AGENDA
ENVIRONMENTAL COMMISSION
August 19, 2026

Hybrid Meeting In-person and via Zoom

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."
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Rules for Public Comment:
Any person engaging in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting including but not limited to:
Unduly repetitive or irrelevant remarks;
Use of intimidating, threatening. or abusive language;
disobedience of an order to be seated or to discontinue further comments;
and/or engaging in violent behavior,will be deemed out of order and may be removed from the meeting and/or have his or her virtual microphone muted.

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CITY OF ELLENSBURG
ENVIRONMENTAL COMMISSION AGENDA
Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926

Environmental Commission Regular Zoom Meeting Link
Wednesday, August 19, 2026
5:15 PM - Regular Meeting

1. Call to Order and Roll Call

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

2. Approval of Agenda (No Public Comment)

2.A Approval of the Meeting Agenda for August 19, 2026

3. Approval of Minutes

3.A Approval of the Corrected Meeting Minutes from June 10, 2026

3.B Approval of the Meeting Minutes from July 15, 2026

4. Public Comment

5. New Business

5.A Annual Aquifer Level Reporting

5.B Stormwater Standards Update

6. Unfinished Business

7. Staff Update/Discussion Items

7.A Urban Forestry Code adoption

7.B Administrative Hearing - Public Works Development Standards (September 9, 2026)

8. Bicycle Advisory / Subcommittee / Member Updates

9. Adjournment

For more information on the Environmental Commission, contact Rebecca Springer, Public Works Water Resources Manager, at 509-925-8653

CITY OF ELLENSBURG **Minutes of Environmental Commission, Regular Meeting**

Date of Meeting **June 10, 2026**

Time of Meeting **5:15 PM**

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

Environmental Commission Regular Zoom Meeting Link

1. Call to Order and Roll Call

Commissioner Lillquist called the meeting to order at 5:16 pm.

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

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

Other Present: Rebecca Springer - Water Resources Manager, Erin McGowan - Water/Storm Program Coordinator, Ryan Lyyski - Public Works Director, Heidi Behrends Cerniwey - City Manager, Mark Rudd - Associate Planner, Ryan Allen - Dudek, Nicole Gutierrez - Cascadia Consulting, (2) members of the public.

2. Approval of Agenda

Commissioner Harlin moved to approve the agenda as proposed. The motion was seconded by Commissioner Hermann. Motion passed 4-0.

3. Approval of Minutes

3.A Approval of the Meeting Minutes from the 6-10-2026 Meeting

4. Public Comment

None.

5. New Business

5.A Urban Forestry Code Update

Commissioner Spradlin motioned to provide a favorable recommendation to City Council for the adoption of the proposed Urban Forestry Code. The motion was seconded by Commissioner Hermann. Motion passed 4-0.

5.B Comprehensive Plan - Climate & Environmental Elements Consultant Presentation

No formal action was taken.

5.C Water Quality Grant Application Review

No formal action was taken.

6. Unfinished Business

None.

7. Staff Update/Discussion Items

7.A 13-Month Pumping Report

No formal action was taken.

7.B Updated Kick-Off Date - Summer Water Conservation (June 15, 2026)

No formal action was taken.

7.C Bicycle Advisory Committee - Bike Month Recap

No formal action was taken.

8. Adjournment

Commissioner Lillquist adjourned the meeting at 6:45 pm.

CITY OF ELLENSBURG **Minutes of Environmental Commission, Regular Meeting**

Date of Meeting	**July 15, 2026**
Time of Meeting	**5:15 PM**
Place of Meeting	**Council Conference Room** **501 North Anderson Street** **Ellensburg, WA 98926**

Environmental Commission Regular Zoom Meeting Link

1. Call to Order and Roll Call

Commissioner Lillquist called the meeting to order at 5:15 PM.

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

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

Excused: Christina Wollman

Others Present: Rebecca Springer - Water Resources Manager, Erin McGowan - Water/Storm Program Coordinator, Ryan Lyyski - Public Works Director, Nichole Baker - Energy Resources Manager, Brittany Holmes - Sustainability and Energy Program Coordinator, Susan Kaspari, and Cedar Cunningham.

Commissioner DeVore motioned to excuse Commissioner Wollman's absence. The motion was seconded by Commissioner Hermann. Motion passed 5-0.

2. Approval of Agenda

Commissioner Lillquist requested to add a Bike Advisory Committee Update to the agenda under Staff Update/Discussion Items.

Commissioner Spradlin moved to approve the agenda as amended. The motion was seconded by Commissioner Harlin. Motion passed 5-0.

3. Approval of Minutes

3.A Approval of the Meeting Minutes from the 6-10-2026 Meeting

Commissioner Lillquist requested a spelling correction in the Meeting Minutes from 6-10-2026.

Commissioner Spradlin moved to approve the amended Meeting Minutes from 6-10-2026. The motion was seconded by Commissioner DeVore. Motion passed 5-0.

4. Public Comment

Brief introductions were made. No topics were brought forward for discussion.

5. New Business

5.A Public Works Development Standards Section 14 Street Tree Update

Commissioner DeVore motioned for staff to proceed with an administrative hearing to update the Street Tree Section of the Public Works Development Standards. Commissioner Harlin seconded the motion. Motion passed 5-0.

5.B Introduce Brittany Holmes, Sustainability & Energy Coordinator

No formal action taken.

5.C CEIP Outreach Planning

No formal action taken.

5.D EHS Ex-Officio Member Discussion

Commissioner Harlin made a motion to make minor changes to Section 1.60.120 of the ECC to allow any officer of the Ellensburg High School Environmental Club to serve as an ex officio member of the Environmental Commission, and to allow their designated alternate to attend in their place, if necessary, with only one acting as a voting member, subject to review by the City Attorney. Commissioner Spradlin seconded the motion. Motion passed 5-0.

5.E Phone Tree

No formal action taken.

6. Unfinished Business

None.

7. Staff Update/Discussion Items

7.A 13-month Pumping Report

No formal action taken.

7.B WSDOTe-Bike Rebate Program - Presented by Brittany Holmes

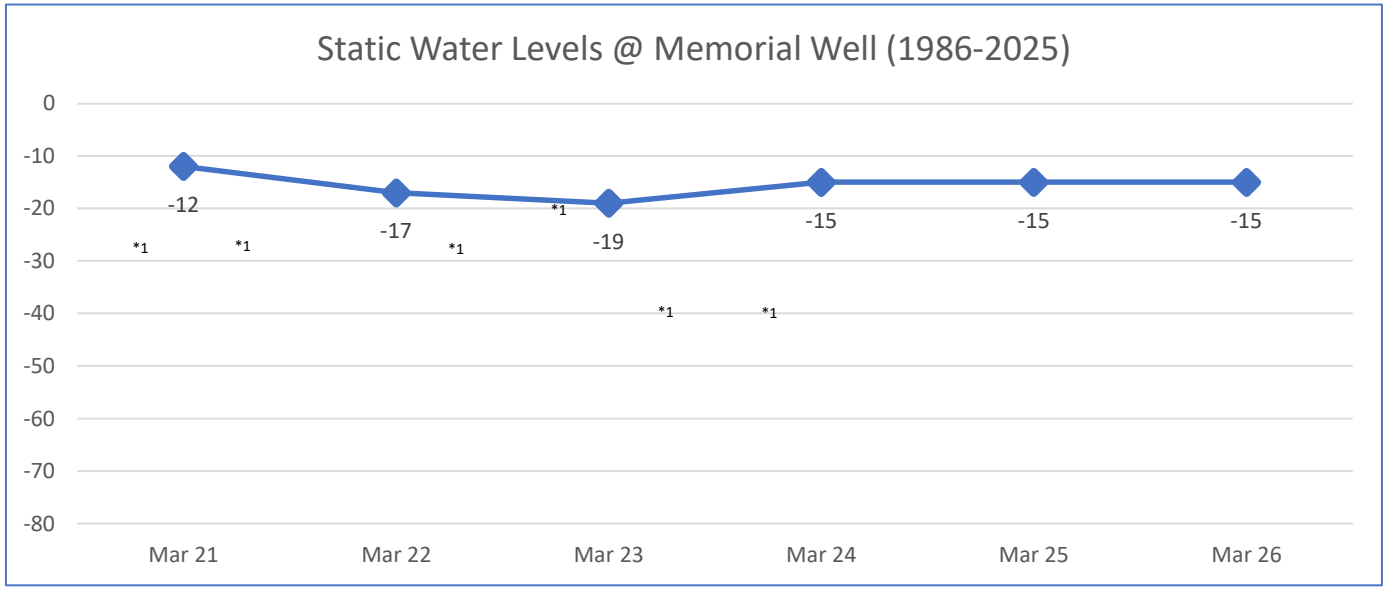
No formal action taken.

7.C Bike Advisory Committee Update

No formal action taken.

8. Adjournment

Commissioner Lillquist adjourned the meeting at 6:22 PM.



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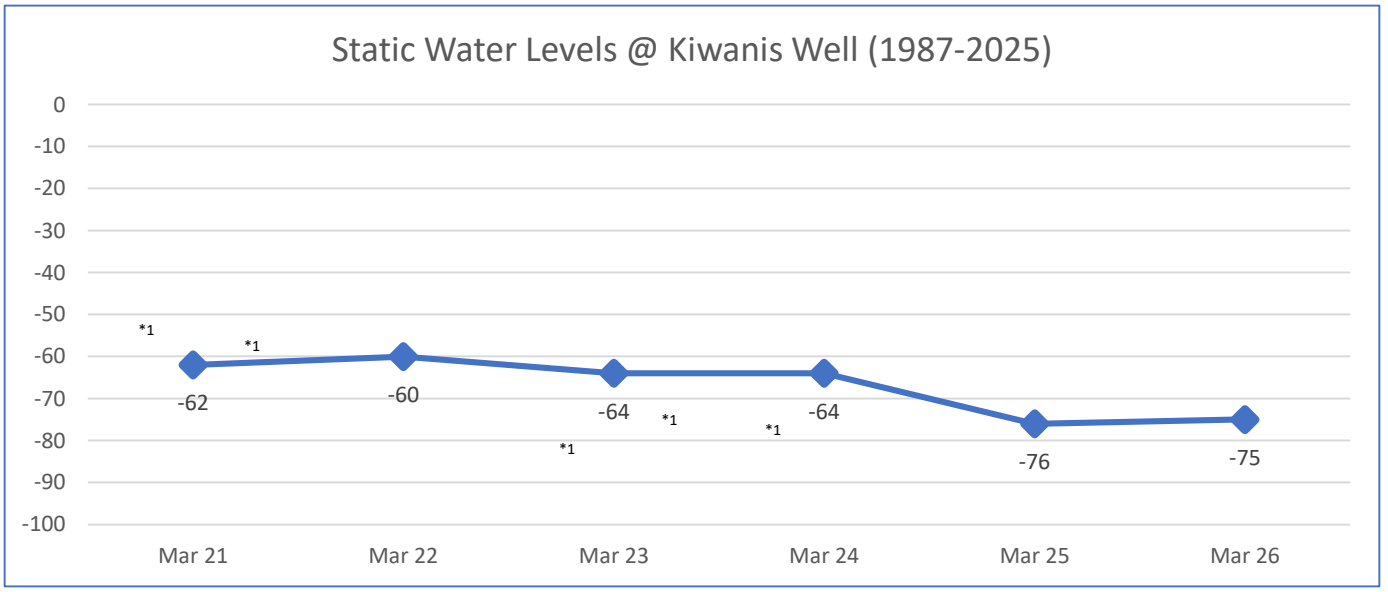

