



Sellers Accessory Dwelling Unit
File Number AU-26-00008
FINDINGS OF FACT, DECISION AND CONDITIONS OF APPROVAL

I. General Information

Requested Action: The applicants have proposed the permitting of an Accessory Dwelling Unit (ADU) to the existing on-site development. The ADU will have 960 sq. ft. of habitable space. The property has an existing detached garage with a one-bedroom living space, which will serve as the ADU, along with an existing well and four-bedroom septic system. The subject property is zoned Rural-5. The subject property land use is Rural-Residential.

Location: One tax parcel (#20491), located off Kachess Lake Rd. Approximately 1.66 miles Northeast of the intersection of Kachess Lake Rd. & Interstate-90. Sec. 13, Twp. 21, Rge. 12, W.M.; Kittitas County parcel map number 21-12-13050-0004.

Site Information:

Total Property Size:	6.08 acres
Number of existing lots:	1
Domestic Water:	Existing Well
Existing Sewage Disposal:	Existing 4-Bedroom Septic System
Fire District:	Snoqualmie Pass Fire & Rescue (District #51)

Site Characteristics: The site consists of forested land with an existing detached garage with a 1-bedroom living space, which will serve as the ADU, along with an existing well and septic system in a Rural-5 zoning designation.

Surrounding Property:

North:	Heavily forested, undeveloped land in a Commercial Forest zoning designation.
South:	Low-density residential development that gives way to undeveloped, forested land in a Rural-5 zoning designation.
East:	Mixture of low-density residential development and undeveloped forested land, within a mixture of Rural-5, Commercial Forest, and Forest & Range zones.
West:	Low-density residential development that gives way to undeveloped, forested land, within a Rural-5 zoning designation that gives way to Forest & Range zoning.

Access: The project has existing access from Kachess Lake Road.

II. Administrative Review

Notice of Application: An ADU permit application was submitted to Kittitas County Community Development Services on July 10, 2026. The application was deemed complete on July 24, 2026. A

Notice of Application for the Sellers ADU (AU-26-00008) was mailed to all federal, state, and local agencies/departments with potential interest in the proposal as well as to all adjacent landowners located within 500 feet of any portion of the boundary of the proposal's tax parcel on July 24, 2026. Notice was published in the Daily Record, the official newspaper of record for Kittitas County, and posted to the Kittitas County Website, all in conformance with the Kittitas County Project Permit Application Process (Title 15A).

III. Zoning and Development Standards

The purpose and intent of the Rural-5 zone is to provide areas where residential development may occur on a low density basis. The Sellers ADU is being proposed under KCC 17.08.022 and KCC 17.15, when the ADU is located outside an Urban Growth Area.

KCC 17.08.022 Accessory Dwelling Unit Review:

"Accessory Dwelling Unit" means a self-contained, secondary residential unit that is located on the same lot as the primary dwelling and provides independent living facilities for one household. Accessory dwelling units may be attached to the primary residence or detached.

Staff Conclusions

The proposal, as conditioned, meets the requirements of KCC 17.08.022.

KCC 17.60B.050 Administrative Review

1. That the granting of the proposed administrative use permit approval will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity and planned uses; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. That the granting of the proposed administrative use permit is consistent and compatible with the intent of goals, objectives and policies of the comprehensive plan, and any implementing regulation.
3. That all conditions necessary to mitigate the impacts of the proposed use are conditions that are measurable and can be monitored and enforced.
4. That the applicant has addressed all requirements for a specific use.

Staff Conclusions

The proposal 1a) is not detrimental to the public health, safety, and general welfare, 1b) the ADU will not adversely affect the established character of the surrounding vicinity and planned uses; nor 1c) be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, 2) is compatible with the intent of goals, objectives and policies of the comprehensive plan, and any implementing regulation, 3) the conditions necessary to mitigate the impacts of the proposed use are conditions that are measurable and can be monitored and enforced, 4) the applicant has addressed all requirements for a specific use. Staff finds the proposed ADU, as conditioned, consistent with the requirements of 17.60B.050.

KCC 17.15 Allowed Use Review: The planning official shall be vested with the responsibility of processing ADU applications. The county shall review and consider the proposed ADU regarding:

1. The parcel must be at least 3 acres in size;
2. Only one ADU shall be allowed per lot;
3. The ADU shall not exceed 1,500 square feet;
4. All setback requirements for the zone in which the ADU is located shall apply;

5. The ADU shall meet the applicable health department standards for potable water and sewage disposal, including providing adequate water supplies under RCW 19.27.097;
6. No mobile homes or recreational vehicles shall be allowed as an ADU;
7. The ADU shall provide additional off-street parking;
8. An ADU is not permitted on the same lot where a special care dwelling exists;
9. The ADU must share the same driveway as the primary dwelling;
10. ADUs shall be subject to obtaining an administrative permit.

