



# KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTTITAS.WA.US

Office (509) 962-7506

Fax (509) 962-7682

"Building Partnerships – Building Communities"

October 9, 2019

Ray & Sharon Thayer  
Po Box 991  
Ellensburg, WA 98926

Paul Tappel  
3100 243<sup>rd</sup> Street SW  
Brier, WA 98036  
[fishengineer@comcast.net](mailto:fishengineer@comcast.net)

RE: Thayer Shoreline Variance Application (SV-19-00001)

Dear Applicant,

Community Development Services (CDS) received your application for a shoreline variance and SEPA on September 12, 2019. CDS has reviewed your submitted materials and has determined that the application submittal packet is not complete. Consequently, this letter is intended to specify and outline what is necessary for a complete application.

**Determination of Incompleteness:** This determination is based on missing documentation.

**Required Information:** Before staff can continue review of your application, please provide the following documentation:

1. Pursuant to KCC 17B.07.070(2)(a) "A site development plan consisting of maps and elevation drawings, drawn to an appropriate scale to depict clearly all required information" is required for a complete application. The site plans submitted are very small and do not scale correctly which makes them difficult to read. Please provide clear legible site plans at a scale of 1" to 50' minimum.

Upon receipt of the necessary materials outlined above, CDS will continue processing your application.

If you have any questions regarding this matter, please feel free to contact me at 509-962-7065 or by email at [chelsea.benner@co.kittitas.wa.us](mailto:chelsea.benner@co.kittitas.wa.us).

Sincerely,

Chelsea Benner  
Planner  
Kittitas County Community Development Services  
411 N Ruby St #2, Ellensburg, WA 98926

Cc: Lindsey Ozbolt, Planning Official

*via email*