



October 26, 2022

Mitch Williams  
7501 Manastash Rd  
Ellensburg, WA 98926

Emma Williams  
7501 Manastash Rd  
Ellensburg, WA 98926

**RE: CU-22-00004 Brick House Nursery – Deemed Incomplete and Request for Additional Information**

Dear applicants,

Kittitas County Community Development Services (CDS) received your Conditional Use Permit application on October 13, 2022 for a small-scale event facility on parcel #956554 (7349 Manastash Rd). Your application has been determined **incomplete** as of October 26, 2022 and additional information is required.

The following code sections necessitate more information:

KCC Chapter 15A.03.030(2) stipulates that:

*“The written application shall be accompanied by a site plan showing the dimensions and arrangement of the proposed development or changes including all proposed land uses and structures; points of access, roads and parking areas; septic tank and drainfield and replacement areas; areas to be cut or filled; and natural features such as contours, streams, wetlands, hazardous slopes, etc. The administrator may require other drawings, topographic surveys, photographs, or other material essential to an understanding of the proposed use and its relationship to the surrounding properties.”*

After review of the submitted application, staff has determined that in order to be considered a complete application submittal consistent with the above, the following items are needed:

1. In relation to KCC 15A.03.030, please provide a site plan (no site plan was provided with application) that indicates all areas where the event facility may be located on the property and any existing or proposed buildings and/or structures that are to be used with the event facility (A bathroom was discussed at the pre-application meeting) along with all current and proposed parking areas.

The requested material will need to be submitted to KCCDS on or before **April 24, 2023 at 5:00 pm** (180 days), in order to keep this application active, pursuant to [KCC 15A.03.040 \(1\)\(b\)](#) which states:

*“an incomplete application shall expire after 180 calendar days unless the requested supplemental information is submitted in complete form.”*

CDS's review will commence when all additional information is received. The application will be processed under all codes in effect at the time a complete application is received by CDS.

We would be happy to schedule a meeting to discuss the above requirements, prior to resubmittal, should you see the need. Please contact me directly to set up a meeting or with any questions you may have at [jeremiah.cromie@co.kittitas.wa.us](mailto:jeremiah.cromie@co.kittitas.wa.us) or via phone at (509) 962-7046.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremiah Cromie". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jeremiah Cromie  
Planner II  
Kittitas County Community Development Services