	
			Mixed-use (MU-1)	223	Vacant	16	
					Under-utilized	67	
			Commercial (CB)	406	Vacant	68	
					Under-utilized	121	
	Deductions and Market Factors						
15	Vacant parcel deduction	The Vacant parcel deduction accounts for some portion of the remaining developable land supply may remain unavailable for development during the planning period due to site conditions, economic factors, or unwillingness to develop or sell on the part of the property owner.	15% in unincorporated rural areas. 10% in UGAs.		Consistent with State guidance.	Alternatively, if a community has conducted specific market factor analysis, such as analysis performed under the requirements of the buildable lands program, the results of that evaluation may be used here, provided the jurisdiction documents the analysis and associated assumptions.	
16	Partially used parcel deduction	The Partially used parcel deduction accounts for some portion of the remaining developable land supply may remain unavailable for development during the planning period due to site conditions, economic factors, or unwillingness to develop or sell on the part of the property owner.	25%		Consistent with State guidance.		
17	Under-utilized parcel deduction	The Under-utilized parcel deduction accounts for some portion of the remaining developable land supply may remain unavailable for development during the planning period due to site conditions, economic factors, or unwillingness to develop or sell on the part of the property owner.	25%		Consistent with State guidance.		
18	Infrastructure deduction	New development generally requires new infrastructure improvements (roads, utilities, landscaping, open space, etc.). These improvements occupy land, reducing the acreage available for housing development. The amount of the deduction for infrastructure can vary by location and development status. For example, redevelopable land and infill vacant lots in urban areas may already be partially or fully served by existing infrastructure and may require a smaller deduction than greenfield areas.	5-15% depending on specific circumstances of each zone. (Suggested: 15% for rural county and unincorporated UGA. 5-10% scaling by zone for cities, depending on availability of infrastructure).		Local circumstances and staff analysis. Consistent with discussions with city/county staff.	- Infrastructure deduction for each zone.	

#	Step	Definition/Reason	Method/Assumptions			Data Source	Required Output (where applicable)																																																			
19	Net Developable Area	Net Developable Area is the remaining developable area after applying the LCA parcel type deduction and the Infrastructure deduction.	Apply the deduction to the previous Developable area of each zone in the following order: 1. LCA Parcel specific deduction; 2. Infrastructure deduction; The remaining area is the Net Developable Area of each zone. See example below.			Local analysis.	- Net developable acreage of each zone.																																																			
EXAMPLE TABLE	<table><thead><tr><th>Zone</th><th>LCA Type</th><th>Developable Area (acres)</th><th>LCA Parcel deduction</th><th>Infrastructure deduction</th><th>Net Developable Area (acres)</th></tr></thead><tbody><tr><td rowspan="2">Single Family Residential (R-4)</td><td>Vacant</td><td>41</td><td>10%</td><td rowspan="2">10%</td><td rowspan="2">102.06</td></tr><tr><td>Partially used</td><td>102</td><td>25%</td></tr><tr><td rowspan="2">Medium Density Residential (R-8)</td><td>Vacant</td><td>18</td><td>10%</td><td rowspan="2">10%</td><td rowspan="2">28.08</td></tr><tr><td>Partially used</td><td>20</td><td>25%</td></tr><tr><td rowspan="2">Multifamily Residential (R-30)</td><td>Vacant</td><td>28</td><td>10%</td><td rowspan="2">5%</td><td rowspan="2">98.04</td></tr><tr><td>Under-utilized</td><td>104</td><td>25%</td></tr><tr><td rowspan="2">Mixed-use (MU-1)</td><td>Vacant</td><td>16</td><td>10%</td><td rowspan="2">5%</td><td rowspan="2">61.42</td></tr><tr><td>Under-utilized</td><td>67</td><td>25%</td></tr><tr><td rowspan="2">Commercial (CB)</td><td>Vacant</td><td>68</td><td>10%</td><td rowspan="2">10%</td><td rowspan="2">136.76</td></tr><tr><td>Under-utilized</td><td>121</td><td>25%</td></tr></tbody></table>	Zone	LCA Type	Developable Area (acres)	LCA Parcel deduction	Infrastructure deduction	Net Developable Area (acres)	Single Family Residential (R-4)	Vacant	41	10%	10%	102.06	Partially used	102	25%	Medium Density Residential (R-8)	Vacant	18	10%	10%	28.08	Partially used	20	25%	Multifamily Residential (R-30)	Vacant	28	10%	5%	98.04	Under-utilized	104	25%	Mixed-use (MU-1)	Vacant	16	10%	5%	61.42	Under-utilized	67	25%	Commercial (CB)	Vacant	68	10%	10%	136.76	Under-utilized	121	25%	Excel formula can be found in the attached excel file.					
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20	Assumed Density for zones allowing residential development	Assign assumed residential densities to each zone that allows residential development. The LCA is a forward-looking analysis. Jurisdictions should focus on the level of development expected to occur during the planning period. Assumed densities for use in the LCA should consider: - The maximum and minimum densities allowed under current zoning, - Historically achieved residential densities, - Any factors which may cause trends to change in the future. In some cases, achieved densities will be similar to maximum allowed densities. However, many factors beyond the control of cities and counties can influence the level of future development. Therefore, compare allowed densities to achieved densities	Local jurisdictions will develop their own assumed densities. When developing assumed densities for each zone, do not take into account any decrease in assumed density due to infrastructure, critical areas, or property owner willingness. These deductions have already been made in previous sections of the methodology. Consider a slight increase in density over existing density in urban zones. At a minimum, assumed densities should reflect the current achieved residential densities for each zone but should not exceed the maximum density allowed by right under the development code. In mixed-use zones and areas regulated under form-based codes, assumed residential densities must consider the potential development of non-residential uses. To avoid counting more residential capacity than will develop over the planning period, jurisdictions must account for non-residential uses when calculating capacity in these zones. Mixed-use and form-based development	Local analysis.	- Assumed densities for each zone that allows residential development. The 2012 Commerce UGA Guidebook and WAC Sections 365-196-210(6), 365-196-310(4)(b)(ii)(E) and 365-196-325(2) establish guidance on the factors that should be considered when establishing growth and density assumptions for a land capacity analysis.
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#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)																																										
		to identify zones that have historically underperformed relative to planned levels of development.	regulations can vary by geography and urban context, so jurisdictions should choose an approach that is most consistent with their development code. Assume 50% residential and 50% commercial for mixed-use as a baseline.																																												
21	Gross Residential Capacity	Calculate housing capacity by zone using the Assumed Density of each zone which allows residential and the Net Developable Area of each zone.	For each zone, multiply their respective Assumed Density by their Net Developable Area. The result is the Gross Residential Capacity for each zone. Add up all the zones to get total Gross Residential Capacity.	Local analysis.	- Gross Residential Capacity for each zone and for study area.																																										
22	Net Residential Capacity	Add pipeline units and subtract existing units from Partially used and Under-utilized parcels per zone to get Net Residential Capacity by zone	Add pipeline units and subtract existing units from Partially used and Under-utilized LCA parcels by zone to get Net Residential Capacity. See the table below for an example.	Local analysis.	- Net Residential Capacity in dwelling units for each zone and for study area.																																										
EXAMPLE TABLE	<table><tr><th>Zone</th><th>Net Developable Area (acres)</th><th>Assumed Density (du/ac)</th><th>Gross Residential Capacity</th><th>Add Pipeline Units</th><th>Subtract existing units on lots</th><th>Net Residential Capacity</th></tr><tr><td>Single Family Residential (R-4)</td><td>102.06</td><td>6</td><td>612</td><td>80</td><td>246</td><td>590</td></tr><tr><td>Medium Density Residential (R-8)</td><td>28.08</td><td>12</td><td>337</td><td>188</td><td>84</td><td>505</td></tr><tr><td>Multifamily Residential (R-30)</td><td>98.04</td><td>32</td><td>3,137</td><td>242</td><td>104</td><td>3,275</td></tr><tr><td>Mixed-use (MU-1)</td><td>61.42</td><td>20</td><td>1,228</td><td>40</td><td>67</td><td>1,201</td></tr><tr><td>Study Area Total</td><td>289.60</td><td></td><td>5,315</td><td>550</td><td>501</td><td>5,572</td></tr></table>					Zone	Net Developable Area (acres)	Assumed Density (du/ac)	Gross Residential Capacity	Add Pipeline Units	Subtract existing units on lots	Net Residential Capacity	Single Family Residential (R-4)	102.06	6	612	80	246	590	Medium Density Residential (R-8)	28.08	12	337	188	84	505	Multifamily Residential (R-30)	98.04	32	3,137	242	104	3,275	Mixed-use (MU-1)	61.42	20	1,228	40	67	1,201	Study Area Total	289.60		5,315	550	501	5,572
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23	Calculate net commercial and industrial floor area	Use existing floor-area-ratio (FAR) in zones allowing commercial and industrial zones to determine total commercial and industrial floor area by zone in square feet.	Calculate assumed FAR using existing commercial and industrial developments (FAR is built floor area divided by site area). - Multiply net commercial and industrial developable area by the assumed FAR for each zone to get gross floor area capacity. - Multiply by 95% (generic occupancy rate) to get assumed occupied floor area capacity. - Subtract existing building square footage on partially used and under-utilized land. - Add in floor area of pipeline commercial and industrial development to get net commercial and industrial floor area capacity by zone.	Local analysis.	- Net commercial and industrial floor area in square feet.																																										
24	Assumed Employment Density	Use generic commercial and industrial employment density assumptions to calculate employment capacity. Assumed densities can be adjusted using local knowledge and analysis. Ranges of assumed employment densities have been provided.	Commercial density: 300-500 square feet per employee. Industrial density: 700-900 square feet per employee.	Consistent with State guidance and previous discussions with cities/county. Local analysis.	- Assumed commercial and industrial density by zone.																																										
25	Job Capacity	Calculate total job capacity by zone using the Assumed Employment Density of each zone and the net commercial and industrial floor area of each zone.	Multiply Assumed Employment Density and net floor area of each zone to get total Employment Capacity of each zone. Add up the Employment Capacity of each zone to get total Employment Capacity for the study area. See example below.	Local analysis.	- Total Employment Capacity in jobs for each zone and by the study area.																																										

#	Step	Definition/Reason		Method/Assumptions				Data Source	Required Output (where applicable)	
	EXAMPLE TABLE	Zone	Net Developable Area (acres)	Assumed FAR	Floor Area	Apply 95% Occupancy Rate	Add Pipeline Floor Area	Subtract existing floor area on lots	Assumed Employment Density (sf/job)	Net Employment Capacity
		Commercial (CB)	136.76	0.4	2,382,819	2,263,678	21,000	121,000	450	4,808
26	Net Population Capacity	Use ACS 5-year estimates to find housing occupancy data (pull the existing vacancy and season/vacation rate) and people per household data. A portion of new homes may not be occupied year-round due to vacation and seasonal-uses. These homes should not be used as population capacity.		1. Multiply Net Residential Capacity by jurisdiction-specific vacancy rate. 2. Apply the season/vacation home rate to get total occupied units. 3. Multiply Total Occupied Units by jurisdiction-specific persons per household to get Net Population Capacity.				ACS data and local analysis.	- Vacancy Rate - Seasonal/vacation home rate - Average person per household - Net Population Capacity for the study area.	
	EXAMPLE TABLE			Net Residential Capacity	Vacancy Rate	Seasonal/Vacation home rate	Average person per household	Net Population Capacity		
				5,572	4.3%	9.6%	3.11	14,992		
27	Compare Capacity to Allocated growth	Calculate the projected surplus or deficit for housing, population, and employment.		Compare the following to the jurisdiction-specific allocations: - Net Population Capacity, - Total Employment Capacity, and - Net Residential Capacity results				Local analysis and growth targets.	- Projected surplus or deficit for housing, population, and employment.	
	Other State required findings									
	Capacity by Affordability	New HB 1220 legislation requires jurisdictions to split residential capacity by affordability.		Use HB 1220 Housing Element Guidance Book 2 to calculate the residential capacity for each income level (Chapter 3 Land Capacity Analysis). Summarize this data in a table and compare to the allocated growth targets. If there is a deficit in any income level, use Commerce Guidance (linked above) to resolve the gap as part of your comprehensive plan update.				Local analysis, State regulations, and Commerce guidance.	https://deptofcommerce.app.box.com/s/1d9d5l7g509r389f0mjpowh8isipirh	
	Optional Studies for more Capacity									
	Middle Housing	Middle housing legislation and additional capacity for affordable units. With the next periodic update, jurisdictions required to implement middle housing with HB 1110 (2023) must allow increased development potential if some of the units are affordable. Although generally middle housing will not support households earning under 80% of AMI, in these specific circumstances that assumption would not remain true.		From Commerce guidance: Jurisdictions may want to consider using the following approach - drawn from the Puget Sound Regional Council's (PSRC) impact analysis of HB 1110 - to help determine the capacity impacts of this bill. When considering additional density because of middle housing regulation changes, consider: 1. Which lots would be potentially redevelopable (i.e., those without Homeowners Association (HOA) restrictions, those that are vacant or have only one dwelling unit, those with a developable area over 2,000 square feet, etc.). 2. Of the lots in Step 1, determine which subset of lots may				Local analysis, State regulations, and Commerce guidance.		

#	Step	Definition/Reason	Method/Assumptions	Data Source	Required Output (where applicable)
			economically make sense to redevelop. A starting point for this analysis could be where the land value is greater than the improvement value and the built square footage is less than 1,400 square feet. 3. Estimate the total development potential of lots selected through Step 2, i.e., the maximum number of dwelling units allowed to be developed on these lots net of existing units. Then determine what percentage of the total development potential (or net maximum dwelling units) could reasonably be expected to redevelop over the 20-year planning period. A conservative estimate could be 25%, but tailor this factor to what is most appropriate for your jurisdiction and local market conditions.		
	ADUs	Changes to the housing element requirements in 2021 call for jurisdictions to consider the role of accessory dwelling units (ADUs) in meeting housing needs. Changes in 2023 require jurisdictions to allow up to two ADUs per lot in urban growth areas, with the option for separate sale. Although capacity for ADUs has not typically been measured in a land capacity analysis, they are very likely to become important in meeting housing needs.	Use the optional methodology outlined in Chapter 1.6 of the Commerce HB 1220 Housing Element Guidance Book 2 to calculate ADU capacity by zone.	Local analysis, State regulations, and Commerce guidance.	https://deptofcommerce.app.box.com/s/1d9d517g509r389f0mjpowh8isjpirlh



Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Comprehensive Plan - Final Draft of Housing Chapter (Public Comment Opportunity)
Submitted by: Lily Frey, Housing Program Manager
Department: Community Development

Suggested Motion/Action:

This item is for informational purposes only.

Background/Summary:

Over the course of the summer months in 2026, staff will present individual chapter (element) drafts for the periodic update to the City of Ellensburg's Comprehensive Plan to provide an opportunity for community members and Council to review drafts and provide input and guidance as necessary. The proposed Chapter 4: Housing and related Appendix C: Racially Disparate Impacts and additional Appendix G: Adequate Provisions Analysis are included with this item.

The Housing Element and related appendices were prepared with support from consultants SJC Alliance and subconsultants Leland Consulting Group. The Affordable Housing Commission, Planning Commission and Access, Advocacy, Equity and Engagement Commission have reviewed these materials in draft versions and provided inputs to create these final drafts. Information and feedback from a focus group of local housing stakeholders and the public, collected through outreach events and a housing-focused survey, are integrated in the draft chapter.

Previous Council Action:

Council has taken action on administrative support for the periodic update process and reviewed other draft comprehensive plan materials; this will be the first review of the Housing Element and related annexes in this cycle.

Analysis:

The Housing Element is a required element of the City's Comprehensive Plan. The chapter includes information about community housing needs, the existing housing stock, housing market trends and affordability and gaps, as well as summaries of the appendices on racially disparate impacts and adequate provisions analysis. It includes goals and policies to support the City's housing needs and growth targets by income band.

Changes to the Growth Management Act under House Bill 1220 include planning for land capacity at all income levels, based on the Land Capacity Analysis, which is reflected throughout the Housing Element and appendices. Commerce guidance identifies the housing types affordable to each income band, which are checked against local market conditions. As

as result, Housing policies and annexes focus on opportunities to support middle density and multifamily housing.

House Bill 1220 also required new analysis of racially disparate impacts and exclusion in housing, as well as displacement trends and risks. This analysis is detailed in Appendix C, Racially Disparate Impacts (RDI) Memo, which contains sections on historical context, addressing racially disparate impacts and an analysis of housing goals and policies from the Comprehensive Plan prior to the periodic update revisions. Edits from this analysis are incorporated in the revised Housing Element goals and policies. The Affordable Housing Commission, Planning Commission, and Access, Advocacy, Equity and Engagement Commission have reviewed and provided feedback on the RDI draft presented here.

Another provision of House Bill 1220 requires jurisdictions to consider barriers to the construction of middle density and multifamily housing and make adequate provisions to address them. Staff and consultants have used the Washington Department of Commerce to prepare Annex G: Adequate Provisions Analysis. This analysis includes checklists reviewing barriers to moderate density housing, low-rise or mid-rise (multifamily) housing, permanent supportive and emergency housing, and accessory dwelling units and actions to address identified barriers. It also includes an estimate of funding gaps for housing needs below market rates and a summary of local option tools to address these funding gaps. Staff are preparing development regulations changes to address the barriers identified in this analysis, which require adoption by the deadline for the periodic update. This appendix will undergo additional formatting adjustments before incorporation into the comprehensive plan for final adoption.

The Housing Element and Racially Disparate Impact and Adequate Provisions Analysis appendices were prepared in accordance with detailed guidance from the Department of Commerce and reviewed by expert consultants for consistency with legislative requirements and the Growth Management Act.

Financial Impact:

None at this time.

Budget Adjustment: No

Attachments:

1. Ch 4 - Housing Element_for council 723
2. Appendix C - RDI for Council 724
3. Appendix G - Adequate Provisions Analysis-Council 723

4. Housing Element

What you will find in this Chapter:

- ◆ Information about community housing need.
- ◆ Information about land capacity for future housing at all income levels.
- ◆ Policies that provide a framework for increasing housing supply and housing variety while preserving historic structures and community.
- ◆ Policies that direct the City's efforts to maintain and increase affordable housing.
- ◆ Policies that address the needs of members of the community who require housing accommodation or assistance due to disability, health, age, or other circumstance.