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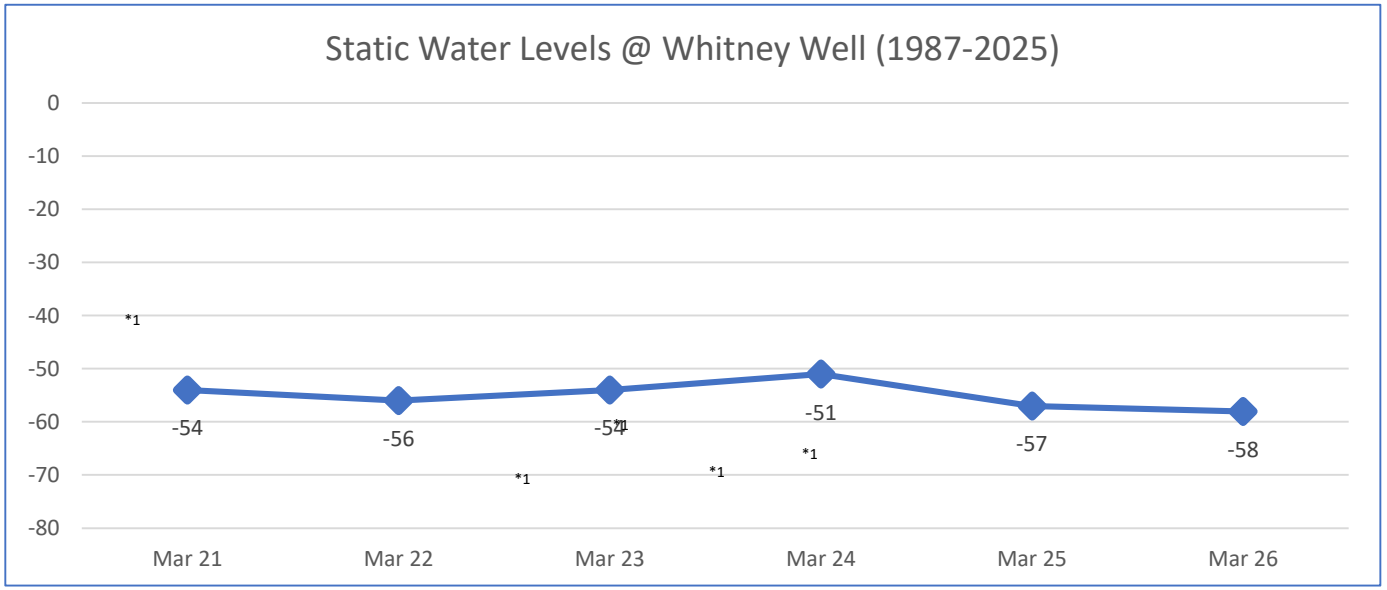

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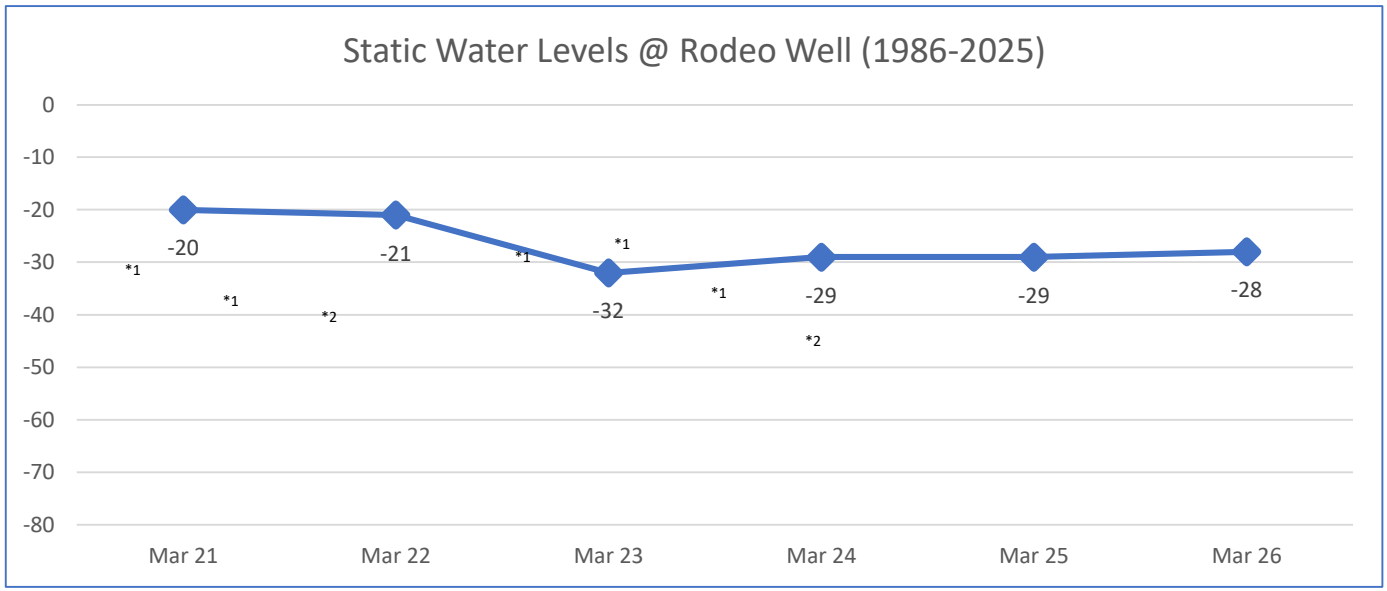

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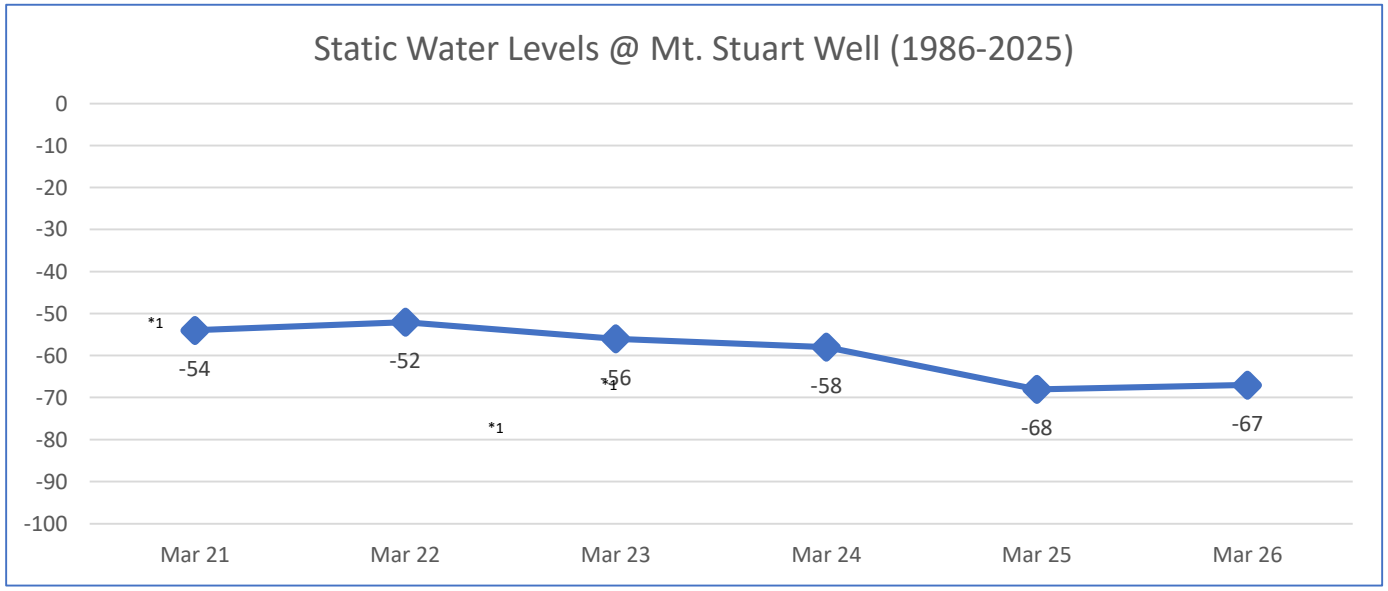

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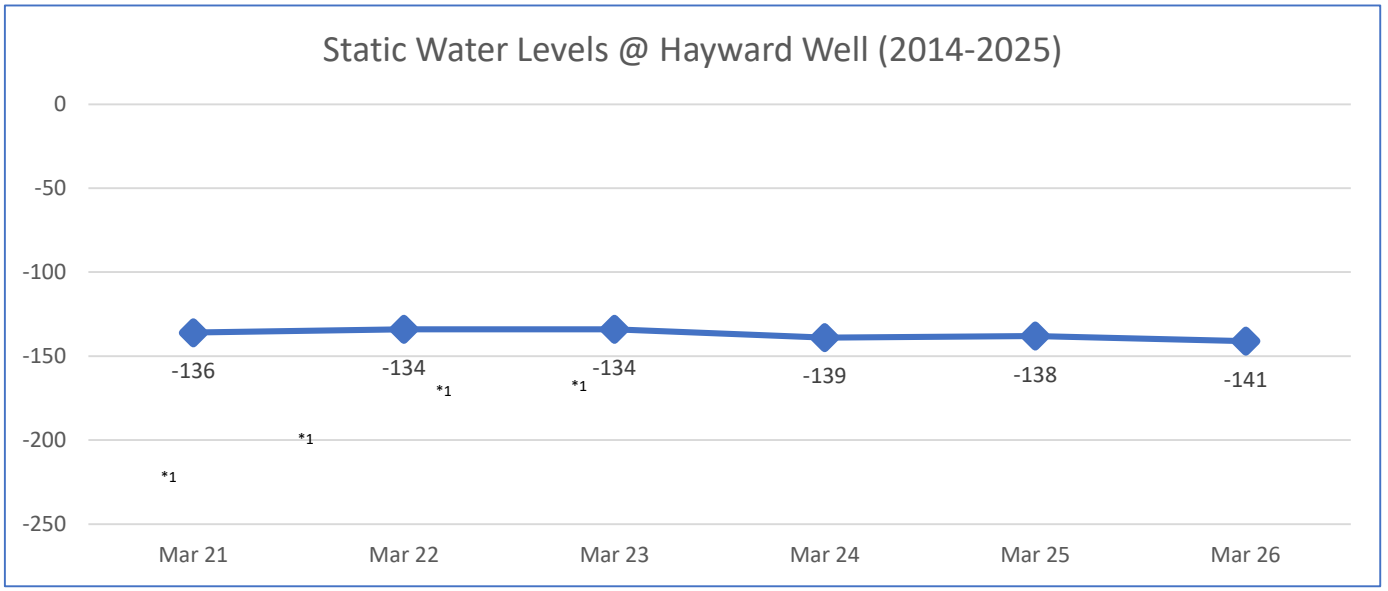

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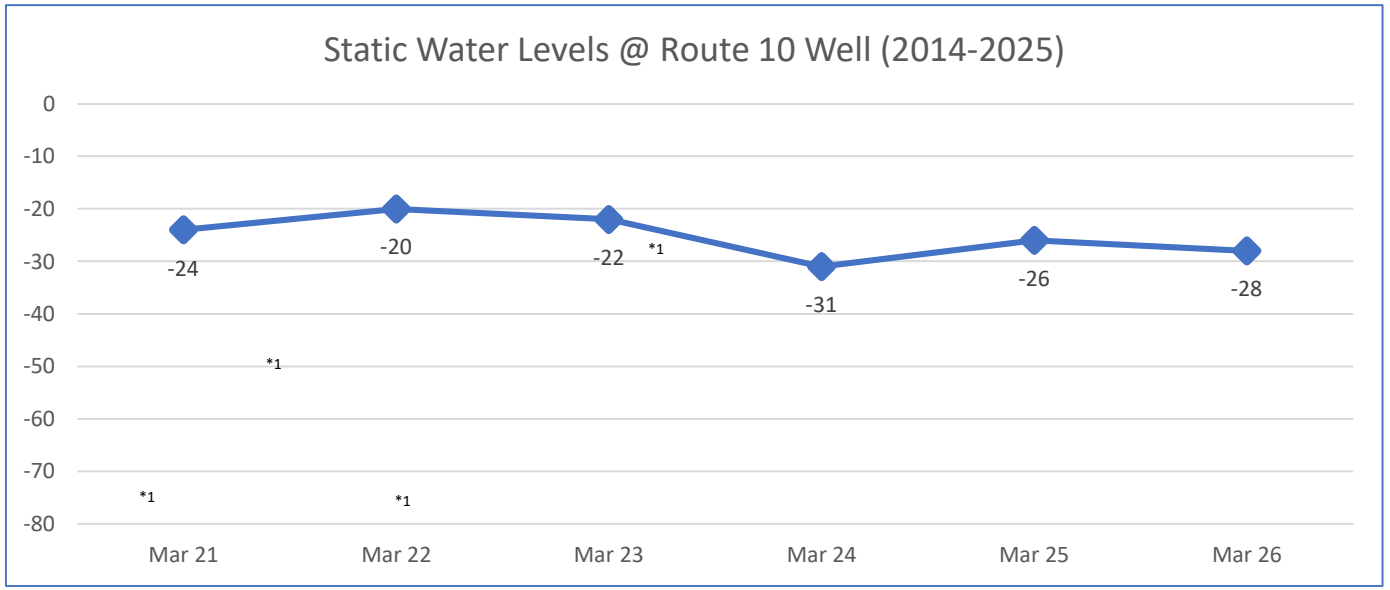

