



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

“Building Partnerships – Building Communities”

**To:** Wies Towers LLC and Matt Stalder

**Date:** August 7, 2025

**From:** Ellie Myers, Planner I

(509) 962-7048, [ellie.myers@co.kittitas.wa.us](mailto:ellie.myers@co.kittitas.wa.us)

**Subject:** Wies WFC Tower Pre-Application Meeting, CDS Planning Notes

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**Proposal:** Pre-application meeting for a proposed 197' WFC tower, associated service equipment, and access on parcel #952139, approximately 17.74 acres, located at 520 Jenkins Drive in Cle Elum, WA.

1) **Zoning**

The subject parcel rests within the Rural 5 zoning district and the Mineral Lands land use designation.

2) **Critical Areas**

The county's GIS system shows the parcel is located in the Cascade Eco-Region.

A portion of the property is located within the Yakima River Department Fish and Wildlife Priority Habitat, which is a Fish & Wildlife Habitat Conservation Area.

The proposed tower site location is located on a Hazardous Slope.

3) **SEPA**

A SEPA was submitted with LP-23-00002 and addressed various environmental impacts associated with the proposed Long Plat. The SEPA checklist did not address or anticipate the 197' cell tower and ground work associated with the build site and access road. If more than 500 cubic yards of excavation/fill is required for this project, a new SEPA will be required.

Additionally, the Department of Natural Resources may require a Class IV Conversion from Forestry to Development Forest Practice Application (FPA). An FPA would require a new SEPA checklist.

4) **Cultural Resource Survey**

An Inadvertent Discovery Plan will most likely be required and a cultural resource study may be required pending tribal comment.

5) **CDS Planning Permitting**

An Administrative Conditional Use permit will be required for this project.

KCC 17.61.040 Communication facilities applies

(1) *Communication facilities may be authorized by the Community Development Services director as an administrative conditional use in all zoning districts, pursuant to the criteria and procedures of this chapter and KCC Title 15A and KCC 17.60. An administrative conditional use permit is not required for the operation of amateur or non-commercial communication equipment as defined by FCC regulations under Part 95D and Part 97 CFR (i.e., citizen band, ham radio).*

(2) *Construction of all improvements shall be completed within one year of the date of building permit issuance except as provided for in subsections 4 and 5 of this section.*

*(3) The property line setback shall be 1.2 times the height of the structure. The lot line setback requirements of this title may be reduced by the Community Development Services director, in order to improve the facilities' reception and/or transmission capabilities or to achieve greater levels of audible or visual screening provided the applicant can provide evidence that it would not be possible for the tower to fall on neighboring properties. Communication facilities shall be designed to blend with existing surroundings; provided, no conflicts exist with existing Federal Communications Commission and the Federal Aviation Administration regulations relating to aircraft safety. This should be achieved through the use of compatible colors and materials, and alternative site placement to allow the use of topography, existing vegetation or other structures to screen the proposed transmission support structure from adjacent lands.*

The tower's proposed location is sufficient for condition (3). If the distance to any property line is reduced from what was proposed at the time of the pre-application meeting, a zoning variance application will be required.

When the Final Plat for LP-23-00002 is applied for, a note shall be recorded on the final mylar drawings stating the location of the tower and its distances to all property lines.

- (4) The co-location of antennas on both existing and proposed transmission structures is encouraged. Communication antennas shall be permitted outright in all zoning districts provided the following*
- a. An antenna shall not extend more than six feet horizontally from any structure to which it is attached.*
  - b. An antenna shall not extend vertically more than 15 feet above the uppermost portion of the structure to which it is mounted or attached.*
- (5) Modifications to, including the expansion of, existing approved communication facilities shall be outright permitted; provided there is no increase in the height of the transmission tower. For purposes of this subsection, "transmission tower" means a pole or lattice-work structure specifically designed and intended to support antenna and related communication equipment.*

#### **Process for Administrative Conditional Use Approval.**

1. Submit Administrative Conditional Use in conformance with requirements in KCC Chapter 17.60A Conditional Uses.
2. Notice of Application to government agencies, neighbors within 500 feet, and any other parties of interest. 15-day comment period.
3. The applicant will have 14 days to respond to the comments.
4. Staff will make a decision based on review criteria outlined at KCC 17.60A.015, NOD will be sent out and a 10-business day appeal period will start.
5. If the decision isn't appealed, then the decision will stand.

