

From: [Haley Mercer](#)
To: [Zach Torrance-Smith](#)
Subject: RE: BL-25-00013 DCYF - Notice of Application
Date: Monday, October 6, 2025 9:28:27 AM

Hi Zach;

The subject parcels are in different ownerships. Conveyance will need to be addressed prior to our office completing the project to the tax rolls.



Haley Mercer

Cadastral Technician | **Kittitas County Assessor**

205 W 5th Ave, Suite 101 Ellensburg, WA 98926

P: 509-962-7633 |

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From: Zach Torrance-Smith <zach.torrancesmith@co.kittitas.wa.us>

Sent: Tuesday, September 30, 2025 1:53 PM

To: Public Health Inspectors <PublicHealthInspectors@co.kittitas.wa.us>; Kelee Hodges <kelee.hodges.pw@co.kittitas.wa.us>; Candie Leader <candie.leader@co.kittitas.wa.us>; Tate Mahre <tate.mahre@co.kittitas.wa.us>; Jackie Sharp <jackie.sharp@co.kittitas.wa.us>; Justin Turnbull <justin.turnbull@co.kittitas.wa.us>; Samantha Cox <samantha.cox@co.kittitas.wa.us>; Rebecca Cruse <rebecca.cruse.pw@co.kittitas.wa.us>; Haley Mercer <haley.mercer@co.kittitas.wa.us>; Christy Garcia <christine.garcia@co.kittitas.wa.us>; Laura Kukes <laura.kukes@co.kittitas.wa.us>; Jeremy Larson <jeremy.larson@co.kittitas.wa.us>; Steph Mifflin <steph.mifflin@co.kittitas.wa.us>; Dan Young <dan.young@co.kittitas.wa.us>; Marvin Douvier <marvin.douvier.sh@co.kittitas.wa.us>; sara@krdistrict.org

Cc: Jamey Ayling <jamey.ayling@co.kittitas.wa.us>; Ellie Myers <ellie.myers@co.kittitas.wa.us>; Bradley Gasawski <bradley.gasawski@co.kittitas.wa.us>

Subject: BL-25-00013 DCYF - Notice of Application

Good afternoon,

Please review the following Boundary Line Adjustment Application: BL-25-00013 DCYF. Any comments need to be received by **5 PM on October 15, 2025**.

Please let me know if there are any questions or issues accessing the materials.

Internal Link: [BL-25-00013 DCYF](#)

External Link: [BL-25-00013 DCYF](#)

Thank you.

Zach Torrance-Smith

Planner I

Kittitas County Community Development Services

411 N. Ruby St., Suite 2

Ellensburg, WA 98926

P: 509-962-7079

zach.torrancesmith@co.kittitas.wa.us

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

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KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff
FROM: Public Works Plan Review Team
DATE: October 13, 2025
SUBJECT: BL-25-00013 DCYF

ACCESS	<ol style="list-style-type: none"> 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. 2. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses. 3. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards. <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>
ENGINEERING	<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). (CBP)</p>
SURVEY	<ol style="list-style-type: none"> 1. Please correct text obscured by crossing linework, including the area of Parcel 2, the distance along the W' most sec line, and the label for Parke Creek. 2. Please identify the 3 solid lines crossing Parke Creek Rd. located north of Parcel 1. 3. Please clarify the distance ties of 29.5 and 274.08 Near the NW corner of Section. 4. Please identify or note the Basis of Bearing. <p>OF NOTE Lot Closures were not provided or reviewed for this project. (JT)</p>
TRANSPORTATION CONCURRENCY	<p>No Comments. (RC)</p>

FLOOD	There are no floodplain development requirements (KCC Chapter 14.08) applicable to the proposed boundary line adjustment. We share for informational purposes that a FEMA-led flood study indicates that low-lying ground adjacent to the ditch and Parke Creek are at flood risk, and that regulatory flood maps may be revised to include these areas in the future. Please contact the Public Works Department if you have questions or need additional information (AT).
WATER MITIGATION/ METERING	No comments (AT)
AIRPORT	No Comments. (RC)

Please contact Kittitas County Public Works (509) 962-7523 with any questions.