Overview

This section contains a snapshot of housing supply, condition, occupancy and affordability in Ellensburg. The community has grown over the past ten years with a slowing rate of growth. Demand for housing has remained steady, particularly among those with low to moderate incomes. Compared to prior plans, this section includes additional analysis of future housing needs by income based on changes to the Growth Management Act.

The goals, policies, and programs found at the end of this chapter identify steps the City of Ellensburg can take in response to community housing challenges. These steps are intended to ensure community vitality, plan for safe and affordable housing at all income levels, and provide direction to implement programs to meet current and future housing needs.

Background and Context

The Kittitas County Conference of Governments (COG) established growth projections for each jurisdiction in the county. This includes Ellensburg, Cle Elum, South Cle Elum, Roslyn, and Kittitas, as well as the unincorporated areas of the County. Each projection is the amount of growth expected to be accommodated during the time period from 2026-2046. Ellensburg's growth projection for this period is 4,834 additional people over the next 20 years. In order to plan for these new households, the City must identify that there is sufficient land and zoning capacity to accommodate this growth. Planning for expected growth requires an understanding of household characteristics, demographic trends, current housing inventory, and housing market conditions. The City must also identify strategies to show that there will be available housing and services for this projected increase in population.

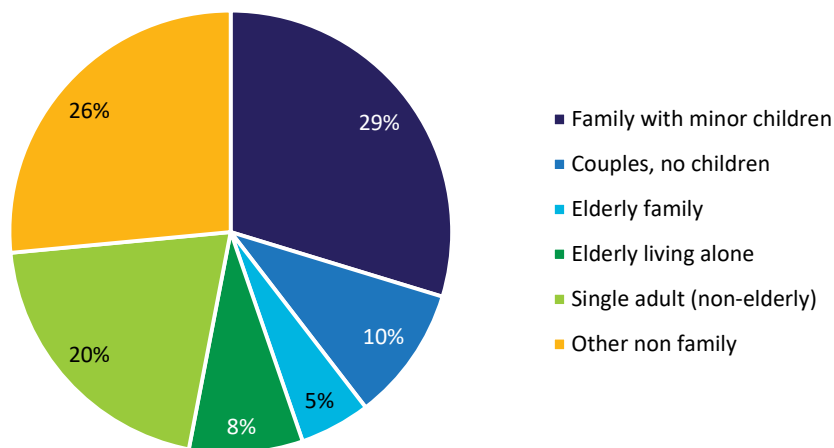


Household Characteristics

As of 2025, 22,997 people live in the City of Ellensburg and its surrounding Urban Growth Area (UGA). This breaks out to 8,972 total households in the City of Ellensburg and about 804 additional households in the UGA. According to data from the Washington State Office of Financial Management (OFM), about 11% of the population resides in group quarters, such as college residence halls, jails, or nursing facilities, while the remainder reside in households.

Figure 4-1 breaks down the households inside the city by type. Family households make up about 45.1% of the total households in Ellensburg. About one-fifth of households are non-elderly residents living alone, another nearly 26% are non-family households, and 8% of households are older adults living alone. Nearly three-quarters of households in Ellensburg have only one or two members, and just 15% of households have four members or more.

Figure 4-1: Households by Type

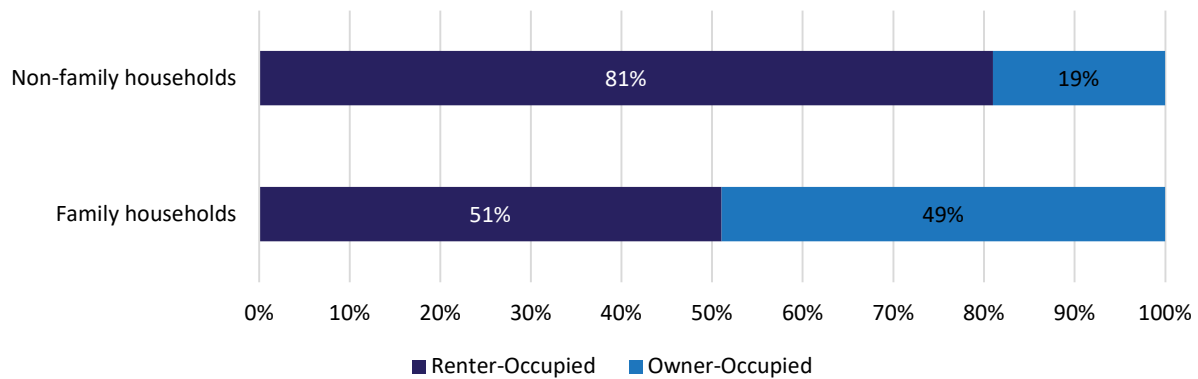


Source: U.S. Census, American Community Survey 5-Year Estimates, 2019-2024, S2501.

About 67% of households in Ellensburg are renters. As shown in Figure 4-2 on the following page, non-family households are much more likely to be renters than family households are. Many non-family households in Ellensburg consist of students living off campus.



Figure 4-2: Household Tenure by Household Type



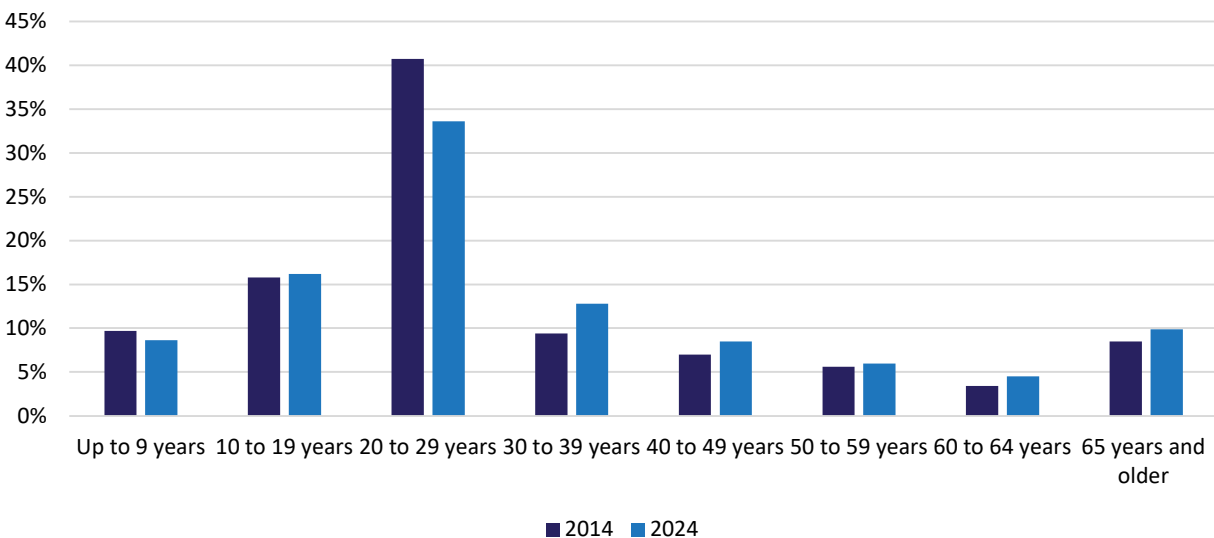
Source: U.S. Census, American Community Survey 5-Year Estimates, 2019-2024, S2501.

Demographic Trends

Central Washington University is a major presence in Ellensburg. Over 6,700 students are enrolled at the Ellensburg campus. About 18% of the population of Ellensburg consists of students living off campus. CWU enrollment has decreased about 30% since the last periodic update, which has affected housing demand in Ellensburg. The presence of CWU within the city limits significantly affects, and will continue to affect, housing types and distribution.

Ellensburg's population distribution by age has changed since 2014, with increases in populations ages 30 to 39 years, 40 to 49 years and 60 to 64 years and 65 years and older and decreases in age groups 20 to 29 years and up to 9 years.

Figure 4-3: Age Distribution as a Percentage of Population Total 2014 & 2024



Source: U.S. Census, American Community Survey 5-Year Estimates, 2009-2014; 2019-2024, S0101.



There are over 1,400 households in Ellensburg with a senior householder, about 45% of which are renters (*Table 4-1*). According to 2022 OFM projections, the percentage of the population age 65 and older is expected to remain around 19 to 20% for Kittitas County from 2025 through 2045.

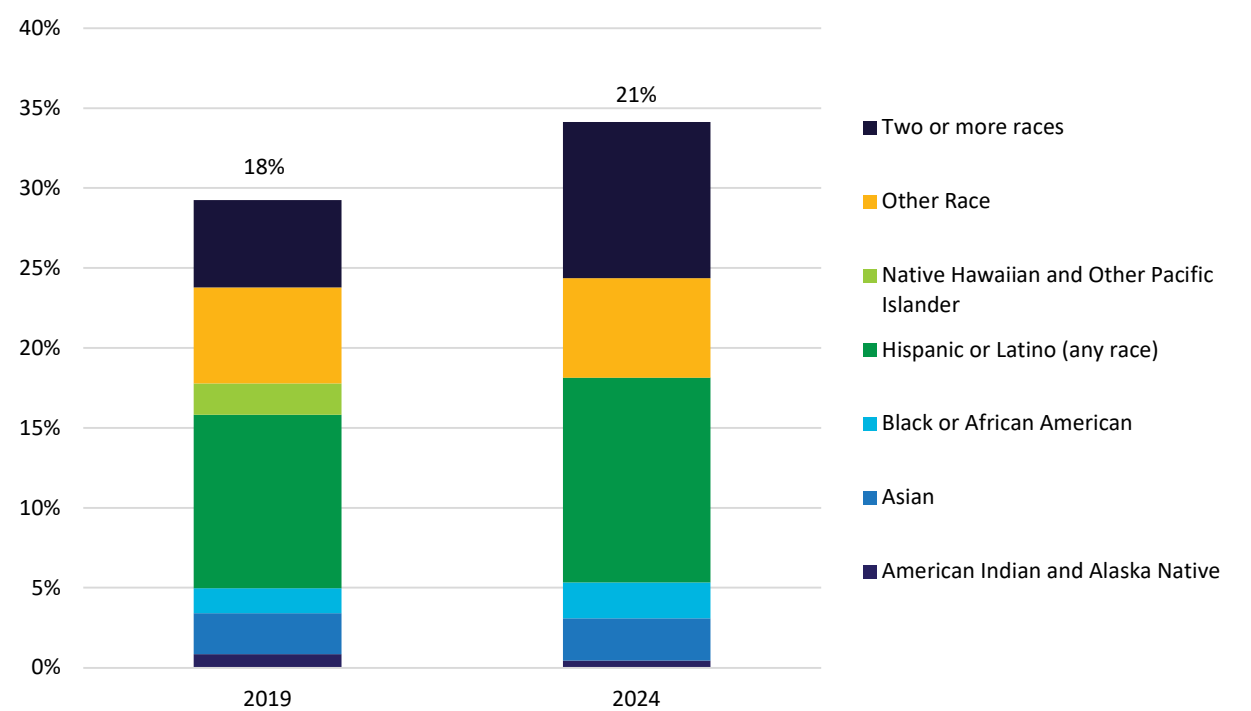
Table 4-1: Households with a Senior Householder

Household Tenure	Number of Households
Renter-occupied	639
Owner-occupied	785
Total	1,424

Source: U.S. Census, American Community Survey 5-Year Estimates, 2019-2024, S2501

Ellensburg has seen slight changes the racial and ethnic makeup of residents since 2019, with increases in the Hispanic and Latino populations of any race and an increase in residents identifying as two or more races. At the same time the Native Hawaiian and Pacific Islander and American Indian and Alaska Native populations have declined. The overall population identifying as White and Asian have stayed the nearly the same between 2019 and 2024.

Figure 4-4: Non-White Populations in Ellensburg as a Percentage of Total Population 2019 & 2024



Source: U.S. Census, American Community Survey 5-Year Estimates, 2019-2024, DP05.



Homelessness and Unhoused Population

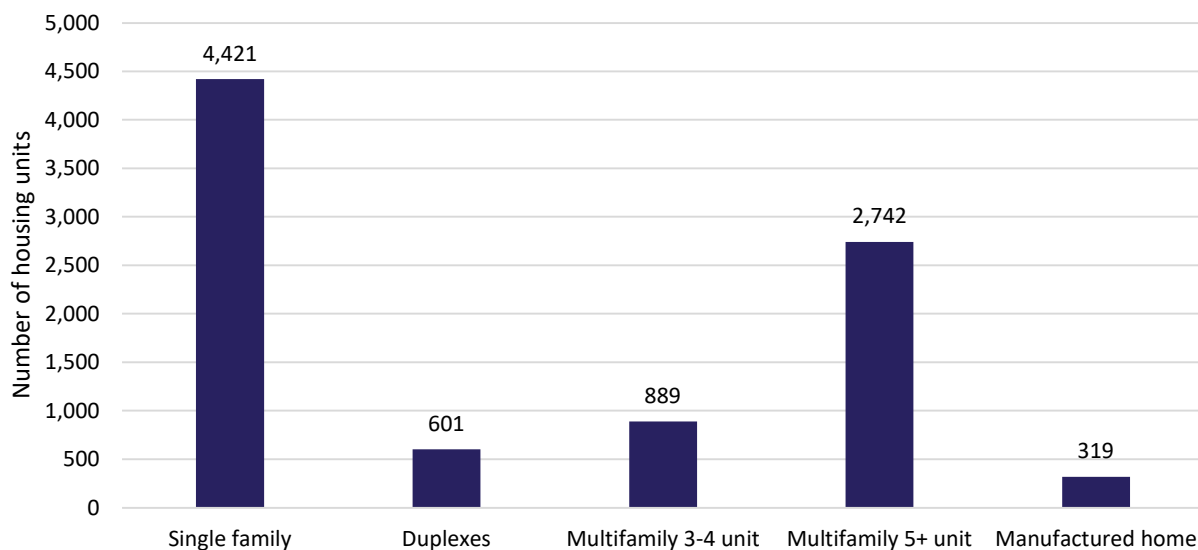
Data on homeless and unhoused population in Ellensburg is limited and sometimes inconsistent because different institutions define and count homeless populations differently. HopeSource, the coordinated entry provider for Kittitas County, organizes a regular point in time (PIT) count of the homeless population, conducted in January. The 2025 PIT count identified a total of 26 homeless people, 19 sheltered (including both emergency and transitional) and 7 unsheltered across Kittitas County. In 2026, preliminary PIT count figures identified a total of 45 homeless people, 28 of whom were sheltered and 17 unsheltered. These figures are preliminary until combined and validated by the Washington State Department of Commerce.

In 2026, Kittitas County adopted a homeless plan to guide the county jurisdictions' work to address homelessness consistent with Washington state goals. City efforts to support homeless housing needs will coordinate with County goals and planning.

Existing Housing Stock

As of 2025, there were 9,563 housing units in the City of Ellensburg. Figure 5 breaks down all units in the City by unit type. Single family homes make up 48% of the housing stock, 49% are in multifamily structures, and less than 3% are mobile homes. Among the multifamily units, the majority are in larger buildings with five or more units.

Figure 4-5: Housing Units by Type



Source: U.S. Census, American Community Survey 5-Year Estimates, 2019-2024

Between 2020 and 2025, permits were issued for 523 new housing units in Ellensburg; about 60% of the units permitted were single family homes. Nearly 40% of permitted housing during this period were duplexes, triplexes or multifamily residences.



The City’s rental vacancy rate has slowly increased from 1% or less in 2016 to 5.5-7% in 2025, according to the Washington Center for Real Estate Research (WCRER). A vacancy rate of 5-8% allows households to find new housing units and is an indicator of a healthy rental market. Much higher vacancy rates could lead to decreases in civic activity, safety and property values.

Middle housing refers to refers to several housing types that fit between single family detached houses and large multi-family buildings. Middle housing includes duplexes, triplexes, fourplexes, cottage housing, courtyard apartments, townhouses and stacked flats. These housing types are more similar in scale to detached single family homes and provide options for moderate density at neighborhood scale.

CWU Student Housing

Table 4-2 shows current operating capacity within student housing provided by CWU. Most of the capacity is in the residence halls. As of Fall 2025, nearly 6,800 students were enrolled on the Ellensburg campus, so approximately 3,400 students live off campus, though not all are necessarily living in student-only households or within the city.

Table 4-2: CWU Student Housing - Current Operating Capacity

Housing Type	Beds
Residence Halls	2,448
Apartments	939
Total	3,387

Source: CWU.

Subsidized Housing

Subsidized housing is publicly assisted housing for eligible low-income families, the elderly, and persons with disabilities when available (see definitions for more information). There are a total of 699 subsidized rental housing units in Ellensburg. The income eligibility requirements for these units vary by building, but range between 30% and 95% of Area Median Income (AMI). The Area Median Income for Kittitas County was calculated at \$107,400 in 2026. The table below shows HUD’s calculations of the income threshold for affordable units at 30%, 50%, and 80% AMI, based on household size. These figures represent the maximum household income for households that would qualify for subsidized affordable housing at the associated income level.



Table 4-3: HUD Income Limits in Kittitas County, 2026

Fiscal Year 2025 Income Limit Category	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household	7 Person Household	8 Person Household
Extremely Low (30%) Income Limits	22,550	25,800	29,000	33,000	38,680	44,360	50,040	55,720
Very Low (50%) Income Limits (\$)	37,600	43,000	48,350	53,700	58,000	62,300	66,600	70,900
Low (80%) Income Limits (\$)	60,150	68,750	77,350	85,900	92,800	99,650	106,550	113,400

Source: US Department of Housing and Urban Development.

In addition to the subsidized housing units that are available in Ellensburg, an additional 30 households receive housing choice vouchers (see definition) to subsidize rental units available on the private market.