#### **Process for Administrative Conditional Use Approval and SEPA (If SEPA is required)**

1. Submit Administrative Conditional Use and SEPA Checklist in conformance with requirements in KCC Chapter 17.60A Conditional Uses and KCC 15A.03.
2. Combined Notice of Application to government agencies, neighbors within 500 feet, and any other parties of interest. 15-day comment period.
3. The applicant will have 14 days to respond to the comments.
4. Staff will make a decision based on review criteria outlined at KCC 17.60A.015, NOD will be sent out and a 10-business day appeal period will start.
5. If the decision isn't appealed, then the decision will stand.

RCW 36.70A.040 enables a streamlined and consolidated review and decision-making process. This means you can submit the required permits together, allowing them to be noticed and then decided upon simultaneously.

#### **Disclaimer:**

Kittitas County Community Development Services Department does not guarantee a parcel eligible for development until such time as a complete and accurate application is submitted. Further analysis may be conducted at the time of permit application. Codes are subject to change.



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

**TO:** Weis Towers LLC Conditional Use Permit

**FROM:** Stephanie Mifflin, Assistant Building Official  
(509)-962-7038 [steph.mifflin@co.kittitas.wa.us](mailto:steph.mifflin@co.kittitas.wa.us)

**DATE:** July 16, 2025

**SUBJECT:** Pre-Application Meeting PM-25-00009, CDS Building Notes.

The following items are in response to your proposed project with regards to the building codes and building permits:

**1) Building Codes:**

All new construction shall be designed and built per the current Kittitas County adopted codes in KCC 14.04. at the time of individual permit submittal. At this time, we have adopted the 2021 I-Codes.

Ground snow load is 139 PSF. \*Engineering is required. See attached design criteria for the parcel.

Use wind exposure B.

Seismic zone is D1.

Wind speed is 110 Vult.

**2) Buildings:**

Some general guidelines:

- a. Any new buildings will be required to go through the building permit process with Kittitas County Community Development Services.
- b. Any structures exempt from a building permit are not exempt from yard and critical area setbacks.
- c. All electrical work to be permitted and inspected by Washington State Labor & Industries.
- d. See attached Cell Tower policy.

**3) Permitting:**

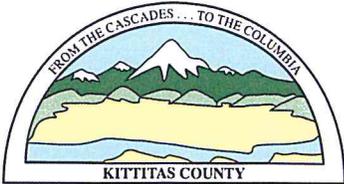
Some general guidelines:

- a. One story detached accessory storage building/shed less than 120 square feet are exempt from permitting per 2021 IBC. An equipment storage cabinet would fall under this exemption if less than 120 square feet.
- b. The proposed 200-square-foot equipment, as proposed, will require a building permit.
- c. The proposed tower will require a building permit.
- d. Any fences over 7 feet in height will require a building permit.
- e. Building permit times are currently running 4-6 weeks for first review and may be longer for a commercial structure.
- f. Additional commercial submittal documents may be required and are also found on the above web page.

- g. Electronic Plan submission is available and submittal information can be found here:  
<https://www.co.kittitas.wa.us/uploads/cds/building/informational-bulletins//Residential%20Submittal%20Requirements/Electronic%20Building%20Permit%20Submittal%20Instructions.pdf>  
Building permit documents can also be submitted using the uploader on the CDS website:  
<https://www.co.kittitas.wa.us/cds/cds-uploader.aspx>

**Disclaimer:**

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**CELL TOWER POLICY**

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

**The purpose of this notice is to outline the policies regarding cell towers. The following applies:**

Kittitas County does not require a permit to add or replace antennae or amplifiers on existing cell towers. Also see Kittitas County Code 17.61.040 (6) for zoning or land use.