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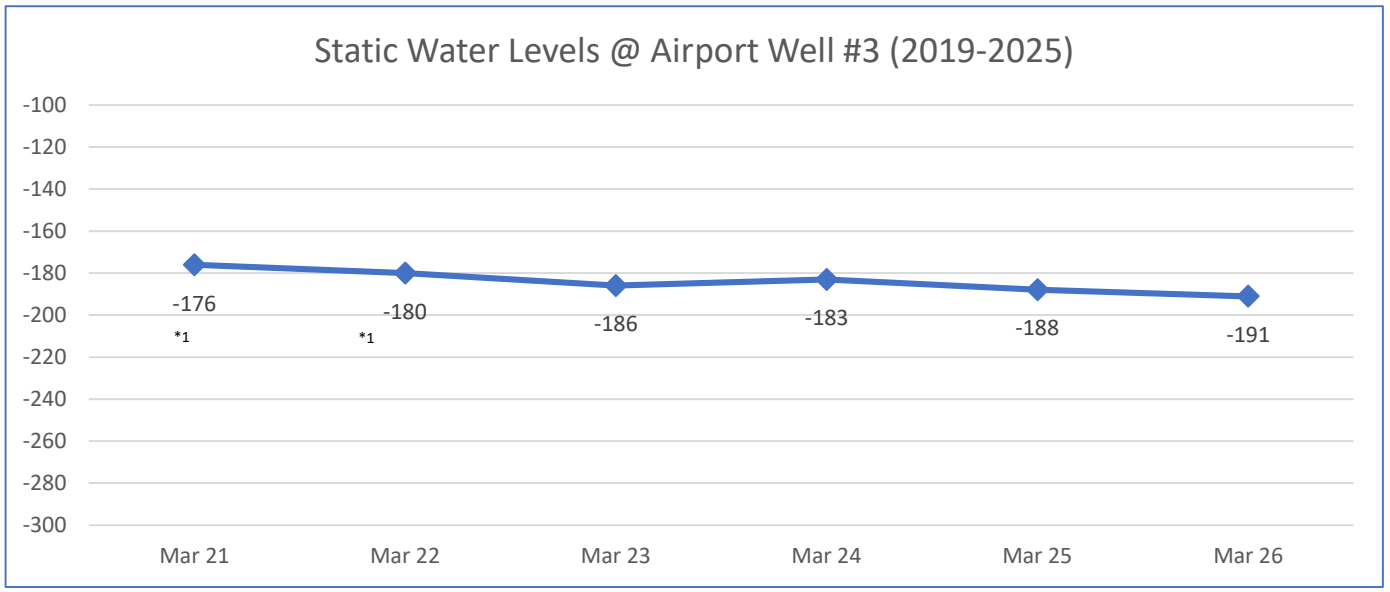

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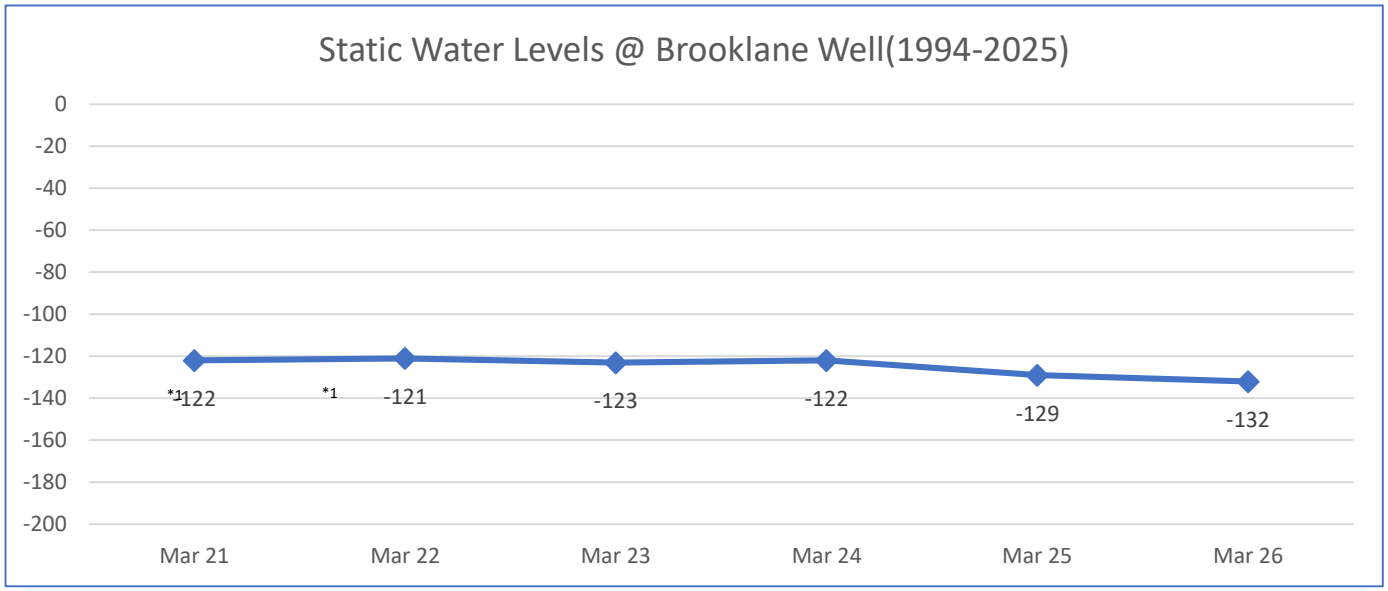

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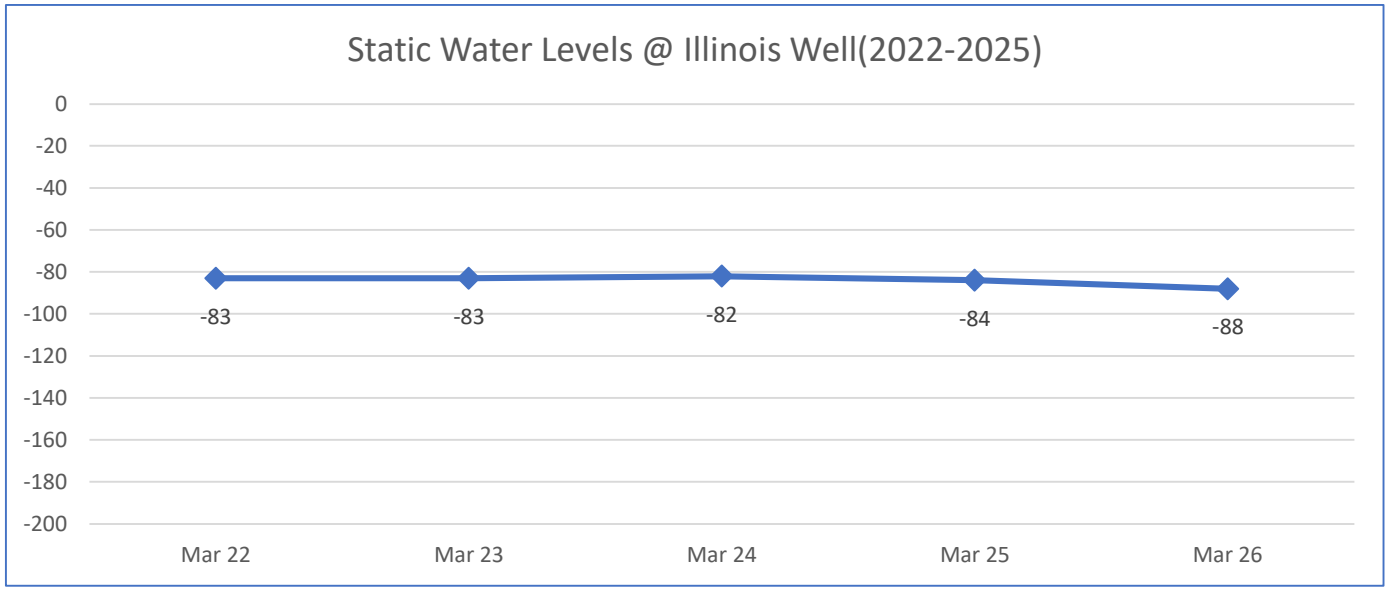

City of Ellensburg
Stormwater Management Reference Guide

June 2026

City Stormwater Contacts

Please refer to the following contact information if there are any questions regarding stormwater or the content of this document.

Name	Phone Number	Email Address
Public Works – Stormwater Utility	(509) 962-7230	stormwater@ellensburgwa.gov

Other Contacts

Additional contacts that may be useful during the general development process are included below. Please direct all stormwater-specific questions to City Stormwater Staff.

Name	Phone Number	Email Address
City of Ellensburg Public Works	(509) 962-7230	pubworks@ellensburgwa.gov
City of Ellensburg Community Development	(509) 962-7231	comdev@ellensburgwa.gov
Kittitas County Public Works (and Water Resources)	(509) 962-7523	publicworks@co.kittitas.wa.us
Kittitas County Community Development Services	(509) 962-7506	cds@co.kittitas.wa.us
Department of Ecology – Stormwater Technical Guidance Inbox	N/A	SWMMQuestions@ecy.wa.gov
Department of Ecology – UIC Program Coordinator	(360) 688-3586	UICwells@ecy.wa.gov

Glossary and Acronyms

Glossary

Converted Vegetation (Areas)	The surfaces on a project site where native vegetation, pasture, scrub/shrub, or unmaintained non-native vegetation (e.g., Cheatgrass, knapweed) are converted to lawn or landscaped areas, or where native vegetation is converted to pasture.
Final Project Acceptance	The City of Ellensburg's formal confirmation that all construction, documentation, and requirements have been satisfactorily completed.
Hard Surface	An impervious surface, a permeable pavement, or a vegetated roof.
Impervious Surface	A surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A surface area that causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces that similarly impede the natural infiltration of stormwater.
Low Impact Development	A stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.
New Development	Land disturbing activities, including Class IV-general forest practices that are conversions from timberland to other uses; structural development, including construction or installation of a building or other structure; creation of hard surfaces; and subdivision (plat), short subdivision (short plat), and binding site plans, as defined and applied in Chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development.
Pollution-Generating Hard Surface (PGHS)	Those hard surfaces considered to be a significant source of pollutants in stormwater runoff. See the listing of surfaces under pollution-generating impervious surface.
Pollution-Generating Impervious Surface (PGIS)	Those impervious surfaces considered to be a significant source of pollutants in stormwater runoff. Such surfaces include those which are subject to any of the following: • Vehicular use (as further defined in this glossary) • Industrial activities (as further defined in this glossary) • Storage of erodible or leachable materials, wastes, or chemicals, and which receive direct rainfall or the run-on or blow-in of rainfall

	• Metal roofs unless they are coated with an inert, non-leachable material (e.g., baked-on enamel coating) • Roofs that are subject to venting significant amounts of dusts, mists, or fumes from manufacturing, commercial, or other indoor activities
Pollution-Generating Pervious Surface (PGPS)	Any pervious surface subject to any of the following: • Vehicular use (as further defined in this glossary) • Industrial activities (as further defined in this glossary) • Storage of erodible or leachable materials, wastes, or chemicals, and that receive direct rainfall or run-on or blow-in of rainfall • Use of pesticides and fertilizers • Loss of soil Artificial turf is also considered to be PGPS. Typical PGPS include permeable pavement subject to vehicular use, lawns and landscaped areas, including golf courses, parks, cemeteries, and sports fields (natural and artificial turf).
Projects	New development, redevelopment, and stormwater retrofit projects within the City of Ellensburg.
Project Proponent	Project owner, applicant, developer, engineer, consultant, and other parties that represent the proposed project.
Redevelopment	On a site that is already substantially developed (i.e., has 35% or more of existing hard surface coverage), the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development, including construction, installation, or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land-disturbing activities.
Source Control BMPs	A structure or operation intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. Source Control BMPs are separated into two types: structural and operational. • *Structural Source Control BMPs* are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater. • *Operational Source Control BMPs* are non-structural practices that prevent or reduce pollutants from entering stormwater.
Stormwater Retrofit Project	A project that modifies or improves existing development, drainage systems, or stormwater facilities to meet current stormwater management requirements. Retrofit projects typically occur on previously developed sites and may include upgrades to existing BMPs, installation of new stormwater controls, or reconfiguration of existing

drainage infrastructure to improve water quality, flow control, or overall stormwater performance.