Table 4-4: Subsidized Rental Housing Units by Population Served and Income Eligibility

Name	Owner	Total subsidized Units	Population Served	Income Eligibility/ Preference	Subsidy Expiration
Addison Place	HopeSource	8	Mixed	<60% AMI	2050
Alder Terrace	Housing Authority of Kittitas County	50	Mixed	<40-95% AMI	2046
Briarwood Commons	Preferred Capital Management Inc.	174	Senior/disabled	<30-60% AMI	2036
Brookwood Apartment	Brookwood Association	40	Senior/disabled	<30% AMI	2033
Cherry Lane	Housing Authority of Kittitas County	9	Families	<80% AMI	None
Crestview Terrace	Crestview Terrace Community Partners	168	Mixed	<50% AMI (<30% preference)	2034
Hampton Court	HopeSource	35	Senior/disabled	<30% AMI	2040
Helena	Housing Authority of Kittitas County	5	Families	<80% AMI	None



Huntington Court I & II	HopeSource	44	Senior/disabled	<30% AMI	2056
Mount Stuart Vista	Housing Authority of Kittitas County	30	Families	<80% AMI	None
Paulan	HopeSource	9	Mixed	<60% AMI	
Pine Place	HopeSource	18	Youth	<50% AMI	2062
Trinal Manor	Housing Authority of Kittitas County	30	Senior/disabled	<80% AMI	None
Spurling Court	HopeSource	48	Families	<50% AMI	2062
Windsor Park	HopeSource	31	Families	<30% AMI	2040
Totals	15 developments	699 units			

Source: Housing Authority of Kittitas County, HopeSource, Property owners, Novogradac

None of the units have subsidies that are expected to expire within the next six years. However, 498 units are in buildings with subsidies that will expire within the next 20 years. Of these, 224 units have private owners that may not maintain the property permanently as affordable housing.

The majority of the subsidized housing stock in Ellensburg is available to renter households.

Kittitas County Habitat for Humanity runs an affordable home ownership program. This program provides homes to families earning up to 80% of Area Median Income based on need and ability to contribute sweat equity. Between 1993 and 2020, Habitat built 19 homeownership units in the City of Ellensburg. In 2021, the Kittitas County Habitat for Humanity merged with the King County affiliate to become Habitat for Humanity Seattle – King and Kittitas Counties and has since completed 12 permanently affordable homes with plans to complete nine more in 2026 and 2027. Additional affordable homeownership projects are also in predevelopment.

Housing Market Trends and Housing Affordability

Between 2019 and 2025, per WCRER data, rents increased an average of 2.3% annually (18% for the six-year period). The rate of increase has ranged from less than 1% in 2023 to about 4% in 2025.

Area Median Income (or AMI) is determined by the U.S. Department of Housing and Urban Development (HUD) using American Community Survey five-year estimates of median household income for a family of four. Kittitas County Area Median Income (2026): \$107,400.



A household is considered cost burdened if they spend more than 30% of their gross income on housing costs (rent or mortgage and basic utilities); more than 50% on housing cost is considered severe cost burden.

Increased rental prices, combined with slower wage growth and a shortage of housing units, have resulted in a shortage of housing affordable for many Ellensburg residents, particularly those with the lowest incomes

Table 4-5 shows cost burdened households by household type. The household type ‘Other’ includes non-family households with no members 62 years and older. It is likely that many of these households include CWU students, and it is the best proxy for student households for which cost burden data is available. The largest number of cost burdened renter households are in this category. The other household types in Table 4-5 are useful for understanding needs among households that are less likely to be university students. Among these household types, the greatest need is affordable housing for small families and elderly people living alone.

Table 4-5: Cost-Burdened Renter Households by Household Type

Household Type	Extremely low (<30% AMI) Income Level	Very low (30-50% AMI) Income Level	Low (50-80% AMI) Income Level	Moderate or above (>80% AMI) Income Level
Elderly Family	0	10	0	0
Single Elderly	205	70	40	15
Large Family (5+ Persons)	25	0	0	80
Small Family (2-4 Persons)	150	90	10	105
Other Non-Family Household	965	595	420	90
Total Cost-Burdened households	1,345	765	470	290
As a Percentage of Total Households	90%	79%	44%	17%

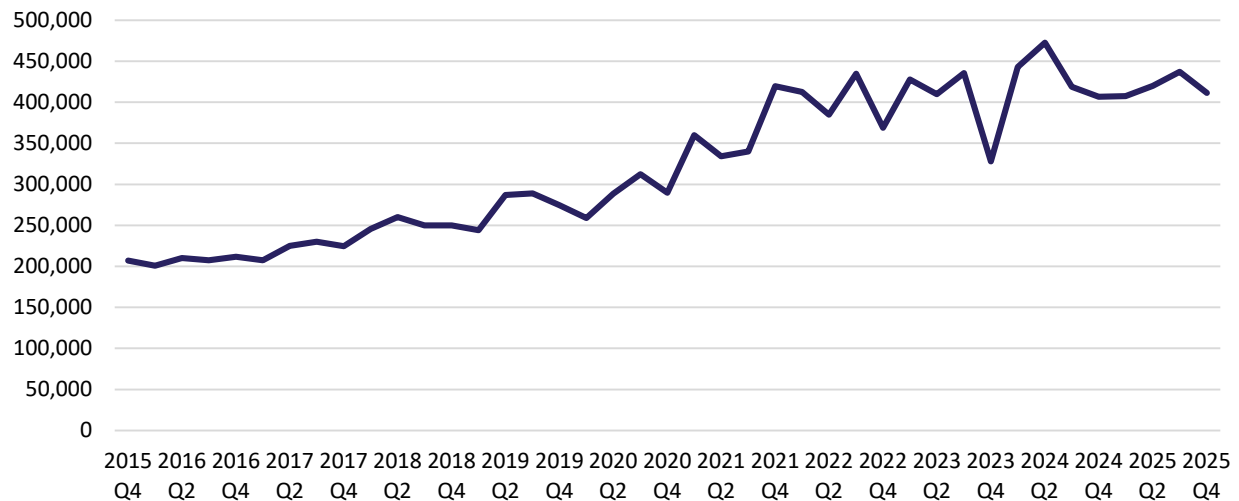
Source: US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS)

Figure 4-6 shows changes in median home sale prices between late 2015 and 2025. Between late 2016 and 2024, the median home sales price rose by 8.9% annually. Assuming a household can afford a 20% down payment, a household requires about \$91,600 in yearly income to afford a mortgage for a home at the 2025 median selling price of \$411,250. By comparison, WCRER’s composite median income for the same period was about \$62,000, or a third less than what would be required to afford the median



home. According to realtor listing data, approximately 100 homes were listed for sale annually in Ellensburg over the past three years.

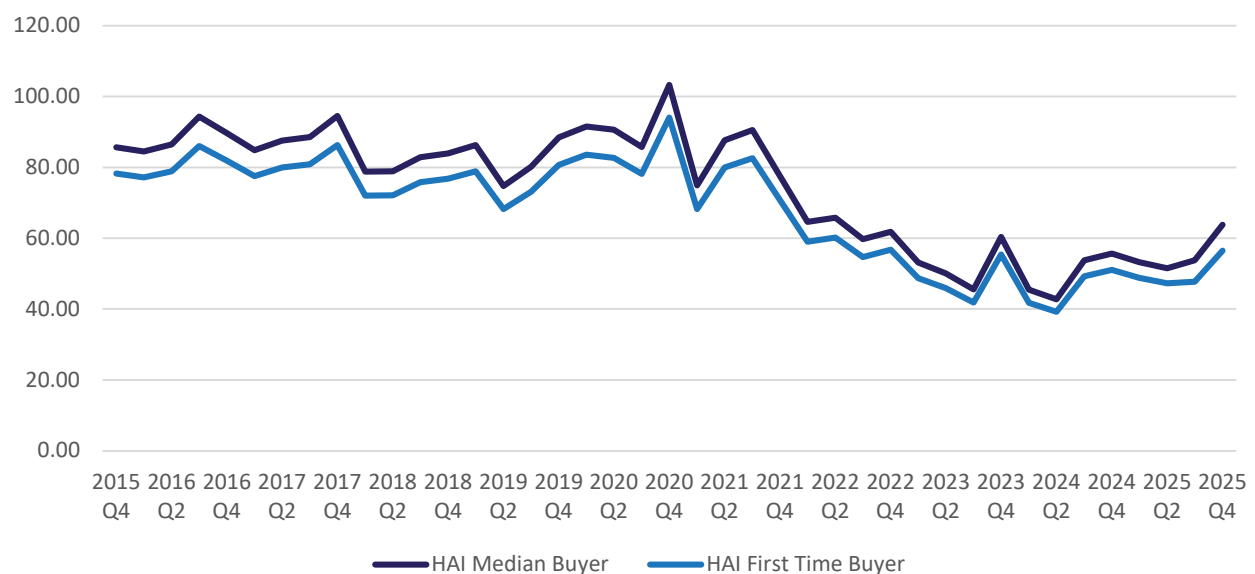
Figure 4-6: Median Home Sale Price



Source: Washington Center for Real Estate Research (City Dashboards)

Housing price increases outpaced income gains during this period yielding erosion of affordability for both median and first-time buyers, as shown in Figure 4-7. Combined with the significant percentage of cost-burdened renters, these price increases have made it harder for Ellensburg renters who would want to become homeowners from doing so.

Figure 4-7: Homeowner Affordability Index Trends



Source: Washington Center for Real Estate Research (City Dashboards)

Other non-family households are represented in cost burdened owners, as are more single elderly and small family households. While a similar percentage of extremely low income homeowners are cost burdened as renters, at all other income levels, a smaller total percentage of homeowners are cost burdened than renters.

Table 4-6: Cost-Burdened Owner-Occupied Households by Household Type

Household Type	Extremely low (<30% AMI) Income Level	Very low (30-50% AMI) Income Level	Low (50-80% AMI) Income Level	Moderate or above (>80% AMI) Income Level
Elderly Family	15	0	4	10
Single Elderly	90	15	80	0
Large Family (5+ Persons)	0	0	50	0
Small Family (2-4 Persons)	0	10	90	40
Other Non-Family Household	75	60	0	50
Total Cost-Burdened households	180	85	224	100
As a Percentage of Total Households	92%	38%	39%	5%

Source: US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS).

Table 4-5 (Page 51) and Table 4-6 (above) estimate there are about 3,459 cost burdened households in Ellensburg. The majority of these households are other non-family households, followed by small families and elderly people living alone.

This data indicates that there is not enough housing stock to meet the needs of the existing population in 2026, particularly multifamily housing suitable for the expected new residents at estimated income levels. At the current rate of production, the housing stock will not meet the demand of the expected growth of 4,755 more people over the next twenty years. Furthermore, the pressures between supply and demand have exacerbated the affordable housing challenges for Ellensburg residents. The City recognizes the need to encourage and promote a higher rate of housing production, and the need to successfully implement important housing programs to offer options affordable to all economic segments of the community.

The following sections will describe opportunities identified for providing new housing, as well as a description of what success would look like for Ellensburg. This is followed by goals, policies and



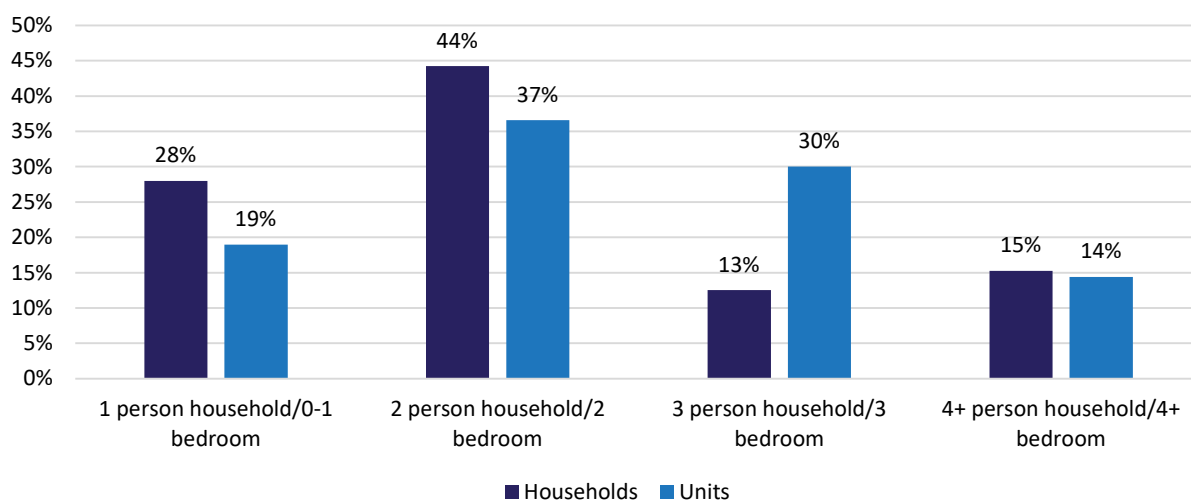
programs intended to guide future policy decisions, as well as a section pertaining to Action Items that can be pursued in the more immediate future.

Housing Gaps

Figure 4-8 breaks down the housing stock by the number of bedrooms and compares it to the size of households in Ellensburg. There are about 2,500 households with only one member, yet there are fewer than 1,800 studio and one-bedroom housing units combined. While not all one person households are looking for a studio or one bedroom unit, it is likely that there are people living in larger shared houses that would prefer to live in a studio or one bedroom unit if they are available. Sharing of larger houses indicates the demand for studio and one-bedroom units potentially exceeds what is indicated by looking at census data about household sizes. Smaller units may also be suitable for residents without families or small families seeking an affordable housing option.

Housing units with three or more bedrooms make up 44% of the existing housing stock while only 28% of households have three or more members. Assuming that people seeking small apartment units are instead sharing larger units due to lack of appropriate supply in the apartment market, there is potential that the number of households with three or more members is higher than actual demand.

Figure 4-8: Alignment between Household Sizes and Size of Units in Housing Stock

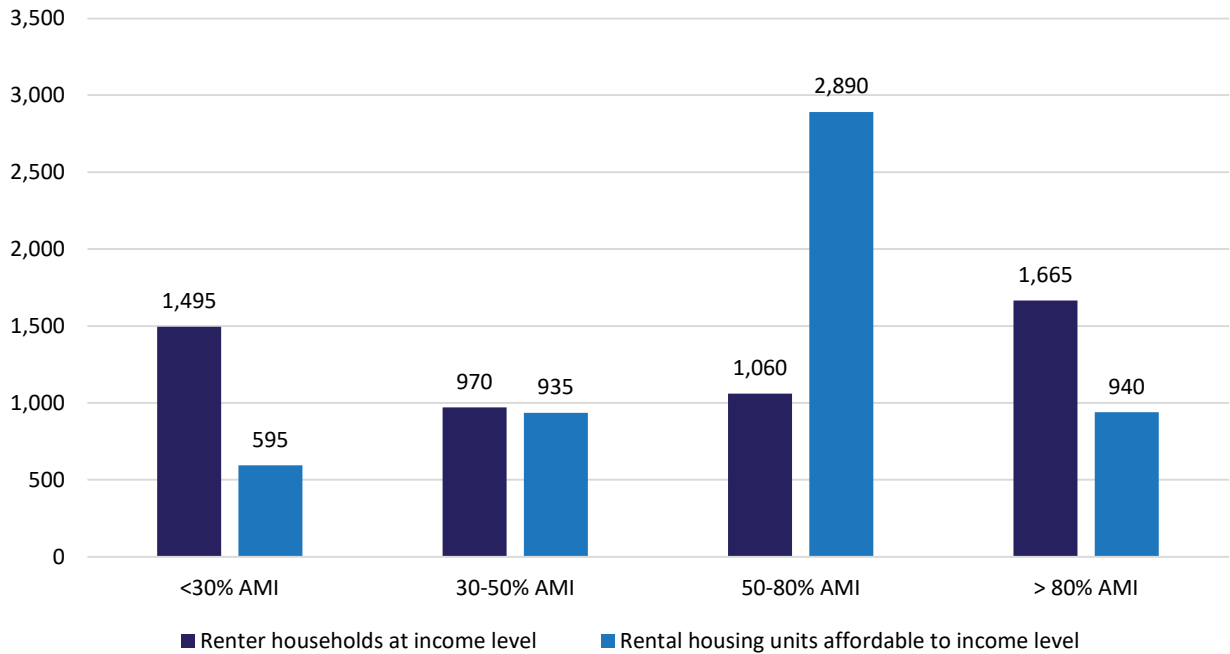


Source: U.S. Census, American Community Survey 5-Year Estimates, 2019-2024.

During the 2018 to 2022 period, the United States Census estimates indicate there were nearly 1,500 Ellensburg renter households earning below 30% of area median income while less than 600 units were offered at a rent affordable to these households. This means that there were 900 households that were unable to find rental units at prices that would be considered affordable. A surplus of units was available affordable to households earning 50-80% of area median income, more than 700 renters with incomes above 80% AMI are also likely renting more affordable units due to limited higher end rentals. Figure 4-9 on the following page visually compares household income level to units offered at that affordability level to highlight the areas of greatest shortage and surplus.



Figure 4-9: Renter Households by Income Level Compared to Units Offered by Affordability Levels



Source: U.S HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS)

Housing Incentives, Tools, and Barriers

Ellensburg has established several incentives and tools to support housing development.

In 2017, Ellensburg voters passed a 0.1% sales and use tax for housing and related services under RCW 82.14.530. Between 2018 and 2025, this mechanism collected more than \$5 million. The funds have been used to fund five projects and allowed these funds to leverage nearly \$45 million in additional funds for local housing.

In 2017, the City identified surplus properties that could be allocated for affordable housing development consistent with RCW 39.33.015, and three projects are in various stages of development on the identified properties.

Ellensburg has had a multifamily tax exemption (MFTE) program since 2007. In the Central Commercial and Central Commercial II zones, eight-year tax exemptions on improvements are available for market rate developments and 12-year exemptions are available for properties that set aside at least 20% of units for households with incomes below 80% AMI. Through 2025, seven projects have created a total of 151 multifamily housing units using this program.

Ellensburg currently offers up to a 100% density bonus in the R-S and R-L zones for affordable housing and water and sewer plant impact fee and traffic impact fee waivers are available for qualifying developments.



As noted in the Existing Housing Stock section above, permits for duplexes, triplexes, townhomes and cottage housing have remained low and Ellensburg anticipates making additional regulatory changes to ensure the City is making adequate provision for these needed housing types. Additional details are available in Appendix G: Adequate Provisions Analysis.