Staff Conclusions

The proposal; 1) the parcel is at least 3.00 acres in size, 2) the parcel currently has no ADU on the property, 3) the ADU does not exceed 1,500 square feet, 4) the placement of the ADU meets the setback requirements of Rural-5 zoning, 5) the ADU meets the applicable health department standards for potable water and sewage disposal, including providing adequate water supplies under RCW 19.27.097, 6) the proposed ADU is not a mobile home or recreational vehicle, 7) the ADU has off-street parking 8) no special care dwelling exists, 9) the ADU shares the same driveway as the primary dwelling and 10) the ADU is subject to the administrative permit review process. Staff finds the proposed ADU, as conditioned, consistent with the requirements of 17.15.060.2.27.

IV. Environmental Review

Staff performed a Critical Area review of the subject parcel. There is a mapped Type 2(F) stream with a setback of 212 feet, with an additional structural setback of 15 feet, for a total structural setback of 227 feet. There is also a mapped Type 4 Seasonal (N) stream with a setback of 100 feet, with an additional structural setback of 15 feet, for a total structural setback of 115 feet. As the structure containing the ADU is already built, staff finds that the critical area buffers will not be encroached upon by this project.

V. Agency and Public Comments

Applicable agencies, adjacent property owners, and interested parties have been given the opportunity to review this proposal. All comments are on file and available for public review.

Agency Comments:

The following agencies provided comments during the comment period: Bonneville Power Administration, Confederated Tribes of the Colville Reservation, Kittitas County Public Health, Kittitas County Public Works, Kittitas County Fire Marshal, Snoqualmie Tribe, Washington State Dept. of Health – Office of Drinking Water, Yakama Nation Fisheries.

No public comments were received during the public comment period.

Comments are addressed below.

Bonneville Power Administration

BPA provided comments stating that they have no objections or concerns associated with this project.

Applicant Response: “We don’t have any comments at this time and would like to move forward with the final decision.”

Staff Response: As BPA stated that they have no objections or concerns at this time, staff has no further comment.

Confederated Tribes of the Colville Reservation

CTCR provided comments stating that they have no concerns regarding this project's impact upon cultural resources.

Applicant Response: "We don't have any comments at this time and would like to move forward with the final decision."

Staff Response: As CTCR has provided comments stating that they have no concerns regarding this project's impact upon cultural resources, staff has no further comment.

Kittitas County Public Health

KCPH provided comments pertaining to needed reports related to well connections. KCPH also provided comments that contained connection permit application language related to the septic system. KCPH also discussed inspections related to wastewater, as well as conditional requirements related to site evaluations, design specifications, and appropriate inspections.

Applicant Response: "We don't have any comments at this time and would like to move forward with the final decision."

Staff Response: Because the comments received from Kittitas County Public Health contained requirements, staff has conditioned this project upon successfully adhering to the listed requirements.

Kittitas County Public Works

KCPW provided comments pertaining to access permit specifications and inspection requirements, access maintenance, road standards, grading/filling thresholds, and water mitigation/metering requirements per KCC 13.35.027. KCPW also provided comments with references to a water mitigation certificate that has been issued and installation/inspection requirements.

Applicant Response: "We don't have any comments at this time and would like to move forward with the final decision."

Staff Response: Because the comments received from Kittitas County Public Works contained requirements, staff has conditioned this project upon successfully adhering to the listed requirements.

Kittitas County Fire Marshal

KCFM provided comments pertaining to driveway turnaround requirements that will be triggered if the driveway exceeds 150 feet.

Applicant Response: "We don't have any comments at this time and would like to move forward with the final decision."

Staff Response: Because the comments received from Kittitas County Fire Marshal contained circumstantial requirements, staff has conditioned this project upon successfully complying with the requirements if the driveway length threshold is exceeded.

Snoqualmie Tribe

Snoqualmie Tribe provided comments stating that they have no substantive comments at this time, and that they reserve the right to modify their comments if the project parameters change.

Applicant Response: "We don't have any comments at this time and would like to move forward with the final decision."