We do require that you provide the following for our original permit file however:

1. Parcel map number or tax parcel identification of the site.
2. Lease agreement from the tower owner authorizing the work.
3. Engineering stating that the tower can structurally accommodate the new equipment. A simple stamped letter is adequate from a Washington State licensed engineer.

We can accept the above via email. This action does not require fees to be paid.

A one story detached accessory storage building/shed less than 120 square feet are exempt from a permit per 2021 IBC 105.2(1). An equipment storage cabinet would fall under this exception if less than 120 square feet.

If an equipment shelter exceeds 120 sq ft., it will require a building permit. If the equipment shelter is pre-fabricated it must also be inspected and approved by Washington State Labor and Industries. Please see Kittitas County website for building permit submittal requirements.

A generator and fuel tank are permitted through the Fire Marshal.  
You can submit for that at the same time as the building permit or it can be submitted separately.

DATE: 9/8/16

BUILDING OFFICIAL: [Signature]



# KITTITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

### MEMORANDUM

**TO:** All Staff  
**FROM:** Public Works Pre-Application Team  
**DATE:** August 6, 2025  
**SUBJECT:** PM-25-00009

<b>ACCESS</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Roads or Driveways that exceed 150' in length are required to provide a fire apparatus turnaround in compliance with the International Fire Code.</li> <li>3. Driveways exceeding 10% grade are required to be hard surfaced, over 12% grade are required to be 20' with 1' gravel shoulder on each side and over 15% grade a road variance is required.</li> <li>4. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.</li> </ol> <p>In addition to the above-mentioned conditions, all applicable Kittitas County Road Standards apply to this proposal. Access is not guaranteed to any existing or created parcel on this application. (RC)</p>
<b>ENGINEERING</b>	<p>Except as exempted in 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). This grading plan will be under a joint review with the City of Ellensburg. (CBP)</p>
<b>TRANSPORTATION CONCURRENCY</b>	<p>Please provide estimated traffic generation for peak hours during construction to determine if a TIA will be required.</p>
<b>FLOOD</b>	<p>No comments. (SC)</p>
<b>WATER MITIGATION/ METERING</b>	<p>No comments. (SC)</p>

<b>AIRPORT</b>	No comment. (RC)
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Please contact Kittitas County Public Works (509) 962-7523 with any questions.



# KITTITAS COUNTY FIRE MARSHAL'S OFFICE

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

Fire Marshal (509) 962-7000 Deputy Fire Marshal (509) 962-7657



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July 30, 2025

Fire Marshal comments  
Tumbling Ridge  
PM-25-00009

Ellis Myers, Project Planner

This application was reviewed by Dan Young in the Fire Marshal's Office. Dan can be reached at (509) 962-7000 or e-mail at [Dan.Young@co.Kittitas.wa.us](mailto:Dan.Young@co.Kittitas.wa.us). Where there are difficulties in meeting these conditions or if additional information is required, contact Dan in the Fire Marshal's office immediately.

Building construction occurring subsequent to this application shall be in accordance with the provisions of the county's building and fire codes. Additional specific requirements may be made at the time of building construction as a result of the permit review and approval process.

Fire flow is not required for this application

Fire apparatus access is required for this application. The roadways and maneuvering areas as indicated in the application do not adequately provide required fire apparatus access. Provide fire apparatus access roads with an unobstructed width of not less than 20 feet, an unobstructed vertical clearance of not less than 13.5 feet, with an all-weather driving surface and capable of supporting the imposed loads of fire apparatus. Access roads shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building.

Approved fire apparatus turnarounds are required for this project. The indicated provisions for turning around fire apparatus are not adequate. Provide a turnaround meeting the requirements of the International Fire Code Appendix D.

No gate may be installed across a required fire department access road or driveway without first obtaining a permit from the fire marshal's office. Inspection and testing of the gate will be required.

Access to buildings and fenced areas is required. A Knox Box or codes need to be provided.

If a generator is to be installed, a permit is required through the Fire Marshal's Office.

Dan Young  
Fire Marshal

These comments are based on the information provided with the pre-application materials. Any revision to the proposal may change the Fire Marshal comments.