Housing Capacity by Income Band

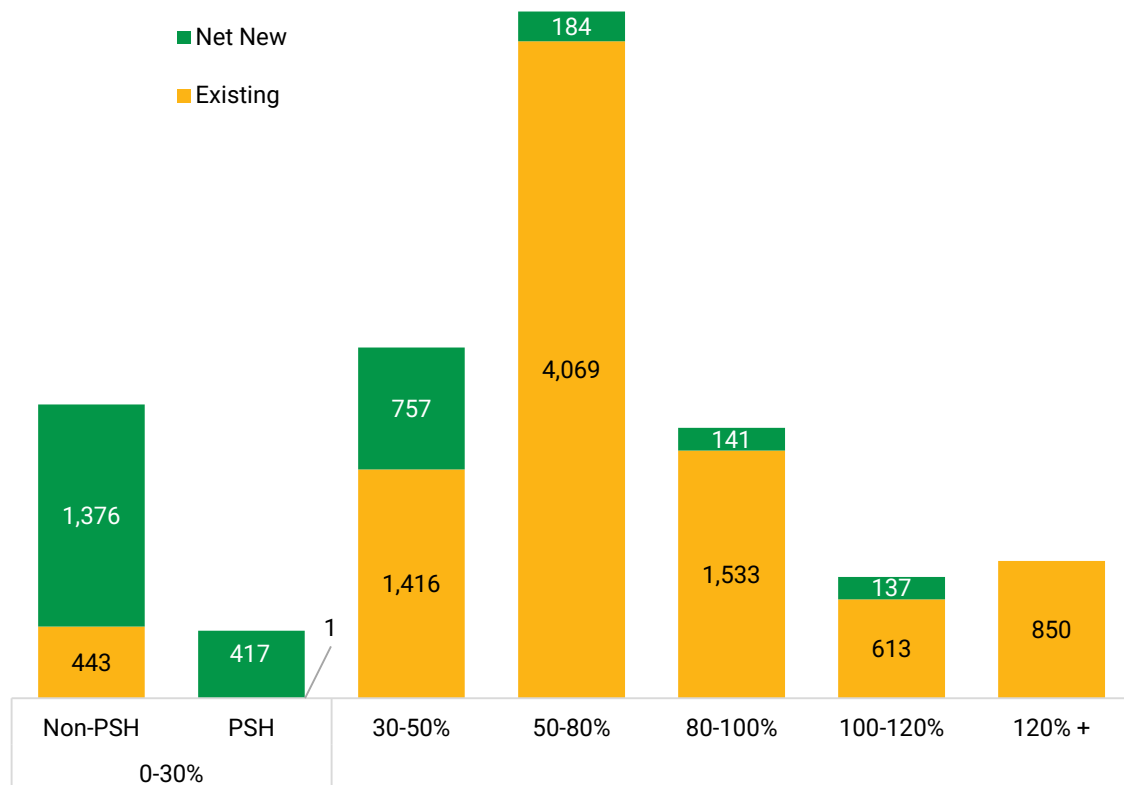
Based on House Bill 1220, which amended the Growth Management Act in 2021, cities are required to analyze housing needs and future growth by income band, expressed as a percentage of the area median income (AMI). AMI figures are published annually by the U.S. Department of Housing and Urban Development (HUD) and are available for Kittitas County rather than City of Ellensburg; see summary in table 3.

Approximately 60% of the population growth planned in Ellensburg is in the extremely low-income category, or 0-30% of AMI, including the need for 417 new units of permanent supportive housing (PSH). For the 91% of Ellensburg's allocated growth serving households with incomes up to 80% AMI, the City will increase land zoned to accommodate low-rise multifamily apartment buildings. Additional new housing serving a variety of income bands could include traditional single-family homes, cottage housing, accessory dwelling units, duplexes, triplexes, or townhomes throughout the City's residential zones.

Permanent Supportive Housing (PSH) refers to subsidized, leased housing with no limits on length of stay. It is designed to support people who were experiencing homelessness or likely to experience homelessness before moving because of their complex and disabling behavioral health and physical health conditions. Residents are provided with support services, such as mental and physical health care and employment services, to help them stay housed. Permanent supportive housing often has less strict admissions criteria than other forms of housing, especially related to rental history, criminal history and personal behaviors.



Figure 4-10: Ellensburg Existing (2020) and New Housing Units Needed by Income Band, 2020-2046



Source: Kittitas County, Washington Department of Commerce.

Ellensburg undertook a land capacity analysis as part of this comprehensive planning process to evaluate capacity to meet housing targets by income based on current zoning. The analysis considered vacant, redevelopable and partially used parcels based on county assessor data and lot size. It also considered pending projects, critical area acreage, future infrastructure needs and a reduction factor since only a portion of possible land is likely to redevelop. The housing capacity of the remaining land in each zone was then estimated based on recent development patterns and likely future density based on current allowed density. The Department of Commerce methodology indicates that housing for households with incomes up to 80% AMI is accommodated through multifamily apartments. Townhomes, duplexes, cottage housing, accessory dwelling units (ADUs) and additional multifamily apartments can accommodate 80%-120% AMI households.

The land capacity analysis identified surplus capacity for units above 80% AMI and a slight deficit for households below 80% AMI as shown in



Table 4-7.





Table 4-7: Ellensburg Land Capacity Analysis by Income Band Results under Current Zoning, 2020-2046

Income Band	Housing Needs	Aggregated Housing Needs	Pending Units	Remaining Needs	Total Capacity	Surplus/ Deficit
0-30% PSH	417	2,734	329	2,405	2,314	(91)
0-30% Non-PSH	1,376					
30-50%	757					
50-80%	184					
80-100%	141	278	159	119	240	121
100-120%	137					
120%+	0	0	937	-937	1,903	2,840
Total	3,012	3,012	1,425	1,587	4,457	2,870

Source: Kittitas County, Leland Consulting Group

To address this deficit, several areas are proposed for zoning changes to increase capacity for multifamily housing. These zoning changes would permit denser residential and mixed-use development in locations along transportation corridors and close to employment opportunities. In addition to these rezone areas, the City is also planning to consolidate the Residential Suburban (R-S) and Residential Low (R-L) zones into a single zone which allows for more flexibility for townhomes and duplexes compatible with the predominant single family residential uses, consistent with the City's housing action plan goal of adding more variety to the housing stock and strategies for development of more of these housing types. Table 4-8 shows the revised land capacity based on the planned rezones. Note that not all of the increased capacity for multifamily housing will necessarily serve households earning under 80% AMI. Thus, having a surplus of land capacity for multifamily units that can serve lower-income households can help the city ensure sufficient capacity to meet its housing targets at all income levels. Ellensburg will adopt the proposed zoning changes concurrently with this Comprehensive Plan Update. Additional regulatory changes are also anticipated to make adequate provisions for development of multifamily housing.



Table 4-8: Ellensburg Land Capacity Analysis by Income Band Results under Planned Rezones, 2020-2046

Income Band	Housing Needs	Aggregated Housing Needs	Pending Units	Remaining Needs	Total Capacity	Surplus/ Deficit
0-30% PSH	417	2,734	329	2,405	4,086	1,681
0-30% Non-PSH	1,376					
30-50%	757					
50-80%	184					
80-100%	141	278	159	119	304	185
100-120%	137					
120%+	0	0	937	-937	1,438	2,375
Total	3,012	3,012	1,425	1,587	5,828	4,241

Source: Kittitas County, Leland Consulting Group.

Racially Disparate Impacts

Based on Growth Management Act requirements passed in 2021, an analysis of racially disparate impacts in housing is available as Appendix C: Racially Disparate Impacts Memo (*Page 255*). The memo summarizes historical context, racially disparate impacts—including demographic change, incomes and cost burdens, exclusion in housing, displacement and displacement risk—and evaluates previous housing policies for their impact on racial equity using a framework from the state.

Key findings include that Ellensburg has become slightly more diverse in recent years, lacks sufficient affordable housing for low income populations. Rent burdens are highest for renters. Since white households have the highest rates of homeownership, cost burdened renters include higher percentages of most non-white racial groups, as well as Hispanic and Latino populations of any race. By encouraging lower cost homeownership opportunities, the City could support housing equity. Black or African American populations in Ellensburg are particularly cost burdened. Most of the land in the city either shows recent market and demographic change or high displacement risk. The policy analysis identified opportunities for changing policy and program language and focus to support more equitable housing outcomes. Recommended changes are reflected in the Goals and Policies section below.



Housing Opportunities

This Housing Chapter supports innovative methods to achieve important housing goals while maintaining flexibility to fulfill different priorities in different neighborhoods. This section describes some of the innovative housing types in Ellensburg and the context in which they may work well.

- ◆ Smaller units. There are more one and two-bedroom households than available units. In addition, smaller units are often less costly; encouraging smaller units can help address some of Ellensburg's housing gaps.
- ◆ Downtown housing. Second and third story residential and mixed used buildings will provide housing for people who want to live in an urban setting where there is a higher concentration of jobs and services and a variety of transportation options.
- ◆ Middle housing and accessory dwelling units. New housing opportunities may also be provided in well-established neighborhoods. Accessory dwelling units may provide affordable housing opportunities, help those with limited income keep their homes, and extend opportunities for aging in place.
- ◆ Affordable homeownership. Given racial disparities in homeownership and the challenge of median residents affording area homes, the development of smaller homes for purchase, including middle housing and accessory dwelling unit types could help address market gaps.
- ◆ Universal design and aging in place. Housing opportunities are created when housing design and choice accommodates the ordinary changes that people experience over their lives due to aging and life circumstances. Ellensburg encourages housing options, programs, and services, that support independence and choices for those who want to remain in their homes or neighborhoods regardless of age or ability.
- ◆ Mixed use housing. Ellensburg encourages creative and innovative uses on commercial and mixed use land to increase housing supply. Mixing housing and commercial uses can enhance the vitality of commercial areas by encouraging foot traffic to support neighborhood shops, and to provide eyes on the street. Over time, areas of downtown and areas near the south and west freeway interchanges could become distinct mixed use neighborhoods.

What Does Success Look Like?

Ellensburg maintains the vitality of existing neighborhoods and employs an array of housing tools to increase housing opportunities across the city. A broader range of housing choices serve residents at various income levels and life stages, including housing for a varied workforce, for young adult workers and students, for seniors aging in place, and for those who desire to live in walkable neighborhoods. For a housing strategy to be considered successful, the following outcomes will be visible:

- ◆ All residents have equitable access to affordable, safe housing that meets their needs.
- ◆ Housing production creates a more diverse market of dwelling types serving projected growth.

Goals, Policies, and Programs

These housing goals, policies, and programs contain steps that the City of Ellensburg can take in response to housing issues found within the community. These steps are intended to ensure the vitality



of the existing residential stock, estimate current and future housing needs, and provide direction to implement programs that satisfy those needs.

Goal H-1: Strengthen the vitality of existing neighborhoods.

Policy A	Encourage development of a range of housing choices through innovative land use and clear and consistent regulations.
	<i>Program 1 Integrate new development, with consideration to design and scale that complements existing neighborhoods and provides effective transitions between different uses and intensities.</i>
	<i>Program 2 Encourage infill development on vacant and underutilized sites.</i>
Policy B	Connect residential neighborhoods so they provide amenities that enhance quality of life.
	<i>Program 1 Encourage housing opportunities in mixed residential/commercial settings throughout the city.</i>
	<i>Program 2 Implement clear and objective design regulations for reasonable buffers between housing and non-residential uses or zones.</i>
Policy C	Promote sense of place in neighborhoods.
	<i>Program 1 Support the inventory and preservation of Ellensburg's historically significant housing through the City's historic preservation program.</i>
	<i>Program 2 Encourage the use of long-lived, low-maintenance building materials; high-efficiency energy systems; and low impact development techniques that reduce housing life-cycle costs and provide better environmental performance.</i>
	<i>Program 3 Foster innovative housing and mixtures of housing types that preserve natural resources and consolidate open space.</i>



Goal H-2: Encourage and accommodate a variety of housing types and densities to meet housing needs of all economic segments of the community.

Policy A	Review the Land Development Code to allow for a wider variety of housing types.
<i>Program 1</i>	<i>Implement regulatory changes to enable additional development of needed middle and multifamily housing.</i>
<i>Program 2</i>	<i>Monitor permitting process and land use regulations to identify barriers to middle and multifamily housing and proactively address these barriers.</i>
Policy B	Encourage residential development in commercial and mixed use zones, especially those within proximity to transit.
<i>Program 1</i>	<i>Expand the Multifamily Tax Exemption program beyond the downtown area to encourage multifamily housing in other areas where it is needed.</i>
<i>Program 2</i>	<i>Work with Central Washington University and private developers to support the housing needs of students, faculty and staff and explore creative solutions to local housing challenges.</i>
Policy C	Consider housing cost and supply implications of proposed regulations and procedures.
<i>Program 1</i>	<i>Reduce parking requirements for mixed-use housing developments and affordable housing developments in close proximity to jobs and transit.</i>
<i>Program 2</i>	<i>Provide increased residential density to accommodate housing needs at all income levels.</i>
Policy D	Create and preserve ADA accessible and affordable housing opportunities locally and with a regional perspective.
<i>Program 1</i>	<i>Promote working partnerships with public, private, non-profit groups, and developers to plan and develop a range of housing choices.</i>
<i>Program 2</i>	<i>Evaluate housing affordability programs utilized in other communities that could be incorporated into the Land Development Code.</i>
<i>Program 3</i>	<i>Support the preservation, maintenance, and improvements of historic housing and retention of naturally occurring affordable housing.</i>



	<i>Program 4</i>	<i>Support development of affordable housing on designated surplus lands.</i>
Policy E	Support solutions for emergency housing, emergency shelters, and permanent supportive housing.	
	<i>Program 1</i>	<i>Coordinate with local stakeholders to provide solutions appropriate for community supportive housing needs.</i>
Policy F	Support development of housing affordable for workers in a variety of sectors in Ellensburg to increase the percentage of people who work in Ellensburg that can also find suitable housing in the City.	
	<i>Program 1</i>	<i>Work with local employers and workers to understand and identify, and implement solutions for workforce housing needs.</i>

Goal H-3: Encourage and support a variety of housing opportunities for older adults, people with disabilities, veterans, low income families, and others with special housing needs.

Policy A	Collaborate with other jurisdictions, organizations, and private developers to meet a range of special housing needs.	
	<i>Program 1</i>	<i>Promote accessible and affordable housing in areas that are close to services and the rest of the community.</i>
	<i>Program 2</i>	<i>Work with public, private, and nonprofit partners to support the development of low-income housing, residential care facilities, and housing for older adults in locations that provide convenient access to services and community amenities.</i>
	<i>Program 3</i>	<i>Coordinate with local organizations to provide affordable home maintenance and support services.</i>
	<i>Program 4</i>	<i>Promote the use of universal design principles for new development or redevelopment housing projects.</i>

Action Items

Expand the Multifamily Tax Exemption Program

With relevant stakeholders, analyze expansion of the Multifamily Tax Exemption program into areas outside the Central Commercial zones that have been prioritized for increased multifamily housing.



Appendix C: Racially Disparate Impacts Memo

Introduction

Passed in 2021, House Bill 1220 requires that local governments plan for housing for all income levels and assess the racially disparate impacts of housing policies. The Washington State Department of Commerce identifies racially disparate impacts as occurring when policies, practices, rules or other systems result in a disproportionate impact on one or more racial groups.

In addition, this report considers displacement risk and housing exclusion.

Following the Washington State Department of Commerce guidance, the City has engaged in the following steps for this analysis.

1. Engage the Community -
City staff have engaged Affordable Housing and Access, Advocacy, Equity and Engagement Commission members and community volunteers to advise on the following review, including planning outreach to key organizations and the public and reviewing this draft.
2. Gather and Analyze Data -
Much of the data analyzed below is from the US Census Bureau's American Community Survey (ACS) data. The US Department of Housing and Urban Development (HUD) further analyzes the previous year's ACS data to create the Comprehensive Housing Affordability Strategy (CHAS) data. CHAS data below is based on ACS data through 2022 and was released by HUD in 2025.
3. Evaluate Policies -
The Policy Evaluation section below reviews Housing Element goals and policies from the 2037 Ellensburg Comprehensive Plan adopted in 2017.
4. Revise Policies -
Revised housing goals and policies can be found in Chapter 4, the Housing Element of the 2046 Comprehensive Plan for adoption in 2026.
5. Review and Update Regulations -
Regulations will be updated and adopted with the Comprehensive Plan. Areas that require longer term efforts or review will be identified in the Housing Element goals and policies.



Key Findings

- ◆ The City of Ellensburg has become more diverse in recent years and is slightly more diverse than Kittitas County.
- ◆ Ellensburg has a shortage of affordable housing units compared to low income populations, resulting in approximately 40% of households being cost burdened.
- ◆ Renters have much higher rates of cost burden than homeowners. While 62% of all Ellensburg residents rent their homes; only 60% of white residents are renters; 68% of Hispanic and Latino populations (of any race) rent and 70% to 100% of other racial groups rent homes in Ellensburg rent homes. Increasing lower cost homeownership options could support housing equity.
- ◆ -Black or African American populations in Ellensburg are particularly cost burdened.
- ◆ Most of the city shows either high displacement risk or recent market and demographic change suggesting recent displacement; many renters and homeowners report experiencing displacement or fear of displacement due to housing and related costs.
- ◆ -Housing goals, policies and programs show opportunities for adjusting language and focus to support more equitable housing outcomes.

Historical Context

Historically, Ellensburg has been, and still is, a multicultural community composed of a broad range of people and families, with many stories and experiences that have yet to be discovered or shared.

Kittitas Valley has always been, and continues to be, sacred to Native people. Traditionally, the Pshwanapum lived in the Kittitas Valley as a sub-band of the larger political and extended family networks of the Yakama tribes and bands. The Pshwanapum members were also referred to as the K'titas ("Kittitas") band, and they moved seasonally throughout the valley and nearby mountains to harvest roots, salmon, berries, game, and medicines. Several other tribal nations including Kiala, Tatxanixsha, Yumi'sh, and Che-lo-han, would hunt and trade in this area as well. Many descendants of these tribes continue to live throughout the 1855 Treaty Territory of the Yakamas.

