

**From:** [Steph Mifflin](#)  
**To:** [Jeremiah Cromie](#)  
**Subject:** FW: CE 542 Teanaway Acres, parcel 075235  
**Date:** Friday, December 9, 2022 3:53:12 PM  
**Attachments:** [image001.png](#)  
[SX-22-00022 Kirk Drawn Site Plan.pdf](#)  
[SX-22-00022 Kirk Site Plan.pdf](#)

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**From:** Steph Mifflin  
**Sent:** Wednesday, November 23, 2022 9:25 AM  
**To:** 'Lisa Kirk' <lisa6278@hotmail.com>  
**Subject:** FW: CE 542 Teanaway Acres, parcel 075235

Hey!!

I've been in and out of the office a lot the last two weeks with inspections. I'm so sorry I haven't responded back to this email, so thank you for your email reminder today

For the shoreline exemption permit (SX-22-00022) we need a little more info on the site plans it sounds like. On the attached site plans, can you please write in the dimensions of the deck/stairs/concrete walkway and give us a distance from the edge of the river to the edge of the concrete walkway?? You can email them back to me and I'll get them to the planner that is handling this. I believe that will get the shoreline exemption permit moving forward again.

The flood permit is pending the approval of the shoreline exemption permit and will move along again once the site plans are received.

Hope that helps! Have a wonderful Thanksgiving as well

**Stephanie Mifflin**  
**Assistant Building Official**  
Kittitas County Community Development Services  
411 N Ruby Street, Suite 2 Ellensburg, WA 98926  
(p) 509-962-7506  
[steph.mifflin@co.kittitas.wa.us](mailto:steph.mifflin@co.kittitas.wa.us)

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**From:** Code Enforcement <[code.enforcement@co.kittitas.wa.us](mailto:code.enforcement@co.kittitas.wa.us)>  
**Sent:** Tuesday, November 15, 2022 5:02 PM  
**To:** 'lisa6278@hotmail.com' <[lisa6278@hotmail.com](mailto:lisa6278@hotmail.com)>  
**Cc:** Steph Mifflin <[stephanie.mifflin@co.kittitas.wa.us](mailto:stephanie.mifflin@co.kittitas.wa.us)>; Jeremiah Cromie <[jeremiah.cromie@co.kittitas.wa.us](mailto:jeremiah.cromie@co.kittitas.wa.us)>  
**Subject:** CE 542 Teanaway Acres, parcel 075235

Hi Lisa,

Thank you for talking with me today about your unpermitted deck and cement sidewalk at your parcel which are within the floodplain and shoreline. Two permits are listed as pending in our system: SX-22-00022, the Shoreline Exemption Permit, and FP-22-00008 for the Flood Development Permit. As we discussed, the shoreline permit still needs to have a scaled site plan submitted in order to process it. You can draft this yourself or have someone draft it for you. The flood development permit will require a final inspection, so be sure to schedule that with Public Works (509) 962-7523 once it has been issued.

A building permit is required for the deck if any of the following conditions are met:

1. The area of the deck exceeds 200 square feet.
2. The walking surface of the deck is over 30" above grade at any point.
3. The deck is attached to the structure.

If a building permit is required, you'll need to submit the following to our office to permit the structure:

- Two scaled copies of stamped engineered plans.
- Two copies of the Preliminary Site Analysis report.
- Completed building permit application.
- Scaled site plan.
- Permit deposit.

If the deck is a repair/replacement of an existing deck and the original footprint is being used, then a Preliminary Site Analysis (PSA) might not be required. Timing of deck removal and replacement will probably determine whether the PSA is required. This is a question best answered by Steph Mifflin. If a PSA is required, then I've attached that form to this email to assist. As discussed, the cement sidewalk can't be permitted and must be removed as soon as possible. To place the code case on hold, you'll need to hire the engineer/architect to draw up the stamped plans and provide me with a letter-of-hire or email stating they've been hired by you for this project and it needs to include a reasonable date the plans are expected to be completed and ready for submittal. That should get us started. Let me know if you have any other questions and have a great evening.

Regards,

*Toni Berkshire, CCEO*

Kittitas County Code Enforcement  
Community Development Services  
411 N Ruby Street, Suite 2  
Ellensburg, WA 98926  
(509) 962-7001



Please Note: If this is a Public Records Request, please go to <https://www.co.kittitas.wa.us/request/default.aspx> and fill out a request for public records through the GovQA portal.

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