Acronyms

AKART	All known available and reasonable methods of prevention, control, and treatment
BMP	Best Management Practice
CE	Core Element
CSWGP	Construction Stormwater General Permit
DAHP	Department of Archaeology and Historic Preservation
ECC	Ellensburg City Code
Ecology	Washington State Department of Ecology
EWA	Eastern Washington
HOA	Homeowners Association
HPA	Hydraulic Project Approval
LID	Low Impact Development
NRHP	National Register of Historic Places
O&M	Operations and Maintenance
Phase II Permit	Phase II Municipal Stormwater Permit
PGHS	Pollution-Generating Hard Surface
SEPA	State Environmental Policy Act
SWMMEW	Stormwater Management Manual for Eastern Washington
SWPPP	Stormwater Pollution Prevention Plan
TESC	Temporary Erosion and Sediment Control
UIC	Underground Injection Control
UGA	Urban Growth Area
USACE	United States Army Corp of Engineers
WDFW	Washington State Department of Fish and Wildlife

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Chapter 1. Introduction

1.1 Purpose

This document is intended to guide applicants and their representatives, including developers, engineers, and consultants (collectively referred to as "**project proponents**"), who prepare and submit permit applications and corresponding documents pertaining to stormwater management within the City of Ellensburg (City) and Urban Growth Area (UGA). The content, which is included as part of the Public Works Development Standards, is supplemental to the Ellensburg City Code (ECC). The document is intended to be used as a reference guide to stormwater development in the City of Ellensburg, under the Ecology Stormwater Management Manual for Eastern Washington (SWMMEW), which has been adopted as the City's regulatory requirement for stormwater development. If there is an inconsistency between the City's development standards and the standards presented by the most recent version of the SWMMEW, the more stringent standards shall apply. This document outlines applicable stormwater standards, potential permits, design guidelines, and the City's permitting process.

1.2 Companion Document Overview and Organization

Project proponents should refer to this document to understand the City-specific stormwater processes and procedures relevant to **new development**, **redevelopment**, and/or **stormwater retrofit projects** (referred to as **projects** throughout this document). Deviations from the methods defined in this document require City approval, which is not guaranteed. Definitions for bolded terms are provided in the Glossary. The reference guide is organized as follows:

- **Chapter 2. Applicable Standards & Documents** provides information on the standards, code, design manuals, permits, and other agency requirements that may pertain to **projects** within the city limits and UGA.
- **Chapter 3. Stormwater Development Process** provides a high-level summary of the process and procedures for **project proponents** designing and constructing **projects**.
- **Chapter 4. Design Guidelines & Requirements** establishes stormwater design criteria and considerations for **projects**, with **low impact development** as the required design approach wherever feasible.
- **Appendix A – Drainage Review Checklist** is used by City Stormwater Staff when reviewing permit applications and corresponding documents. **Project proponents** can reference this checklist when developing stormwater management documents but are not required to fill out and submit the checklist.
- **Appendix B – Stormwater Drainage Report Template** provides guidance for developing a drainage report that complies with the City's requirements. Stormwater Drainage Reports may deviate from the template but must contain all elements described within the template in a clear and concise format.
- **Appendix C – New Development and Redevelopment Flow Charts** should be used to determine which SWMMEW Core Elements apply to each project.

Chapter 2. Applicable Standards & Documents

Chapter 2 provides information on the standards, code, design manuals, permits, and other agency requirements that may pertain to **new development**, **redevelopment**, or **stormwater retrofit projects** within City limits and UGA. All development and redevelopment must comply with the ECC and the Eastern Washington Phase II Municipal Stormwater Permit (EWA Phase II Permit). The design, construction, and maintenance of stormwater Best Management Practices (BMPs) shall also conform to the Public Works Development Standards and the SWMMEW. Additional permits may be required, as described in **Sections 2.5** and **2.6**. The following sections provide information on the standards and other requirements that may apply to a project within the City and UGA.

2.1 Ellensburg City Code

The companion document is supplemental to the following sections of ECC. All **projects** must abide by City code, including the requirements outlined in this document. More information can be found in the City's Code of Ordinances (https://library.municode.com/wa/ellensburg/codes/code_of_ordinances).

- **Title 4 – Public Works**: Describes applicable conditions and Public Works programs in the City of Ellensburg.
- **Title 9 – 9.100 Storm Drainage and Surface Water Management Utility**: Outlines the utility responsible for administering, operating, and maintaining stormwater management in the City.
- **Title 15 Land Development Code**: Regulates community developments to maintain a quality environment and conserve, protect, and enhance public health, safety, and welfare. Chapter 15.100 provides guidance on how the code can be used to determine what owners can build on their property, what the applicable standards are, and how to obtain necessary permits.

2.2 Public Works Development Standards

The following sections of the Public Works Development Standards are applicable to stormwater management. The Public Works Development Standards are available on the City's website (https://ci.ellensburg.wa.us/339/Development-Standards).

- **Section 4 – Storm Standards & Details:** Outlines requirements for City storm drainage **projects**, including requirements for storm drain design, construction stormwater runoff and pollution prevention, and **low impact development**.
- **Section 5 – Drafting Standards:** Provides standards and minimum requirements for drafting plans and other stormwater management submittal documents.
- **Section 7 – Miscellaneous Standards:** Includes additional standards for construction within the City right-of-way.
- **Section 11 – Permitting:** Describes the permit structure, including fees, and provides an overview of the permits required for **projects**.

2.3 Eastern Washington Phase II Municipal Stormwater Permit

The City must abide by the 2024–2029 Eastern Washington (EWA) Phase II Municipal Stormwater Permit (Phase II Permit). Appendix 1 of the 2024–2029 EWA Phase II Permit describes the Core Elements for **new development** and **redevelopment**, including the project thresholds that determine the applicability of the Core Elements. The EWA Phase II Permit also requires stormwater management design, operations, and maintenance to abide by the SWMMEW. Appendix 1 of the EWA Phase II Permit is consistent with the Core Element requirements described in Chapter 2 of the SWMMEW. An overview of the Core Elements is provided in **Section 4.1**.

Project proponents should use the *Flow Chart for Determining Requirements for New Development* and *Flow Chart for Determining Requirements for Redevelopment* to determine which of the Core Elements apply to a project. These flow charts are provided in **Appendix C** – New Development and Redevelopment Flow Charts.

2.4 Stormwater Management Manual for Eastern Washington

The design, construction, and maintenance of stormwater BMPs, including permanent stormwater facilities, must meet the requirements of the Ecology2024 Stormwater Management Manual for Eastern Washington. The City may implement Ellensburg-specific stormwater requirements, provided they are at least as stringent as those included in the SWMMEW. Ellensburg-specific stormwater requirements are described in **Chapter 4**.

2.5 Additional Permits

Additional permits may be required for **projects** within the City. Common permits are described in the following subsections. The City recommends that **project proponents** contact the Community Development Department, Energy Services, AND the Public Works Department to confirm which permits are required for each project.

2.5.1 Public Works

A Public Works Permit is required for all construction work within the City right-of-way. Stormwater review is incorporated in each Public Works Permit. The **project proponent** must submit an application to the Public Works Department with drawings, plans, and specifications showing the location and plan of the proposed work and the street, alley, sidewalk, public thoroughfare or public easement to be used, together with a full description of the nature of the work.

2.5.2 Site Development

A Site Development Permit provides a mechanism to review activities that involve clearing and removal of vegetation, excavation, grading, and earthwork construction to protect public health, safety, and welfare. See the site development application form for more information and contact the Community Development Department with questions (https://www.ci.ellensburg.wa.us/DocumentCenter/View/17005/PA-09-Site-Development-Application-Form).

2.5.3 Building

A Building Permit is required for commercial, residential, or multifamily **projects** unless specifically exempted. Building permit submittal requirements vary based on project type. Visit the City's website for more information on Building Permit requirements and contact the Community Development Department with questions (https://ci.ellensburg.wa.us/502/Building-Permit-Submittal-Requirements).

2.5.4 Critical Areas

The Critical Areas Permit is used when ground disturbing activities associated with new or redevelopment are proposed on the same parcel as, or within 300 feet of any critical areas as defined in ECC 15.130. A complete Critical Areas Permit application and associated supporting documents must be submitted for any required Critical Areas Permit. City staff reviews the applicant information, performs site inspections as needed, and issues a determination. Work within Special Flood Hazard Areas is reviewed in conjunction with the Critical Area Permit. Visit the City's website for more information on Critical Areas (https://ci.ellensburg.wa.us/659/Critical-Areas).

2.5.5 State Environmental Policy Act

The State Environmental Policy Act (SEPA) focuses on identifying and analyzing environmental impacts associated with proposed development. SEPA review is used to help understand how a project will impact the environment and to approve projects with measures to avoid, reduce, or compensate for probable impacts. Land use and development proposals may be subject to SEPA review if they do not meet the categorical exemption criteria listed in ECC 15.270.110. A complete SEPA environmental checklist and a Critical Areas Permit (if applicable) shall be filed at the same time as the application for development. Visit the City's website (https://ci.ellensburg.wa.us/658/SEPA-State-Environmental-Policy-Act) and Ecology's SEPA website (https://ecology.wa.gov/regulations-permits/sepa/environmental-review) for more information. SEPA review typically requires a public comment period (either 14 or 21 days), which should be taken into consideration by **project proponents**.

2.6 Other Agency Requirements

Other agencies may have requirements and permits related to **projects** within the City and UGA. This section describes potential agencies the **project proponent** may need to coordinate with during the permitting and development process. It is the responsibility of the **project proponent** to determine which requirements apply to the project and to coordinate with the respective agency.

2.6.1 Washington State Department of Ecology

2.6.1.1 UIC Requirements and Registration

Proposed Underground Injection Control (UIC) wells must be registered with Ecology 60 days prior to construction. Visit Ecology's online registration page for registration instructions (https://ecology.wa.gov/regulations-permits/guidance-technical-assistance/underground-injection-control-program/register-uic-wells-online). Additional requirements apply to UIC wells as defined in Chapter 5 of the SWMMEW.

2.6.1.2 Construction Stormwater General Permit

Projects meeting specific Ecology thresholds may also be required to obtain a Construction Stormwater General Permit (CSWGP) to help control and reduce water pollution. Visit Ecology's website for more information (https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/construction-stormwater-permit). If a project requires a CSWGP, the CSWGP permit number must be provided to the City to obtain full development submittal approval. Please note that the CSWGP is separate from and in addition to the City's stormwater requirements.

2.6.2 Washington Department of Fish and Wildlife

A Hydraulic Project Approval (HPA) may be required by the Washington State Department of Fish and Wildlife (WDFW) for construction in or near state waters to protect fish and their habitats. Visit WDFW's HPA webpage (https://wdfw.wa.gov/licenses/environmental/hpa).

2.6.3 United States Army Corps of Engineers

A permit issued by the United States Army Corps of Engineers (USACE) is required for certain activities in, over, under, or near waters of the United States or special aquatic sites, including wetlands. Visit USACE's website for more information (https://www.nws.usace.army.mil/Missions/Civil-Works/Regulatory/Permit-Guidebook/).

2.6.4 Kittitas County

Per Kittitas County Code 17.11.030, Kittitas County (County) and the City have adopted an interlocal agreement to facilitate the orderly transition of urban services from the County to the City throughout the UGA and to coordinate and manage growth and development within the UGA. **Projects** within the UGA are permitted through the County but must meet City design standards, including applicable stormwater requirements. Development submittal documents will be reviewed and approved by both agencies.