Many early European settlers were of Norwegian and Danish ancestry and area roads retain the names of their families and farms. Historical records show significant Chinese, Japanese and African American populations, as well as Jewish families and civic leaders, in different eras of Ellensburg's history.

The first known settler of African American decent arrived in Ellensburg in 1886. Censuses dating from 1900-1950 show dozens of African American households in the City, including homeowners, beginning with the 1920 census. An African Methodist Episcopal Church was established in 1908 at 404 South Main Street, and many Black individuals played on local baseball teams as well.



Sources such as Sanborn Fire Insurance Maps have shown that Ellensburg used to have a "China Town," and "Chinese Laundries" appear to have existed throughout town (Sanborn Map 1888). Chinese populations and businesses were centered around 1st Ave and 3rd Ave. Nationally, Chinese communities were denied the opportunity to become citizens by the Chinese Exclusion Act, which was in force from 1882 through 1943. In 1889, the City passed an ordinance limiting Chinese washhouses and other businesses based on nuisance claims. Evidence of the subsequent notice to vacate refers to building fire risk. Historical records indicate fires damaging Chinese businesses and residences.

A Japanese community also resided and operated businesses in the downtown along Water and Main streets. Following the bombing of Pearl Harbor in 1941 and the US's entry into World War II, Enemy Alien Act was invoked, and Japanese families were removed from communities across the western US, including the Geddis building hotel at 4th Avenue and Pearl Street.

While communities have often concentrated residences or businesses in areas of the community, there is limited local evidence of formal housing exclusion. The Racially Restrictive Covenants Project of Washington has identified one racially restrictive covenant applied to a property in Ellensburg. Intimidation or discrimination of many of these racial and ethnic groups are documented, as are examples of inclusive community events and rebuilding.

Downtown fires have recurred through Ellensburg's history, often displacing downtown residents. Some households who lost belongings and businesses in these fires chose to make fresh starts elsewhere after these experiences. Repeated fires also reduced and nearly eliminated boarding house style lodging, which was an affordable option for people newly arriving in Ellensburg.

The great fire of 1889 destroyed 10 downtown blocks and about 200 homes, some of which were combined with residents' businesses. In 1926, the Produce Row fire destroyed areas between 1st and 3rd Avenues west of Main Street. This fire also destroyed evidence of some African American residences along 3rd Ave.

In 1928, the Warehouse District fire also destroyed some lower income housing and businesses. Fires in 1952, 1968, 1980 and 1986 also affected downtown housing options in various buildings, displacing residents, particularly those inhabiting single room occupancy style lodging and apartments.

Today, residents seeking more affordable housing options include some CWU students and the areas where students reside reflect the greater diversity of the campus community. Ellensburg remains a majority renter community with significant cost burden challenges.



Addressing Racially Disparate Impacts

Demographic Change

Between 2019 and 2024, Ellensburg became slightly more diverse. The City is also slightly more diverse than surrounding Kittitas County. Ellensburg and Kittitas County both saw declines in Native Hawaiian and Pacific Islander and American Indian and Alaska Native populations, while seeing significant increases in residents identifying as two or more races and a smaller increase in the Hispanic or Latino population.

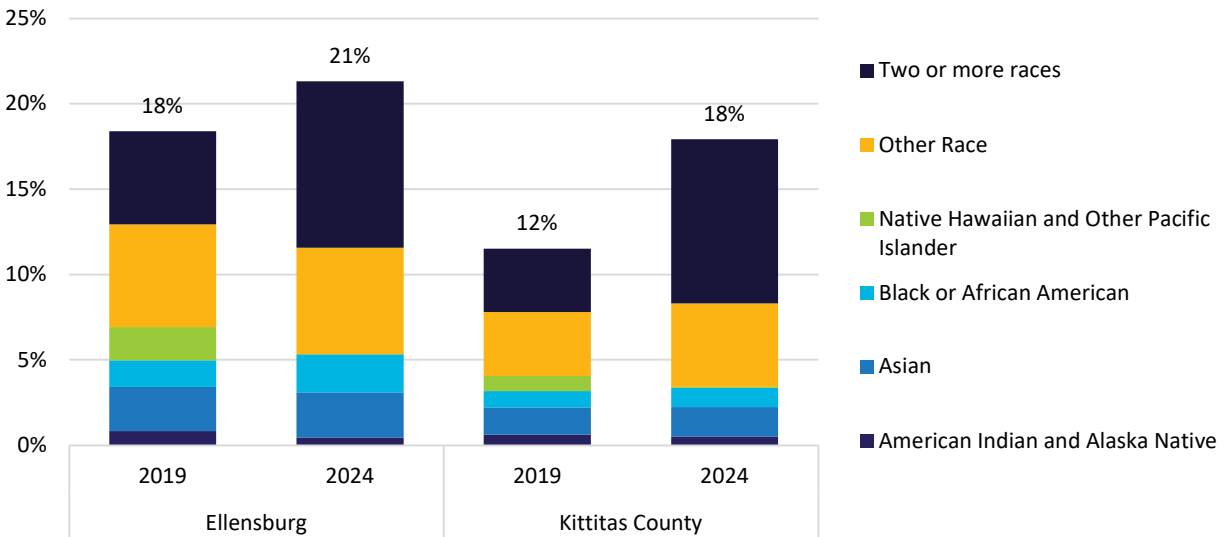
Table C-1: Change in Population by Race/Ethnicity in Ellensburg and Kittitas County in 2019 and 2024

	Ellensburg: 2019	Ellensburg: 2024	Ellensburg: Change	Kittitas Co: 2019	Kittitas Co: 2024	Kittitas Co: Change
American Indian and Alaska Native	169	94	(75)	285	237	(48)
Asian	520	551	31	729	813	84
Black or African American	312	466	154	443	532	89
Hispanic or Latino (any race)	2,190	2,674	484	4,045	4,974	929
Native Hawaiian and Other Pacific Islander	394	2	(392)	401	25	(376)
Other Race	1,213	1,300	87	1,726	2,308	582
Two or more races	1,099	2,037	938	1,702	4,536	2,834
White	16,460	16,424	(36)	40,611	38,721	(1,890)
Total Population	20,167	20,874	707	45,897	47,172	1,275

Source: American Community Survey (ACS) 5-year Estimates (2019-2024) DP04.



Figure C-1: Non-White Population by Race/Ethnicity in Ellensburg and Kittitas County



Source: American Community Survey (ACS) 5-year Estimates (2019-2024), DP04.

Income and Cost Burden

According to the U.S. Department of Housing and Urban Development (HUD), a household is cost burdened if it spends more than 30 percent of its gross income on housing costs (rent or mortgage and basic utilities). If a household spends more than 50 of its income on basic housing costs, it is considered severely cost burdened.

Of the nearly 8,300 households in Ellensburg, more than 2,800 renter households (55% of renter households) are cost burdened, of which nearly 1,900 (36% of renter households) are severely cost burdened. Within owner households, 360 are cost burdened (11% of owner households) and under 250 severely cost burdened (7.8%) indicating a significant divide in affordability between renters and owners.

All Black or African American households in the latest data were severely cost burdened renters, a significant difference from other racial or ethnic groups.²² The cost burden among Hispanic or Latino households was slightly higher than among White households (both renters and homeowners) while cost burdens for Asian households were slightly lower than other racial and ethnic groups.

There are also racial divides in income distribution, with much higher percentages of Black or African American and American Indian or Alaska Native populations with extremely low incomes compared to other racial groups. More Asian, Pacific Islander and White households are represented in the above median income categories than other racial and ethnic groups. In this analysis, the “not reported

²² In the CHAS data, the margin of error can be significant relative to totals for small populations. The data include a total of 75 Black or African American households in Ellensburg; the margin of error is up to 20 households for not cost burdened and up to 51 households for severely cost burdened households. Therefore, this figure is likely not representative of all Black or African American households in Ellensburg.



category” is significant and the relatively low household numbers, as well as the changing racial makeup, can yield significant changes in percentage distributions.

Data from the Comprehensive Housing Affordability Strategy (CHAS) dataset is the best available to analyze racially disparate impact information, but for small population totals, the margin of error relative to the data can be significant. For all household figures in Table C-2, the margin of error is 20 households or greater, meaning any figures below this threshold, including all blanks, are within the margin of error. Percentage figures derived from these household totals in Figure C-2, including 0% and 100% figures in the following tables and analyses are unlikely to be fully accurate. Several household figures and percentages in Table C-3 are also within the dataset’s margin of error.

Table C-2: Number of Households by Race and Cost Burden (2022)

Owner-Households	White	Black or African American	Asian	American Indian or Alaska Native	Pacific Islander	Other Race	Hispanic or Latino (of any race)	Total
Not Cost Burdened	2,245	-	20	20	-	95	165	2,545
Total Cost-Burdened	485	-	-	-	-	30	90	605
Cost-Burdened (30-50%)	270	-	-	-	-	-	90	360
Severely Cost-Burdened (>50%)	215	-	-	-	-	30	-	245
Not Calculated	-	-	-	-	-	-	-	-

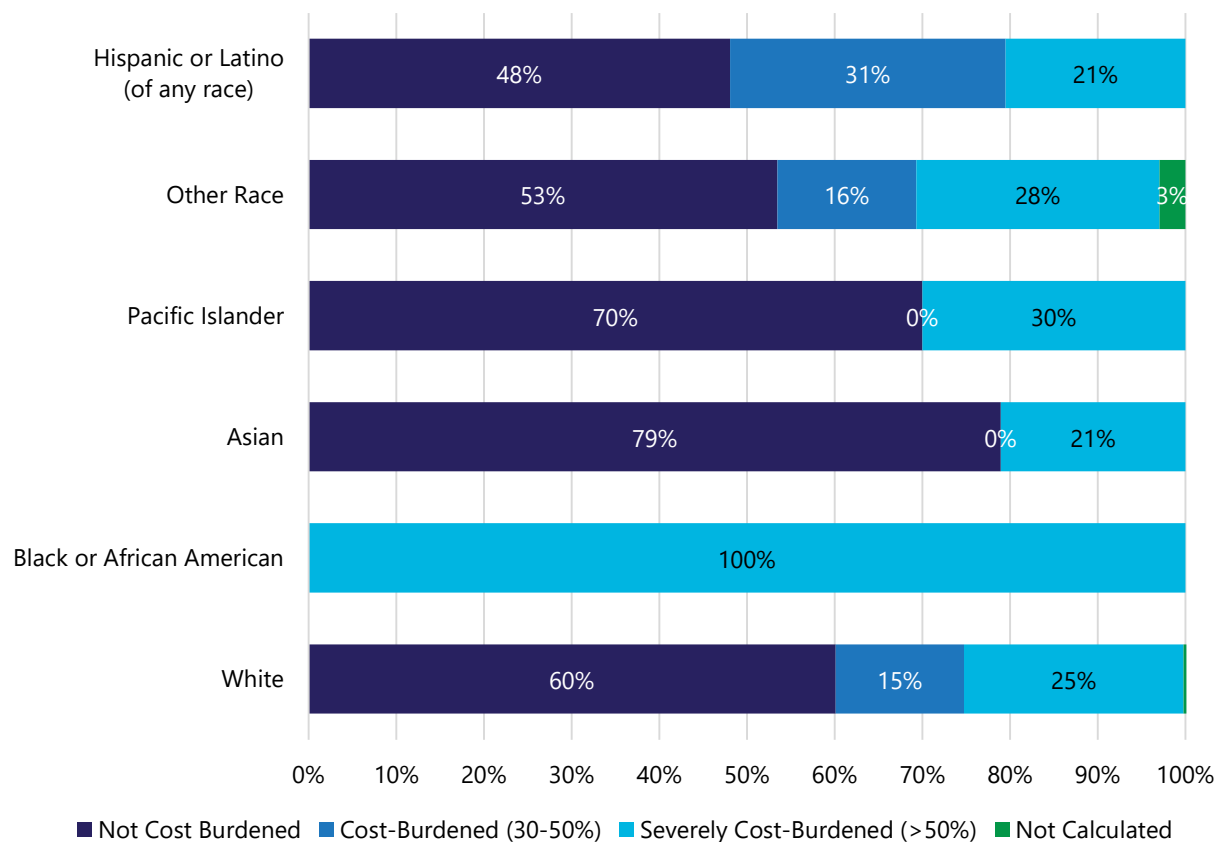
Renter-Households	White	Black or African American	Asian	American Indian or Alaska Native	Pacific Islander	Other Race	Hispanic or Latino (of any race)	Total
Not Cost Burdened	1,815	-	55	10	35	175	210	2,300
Total Cost-Burdened	2,195	75	20	35	15	190	315	2,845
Cost-Burdened (30-50%)	720	-	-	15	-	80	155	970
Severely Cost-Burdened (>50%)	1,475	75	20	20	15	110	160	1,875
Not Calculated	20	-	-	-	-	15	-	35



Totals	White	Black or African American	Asian	American Indian or Alaska Native	Pacific Islander	Other Race	Hispanic or Latino (of any race)	Total
Owner Household Total	2,725	-	20	20	-	125	250	3,140
Renter Household Total	4,030	75	75	45	50	380	530	5,185
Combined Total Households	6,755	75	95	65	50	505	780	8,325

Source: US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023.

Figure C-2: Percent of Households Experiencing Cost Burden



Source: US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS) (Table 9).



Table C-3: Households by Income and Race

Number of Households	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino (of any race)	Pacific Islander	White	Not Reported*	Total Overall
Extremely Low-Income ($\leq 30\%$ AMI)	35	20	75	130	--	1,265	165	1,690
Very Low-Income (30-50%)	--	4	--	75	15	1,090	11	1,195
Low-Income (50-80%)	--	30	--	245	--	1,190	170	1,635
Moderate Income (80-100%)	20	--	--	155	10	390	10	585
Above Median Income ($>100\%$)	10	40	--	169	25	2,820	156	3,220
Total for Published Estimates	65	94	75	774	50	6,755	512	8,325

Number of Households	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino (of any race)	Pacific Islander	White	Not Reported*
Extremely Low-Income ($\leq 30\%$ AMI)	54%	21%	100%	17%	0%	19%	32%
Very Low-Income (30-50%)	0%	4%	0%	10%	30%	16%	2%
Low-Income (50-80%)	0%	32%	0%	32%	0%	18%	33%
Moderate Income (80-100%)	31%	0%	0%	20%	20%	6%	2%
Above Median Income ($>100\%$)	15%	43%	0%	22%	50%	42%	30%

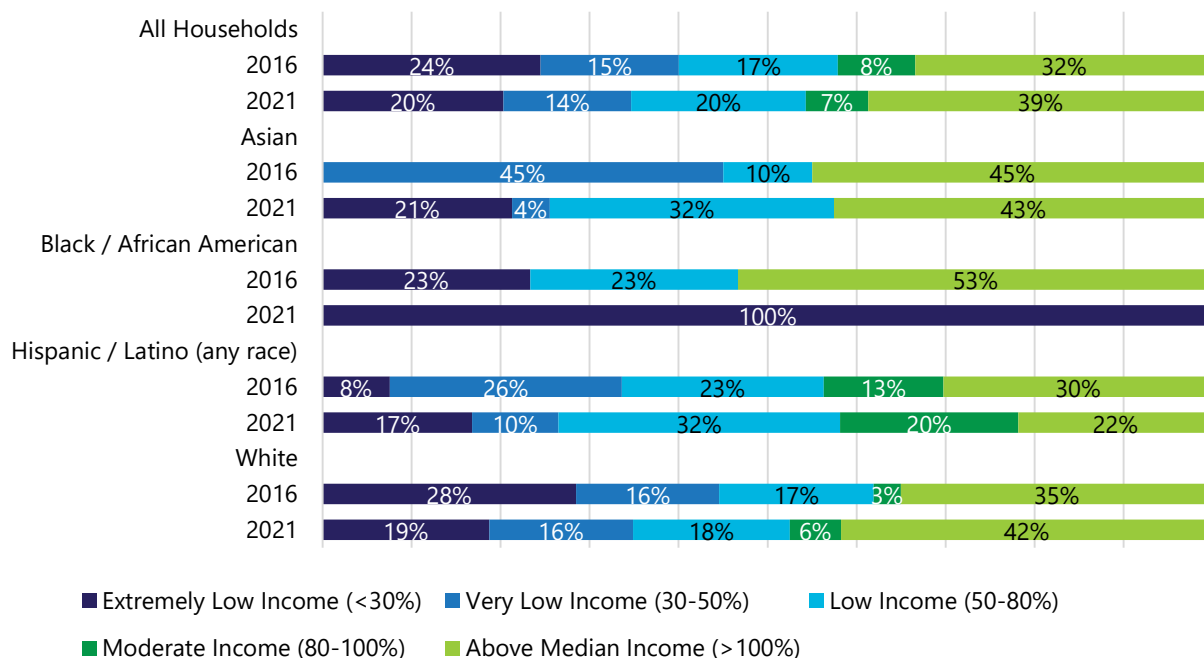
Sources: US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS) (Table 1).

Comparing income distribution between 2016 and 2021 by racial and ethnic groups, incomes increased on average for White households, whereas Black or African American households had the highest percentage of above median income households in 2016 and were exclusively extremely low income as of 2021. Asian households saw an increase from zero to 21% extremely low income and Hispanic / Latino households had increases in extremely low income and moderate income categories and declines in households in higher income brackets.