Staff Response: *As the Snoqualmie Tribe does not have substantive comments regarding the current project proposal, staff has no further comment.*

Washington State Dept. of Health – Office of Drinking Water

WSDOH – Office of Drinking Water provided comments listing the public water system threshold and related definitions.

Applicant Response: *“We don’t have any comments at this time and would like to move forward with the final decision.”*

Staff Response: *As WSDOH – Office of Drinking Water provided comments that were informational in nature, staff has no further comment.*

Yakama Nation Fisheries

YNF provided comments stating that their review yielded no new information that would require further investigation.

Applicant Response: *“We don’t have any comments at this time and would like to move forward with the final decision.”*

Staff Response: *As YNF stated their review did not yield new information that would require further investigation, staff has no further comment.*

No public comments were received during the public comment period.

VI. Findings of Fact

1. Requested Action: The applicants have proposed the permitting of an Accessory Dwelling Unit (ADU) to the existing on-site development. The ADU will have 960 sq. ft. of habitable space. The property has an existing detached garage with a one-bedroom living space, which will serve as the ADU, along with an existing well and a four-bedroom septic system. The subject property is zoned Rural-5. The subject property land use is Rural-Residential.

2. Site Location: One tax parcel (#20491), located off Kachess Lake Road. Approximately 1.66 miles Northeast of the intersection of Kachess Lake Rd. & Interstate-90. Sec. 13, Twp. 21, Rge. 12, W.M.; Kittitas County parcel map number 21-12-13050-0004.

3. Site Information:

Total Property Size:	6.08 acres
Number of Existing Lots:	1
Domestic Water:	Existing Well
Existing Sewage Disposal:	Existing 4-Bedroom Septic System
Fire District:	Snoqualmie Pass Fire & Rescue (District #51)

Site Characteristics: The site consists of forested land with an existing detached garage with a 1-bedroom living space, which will serve as the ADU, along with an existing well and septic system in a Rural-5 zoning designation.

Surrounding Property:

- North: Heavily forested, undeveloped land in a Commercial Forest zoning designation.
- South: Low-density residential development that gives way to undeveloped, forested land in a Rural-5 zoning designation.
- East: Mixture of low-density residential development and undeveloped forested land, within a mixture of Rural-5, Commercial Forest, and Forest & Range zones.
- West: Low-density residential development that gives way to undeveloped, forested land, within a Rural-5 zoning designation that gives way to Forest & Range zoning.

Access: The project has existing access from Kachess Lake Road.

4. The Comprehensive Plan land use designation is “Rural-Residential”.
5. The subject property is zoned “Rural-5”.
6. An ADU permit application was submitted to Kittitas County Community Development Services on July 10, 2026. The application was deemed complete on July 24, 2026. A Notice of Application for the Sellers ADU (AU-26-00008) was mailed to all federal, state, and local agencies/departments with potential interest in the proposal as well as to all adjacent landowners located within 500 feet of any portion of the boundary of the proposal’s tax parcel on July 24, 2026. Notice was published in the Daily Record, the official newspaper of record for Kittitas County, and posted to the Kittitas County Website, all in conformance with the Kittitas County Project Permit Application Process (Title 15A).
7. The proposal is consistent with KCC 17.08.022 Accessory Dwelling Unit Review, KCC 17.60B.050 Administrative Review and KCC 17.15 Allowed Use Review. Staff finds that the proposed accessory dwelling unit is consistent with all applicable Washington State and Kittitas County code sections.
8. The following agencies provided comments during the comment period: Bonneville Power Administration, Confederated Tribes of the Colville Reservation, Kittitas County Public Health, Kittitas County Public Works, Kittitas County Fire Marshal, Snoqualmie Tribe, Washington State Dept. of Health – Office of Drinking Water, Yakama Nation Fisheries.
9. SEPA review was not required. This project is exempt under WAC 197-11-800 (6)(b). The proposed accessory dwelling unit is consistent with KCC Title 15.
10. The proposed accessory dwelling unit is consistent with KCC Title 17A Critical Areas as conditioned.
11. The proposed accessory dwelling unit is consistent with KCC 17.30A R-5 – Rural-5 Zone as conditioned.
12. The proposed accessory dwelling unit is consistent with KCC Title 14 Building and Construction as conditioned.
13. The proposed accessory dwelling unit is consistent with KCC 12 Roads and Bridges as conditioned.