2.6.5 Department of Archaeology and Historic Preservation

State-funded **projects** subject to review under Governor's Executive Order 21-02 may require an Archaeological Site Alteration & Excavation Permit issued by the Department of Archaeology and Historic Preservation (DAHP) for alterations to sites, as defined under RCW 27.53.030(3). Precontact sites, regardless of National Register of Historic Places (NRHP) eligibility status, and NRHP-eligible or -listed historic-era sites require a permit for alterations or disturbance. Alterations are defined as any level of disturbance that would change or potentially impact a site but primarily include archaeological excavation, removal, and collection of artifacts. See the WSDOT Environmental Manual, Chapter 456: Cultural Resources for permit eligibility and more information (https://wsdot.wa.gov/publications/manuals/fulltext/M31-11/456.pdf).

Chapter 3. Stormwater Development Process

This chapter provides a high-level summary of the process and procedures for **project proponents** designing and constructing **projects**.

3.1 Permitting and Development Process

The flowchart in **Figure 1** shows a high-level overview of the process for development within the City, from the pre-application phase to submitting as-builts for **final project acceptance**. The following subsections provide more details about this process.

3.1.1 Pre-Application Process

When considering or planning to develop within the City of Ellensburg, the first step is engaging with the Community Development Department, Public Works Department (which includes Stormwater/ Water Resources), and other applicable City personnel, to understand the breadth of the potential permitting process, including likely required permits, stormwater management requirements, and whether a pre-application meeting is required. Failure to understand potential requirements, specifically stormwater management, may result in project delays and rework at the **project proponents'** expense.

3.1.1.1 Pre-Application Meeting Is Required

If a pre-application meeting IS required, the **project proponent** should complete a Pre-Application Meeting Application Form and corresponding documents (see Pre-Application Meeting Submittal Checklist on page 2 of the application). Once completed, the **project proponent** must submit the form, required documents, and the filing fee to the Community Development Department. The City aims to schedule the pre-application meeting within three weeks of application submittal.

During the pre-application meeting, representatives from City departments and utilities will discuss the proposed project and bring awareness to potential site-specific development considerations or requirements based on information provided by the **project proponent**. This meeting provides the **project proponent** with an opportunity to ask questions, seek clarification of requirements, and become familiar with key agency contacts involved in the review and permitting process. Requirements and responses to any outstanding questions will be documented and provided in the pre-application packet.

Following the pre-application meeting, City staff is allotted two weeks to formally compile comments and develop a pre-application response packet. This packet outlines the permitting and project submittal requirements that must be adhered to during the development. Once the **project proponent** receives the pre-application packet, they must review, sign, and submit the packet back to the Community Development Department. The Community Development Department must receive a signed pre-application packet before the **project proponent** may proceed with the permitting and development process. The **project proponent** should contact City Stormwater Staff with any questions regarding stormwater requirements. The **project proponent** should then begin developing the required documents outlined in the pre-application packet.

3.1.1.2 Pre-Application Meeting is Not Required

If a pre-application meeting is NOT required, the **project proponent** should contact the City Stormwater Staff directly to discuss stormwater requirements and determine the project size and type, applicable submittal requirements, and review process. City Stormwater Staff will use the information provided to confirm the required level of stormwater review and identify required permits, design criteria, and document submittals.

Based on this coordination, City Stormwater Staff will direct the **project proponent** to the appropriate submittal requirements and review steps. Submittal requirements for small, medium, and large **projects** are listed in the Drainage Review Checklist, provided in **Appendix A** – Drainage Review Checklist.

The **project proponent** is responsible for preparing all required documentation in accordance with the identified requirements prior to formal project permitting.

3.1.2 Determining the Project Type and Size

The **project proponent** must determine the project type and size to confirm the required stormwater submittals. The project type (i.e., **new development** or **redevelopment**) is based on the existing **hard surface** coverage (including **impervious surfaces**) within the proposed project site. Per the SWMMEW, *"Common impervious surfaces include, but are not limited to, rooftops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater."* If the project site has 35% or more of existing **hard surface** coverage, the project is considered **redevelopment**. Otherwise, the project is considered **new development**.

The City classifies **project** sizes as small, medium, and large. **Project** size is based on the amount of new and replaced **hard surfaces**; vegetation converted to lawn or landscaped areas; and native vegetation converted to pasture. **Project** sizes are described below. **Stormwater retrofit projects** are evaluated on a case-by-case basis.

Small Projects

- The **project** adds less than 5,000 square feet of new plus replaced **hard surface**; converts less than ¾ acres of vegetation to lawn or landscaped areas; and converts less than 2.5 acres of native vegetation to pasture.

Medium Projects

- The **project** adds 5,000 square feet or more of new plus replaced **hard surface**; OR converts ¾ acres or more of vegetation to lawn or landscaped areas; OR converts 2.5 acres or more of native vegetation to pasture; AND
- Core Element 5, 6, and 8 of the SWMMEW are NOT required.

Large Projects

- The **project** adds 5,000 square feet or more of new plus replaced **hard surface**; OR converts ¾ acres or more of vegetation to lawn or landscaped areas; OR converts 2.5 acres or more of native vegetation to pasture; AND
- Core Element 5 OR 6 OR 8 of the SWMMEW are required.

The **project proponent** should calculate the area for each proposed land cover type (new **hard surfaces**, replaced **hard surfaces**, and **converted vegetation areas**) and use the flowcharts provided in **Appendix C** to determine which Core Elements apply to the project. The Core Elements are described in Chapter 2 of the SWMMEW. **Section 4.1** provides an overview of the Core Elements.

3.1.3 Drainage Review Process

3.1.3.1 Completeness Review

Once the project size is determined, the **project proponent** should reference the Drainage Review Checklist provided in **Appendix A** to develop and submit a complete stormwater review package. If the submittal package does not pass the completeness review, it will be returned to the **project proponent** for correction and resubmittal once the requirements have been met. The **project proponent** is not required to fill out and submit the checklist.

3.1.3.2 Formal Review

A formal review of the project submittal documents will begin once all applicable City departments have indicated that complete submittal requirements are met. After conducting a formal review, City Stormwater Staff will provide the **project proponent** with comments. If the comments indicate that revisions are needed, the **project proponent** must address the comments and resubmit revised documents. City Stormwater Staff will review the revised submittals, continue the review process, and provide comments until all comments are adequately addressed and the stormwater submittals meet state, local, and federal requirements.

Construction may commence once all departments and utilities have signed off on the project and the Community Development Department has issued the permit. A single plan set will be stamped "Approved" for construction. Any proposed deviation from the approved plan set must be communicated to and approved by City Stormwater Staff PRIOR to any field changes at the project site. Deviations from the approved plan set without prior approval may result in required rework at the **project proponent's** expense.

3.1.4 Required Construction Inspections

Per the EWA Phase II Permit, the City is required to conduct the following inspections:

- Prior to ground-disturbing activities, such as clearing and grading, when a high potential for sediment transport is identified.
- During construction, to verify proper installation and maintenance of required erosion and sediment control measures. Failure to properly install and maintain these measures may result in a stop-work order until any deficiencies have been corrected.
- During the installation of structural BMPs and upon final installation of BMPs, or upon completion of the project.

3.1.5 Post Construction

Once construction has been completed, the **project proponent** must submit as-built drawings for review and approval prior to **final project acceptance**. The submitted materials must accurately reflect all field conditions and any changes made during construction.

If project construction involved any significant field revisions, the Stormwater Drainage Report must be updated to reflect all revisions, including any modifications to system layout, BMP sizing, and supporting calculations. Updated infiltration testing and calculations shall be provided where field conditions differ from the approved plans or where required to verify the performance of installed BMPs.

An updated operations and maintenance (O&M) plan shall be submitted to reflect the BMPs constructed. Any required recorded documents, easements, or covenants must be provided to ensure long-term maintenance responsibilities and site conditions are accurately assigned and documented.

Cleaning or maintenance of newly installed BMPs, as well as existing BMPs affected by construction activities, may be required as necessary to ensure proper function prior to **final project acceptance**.

Following approval of the post-construction submittals and final acceptance of the **project**, routine post-construction site inspection will begin in accordance with EWA Phase II Permit requirements.

3.2 Supporting an Efficient Review Process

City Stormwater Staff aim to provide efficient reviews; however, review timelines vary based on factors such as project type, project complexity, quality of the submittals, and staff workload. Resubmittals are re-entered into the review queue based on the resubmission date, not the initial application date. To maintain efficiency in the development timeline, the City recommends that each resubmittal carefully address all comments and requested revisions.

To support an efficient review process, **project proponents** should consider the following:

- Submit complete documents. Use the Drainage Review Checklist provided in **Appendix A** – Drainage Review Checklist and the Stormwater Drainage Report Template provided in **Appendix B** as guidance.
- Provide clear, high-quality submittals with sufficient detail.
- Reach out to City Stormwater Staff early with any questions before submitting documents for review.
- Respond to ALL review comments and provide responses in a timely manner. Contact City Stormwater Staff with any questions regarding comments.
- For medium and large **projects**, evaluate ALL eight Core Elements and provide justification if a specific element does not apply.
- When calculations are required, include sufficient detail so that the reviewer can replicate the calculation, if necessary.
- If modeling is required, provide all inputs and outputs, and clearly define all assumptions.

Chapter 4. Design Guidelines & Requirements

This chapter establishes stormwater design criteria and considerations for **projects**, with Low Impact Development (LID) (**Section 4.3**) as the required design approach wherever feasible.

4.1 Core Elements

This section provides an overview of the SWMMEW Core Elements (CEs) for stormwater management **projects**. **Project proponents** with medium or large **projects** must determine the CEs that apply to the entire project using the SWMMEW flow charts provided in **Appendix C** – New Development and Redevelopment Flow Charts. **Project proponents** shall then review the additional thresholds within CEs 5, 6, and 8 to determine whether runoff treatment and/or flow control BMPs are required.

This document provides high-level guidance for each CE. **Project proponents** are responsible for reviewing the complete requirements in Chapter 2 of the SWMMEW to determine the applicability and/or exemptions for each project. Retrofit **projects**, in general, follow the same requirements as **new development** and **redevelopment projects** and will be evaluated on a case-by-case basis for compliance with the SWMMEW.

4.1.1 CE1: Preparation of a Stormwater Site Plan

All **new development** and **redevelopment projects** meeting the thresholds for CE1 shall prepare a Stormwater Site Plan for review. The Stormwater Site Plan consists of the documents listed in the Drainage Review Checklist provided in **Appendix A** – Drainage Review Checklist. The checklist outlines the required submittals for small, medium, and large **projects**, as well as the required contents of each document.

Project proponents should provide the completed checklist with the required submittals. Review will not begin until all required submittals have been received and are determined to be complete.

4.1.2 CE2: Construction Stormwater Pollution Prevention Plan (SWPPP)

All **new development** and **redevelopment projects** are responsible for preventing the discharge of sediment and other pollutants into receiving waters. Medium and large **projects** must submit a Construction SWPPP prepared in accordance with Chapter 7 (7.3.4) of the SWMMEW, including a Temporary Erosion and Sediment Control (TESC) Plan (referred to as the Construction SWPPP drawing in the SWMMEW).

The following tools prepared by Ecology may be used to prepare the Construction SWPPP:

- Construction SWPPP Template: https://fortress.wa.gov/ecy/ezshare/wq/permits/CSWGP-SWPPP-Template.docx
- Construction SWPPP Checklist: CSWPPP Checklist pdf download

Small **projects** are not required to prepare a Construction SWPPP but must consider all applicable Construction SWPPP Elements and implement appropriate controls for the project site. Small

projects must submit a TESC Plan (drawing) and a brief narrative describing how erosion and sediment control will be implemented and maintained in accordance with the SWMMEW.

4.1.3 CE3: Source Control of Pollution

All **new development** and **redevelopment projects** meeting the thresholds of CE3 shall apply all known, available, and reasonable (AKART) **Source Control BMPs** to prevent stormwater from coming into contact with pollutants. **Source Control BMPs** shall be selected, designed, and maintained in accordance with the SWMMEW. See Chapter 8 of the SWMMEW for **Source Control BMP** design requirements.

4.1.4 CE4: Preservation of Natural Drainage Systems and Outfalls

All **new development** and **redevelopment projects** meeting the thresholds of CE4 shall preserve and maintain natural drainage patterns, including natural discharge locations, to the maximum extent practicable.