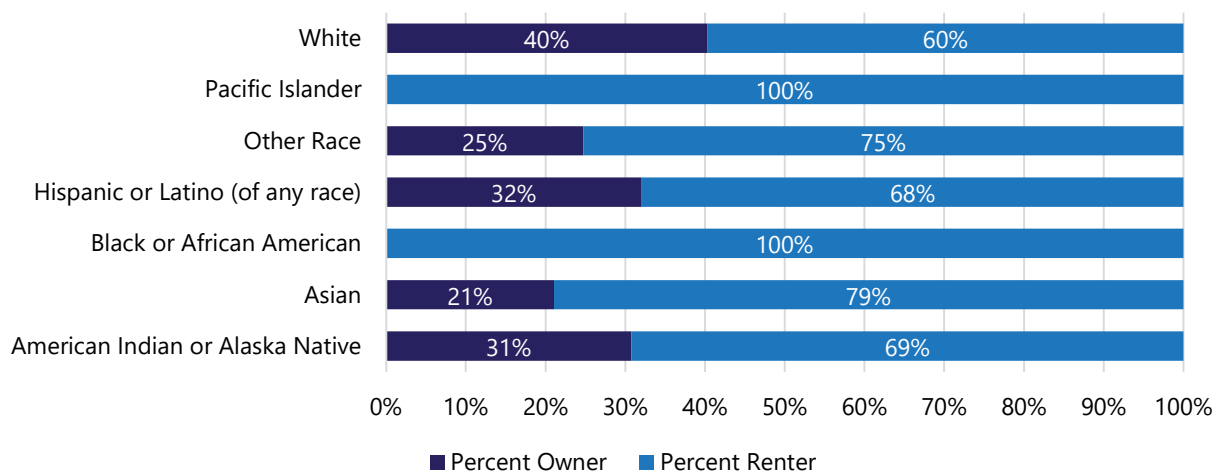
A majority of all racial and ethnic groups are renters in Ellensburg. White households have the highest percentage of homeownership (40%), followed by Hispanic or Latino households of any race (32%) and American Indian or Alaska Native households (31%). All Pacific Islander and Black or African American households are renters in US Census data.

Figure C-3: Households by Income and Race (2016 & 2021)



Sources: US HUD, 2013-2017 & 2018-2022 Comprehensive Housing Affordability Strategy (CHAS) Table 1.

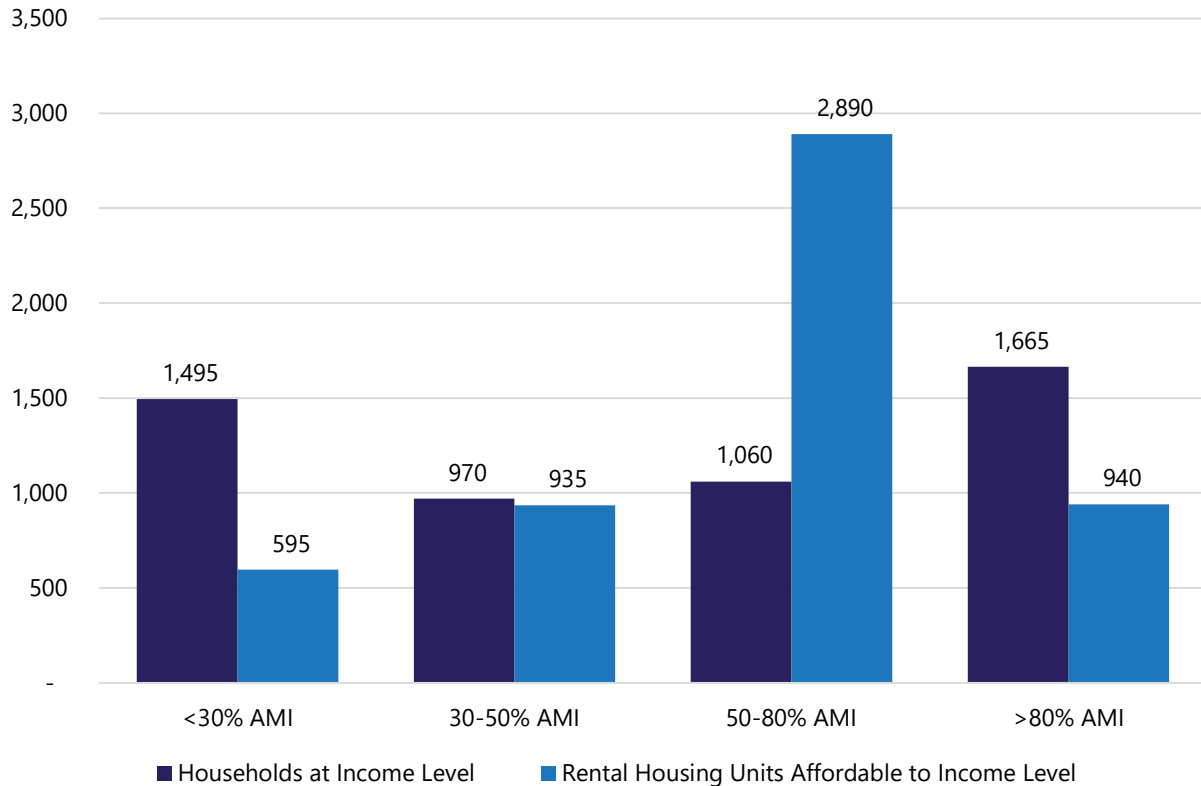
Figure C-4: Owner and Renter Households by Racial Group



Source: US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS) (Table 9).



Figure C-5: Renter Households by Income vs. Rental Unit Affordability



Sources: Sources: US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS) (Table 8) & US HUD, 2018-2022 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C).

From 2016 through February 2026, the Washington Center for Human Rights received housing discrimination complaints from five Ellensburg households. All five discrimination complaints were made on the basis of disability and three included a service or emotional support animal basis in addition. Three complaints have been closed; two identifying no reasonable cause and a third based on lack of cooperation from the complainant. Two cases, both including animals, remain open.

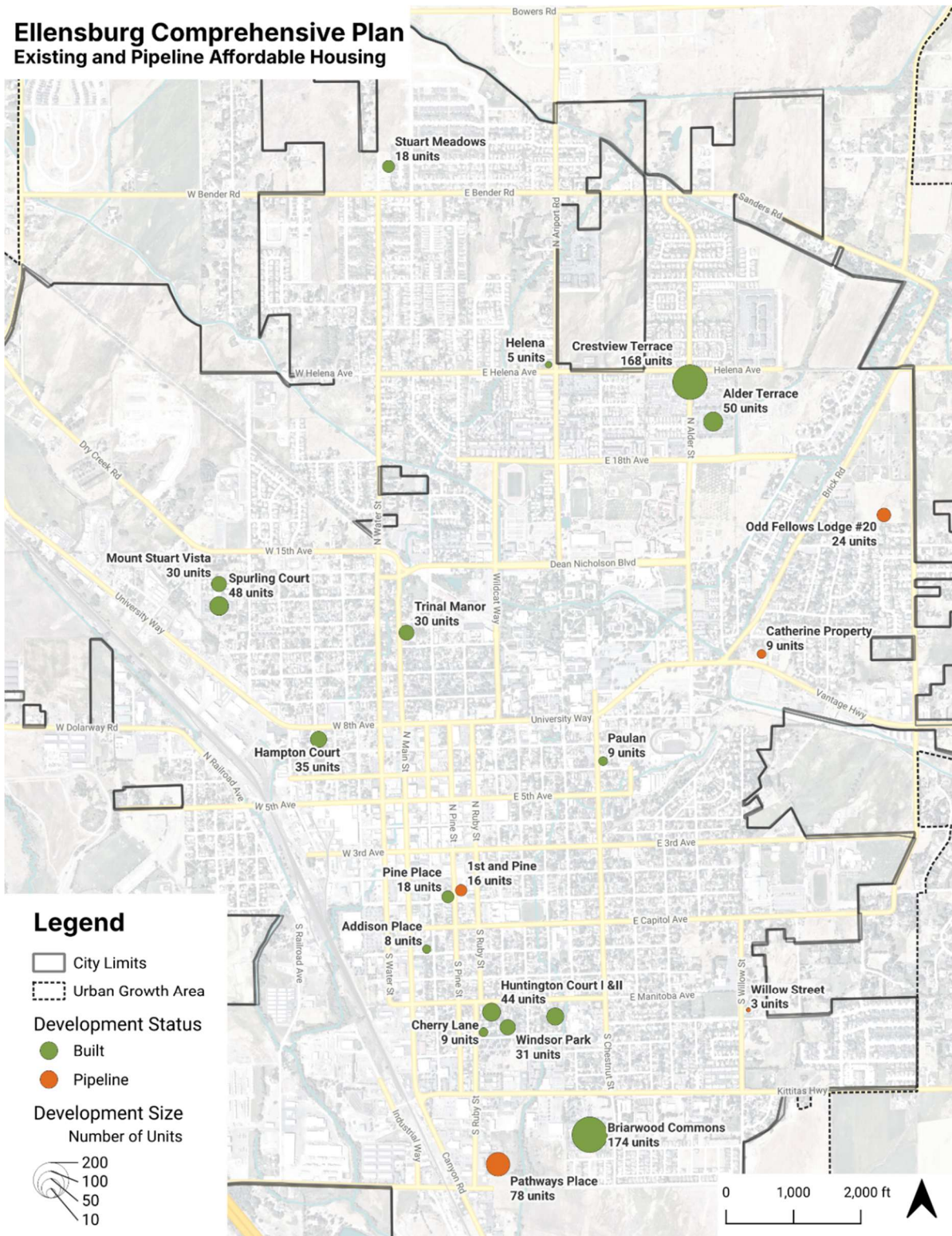
Exclusion in Housing

Subsidized housing is distributed across the City of Ellensburg. Rental units are owned and operated by several companies and nonprofit organizations. Several homeownership developments exist and pipeline rental and homeownership properties are under development.

In a 2026 survey, 43% of Black or African American respondents and 29% of Hispanic or Latino respondents reported experiencing housing exclusion or discrimination in Ellensburg, compared with 17% of White respondents and 0% of Asian and American Indian/Alaska Native respondents.



Figure C-6: Map of Income-Restricted Affordable Housing



Sources: Property owners, City of Ellensburg. Pipeline projects are subject to change.



Displacement & Displacement Risk

In 2022, Shady Acres manufactured home park closed in the City of Ellensburg, displacing residents. Since then, two other manufactured home parks have sold to new owners, yielding increased lot rents for some residents.

Of the 699 subsidized rental units in the City, none have subsidies expected to expire within the next six years. Within 20 years, however, 224 units that have private ownership have expiring subsidies. In 2024, an acquisition rehabilitation project recapitalized and extended the subsidy expiration for 168 units at the Crestview Terrace property.

Several income-restricted properties are supported through project-based vouchers. An additional 30 households across Kittitas County receive housing choice vouchers for use with other landlords.

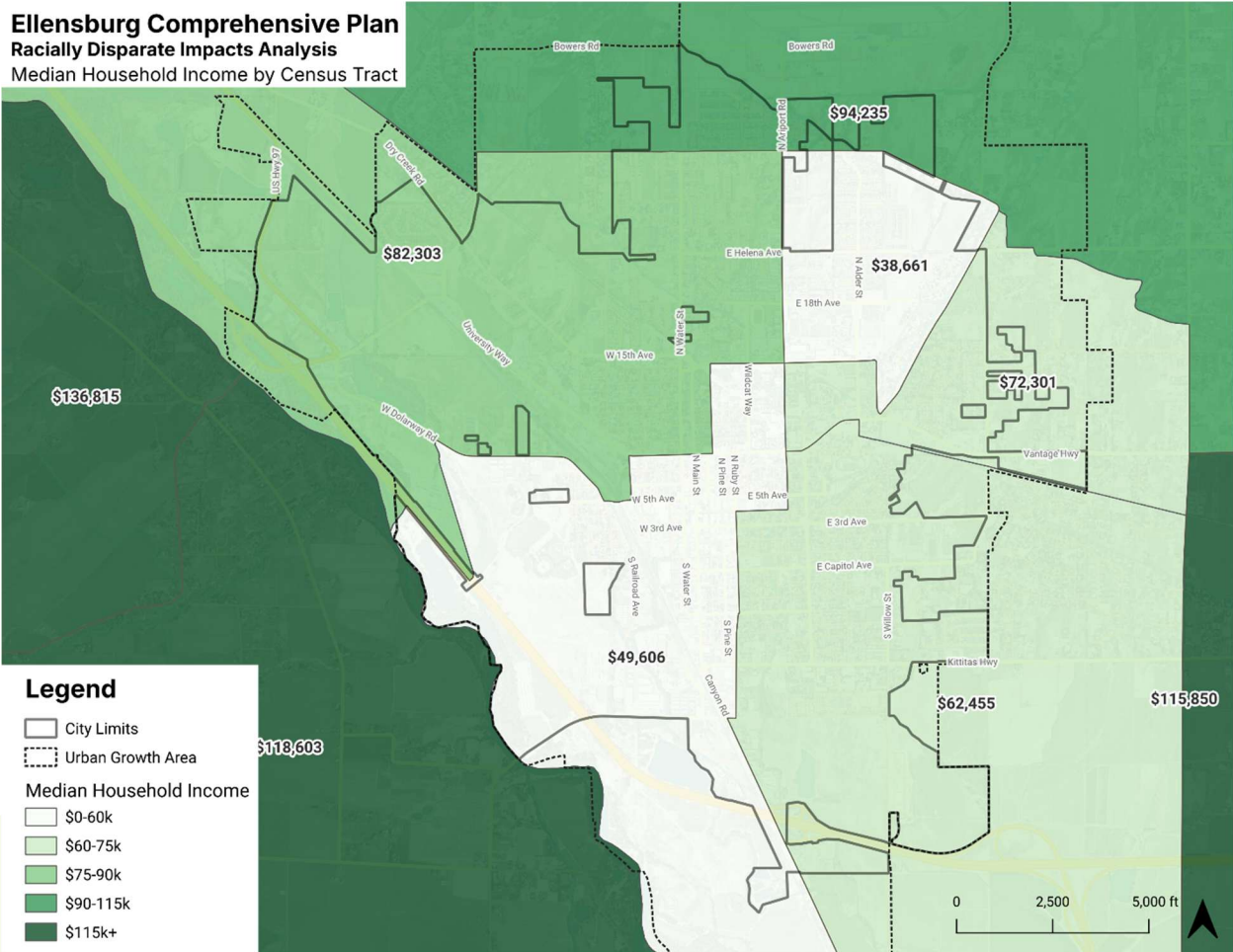
The following analyses of displacement risk are analyzed based on census tract. Census tracts do not align with city or urban growth area boundaries.

As shown in Figure C-7, incomes in Ellensburg are lower than surrounding areas of Kittitas County and vary significantly within the City. Areas that have lower incomes can be more susceptible to displacement risks. Incomes within the City of Ellensburg also reflect distribution of student housing.

In a 2026 survey, nearly 40% of 223 homeowners and 45% of 120 renters reported either having to move or concerns about having to move due to the cost of housing (including rent, utilities, property taxes and/or maintenance costs). Higher percentages of Black or African American (57%) and Asian (50%) respondents reported displacement due to costs compared to White respondents (36%) and Hispanic or Latino respondents (33%). Respondent totals for nonwhite populations were fewer than 10 households and unlikely to be fully representative.



Figure C-7: Median Household Income by Census Tract

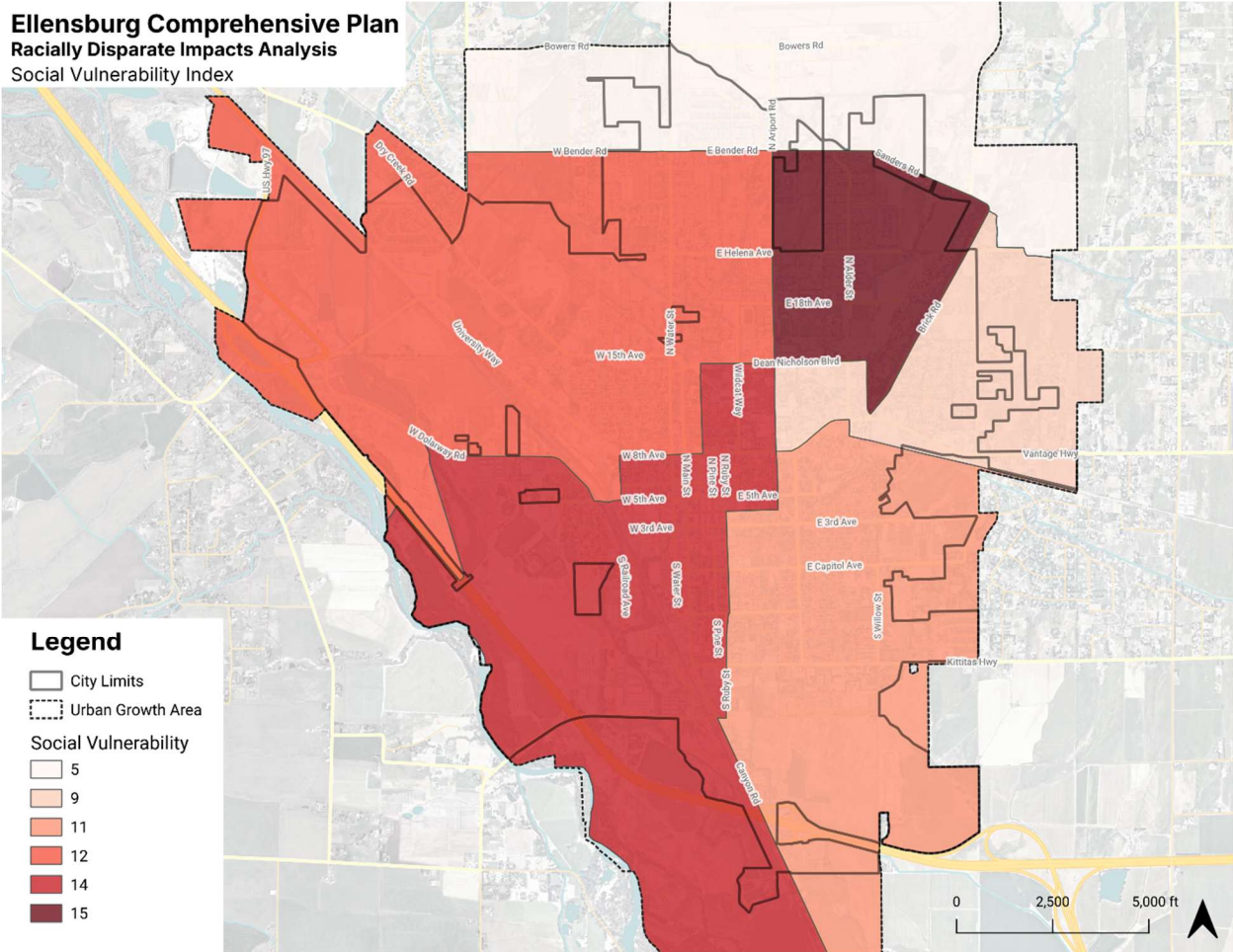


Source: American Community Survey (ACS) 5-year Estimates (2019-2024) Table S2503.