VII. Conclusions

1. As conditioned, this proposal is consistent with applicable federal and state laws and regulations.
2. As conditioned the proposal is consistent with KCC 17.08.022 Accessory Dwelling Unit, KCC 17.60B.050 Administrative and KCC 17.15 Allowable Use.
3. As conditioned, the proposal is consistent with Kittitas County Code Title 17 Zoning, Title 17A Critical Areas, Title 14 Building Code, Title 13 Water and Sewers, Title 12 Roads and Bridges, and Title 20 Fire and Life Safety.

VIII. Decision and Conditions of Approval

Kittitas County Community Development Services grants *approval* of the Sellers accessory dwelling unit, AU-26-00008, based on the above staff analysis, findings of fact, and conclusions with the following conditions of approval.

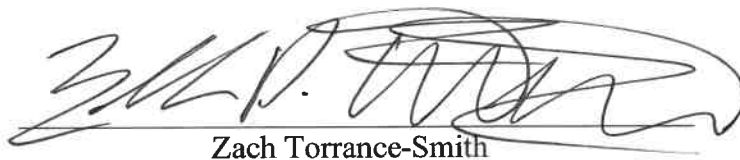
Conditions of Approval:

- All new construction must meet the International Residential Code requirements.
- Issued Access Permit AC-26-00058 for ADU, driveway must meet conditions of permit and inspection is required prior to occupancy.
- The new structure will need to meet Kittitas County Code for turnarounds if the driveway exceeds 150 feet in length.
- An approved access permit shall be required from the Kittitas County Department of Public Works prior to creating any new driveway access or altering an existing access.
- Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The county will not maintain accesses.
- This application is subject to the latest revision of the Kittitas County Road Standards. Any further subdivision or lots to be served by proposed access may result in further access requirements. Access is not guaranteed to any existing or created parcel on this application.
- Except as exempted in Section KCC 14.05.060, no grading or filling upon a site involving more than one hundred (100) cubic yards shall be performed without a grading permit from the County Engineer or Public Works designee (KCC 14.05.050). An application for grading in excess of five hundred (500) cubic yards shall be accompanied by an engineered grading plan (KCC 14.05.080).
- Applicant shall meet all local, state, and federal regulations.
- Development shall comply with KCC 17.15.060.2.27.

- Should ground disturbing or other activities related to the proposed project result in the inadvertent discovery of cultural or archaeological materials, work shall be stopped in the immediate area and contact be made with the Washington State Department of Archaeology and Historic Preservation (DAHP). Work shall remain suspended until the findings are assessed, and appropriate consultation is conducted. Should human remains be inadvertently discovered, as dictated by Washington State RCW 27.44.055, work shall be immediately halted in the area and contact made with the coroner and local law enforcement in the most expeditious manner possible.
- The proposed ADU requires water mitigation and metering, per KCC 13.35.027 since it is a new use of groundwater. Public Works has issued a water mitigation certificate for the project, WM-26-00034. The water meter must be installed and inspected prior to building final.
- The ADU and existing residence – two “connections” to a shared well – do not meet the definition of a Public Water System. If this property adds a third connection, then the shared well would meet the definition of a Group B Public Water System.
- Per Kittitas County Public Health:
 - As there is already an existing well with one dwelling unit connected, an AWSO I/S is necessary for the project due to two dwelling units connecting to the well.
 - If the existing septic system is going to be used for the new Single-Family Residence, a new connection permit application will need to be submitted with a design showing how the new SFR is going to connect to the existing septic. The homeowner or a licensed OSS designer can create the design. A final inspection of the connection will also be needed.
 - If the new SFR is NOT going to connect to the existing septic system, then a site evaluation followed by a design by a licensed OSS designer, or homeowner, will need to be submitted. A final inspection will be needed as well.

From these conclusions and findings, the proposed Accessory Dwelling Unit is approved with the above conditions. Kittitas County Code (Chapter 15A.07.010) stipulates that an appeal of this administrative land use decision must be filed within 10 (ten) working days by submitting specific factual objections and a fee of \$1670 to Kittitas County. The appeal deadline for this project is September 9, 2026, at 5:00 p.m. Appeals submitted on or before September 9, 2026, shall be submitted to Kittitas County Community Development Services at 411 N Ruby St, Suite 2 Ellensburg, WA 98926.

Responsible Official



Zach Torrance-Smith

Title: Planner I

Address: Kittitas County Community Development Services

411 N. Ruby Street, Suite 2
Ellensburg, WA 98926
Phone: (509) 962-7079

Date: August 21, 2026