Runoff discharge from the project site shall not cause significant adverse impacts to downstream receiving waters and down-gradient properties. **Project proponents** should address energy dissipation for all concentrated discharge locations and provide a justification in Section 5 of the Stormwater Drainage Report (see **Appendix B** – Stormwater Drainage Report Template) if energy dissipation is not required.

4.1.5 CE5: Runoff Treatment

All **new development** and **redevelopment** projects that meet the thresholds of CE5 must evaluate whether runoff treatment BMPs are required to comply with CE5. A project may meet the thresholds for CE5 and still not require runoff treatment BMPs.

If runoff treatment BMPs are not required, **project proponents** should document the contributing areas within the project used for this determination in Section 1.2 of the Stormwater Drainage Report (see **Appendix B** – Stormwater Drainage Report Template).

If runoff treatment BMPs are required, **project proponents** should document the selected BMPs (including the name and number of each proposed BMP per the SWMMEW), BMP siting and sizing, and O&M in the respective sections of the Stormwater Drainage Report. An O&M manual must be included as a stand-alone document but can be contained in the Stormwater Drainage Report appendices if preferred by the **project proponent**. All BMPs shall be designed in accordance with the SWMMEW. LID (**Section 4.3**) is the required design approach within the City and UGA, where feasible.

All **projects** requiring runoff treatment BMPs are considered large **projects**.

4.1.6 CE6: Flow Control

All **new development** and **redevelopment projects** that meet the thresholds of CE6 must evaluate the project to determine whether flow control BMPs are required to comply with CE6. A project may meet the thresholds for CE6 and still not require flow control BMPs.

If flow control BMPs are not required, **project proponents** should document the contributing areas within the project used for this determination in Section 1.2 of the Stormwater Drainage Report (see **Appendix B** – Stormwater Drainage Report Template).

If flow control BMPs are required, **project proponents** should document the selected BMPs (including the name and number of each proposed BMP per the SWMMEW), BMP siting and sizing, and O&M in the respective sections of the Stormwater Drainage Report. All BMPs shall be designed in accordance with the SWMMEW. LID (**Section 4.3**) is the required design approach within the City and UGA, wherever feasible.

All **projects** requiring flow control BMPs are considered large **projects**.

4.1.7 CE7: Operations and Maintenance (O&M)

All **new development** and **redevelopment projects** that meet the thresholds of CE7 shall prepare an O&M manual for all BMPs used to meet CE5: Runoff Treatment, CE6: Flow Control, and/or CE8: Wetlands Protection. **Section 4.5** provides an overview of O&M manual requirements. The O&M manual must be included as a stand-alone document, but can be contained in the Stormwater Drainage Report appendices if preferred by the **project proponent**.

4.1.8 CE8: Wetlands Protection

CE8 applies only to **projects** that discharge stormwater to a wetland, either directly or indirectly, through a conveyance system. If applicable, stormwater management BMPs shall be included to reduce the impacts of stormwater runoff to wetlands.

Project proponents should document the BMPs selected (including the name and number of each proposed BMP per the SWMMEW), BMP siting and sizing, and O&M in the respective sections of the Stormwater Drainage Report. All BMPs shall be designed in accordance with the SWMMEW.

All **projects** requiring BMPs for wetland protection are considered large **projects**.

4.2 Design Standards

This section outlines specific design standards for **new development**, **redevelopment**, and **stormwater retrofit projects** within the City and UGA. All **projects** shall be designed in accordance with ECC and the City of Ellensburg Public Works Development Standards. In addition, all permanent stormwater BMPs shall be designed in accordance with the SWMMEW.

4.2.1 Design Storms

Runoff treatment BMPs must be sized for the entire area that drains to the BMP, even if some of the contributing areas are not pollution-generating. Runoff treatment BMPs may be sized using either the Water Quality Design Volume or the Water Quality Design Flow Rate, depending on BMP type.

Water Quality Design Volume can be determined by using one of the following four methods per Section 6.1.5 of the SWMMEW. The Water Quality Design Volume is the same whether the runoff treatment BMP is located upstream or downstream of detention BMPs.

- Method 1: The volume of runoff predicted for the proposed development condition from the regional storm (72-hour) with a 6-month return frequency. An alternative to this method is

the modified Type IA storm with a 6-month return frequency described in Chapter 4 – Hydrologic Analysis and Design of the SWMMEW. **Project proponents** may use this alternative method on small **projects** where the **project proponent's** software does not accept storms longer than 24 hours.

- Method 2: The volume of runoff predicted for the proposed development condition from the SCS Type IA 24-hour storm with a 6-month return frequency.
- Method 3: Volume-based runoff treatment BMPs may be sized for 0.5-inch predicted runoff produced for the proposed development condition from all **impervious surface** areas that contribute flow to the runoff treatment BMP. This method is modified for design of BMP T5.21: Infiltration Swales.
- Method 4: The volume of runoff predicted for the proposed development condition from the SCS Type II 24-hour storm with a 6-month return frequency.

The Water Quality Design Flow Rate is dependent upon the location of the runoff treatment BMP relative to detention BMPs. For runoff treatment BMPs upstream of detention BMPs or when there are no Detention BMPs, Methods 1-3 can be used to determine the Water Quality Design Flow Rate. For runoff treatment BMPs downstream of detention BMPs, the Water Quality Design Flow Rate shall be the full 2-year release rate from the detention BMP.

- Method 1: The runoff flow rate predicted for the proposed development condition from the short-duration (3-hour) storm with a 6-month return frequency. (Use 15-minute time steps, unless otherwise specified in the BMP design guidance.)
- Method 2: The runoff flow rate predicted for the proposed development condition from the SCS Type II 24-hour storm with a 6-month return frequency. (Use 15-minute time steps, unless otherwise specified in the BMP design guidance.)
- Method 3: The runoff flow rate for the proposed development condition calculated by the Rational Method using the 2-year mean recurrence interval (see SWMMEW Section 4.8.1). This method may only be used to design facilities based on instantaneous peak flow rates.

Flow Control BMPs must be designed to:

- Limit the release rate of the post-developed 2-year, 24-hour peak flow to 50% of the pre-developed 2-year, 24-hour peak flow.
- Maintain the pre-developed 25-year, 24-hour peak runoff rate.
- Retain the 10-year, 24-hour rainfall event on-site without any discharge to the City's MS4.

Project proponents must also evaluate the 100-year, 24-hour event for potential downstream flooding and property damage. A single-event model shall be used with the existing land cover representing the pre-developed condition. Rain-on-snow events should also be considered. An approach for estimating volumes from rain-on-snow events is provided in Section 4.3.9 of the SWMMEW.

4.2.2 UIC Design

All UICs shall be designed in accordance with Chapter 5 in the SWMMEW. All wells must be registered through Ecology, except for the following:

- UIC wells at single-family homes (or duplexes) receiving only stormwater runoff from residential roofs.
- Non-UIC wells, such as, infiltration ponds, dispersion systems, or infiltration trenches that do not contain perforated pipe.
- Storm drain components that contain perforated pipe BUT are intended to convey stormwater to a surface water body (this configuration is not a UIC well).
- UIC wells used only to control basement flooding.

Project proponents shall submit the UIC registration form at least 60 days prior to construction to allow Ecology a full review of the application. See **Section 2.6.1.1** for a link to Ecology's registration instructions.

4.3 Low Impact Development

Low impact development (LID) is the preferred and required approach to site development, where feasible. LID practices are intended to mimic pre-developed hydrologic conditions by managing stormwater runoff as close to its source as possible through infiltration, dispersion, storage, evaporation, and transpiration.

Project proponents shall incorporate LID principles early in the site design process. Site planning and layout shall prioritize minimizing **impervious surfaces**, preserving native vegetation and natural drainage patterns, and reducing the need for conventional stormwater infrastructure.

LID BMPs shall be evaluated and implemented to the maximum extent feasible prior to consideration of conventional runoff treatment of flow control BMPs.

If LID BMPs are not feasible or are only partially implemented, **project proponents** shall provide justification in the Stormwater Drainage Report describing site constraints that limit feasibility.

The SWMMEW should be used as guidance to assist **project proponents** with the selection, design, and maintenance of LID BMPs. Additional guidance is provided in the Site Design and **Low Impact Development** section of the Public Works Development Standards (Section 4 – Stormwater Standards) and in Appendix 3-C of the SWMMEW.

4.4 Geotechnical Investigation Requirements

All **projects** proposing permanent stormwater BMPs are required to perform a site-specific geotechnical investigation and provide a summary report, describing the results of the work. Include a vicinity map, an exploration site plan, and laboratory test results. Include information regarding the depth to groundwater and the presence of any limiting layers that may control groundwater flow. Consider feasibility and limitations for infiltration. Include information on how the field permeability testing was performed and the assumptions made for determining the recommended infiltration rate. The report, which shall meet the requirements of this document and

the SWMMEW, shall be prepared by or under the direction of a licensed engineer, geologist, or hydrogeologist in the state of Washington with geotechnical expertise and appropriately signed and sealed.

Groundwater conditions within the City are strongly influenced by seasonal irrigation. Depth to groundwater, permeability, and infiltration tests shall be conducted during irrigation season (April 15 – October 15). Infiltration tests must be conducted in accordance with SWMMEW Chapter 6.5.5 Site Characterization Criteria for Infiltration.

The geotechnical report must have been completed within five years of the application date and must specifically address the site and project described in the application. Reports older than five years or prepared for a different project on the same site, may be accepted if the geotechnical engineer provides an addendum updating the report or a letter confirming its applicability to the current project.

The Drainage Review Checklist provided in **Appendix A** – Drainage Review Checklist and the Stormwater Drainage Report Template provided in **Appendix B** – Stormwater Drainage Report Template includes more information regarding geotechnical investigation and reporting requirements.

4.5 Operations and Maintenance Manual

An O&M Manual shall be prepared for all permanent stormwater BMPs, including those used to meet CE5: Runoff Treatment, CE6: Flow Control, and/or CE8: Wetlands Protection.

The O&M Manual shall be prepared in accordance with Chapter 2 (2.4.7) of the SWMMEW and shall identify the respective maintenance requirements for project BMPs consistent with Chapter 6 of the SWMMEW. The O&M Manual must also identify the party (or parties) responsible for the operation, maintenance, and long-term funding source(s) of each BMP.

Appendix 6-A of the SWMMEW provides BMP maintenance tables containing criteria to determine whether maintenance actions are required when conducting BMP inspections. Using these tables is not required but may be helpful to develop an inspection and maintenance schedule, which must be outlined in the O&M Manual.

A copy of the O&M Manual must be retained on-site at private facilities. A log of maintenance activities must be kept and made available for inspection by the City upon request. Per the EWA Phase II Permit, the City is required to inspect all private stormwater BMPs once every five years.

4.5.1 Operations and Maintenance Responsibility

Specified lot owners are responsible for the operation and maintenance of stormwater BMPs located outside of the public right-of-way. Each BMP shall be maintained by its adjacent lot owner.

Specified lot owners are also responsible for maintaining stormwater features located within the public right-of-way that are adjacent to or associated with their lot, when those features were installed as part of the development, and are not maintained by the City. This shall be explicitly stated within the O&M Manual and noted on the Final Plat.

The City of Ellensburg shall maintain sidewalk inlets, gutters, storm conveyance pipes, and/or catch basins located on or beneath the road surface, and within the public right-of-way, once this infrastructure is substantially complete and has been formally accepted by the City.

If stormwater from two separate parcels is proposed to be collected and treated within a single facility, a Stormwater Declaration of Covenant is required to ensure long-term operation and maintenance responsibilities are clearly established. The covenant shall address all privately owned and maintained BMPs, flow control facilities, and treatment facilities associated with the project. The Stormwater Declaration of Covenant must be recorded with the Kittitas County Auditor's office, and a recorded copy shall be provided to the City prior to final approval. Include a copy of the covenant in the O&M Plan.

4.5.1.1 Homeowners Associations (HOAs)

If desired, O&M may be performed and funded through a Homeowner's Association (HOA). However, contingent responsible lot owners shall be explicitly listed in the O&M Manual.