Figure C-8 shows social vulnerability scores based on Washington Department of Commerce Data. Scores are based on a composite of: (1) the Black, Indigenous or People of Color (BIPOC) population percentage by the total population as of 2020, (2) the renter share of the population as of 2021, and the median household income, yielding a score between 3 and 15. Four of Ellensburg's Census Tracts score 11 or higher, classified as high social vulnerability on this index. Higher social vulnerability scores can indicate higher displacement risk.



Figure C-8: Social Vulnerability Index by Census Tract

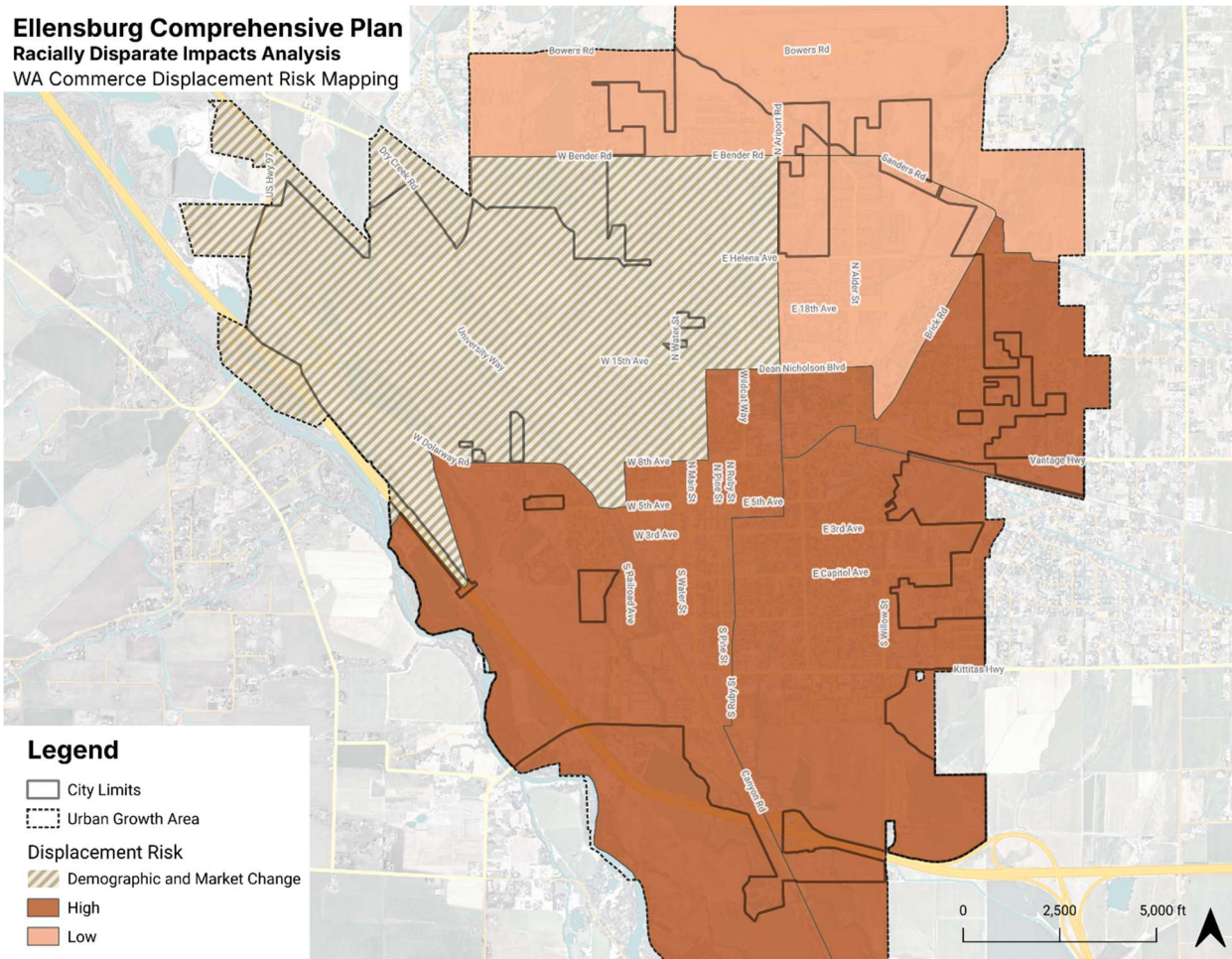


Source: Washington Department of Commerce, based on American Community Survey, 2017-2021 5-year estimates, Table B25003, U.S. Decennial Census, 2020 and American Community Survey, 2017-2021 5-year estimates, Table B19013.

The Washington Department of Commerce combines social vulnerability scoring with demographic changes and market trends to identify displacement risk by census tract. Three tracts are categorized as high risk, two low risk (one of which only has 15% of its population in the City) and one as demographic and market change, indicating that displacement may have already occurred based on appreciated market trends and gentrification indicators. The mapped results for Ellensburg are shown in Figure C-9.



Figure C-9: Displacement Risk Mapping



Source: Washington Department of Commerce.

Possible policy responses to displacement risk include measures to support current residents, including tenants and manufactured homeowners, supporting initiatives that would expand homeownership opportunities to lower income residents, and encouraging housing production to reduce market-based displacement pressures.

The housing element, land use element and adequate provisions checklist include additional detail on City policies, programs and actions to support the development of additional housing.

In a survey of current residents, approximately 42% of homeowners and 55% of renters replied they have had to move or are concerned they will have to move due to housing and related costs.



Policy Evaluation

Ellensburg’s housing policies require updates in response to the above analysis. In general, policies that favor the development of multifamily housing and lower cost housing can benefit cost burdened communities.

Based on Washington State Department of Commerce guidance, the below policy evaluation framework is used to evaluate the existing Goals and Policies from the 2037 Ellensburg Comprehensive Plan adopted in 2017.

Table C-4: Commerce Policy Evaluation Framework

Criteria	Evaluation
The policy is valid and supports meeting the identified housing needs. The policy is needed and addresses identified racially disparate impacts, displacement, and exclusion in housing.	S – Supportive
The policy can support meeting the identified housing needs but may be insufficient or does not address racially disparate impacts, displacement, and exclusion in housing.	A – Approaching
The policy may challenge the jurisdiction’s ability to meet the identified housing needs. The policy’s benefits and burdens should be reviewed to optimize the ability to meet the policy’s objectives while improving the equitable distribution of benefits and burdens imposed by the policy.	C- Challenging
The policy does not impact the jurisdiction’s ability to meet the identified housing needs and has no influence or impact on racially disparate impacts, displacement, or exclusion.	NA – Not Applicable

Source: Washington State Department of Commerce.



Table C-5: Housing Goals and Policies Racially Disparate Impact Review

Number	Goal/Policy/Program Text	Equity Assessment	Why	Notes / Changes
Goal H-1	Preserve, protect, and strengthen the vitality and stability of existing neighborhoods.	Challenging	Protecting and preserving existing neighborhoods can exclude new housing types and residents.	Strengthening neighborhood vitality can include new housing types.
Policy A	Encourage development of an appropriate mix of housing choices through innovative land use and well-crafted regulations.	Challenging	“Appropriate” housing choices are subjective; increasing housing choice can help create more heterogeneous communities.	Opportunity to emphasize range of housing types and choices
Program 1	Integrate new development, with consideration to design and scale that complements existing neighborhoods, and provides effective transitions between different uses and intensities.	Supportive	Allows for needed new development complementing existing development with transitions where needed	
Program 2	Encourage infill development on vacant and underused sites.	Supportive	Infill can be lower cost and contribute to neighborhood vitality.	
Policy B	Establish additional logical access routes outside of the existing street system for bicycle and pedestrian traffic.	Not Applicable	Not a housing goal	Consider in transportation
Program 1	Identify trail easements and develop an effective maintenance strategy.	Not Applicable	Not a housing goal	Consider in transportation
Policy C	Protect and connect residential neighborhoods so they retain identity and character and provide amenities that enhance quality of life.	Challenging	Neighborhood character can be exclusionary; connecting residential neighborhoods can support equity.	Reword to emphasize connection and enhance quality of life for all residents.



Program 1	Encourage housing opportunities in mixed residential/commercial settings throughout the city.	Supportive	Mixed use zones can accommodate lower cost, denser housing.	
Program 2	Provide increased residential density and improve infrastructure along arterials and transit routes through redevelopment and retrofitting, such as sidewalks and stormwater treatment.	Approaching	Infrastructure improvements are beyond housing focus; increased density opportunities can support housing choices and equity goals.	Clarify wording to emphasize what the City can do (zoning not construction); consider capital improvement needs in the appropriate chapter.
Program 3	Assure that site, landscaping, building, and design regulations create effective transitions between different land uses and densities.	Challenging	While uses may benefit from separation, requiring landscaping of only moderate and higher density residential has contributed to under production and affected housing costs and equity.	Revise to focus on objective standards and separation of residential and other types of use rather than between similar residential intensities
Policy D	Promote sense of place in neighborhoods.	Supportive		
Program 1	Promote high quality design that is compatible with the overall style and character of established neighborhoods.	Challenging	Unclear standard, emphasis on established neighborhood character may exclude new residents/housing types and does not support equity.	Remove
Program 2	Support the preservation of Ellensburg's historically-significant housing through the City's historic preservation program, which maintains a list of historic properties and districts, and provides education and incentives.	Not Applicable	Does not directly affect equity	



Program 3	Encourage the use of long-lived, low-maintenance building materials; high efficiency energy systems; and low impact development techniques that reduce housing life-cycle costs and provide better environmental performance.	Approaching	Emphasis on sustainability seeks to lower lifetime costs but upfront investments may be challenging.	Revise to defer to building and energy codes where possible. Avoid additional costly requirements.
Program 4	Foster innovative housing and mixtures of housing types that preserve natural resources and consolidate open space.			
Goal H-2	Allow and encourage a variety of housing types and densities to meet housing needs of all economic segments of the community.	Supportive	Directly contributes to addressing needs of lower income populations including residents of color.	
Policy A	Review the Land Development Code to allow for a wider variety of housing types.	Supportive	Indirectly contributes to equity by increasing housing choice, neighborhood heterogeneity and potentially new ownership opportunities.	
Program 1	Review barriers to the development of denser housing types such as duplexes, townhomes, and accessory dwelling units (ADUs).	Supportive	Duplexes, townhomes and ADUs may offer lower cost opportunities for homeownership, which may increase accessibility for households of color.	
Policy B	Encourage residential development in commercial and mixed use zones, especially those within proximity to transit.	Approaching	Supports more dense housing types and connectivity.	May also support climate resilience



Program 1	Expand the Multifamily Tax Exemption (MFTE) program beyond the downtown area to encourage multifamily housing in other areas where it is needed.	Supportive	Indirectly contributes to equity by incentivizing multifamily and affordable housing.	MFTE program includes anti-displacement provisions.
Program 2	Evaluate, review, revise, and publicize the density bonus incentive program.	Supportive	Indirectly contributes to equity by supporting housing choice.	Potential bonus value may need reevaluation based on proposed zoning changes.
Program 3	Work with Central Washington University and private developers to support on campus housing for students and in transit-served mixed residential/commercial settings throughout the city.	Approaching	Students are among cost burdened populations and populations of color; addressing their specific needs can indirectly support equity.	Considering specific actions could clarify potential effect.
Policy C	Consider housing cost and supply implications of proposed regulations and procedures.	Approaching	Does not directly affect equity, but this analysis could be helpful for actions that support housing choice and affordability.	
Program 1	Consider reducing parking requirements for mixed-use housing developments and affordable housing developments in close proximity to jobs and transit.	Supportive	Indirectly contributes to equity by supporting housing affordability and housing choice, with the opportunity to reduce cost burdens.	
Policy D	Create and preserve ADA accessible and affordable housing opportunities locally and with a regional perspective.	Supportive	Planning for and addressing accessibility needs in the housing stock contributed to housing equity.	



Program 1	Promote working partnerships with public, private, non-profit groups, and developers to plan and develop a range of housing choices.	Supportive	Partnership projects to date have emphasized low income residents' needs and coordination enables focus on unmet needs; increasing housing choices can support affordability and homeownership opportunities.	
Program 2	Evaluate other housing affordability programs utilized in other communities that could be incorporated into the Land Development Code.	Approaching	On its own, insufficient to determine equity effect	Specify goals or direction of housing program evaluation to better determine effect.
Program 3	Support the preservation, maintenance, and improvements of older/historic housing and assistance to low income households who want to stay in their homes.	Supportive	Addresses displacement risk for low income households	Include support for retention of naturally occurring affordable housing
Program 4	Foster innovative housing and mixtures of housing types that preserve natural resources and consolidate open space.	Approaching	Unclear actions or effects from this program	Specify actions under this program to evaluate equity impact
Policy E	Identify potential properties to allow for emergency housing, emergency shelter and permanent supportive housing	Approaching	Meeting needs of highly vulnerable community members contributes to housing equity as part of the housing continuum; many steps between initial review and meeting needs	



Program 1	Develop a conditional use provision in the permitted use table in the land development code allowing for emergency housing, shelters, and permanent supportive housing in appropriate zones	Challenging	These uses are required to be permitted outright in some zones; may be conditional in others; appropriate is subjective	Ellensburg City Code has been revised to permit supportive housing types outright in some zones consistent with Commerce guidance; some additional zones permit as conditional uses
Goal H-3	Encourage and support a variety of housing opportunities for older adults and people with disabilities.	Approaching	Targets assistance based on age rather than racially disparate impacts; addresses housing equity concerns for targeted groups	Add other types of housing special needs to make this goal more inclusive
Policy A	Collaborate with other jurisdictions, organizations, and private developers to meet special housing needs that address a broad spectrum of solutions.	Supportive	Partnerships can address varied and developing needs	
Program 1	Promote accessible and affordable housing in areas that are close to services and the rest of the community.	Supportive	Proximity to services can help lower costs and integrate affordable housing developments	
Program 2	Coordinate with local organizations and agencies to provide sufficient and affordable home maintenance and support services.	Supportive	Home maintenance and support can help address displacement risk.	
Program 3	Promote the use of universal design principles for new development or redevelopment housing projects.	Approaching	Not specific to disparate impacts but can assist a with a variety of housing needs.	



Appendix G: Adequate Provisions Analysis

Introduction

Under the Growth Management Act (GMA), jurisdictions are required to make adequate provisions for existing and projected housing needs for all economic segments of the community.

This annex follows the Department of Commerce’s guidance for analyzing barriers to production of needed housing types and actions required to address.

A gap analysis of potential funding needed to develop the number of affordable units required to meet housing targets by income band follows. It is intended to complement materials in the Land Use Element (Chapter 3) and Housing Element (Chapter 4).

Barrier Review Checklists

Exhibit B1: Moderate density housing barrier review checklist

Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
DEVELOPMENT REGULATIONS			
Unclear development regulations	Yes	Differences between Title 15 subdivision standards and public works standards (such as road widths, allowable groupings of units with private road access, landscaping setback vs. zone setbacks)	Implement clear and objective standards development regulations edits to clarify applicable landscaping and private road-related regulations. Review processes and tools to maintain longer term standard consistency.



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
Prohibiting some moderate density housing types, such as: ◆ Duplexes ◆ Triplexes ◆ Four/five/six-plexes ◆ Townhomes ◆ Cottage housing ◆ Live-work units ◆ Manufactured home parks	Yes, definitions lacking for 3/4/5/6-plex, live-work units not pursued due to requirements, (see also density standards, which currently prevent most moderate density types in R-L and R-S zones)	Duplexes, townhomes, cottage housing, manufactured home parks explicitly allowed. Live-work not pursued based on building code requirements. (City code does not have additional requirements.) Commercial building code application may be larger deterrent for these development types.	Reduce or eliminate the minimum size for manufactured home parks and reduce restrictions on the manufactured homes that can be placed. Consider adding up to six unit multifamily exemption from site design standards for more intensive multifamily development in ECC 15.520.
High minimum lot sizes	No	No minimum lot size	None
Low maximum densities or low maximum FAR	Yes	Maximum densities currently limit infill opportunities in Residential Low (R-L) and Residential Suburban (R-S) zones.	Remove footnote 5 on use table 15.310.040-1 Residential Uses, which prevents multifamily uses adjacent to single family. Revise density maximum for new combined Residential-Low (R-L) zone up to 12 dwelling units/acre to accommodate middle housing.
Low maximum building heights	No (for this type of moderate density)	Up to three stories possible in residential zones. Some developers have asked about taller buildings, but higher costs may drive feasibility.	None
Large setback requirements	Yes In certain zones (landscape vs. zoning)	Have allowed increased parking in setbacks in multiple zones; residential setbacks affect adjacent zones - may reduce units able to develop.	Where setback requirements for zone and street type conflict, allow for the less restrictive option.