If maintenance is assigned to the HOA, all O&M obligations shall be fulfilled in accordance with the City-approved O&M manual. Should the HOA fail to fulfill these obligations for any reason, the legal and financial responsibility for fulfilling HOA obligations will revert to the BMPs specified lot owner(s).

If for any reason the O&M obligations are not fulfilled, the City shall have the right, but not the obligation, to access the property for the purposes of conducting O&M activities and assess the full cost of this work to the lot owners described in the Plat documents.

A declaration of covenant and a grant of easement may be required for privately or Homeowners Association (HOA)-maintained stormwater BMPs to ensure long-term maintenance and allow City access for inspection.

XXXX

Appendices

Appendix A – Drainage Review Checklist

Drainage Review Checklist

The Drainage Review Checklist is used by City Stormwater Staff when reviewing permit applications and corresponding documents. Project proponents can reference this checklist when developing stormwater management documents but are not required to fill out and submit the checklist. This submittal will be considered incomplete, and the review process will not begin until this checklist is fully completed, and all required materials have been submitted.

Review Approval (to be completed by City of Ellensburg reviewer **ONLY**)

Date of Review: Click or tap here to enter text.

Reviewer Name: Click or tap here to enter text.

Public Works Project Number: Click or tap here to enter text.

SmartGov Project Number: Click or tap here to enter text.

☐ Checklist fully completed by applicant and approved for review.

Project Information

Project Name: Click or tap here to enter text.

Project Owner: Click or tap here to enter text.

Developed By: Click or tap here to enter text.

Date Submitted: Click or tap here to enter text.

Licensed Professional Engineer: Click or tap here to enter text.

Contact Information: Click or tap here to enter text.

Project Size and Type

Project Size:

Total Project Area:

Total Disturbed Area:

Total Hard Surface Area (sum of below):

Total Building Footprint Area:

Total Gravel Area:

Total Pavement Area:

Total Pervious Area (converting existing vegetation to lawn or landscaped area, sum of below):

Total Landscaped/Lawn Area:

Total Pasture Area:

Total Other Vegetated Area:

Project Type:

First, determine if the project is considered New Development or Redevelopment.

☐ New Development – Land disturbing activities, including Class IV-general forest practices that are conversions from timberland to other uses; structural development, including construction or installation of a building or other structure; creation of hard surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in Chapter 58.17 RCW.

☐ Redevelopment – Creation or addition of hard surfaces on a site that has 35% or more of existing hard surface coverage; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; or replacement of hard surface that is not part of a routine maintenance activity.

Does the project meet any of the following criteria?

☐ Addition or replacement of ≥ 5,000 square feet of hard surfaces (compaction, gravel, pavement, concrete, etc.)

☐ Conversion of ≥ 0.75 acre of existing vegetation to lawn or landscaped areas

☐ Conversion of ≥ 2.5 acres of native vegetation to pasture

If the project does not meet any of the above criteria, the project is considered a **small project**.

Then, using Figure 2.1 (New Development) or Figure 2.2 (Redevelopment), and Section 2.4 in the SWMMEW, determine the Core Elements that apply to your project, which determines the project type.

☐ **Small Projects** are defined as projects that do not meet any of the criteria listed above – Core Element 2 applies to the project.

☐ **Medium Projects** are defined as projects that meet one or more criteria listed above, but are exempt from/not required to provide flow control or runoff treatment – Core Elements 1-4 and 7-8 apply to the project (Core Elements 5 and 6 were assessed and **do not apply** to the project).

☐ **Large Projects** refer to all other projects – Core Elements 1-4, 5 **and/or** 6, and 7-8 apply to the project.

Does the project require a Construction Stormwater General Permit? ☐ Yes ☐ No

If ***yes***, the permit number is a condition of full approval and must be provided to the City prior to construction.

A. Small Project Requirements

☐ Brief Project Narrative

☐ Temporary Erosion and Sediment Control (TESC) Plan

☐ Describe how erosion and sediment control will be implemented and maintained on site in accordance with the 2024 SWMMEW

B. Medium Project Requirements

☐ Brief Project Description

☐ Temporary Erosion and Sediment Control (TESC) Plan

☐ Construction SWPPP prepared in accordance with Chapter 3 of the 2024 SWMMEW

☐ Modified Stormwater Drainage Report

C. Large Project Requirements

☐ Brief Project Narrative

☐ Temporary Erosion and Sediment Control (TESC) Plan

☐ Construction SWPPP prepared in accordance with Chapter 3 of the 2024 SWMMEW

☐ Stormwater Drainage Report (*denotes items included in the Stormwater Drainage Report)

☐ Basin Plan prepared in accordance with Chapter 3, Appendix 3-A of the 2024 SWMMEW*

☐ Geotechnical Evaluation*

☐ Stormwater Construction Plans prepared in accordance with Chapter 3, Appendix 3-B of the 2024 SWMMEW*

☐ Operations and Maintenance (O&M) Manual for all BMPs used to meet Runoff Treatment, Flow Control, and/or Wetlands Protection Core Elements prepared in accordance with Chapter 2.4.7 of the 2024 SWMMEW*

D. Brief Project Narrative (ALL PROJECTS)

The project narrative should describe site improvements, including:

- ☐ General project description
- ☐ Project location
- ☐ Proposed land use
- ☐ Description of the new and replaced impervious surfaces, landscaping/restoration, and methods for stormwater management, including permanent stormwater BMPs.
- ☐ Phasing (if applicable)

E. Temporary Erosion and Sediment Control (TESC) Plan Requirements (ALL PROJECTS)

Prepare a TESC Plan per Chapter 7, Section 7.3.4 of the SWMMEW (Construction SWPPP Drawings). The plan must include:

☐ Vicinity map
☐ Site map
☐ Conveyance systems
☐ Location of detention BMPs
☐ Location of Erosion and Sediment Control (ESC) BMPs
☐ Detailed drawings for BMPs used for the control of pollutants other than sediment such as high or low pH and hydrocarbons
☐ Monitoring locations if water quality sampling is required by the City or Ecology
☐ Standard notes per Section 7.3.5 Recommended Standard Notes for Construction SWPPP Drawings

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F. Construction SWPPP Requirements (MEDIUM AND LARGE PROJECTS)

The Permanent Storm Water Pollution Prevention Plan (SWPPP) prepared by a licensed professional engineer in accordance with Chapter 7 of the SWMMEW (*template available for developing SWPPP here: https://fortress.wa.gov/ecy/ezshare/wq/permits/CSWGP-SWPPP-Template.docx)* should include the following:

☐ General project information
☐ Existing conditions
☐ Proposed construction activities
☐ Construction stormwater best management practices (BMPs)
☐ Describe how the construction BMPs meet elements 1-13. *Each of the 13 elements must be included unless site conditions render the element unnecessary and the exemption from that element is clearly justified in the narrative.*
☐ Describe monitoring and sampling requirements
☐ Identify any 303(d) or TMDL waterbodies in project vicinity
☐ Describe any discharges to 303(d) or TMDL waterbodies
☐ Describe reporting and record keeping
☐ Provide necessary attachments

Small projects do not require a SWPPP. Please refer to Section A Small Project Requirements for more information on small project requirements.

G. Stormwater Drainage Report Requirements (MEDIUM AND LARGE PROJECTS)

The stormwater drainage report shall be prepared in accordance with the Drainage Report Template and include the following:

☐ Identify project location
☐ Be stamped by a licensed professional engineer
☐ Provide a project description
☐ Describe the existing and proposed site conditions of the project

☐ Describe the existing and new drainage features of the project
☐ Include a soils evaluation
☐ Include geotechnical report as an attachment (see Section I. Geotechnical Evaluation Requirements)
☐ Describe the facility sizing methods
☐ Describe the sizing of stormwater BMPs selected to provide runoff treatment
☐ Include a basin plan (see Section H. Basin Plan Requirements)
☐ Include stormwater construction plans (see Section J. Stormwater Construction Plan Requirements)
☐ Include operations and maintenance manual (see Section K. Operations and Maintenance Manual Requirements)
☐ Include wetlands or critical areas report, if applicable
☐ Include UIC registration if applicable

H. Basin Plan Requirements (LARGE PROJECTS)

The basin plan should include the following information in accordance with Chapter 3, Appendix 3-A of the 2024 SWMMEW:

☐ Site boundary
☐ Basin limits
☐ Drainage subbasins
☐ Topographic contours
☐ Significant drainage features
☐ Time of concentration routes
☐ Footprint of proposed drainage features
☐ Indications of floodplain limits
☐ North arrow and scale bar
☐ Wetlands
☐ Existing easement

I. Geotechnical Evaluation Requirements (LARGE PROJECTS)

Was the geotechnical evaluation:

☐ Completed in the appropriate season (i.e. when irrigation is on - April 15-October 15)?
☐ Completed within the past 5 years, OR
☐ Completed longer than 5 years ago but (1) the testing locations correlate appropriately, and (2) the geotechnical engineer provides an addendum to the report, either updating it or confirming its applicability to the current project on the same site.
☐ Conducted when groundwater is at its seasonal high

Is the geotechnical evaluation:

☐ Site- and project-specific, OR

☐ Completed for a different project but (1) the testing locations correlate appropriately, and (2) the geotechnical engineer provides an addendum to the report, either updating it or confirming its applicability to the current project on the same site.

The geotechnical report shall:

☐ Define testing performed, identify where each test was conducted, and when test was conducted

☐ Define required testing per SWMMEW, including number of samples per BMP area

☐ Define groundwater monitoring conducted, including duration, if required

☐ Describe laboratory analysis results

J. Stormwater Construction Plan Requirements (LARGE PROJECTS)

The Stormwater Construction Plan should include the following information in accordance with Chapter 3, Appendix 3-B of the 2024 SWMMEW. Each BMP needs a plan unless evaluations and cross sections for several BMPs are identical based on ground elevation and groundwater.

☐ A plan and profile of all key drainage systems including: streets, roads, and drainage Best Management Practices (BMPs).

☐ Elevation datum

☐ North arrow and scale bar

☐ Right-of-way details

☐ Outfall details

☐ Ditch details

☐ Invert elevations, slopes, and lengths of ditches

☐ Cross sections of all open ditches

☐ Elevations of all inlet grates

☐ Size, types, invert elevations, and lengths of all culverts and pipe systems

☐ Invert elevations of the existing or other proposed drainage system to which the drainage plan proposes to connect

☐ Stationing of all inlets, culverts and pipe systems angle points

☐ Invert elevations of pipes at all structures such as catch basins or maintenance holes

☐ Construction details for inlets, drywells, detention BMPs, etc. (notes referring to standard plans may suffice where applicable)

☐ Drainage easements shown, with key dimensions for depicting location, width, and length

☐ The location of existing underground and aboveground utilities

☐ Lot grading elevations where appropriate

☐ Grading plan for detention ponds

☐ Detention ponds, pipe inlets and outlets, ditches, and drainage structures, which are serving public roads or are in single-family residential neighborhoods, should be horizontally defined with respect to property corners, street stationing, or a coordinate system.

☐ Drainage ditches should have their longitudinal grades defined with either a profile or elevation grades at intervals of 50 feet. Ditch centerlines and flow directions should also be illustrated.

☐ Summary of short- and long-term operation and maintenance requirements

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K. Operations and Maintenance Manual Requirements (LARGE PROJECTS)

The Operations and Maintenance Manual should meet the following requirements:

☐ Identify maintenance requirements that are consistent with the provisions in Chapter 2.4.7 of the SWMMEW

☐ Identify the party (or parties) responsible for the operation, maintenance, and long-term funding sources

☐ Declaration of covenant for privately or HOA maintained flow control and treatment BMPs

☐ Bond quantities worksheet

Appendix B – Stormwater Drainage Report Template

Stormwater Drainage Report Template (for medium and large projects)

The purpose of this template is to provide guidance for developing a drainage report which complies with City of Ellensburg's requirements for new and redevelopment projects. Following the template but is not required will help support prompt review and approval. However, if the template is not followed, the proponent must ensure all content is still provided in the drainage report. The drainage report shall include drainage computations stamped by a professional engineer. The computations should be presented in a clear and concise format with enough information included to allow a reviewer to be able to reproduce the same results. All assumptions and computer input and output data, and any variables listed in the computer printouts, should be clearly identified and sufficient information provided for an unbiased third party to review and determine if all applicable standards have been met.