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
			Remove 15.320.040 footnote requiring nonresidential zones match adjacent residential setbacks.
High off-street parking requirements	Yes	This is a limiting factor for multiple apartment developments; 0.7 per bedroom in the Central Commercial (CC) zone limits infill opportunities - hard surface requirements increase cost and storm planning needs.	Adjust off-street parking requirements for consistency by dwelling unit (rather than number of bedrooms) for middle housing types. Implement state legislation on unpaved residential parking.
High impervious coverage limits	No	Open space requirements are minimal (10% of lot across housing types); increased impervious development requires adequate stormwater planning.	None
Lack of alignment between building codes and development codes	No, currently development treats 3+ units as multifamily like building code	Commercial code poses challenges for 3+ units, including cost of sprinklers.	No local regulation changes planned; continue to follow and align with state building code.
Other (for example: complex design standards, tree retention regulations, historic preservation requirements)	Yes	Landscaping, parking/screening, pedestrian amenities, exterior lighting, frontage improvements, and transparency requirements apply from duplex or 3+ units, affecting small project viability.	Consider exempting middle housing from standards for more intensive development in ECC 15.520.
PROCESS OBSTACLES			



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
Conditional use permit process	No	Middle housing types are not conditional uses in residential zones.	None
Design review	No	Type I review (up to 9 units), can be reviewed in tandem with other land use.	None
Lack of clear and accessible information about process and fees ¹	No	Building fees table is available on website; calculations for specific projects are available upon request; departmental collaboration ongoing to increase specificity of review timelines.	Continued collaboration across departments to improve process and fee communications to customers.
Permit fees, impact fees and utility connection fees	No	Utility connection fees are based on the size of the service to the unit. Traffic impact fees are based on trips generated by new development. New building permit fees are based on square footage and occupancy type. Water and sewer connection fee waivers are available for qualifying affordable housing developments.	None
Processing times and staffing challenges	Yes	Coordination delays exist between departments and more frequently for more dense developments. Applicants have the option to run land use and building permits concurrently.	Implement process improvement actions from the kaizen process mapping conducted in 2026 including adjustments to permitting system usage and software additions to improve customer communications and predictability.

¹ For example: guidance resources are unclear or difficult to find, no digital permit tracking system, staff do not provide fee estimates or permitting time estimates are unavailable or inaccurate.



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
SEPA process	No	SEPA process has set comment periods but can run concurrently with other permits. SEPA regulations apply statewide and are not more burdensome in Ellensburg. 5+ multifamily units triggers SEPA; most middle housing developments have been five or fewer units.	Pursue SEPA infill exemption (part of comprehensive plan Environmental Impact Statement).
LIMITED LAND AVAILABILITY AND ENVIRONMENTAL CONSTRAINTS			
Lack of large parcels for infill development	No	Vacant and underutilized parcels are available for middle housing development in central locations.	None
Environmental constraints	No	Floodplain constraints or wetlands and the water table limit development on some vacant properties.	These physical constraints cannot easily be addressed through City development regulations.

Exhibit B2: Low-rise or mid-rise housing barrier review checklist

Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
DEVELOPMENT REGULATIONS			
Unclear development regulations	No	Multifamily development regulations are specifically written into code and objectively reviewable.	None



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
High minimum lot sizes	No	No minimums lot sizes exist in City code.	None
Low maximum densities or low maximum FAR	No	Residential multifamily-oriented zones (R-M and R-H) and mixed use zones (NCMU and RCMU) do not have a maximum density.	None
Low maximum building heights	No	Some developers have asked about taller buildings, but higher costs and building code requirements limit feasibility. Central Commercial zones C-C & C-C II have some additional height exceedance options that could be replicated in other zones if market conditions support taller buildings.	None at this time.
Large setback requirements	No	Limited setback requirements in Central Commercial (C-C), Residential Medium (R-M) & Residential High (R-H) zones where multifamily development has occurred	None
High off-street parking requirements	Yes	Identified concern of developers; recently adjusted but still a limit for design/development	Adjust off-street parking requirements for consistency by dwelling unit (rather than number of bedrooms) for multifamily housing. Implement state legislation on unpaved residential parking.
High impervious coverage limits	No	Limited open space requirements; increased impervious development requires adequate stormwater planning.	None



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
Lack of alignment between building and development codes	No	Sprinklers cited by developers, avoided regularly based on 4+ unit requirements	While this is a barrier, fire and building codes established at the State and international levels are not within the scope of this review to address.
Other (for example: ground floor retail requirements, open space requirements, complex design standards, tree retention regulations, historic preservation requirements)	Limited	Limited open space requirements; limited historic preservation limitations; no tree retention. Storefront street requirements prevent some ground floor housing development.	Revise storefront street designations in coordination with downtown association.
PROCESS OBSTACLES			
Conditional use permit process	No	Multifamily is only a conditional use in the Commercial Highway (C-H) zone. Lower density residential zones may rezone to allow low-rise multifamily density under any residential future land use designation.	Based on land capacity analysis, rezone targeted areas from Commercial Highway to mixed use zones (Neighborhood Center Mixed Use, NCMU or Regional Center Mixed Use, RCMU) to allow low rise housing by right in larger areas.
Design review	No	Current multifamily design review standards are objectively reviewable. These only apply at renovation if the building footprint changes.	None
Lack of clear and accessible information about process and fees	No	Preapplication meetings and reports offer process information and requirements.	None



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barrier.
Permit fees, impact fees and utility connection fees	No	Fees are comparable with other jurisdictions and calculated based on system needs. Waivers of traffic impact and water and sewer connection fees are available for affordable housing developments.	None
Process times and staffing challenges	Yes	Small teams and departments are vulnerable to turnover challenges.	Implement process improvement actions from the kaizen process mapping conducted in 2026 including adjustments to permitting system usage and software additions to improve customer communications and predictability.
SEPA process	No	SEPA process has set comment periods but can run concurrently with other permits. SEPA regulations apply statewide and are not more burdensome in Ellensburg. 5+ multifamily units triggers SEPA.	Pursue SEPA infill exemption (part of comprehensive plan Environmental Impact Statement).
LIMITED LAND AVAILABILITY AND ENVIRONMENTAL CONSTRAINTS			
Lack of large parcels for infill development	No	Some downtown developers have consolidated properties for infill development.	Targeted rezones to increase multifamily development capacity include many undeveloped large parcels.
Environmental constraints	No	Significant stream buffers, flooded areas exist in Ellensburg and many larger developable areas have some or multiple challenges.	No relevant regulatory actions; land capacity is sufficient.



Exhibit B3: Supplementary barrier review checklist for PSH and emergency housing

Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barriers.
DEVELOPMENT REGULATIONS			
Spacing requirements (for example, minimum distance from parks, schools or other emergency/PSH housing facilities)²	No	No spacing requirements in code	None
Parking requirements	No	ECC 15.640.080(B)1(b)iii - flexible/director determination based on consistency with similar multifamily; has not been a barrier to date for emergency housing in multiple locations.	None
On-site recreation and open space requirements	No	Open space based on housing type; generally only 10% of lot	None
Restrictions on support spaces, such as office space, within a transitional or PSH building in a residential zone	No	PSH is allowed in residential zones	None
Arbitrary limits on number of occupants (in conflict with RCW 35A.21.314)	No	None in code	None
Requirements for PSH or emergency housing that are different than the requirements	No	No specific requirements	None

² Note that RCW 35A.21.430 expressly states requirements on occupancy, spacing, and intensity of use may not prevent the siting of a sufficient number of permanent supportive housing, transitional housing, indoor emergency housing or indoor emergency shelters necessary to accommodate each code city's projected need for such housing and shelter under RCW 36.70A.070(2)(a)(ii). The restrictions on these uses must be to protect public health and safety.



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barriers.
imposed on housing developments generally (in conflict with RCW 36.130.020)			
Other restrictions specific to emergency shelters, emergency housing, transitional housing and permanent supportive housing	No	Ellensburg has seen community opposition affecting public funding, consistent with other communities in Washington.	Land capacity is sufficient. Update STEP housing regulations for consistency with RCW 35A.21.430 as revised by SB 2266.

Exhibit B4: Accessory dwelling unit barrier review checklist

Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barriers.
DEVELOPMENT REGULATIONS			
Consistent with HB 1337 (2023) - Must allow two ADUs on each lot in urban growth areas; - May not require the owner to occupy the property, and may not prohibit sale as independent units, but may restrict the use of ADUs as short term rentals; - Must allow an ADU of at least 1,000 square feet; - Must set parking requirements based on distance from transit and lot size; - May not charge more than 50% of the impact fees charged for the principal unit; - Must permit ADUs in structures detached from the principal unit; - May not restrict roof heights of ADUs to less than 24 feet, unless that limitation applies to the principal unit; - May not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or	No	Regulations updated for consistency with HB 1337 through Ordinance 4953 and 4971 (2025)	None



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barriers.
requirements for design review for ADUs that are more restrictive than those for principal units; ◆ Must allow an ADUs on any lot that meets the minimum lot size required for the principal unit; ◆ Must allow detached ADUs to be sited at a lot line if the lot line abuts a public alley, unless the city or county routinely plows snow on the public alley; ◆ Must allow conversions from existing structures, even if they violate current code requirements for setbacks or lot coverage; and ◆ May not require public street improvements as a condition of permitting ADUs.			
Unclear development regulations	No	Updated code sections to ensure ADU regulations are no more restrictive than principal unit; provide extra materials on website.	None
Large setback requirements	No	Regulations updated to 5-foot rear & side for accessory buildings; no setback from alley.	None
Off-street parking requirements	No	No parking requirement for 1st ADU; 1 space for second ADU.	None
Other (for example: burdensome design standards, tree retention regulations, historic preservation requirements, open space requirements, etc.)	No	10% of lot as open space as other	



Barrier	Is this barrier likely to affect housing production? (yes or no)	Why or why not? Provide evidence.	Actions needed to address barriers.
		forms of development	
PROCESS OBSTACLES			
Lack of clear and accessible information about process and fees	No	Similar to other housing types - some additional resources exist for ADUs.	None.
Permit fees, impact fees and utility connection fees that are not proportionate to impact	No	Impact fees are consistent with HB 1337 and SB 5258 requirements.	
Processing times and staffing challenges	No	Small departments can have turnover and delays but ADU permitting is more straightforward than middle housing and multifamily development	



Exhibit B5: Checklist for local option tools for addressing affordable housing funding gaps

Local option tools for addressing affordable housing funding gaps*	Implementation status	Plans for implementation
Housing and related services sales tax (RCW 82.14.530)	In place.	City-administered in conjunction with affordable housing sales tax credit to support local projects (four projects supported, two more in the pipeline)
Affordable housing property tax levy (RCW 84.52.105)	Not planned.	
REET 2 (RCW 82.46.035) – GMA jurisdictions only and only available through 2025	Planned for other uses.	N/A
Affordable Housing Sales Tax Credit (RCW 82.14.540) – was only available to jurisdictions through July 2020	In place.	City-administered in conjunction with housing and related services sales tax to support local projects; County portion administered separately.
Lodging Tax (RCW 67.28.150 and RCW 67.28.160) to repay general obligation bonds or revenue bonds	In place; not used for affordable housing.	
Mental Illness and Drug Dependency Tax (RCW 82.14.460) – jurisdictions with a population over 30,000	In place at County level (2022-2028). Administered by Kittitas County with guidance from dedicated board. Coordination through homeless housing plan.	
Donating surplus public lands for affordable housing projects (RCW 39.33.015)	One project nearing completion; two others planned; additional possible land through swap.	
Impact fee waivers for affordable housing projects (RCW 82.02.060)	In place - water, sewer plant impact fees (2025) and traffic impact fees (2021); limited use to date.	
Application fee waivers or other benefits for affordable housing projects (RCW 36.70A.540)	Not planned.	



Local option tools for addressing affordable housing funding gaps*	Implementation status	Plans for implementation
Multifamily Tax Exemption (MFTE) with affordable housing requirement (RCW 84.14)	In place; 8-year and 12-year options available.	Analysis of value of extension to other zones planned.
General funds (including levy lid lifts to increase funds available)	Not planned.	

Affordable Housing Funding Gap

The Department of Commerce suggests analyzing the potential funding gap that would be needed to fund the quantity of subsidized housing needed to meet a jurisdiction's targets at lower income bands. Commerce's 2023 housing construction data did not include data for Kittitas County but estimated a statewide average cost of construction of \$301,744 per unit. Since more local final cost data was not available, the following calculations are based on recent projects in Ellensburg, the average cost per unit calculated for rental housing completed or planned for 2025-2028 is about \$311,000 per unit. Homeownership housing came in at about \$486,000 per unit yielding an overall per affordable unit average of about \$355,500 per unit. Applying the lower local cost of new rental housing construction yields a total of nearly **\$748 million over the planning period** or more than **\$37 million per year**. It is most likely that units up to 50% AMI would require subsidy for construction and operations.

Table 1 shows the expected cost of unit subsidy for each income band for the planning period and on an annual basis.

Table 1: Subsidy Gap Analysis

	0-30% AMI PSH	0-30% AMI non-PSH	30-50% AMI	50-80% AMI
Needed units	417	1,376	757	184
Pending units		39*	195* (estimate)	95* (estimate)
Outstanding need	417	1,337	562	89
Per unit cost	\$311,000	\$311,000	\$311,000	\$311,000
Total subsidy needed	\$129,687,000	\$415,807,000	\$174,782,000	\$27,679,000
Annual subsidy needed	\$6,484,350	\$20,790,350	\$8,739,100	\$1,383,950



*329 total units pending across 0-80% AMI income bands

Sources of Affordable Housing Funding

Ellensburg has adopted incentives and tools to support housing development as detailed in the Housing Incentives, Tools and Barriers section of the Housing Element (Chapter 4). Funding sources and supportive tools currently in use include:

- A voter-adopted 0.1% sales and use tax for housing and related services (under RCW 82.14.530)
- The affordable and supportive housing sales and use tax credit (RCW 82.14.540)
- The City has contributed surplus property for affordable housing on which 43 units are currently built or planned,
- An eight-year multifamily tax exemption (MFTE) program is available for market rate housing with an extended 12-year exemption option for offering 20% of units affordable to households up to 80% AMI.
- Water and sewer plant impact fee waivers (under RCW 35.92.380) and a traffic impact fee exemption (under RCW 82.02.060(2)) available to support qualifying developments.
- The City has applied for and administered Connecting Housing to Infrastructure (CHIP) grants for multiple developments.
- Affordable housing developers have applied for and received funds from Washington State Housing Trust Fund, the low income housing tax credit program (LIHTC), and other state and federal funding sources.

Additional funding opportunities could include:

- All of the above funding sources and tools
- New market tax credit program
- Washington State Housing Finance Commission (WSHFC) multifamily bond programs
- Lodging tax (for projects benefitting tourism)
- General funds





Meeting Date: August 3, 2026
City of Ellensburg
City Council Agenda Report

Agenda Subject: Appoint Members of the Community Results Team - an Ad Hoc Citizen Advisory Committee for 2027–2028 Budget Development (Public Comment Opportunity)

Submitted by: Heidi Behrends Cerniwey, City Manager

Department: City Manager

Suggested Motion/Action:

Move to appoint members to serve on the Community Results Team for the 2027–2028 Biennial Budget development.

Background/Summary:

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) and Staff Results Team. These committees will help review City priorities, service information, budget tradeoffs, and sustainability considerations, and will provide advisory input to the City Manager, Staff, and City Council. The goal is to strengthen transparency, improve public understanding of the budget process, and ensure community perspectives inform City decision-making.

Previous Council Action:

- Ellensburg City Council held a Retreat on February 6, 2026, where the Council considered strategic questions and affirmed a shared vision built on strategic priorities and also received a primer on the Priority Based Budgeting process.
- The Council reviewed results from the City's Community Survey on June 1, 2026, which outlined community priorities and opportunities for improved governance and services for the City.

- At the June 15, 2026, Ellensburg City Council meeting, the Council adopted Resolution 2026-14 that included the refined strategic priorities and milestones for 2026-2031.
- At the July 6, 2026, meeting, Council reviewed and approved a draft charter, application, timeline, and announcement for the Community Results Team.

Analysis:

The Community Results Team will help review City priorities, service information, budget tradeoffs, and sustainability considerations, and will provide advisory input to the City Manager, Staff, and City Council. The goal is to strengthen transparency, improve public understanding of the budget process, and ensure community perspectives inform City decision-making. Members were asked to be available to commit to approximately 30 hours between mid-August through mid-September of this year.

Five applications were received for the Community Results Team, including the following:

- Andrea Berry
- Steven Reinke
- John Sinclair
- Steve Townsend
- Chris Whitsett

Staff re-opened the application link online. Additional applications received by Monday, August 3, will be included for consideration at the meeting.

Financial Impact:

Supplies and refreshments to support the work of the Results Team will be minimal and are included in department budgets.

Budget Adjustment: No

Attachments:

None



MANAGER'S REPORT

DATE: August 3, 2026

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. City's Wastewater Treatment Plant Receives Outstanding Performance Award

The Washington State Department of Ecology selected the City of Ellensburg's Wastewater Treatment Plant as the recipient of the 2025 "Wastewater Treatment Plant Outstanding Performance" Award. Out of approximately 300 wastewater treatment plants statewide, the Department of Ecology recognized the City of Ellensburg's dedication to excellence and "the exceptional level of effort required to protect water quality and provide this critical service" to the Ellensburg community.

2. National Night Out on August 4

National Night Out will be held on August 4 from 6– 8 p.m. at Veteran's Memorial Park. Enjoy a free BBQ, meet members of our police and public safety teams, connect with neighbors, and learn more about working together to keep Ellensburg safe.

3. Coffee with Council on August 8

City Council will be hosting a Coffee with Council session on Saturday, August 8 from 9-11 a.m. during the Farmer's Market at Unity Park. This is an informal opportunity to speak with Council to ask questions, discuss your City-related priorities, and enjoy a free cup of coffee.

4. ADU Homeowner Panel on August 18

The City is cohosting an ADU Homeowner Panel from 6-7:30 p.m. on August 18 at Hal Holmes Community Center. Listen to brief presentations on recent Accessory Dwelling Unit (ADU) projects, learn from the homeowners and developers who constructed them, and ask your ADU questions.

5. Cop on Top Program on August 27

Join EPD in supporting Special Olympics and the athletes in our community during this fun fundraiser at Fred Meyer. Officers will be on top of the Fred Meyer building collecting donations, and they'll also be handing down backpacks filled with school supplies to children while supplies last.

6. Jr. Rodeo Parade on August 22

Join EPD in supporting Special Olympics and the athletes in our community during this fun fundraiser at Fred Meyer. Officers will be on top of the Fred Meyer building collecting donations, and they'll also be handing down backpacks filled with school supplies to children while supplies last.

7. 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.

8. Preview of August 17 Council Agenda

The August 17 City Council meeting will include a presentation by the Ellensburg Humane Society. Additional meeting items include:

- Review of draft amendments to the Economic Development element of the Comprehensive Plan
- Financial Quarterly Report
- Ellensburg Lodging Tax Advisory Committee Fieldhouse Funding Request (tentative)
- Historic Preservation Story Map