A modified drainage report is required for **medium projects.** Notes are provided at the bottom of applicable sections that describe the stormwater drainage report modifications for these projects.

Cover Page

Include the following information:

- Project name
- Project owner
- Developed by
- Date developed
- PE stamp

Table of Contents

Section 1: Project Description

1.1 Proposed Project Description

Provide a summary of the overall project work and goals, including:

- Project size and whether it is new development or redevelopment
- Proposed land use
- Overview of site improvements, including a description of the new and replaced hard surfaces, landscaping/restoration, and methods for stormwater management, including permanent stormwater BMPs
- Phasing, if applicable
- List all manuals and design standards used for project design

- Identify the site location and include a vicinity map

1.2 Core Elements

Determine the core elements that apply to the project and explain how the project meets each applicable core element. Include calculations to demonstrate how the core element applicability was determined and note if any exemptions apply to the project. Include all necessary documentation to demonstrate why each core element does or does not apply to the project. Each core element MUST be addressed.

- Core Element 1: Stormwater Site Plan
- Core Element 2: Construction Stormwater Pollution Prevention Plan (SWPPP)
- Core Element 3: Source Control of Pollution
- Core Element 4: Preservation of Natural Drainage Systems and Outfalls
- Core Element 5: Runoff Treatment (Define which types of treatment are required)
- Core Element 6: Flow Control
- Core Element 7: Operation and Maintenance
- Core Element 8: Wetlands Protection

Section 2: Existing Conditions

2.1 Existing Site Conditions

Locate and describe the existing conditions of the project, including:

- Existing land use and development
- Existing land cover and vegetation
- Existing utilities
- Topography
- Waterbodies, critical areas, and proximity to floodplains
- Groundwater wells located within 100 feet of any proposed stormwater system
- Septic drain fields within 100 feet of any proposed stormwater system

2.2 Existing Drainage Features

Describe existing natural and manmade drainage features within the project site and immediately adjacent to the project site.

- Describe the contributing stormwater basin(s) and provide a map of the delineated basin(s)
- Describe existing drainage patterns and note if these drainage patterns will be altered as part of the project
- Describe existing stormwater management
- Describe the points of discharge from the project site and the ultimate receiving waterbody for each point of discharge
- Describe whether there is runoff contributing to the site from offsite properties

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Section 3: Proposed Conditions

3.1 Proposed Site Conditions

Describe the proposed site improvements and changes to topography, land cover, land use, and drainage patterns.

- Include quantities of new and replaced surfaces for the following surface types (reference SWMMEW glossary for definitions):
    - Pollution-generating hard surface (PGHS)
    - Non-pollution-generating hard surface (NPGHS)
    - Pollution-generating pervious surface (PGPS)
    - All other pervious surfaces

3.2 New Drainage Features

Describe all proposed drainage features, including conveyance, on-site stormwater management, and permanent flow control and water quality treatment BMPs.

- Include the name and number of each proposed BMP(s) per the SWMMEW.
- Include Stormwater Construction Plan as an attachment (see Section J. Stormwater Construction Plan Requirements in the Drainage Review Checklist).

Note for Medium Projects: Include the name and number for each proposed BMP(s) per the SWMMEW used for onsite stormwater management, if applicable.

3.3 Maintenance Plan

Define who is responsible for conducting and paying for maintenance. Identify maintenance practices and frequency/schedule for each BMP. Include an Operations and Maintenance (O&M) Manual prepared in accordance with Chapter 2.4.7 of the SWMMEW as an attachment (see Section K. Operations and Maintenance Manual Requirements in the Drainage Review Checklist).

Note for Medium Projects: An Operations and Maintenance Manual is not required if permanent stormwater features are not proposed as part of your project.

Section 4: Soils Evaluation

All relevant geotechnical information related to the project, including all site-specific soil logs and subsurface testing information should be provided in a separate report prepared and stamped by a licensed engineer or licensed engineering hydrogeologist (see Section I. Geotechnical Evaluation Requirements in the Drainage Review Checklist).

The geotechnical report shall be included as an attachment and contain the following:

- Define testing performed, identify the location where each test was conducted, and when testing was conducted.
- Define required testing per SWMMEW, including number of samples per BMP area.
- Describe groundwater monitoring conducted, including duration, if required.
- Describe laboratory analysis results

The drainage report should include the information below, summarized from a geotechnical report stamped by a licensed engineer.

Note for Medium Projects: Sections 4.1 - 4.5 are not required, unless an infiltration BMP is proposed as part of your project. Instead, describe the soil properties and groundwater conditions from a Natural Resources Conservation Service Web Soil Survey Report, obtained online at https://websoilsurvey.nrcs.usda.gov/app/.

4.1 Subsurface Exploration

Describe the overall soil conditions, including:

- Testing performed including location(s)
- When testing was performed
- Duration of testing
- Results and recommendation

4.2 Groundwater

Describe the overall groundwater conditions, including:

- Testing performed including location(s)
- When testing was performed
- Duration of testing
- Results and recommendations

4.3 Laboratory Testing

Describe laboratory analysis performed on site soils and the results including the location(s) where samples were collected.

4.4 Infiltration Rate

Describe the infiltration testing conducted to determine the permeability of the soil and the results and recommendations. Include the measured (initial) infiltration rate and the recommended long-term design infiltration rate for each BMP including the correction factors applied (SWMMEW Table 6.22).

4.5 Site Suitability Criteria

If infiltration BMPs are selected, describe how each of the following are met to demonstrate the site is suitable for locating an infiltration BMP.

- SSC-1 Setback Criteria
- SSC-2 Groundwater Protection Areas
- SSC-3 High Vehicle Traffic Areas
- SSC-4 Soil Infiltration Rate/Drawdown Time
- SSC-5 Depth to Bedrock, Water Table, or Impermeable Layer
- SSC-6 Soil Physical and Chemical Suitability for Treatment
- SSC-7 Seepage Analysis and Control
- SSC-8 Cold Climate and Impact of Roadway Deicing Chemicals
  SSC-9 Previously Contaminated or Unstable Soils

Section 5: Hydrologic and Hydraulic Analysis

Describe the methods used to size conveyance, on-site stormwater management, and permanent flow control and water quality treatment BMPs. If connecting to an existing conveyance system or BMP, provide an analysis that demonstrates the existing system, or BMP has capacity for added flows and/or volumes. Unless otherwise noted, the following analysis is required for Sections 5.2 through 5.4. Add subsections, as necessary, if additional hydrologic and hydraulic analysis is performed that is not already listed in this template.

- Describe the hydrologic and hydraulic work on the proposed project. Include all design calculations and model inputs and outputs as an attachment.
    - Hydrologic Computations
        - Drainage basin (and subbasin) delineation (Section 5.1)
        - Model input parameters and assumptions
        - Model output reports summarizing results
    - Hydraulic Computations
        - Input capacities
        - Detention/retention storage capacities
        - Culvert and pipe system capacities and outlet velocities
        - Ditch capacities and velocities
- Describe the type of hydraulic features being installed, modified, removed, or replaced on the project
- Describe potential sources of water within the project limits and describe how water is conveyed across the site
    - Describe the location and operation of irrigation systems nearby
- Include design storm and frequency used for sizing
- Note the method(s) used for the analysis
- Note software used, if applicable
- Describe any assumptions

Note for Medium Projects: Describe the methods used to size conveyance and any on-site stormwater management that is proposed as part of your project following the guidelines in this section. Sections 5.3 and 5.4 are not required for medium projects if permanent BMPs are not proposed as part of your project. Section 5.1 is required for medium and large projects.

5.1 Basin Areas

- Describe the drainage basins for all stormwater and hydraulic features listed in this section
- For each drainage basin, describe the following:
    - Land cover
    - Drainage area
    - Slope

    - General drainage patterns
- Include basin plan (see Section H. Basin Plan Requirements in the Drainage Review Checklist)
- Use consistent drainage basin designations in all narratives and calculations in the report
- Draw maps and figures to adequate scale to allow reviews to verify all calculations

5.2 Conveyance

See above.

5.3 Runoff Treatment BMPs

See above. Also include how and where runoff from each surface will be treated.

5.4 Flow Control BMPs

See above.

5.5 Underground Injection Control (UIC) Wells

If UICs are proposed as part of your project, provide the following:

- Connections to existing UICs
- Registration information
- Level and methods of required runoff treatment provided, if necessary

5.6 Downstream Analysis

Summarize the downstream analysis and potential impacts due to the project. Describe methods for preventing potential adverse impacts to downstream receiving waters and downgradient properties.

Attachments

- Basin Plan
- Geotechnical Report
- Stormwater Construction Plans
- Design Data & Calculations
- Operation and Maintenance Manual
- Other Attachments, if applicable:
    - A copy of applicable floodplain maps
    - Wetlands and/or Critical Areas Report
    - UIC Registration if installing a new UIC

Appendix C – New Development and Redevelopment Flow Charts

Start Here

Does all stormwater runoff from the Project Site discharge to a Class V UIC Well?

Yes → The UIC Rule (Chapter 173-218 WAC) applies. Refer to *Chapter 5 UIC Program Guidelines* for UIC Program Requirements.

No

Does the Site have 35% or more of existing hard surface coverage?

Yes → See Redevelopment Project Thresholds and the Figure *"Flow Chart for Determining Requirements for Redevelopment"*.

No

Does the Project add 5,000 square feet or more of new plus replaced hard surfaces?
OR
Convert ¾ acres or more of vegetation to lawn or landscaped areas?
OR
Convert 2.5 acres or more of native vegetation to pasture?

Yes

All Core Elements apply to the Project.

- Core Elements 5 and 8 must be considered for the new and replaced hard surfaces and converted vegetation areas.
- Core Element 6 must be considered for the new hard surfaces and converted vegetation areas.

Review the additional thresholds within Core Elements 5, 6, and 8 to determine if Runoff Treatment and/or Flow Control BMPs are required for the Project to be in compliance with the Core Element.

No

Core Element #2 applies

DEPARTMENT OF ECOLOGY
State of Washington

Flow Chart for Determining Requirements for New Development

Start Here

Does all stormwater runoff from the Project Site discharge to a Class V UIC Well?

Yes → The UIC Rule (Chapter 173-218 WAC) applies. Refer to *Chapter 5 UIC Program Guidelines* for UIC Program Requirements.

No

Does the Site have less than 35% of existing hard surface coverage?

Yes → See New Development Project Thresholds and the Figure *"Flow Chart for Determining Requirements for New Development"*.

No

Does the Project add 5,000 square feet or more of new hard surfaces?
OR
Convert ¾ acres or more of vegetation to lawn or landscaped areas?
OR
Convert 2.5 acres or more of native vegetation to pasture?

No → **Core Element 2 applies**

Next Question

Is this a road related project?

Yes

All Core Elements apply to the Project.

- Core Elements 5, 6, and 8 must be considered for the new hard surfaces and converted vegetation areas.

Review the additional thresholds within Core Elements 5, 6, and 8 to determine if Runoff Treatment and/or Flow Control BMPs are required for the Project to be in compliance with the Core Element.

No

Does the Project add 5,000 square feet or more of new plus replaced hard surfaces?
AND
Does the value of the proposed improvements - including interior improvements - exceed 50% of the assessed value (or replacement value) of the:

- existing Project Site improvements? (for commercial or industrial projects) OR
- existing Site improvements? (for all other projects)

Yes

Does the Project add 5,000 square feet or more of new plus replaced hard surfaces?
AND
Do the new plus replaced hard surfaces total 50% or more of the existing hard surfaces within the Site?

No

No additional requirements.

Yes

No

Is the project on a commercial or industrial Site?
AND
Does the Project add 5,000 square feet or more of new plus replaced hard surfaces?
AND
Do the new plus replaced hard surfaces total 50% or more of the existing hard surfaces within the Site?

Yes

Yes

All Core Elements apply to the Project.

- Core Elements 5 and 8 must be considered for the new and replaced hard surfaces and converted vegetation areas.
- Core Element 6 must be considered for the new hard surfaces and converted vegetation areas.

Review the additional thresholds within Core Elements 5, 6, and 8 to determine if Runoff Treatment and/or Flow Control BMPs are required for the Project to be in compliance with the Core Element.

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State of Washington

Flow Chart for Determining Requirements for Redevelopment

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