



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

Fax (509) 962-7682

"Building Partnerships – Building Communities"

**To:** Prophet Elijah Anitochian Orthodox Church (Applicant)  
Mr. James Oymen (Authorized Agent)  
Fr. Paul Moses



**Date:** July 12, 2023

Kittitas County CDS

**From:** Jeremiah Cromie, Planner II  
(509) 962-7046, [jeremiah.cromie@co.kittitas.wa.us](mailto:jeremiah.cromie@co.kittitas.wa.us)

**Subject:** PM-23-00011 Prophet Elijah Church - Pre-Application Meeting, CDS Planning Notes

### Proposal:

This memo is referencing the proposed Prophet Elijah Church

### Zoning

The subject property is parcel# 026833 and is zoned Urban Residential with an Urban Land Use. This property is within the Ellensburg Growth Area and the County, and the City have adopted an interlocal agreement with the County adopting many of the City development codes in this area as of June 20, 2023. The Urban Residential zoning translates to Residential Suburban zoning as seen in KCC 17.11.035. Churches are considered a "Place of Assembly" and are allowed in this zone with a conditional use permit. The church would need to have 15 foot front setback (north property line is front for this property) but can have a covered entry within 9 feet of the front lot lines. The other lots lines are sides on this property with a 5 foot setback requirement. The maximum height the structure can be is 35 feet. The setbacks for this project appear to be met as currently presented.

Hard-surfaced parking will be required at a .25 per person of maximum occupancy as established by the Fire Marshal. Five spaces are required regardless of size and at least one space must be accessible. The church will require one bike parking space for every 5 required vehicle spaces and must be located within 100 feet of the building entrance in safe visible area that do not impede pedestrian vehicle of traffic flow. Required off-street parking spaces can't be used for the parking of equipment or for the storage of materials or goods or inoperable vehicles.

Impact fees will be required for this development. Based on the site plan and floor plans given, the following fees would apply:

Traffic Impact Fees: Based on an approximate square footage of 3,988 sq. ft., it would require \$4,531.59 in traffic impact fees. A credit of \$2,300.41 for the existing house will be applied meaning only \$2,231.18 of impact fees would be required for this project. Please know that impact fees are not fully calculated until time of building permit submittal.

### Critical Areas

Mercer Creek on the eastern edge of this property shows as a Type U (unknown) stream on the County's GIS data. A type U stream until delineated by a qualified professional requires a 115' setback for any new structures and 100' setback for impervious surfaces. Jennifer Nelson from Washington Department of Fish & Wildlife may be able to help with the delineation. She can be reached at 509-961-6639.

A portion of the property is in the 100-year floodplain but it appears that this project will be outside the floodplain. Any floodplain permitting will need to be done with Public Works. The only other critical area identified by GIS is a Channel Migration Zone. No additional permitting is currently required for Channel Migration Zones (CMZ).

**SEPA**

A SEPA review will not be required for this project as currently proposed. If the project were to be over 12,000 square feet and 40 parking spaces, then SEPA would be required.

**Permitting Requirements**

Based on the pre application materials provided, a conditional use permit will be required from Community Development Services. Other departments may have additional permitting requirements.

*Staff note: Staff encourages applicants that need conditional use permits to put everything that you ever want to do on them even if you have plans/phases for later as if they are not put in the first one conditional use permit, the applicant will have to go through the full conditional use permit process again and pay full fees.*

**Current Fees:** These fees are adjusted annually. Prior to application, please confirm permit fees with our department.

	<b><u>Current Fees</u></b>
Conditional Use Permit application:	\$5,234.00
	<b><u>Total Fees</u></b>
	\$5,234.00

**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

### DEPARTMENT OF PUBLIC WORKS

#### MEMORANDUM

**TO:** All Staff  
**FROM:** Public Works Pre-Application Team  
**DATE:** July 12, 2023  
**SUBJECT:** Public Works Comments for PM-23-00011 Prophet Elijah Church

<b>ACCESS</b>	<ol style="list-style-type: none"><li>1. Lots that access easements or rights-of-way controlled by different agencies, such as State highways, Forest Service Roads, irrigation canals, or railroads will require separate access approvals from those agencies. A copy of the access approval shall be submitted to the County prior to issuance of the County's access permit or preliminary approval for any land use development application. The County cannot grant access to roads or easements it does not control.</li><li>2. Please provide your copy of the City of Ellensburg Access Permit to Kittitas County Public Works.</li><li>3. Per off street parking requirements, driveway path is required to be constructed of a hard surface material.</li></ol>
<b>ENGINEERING</b>	<ol style="list-style-type: none"><li>1. 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).</li><li>2. Per Kittitas County Code 12.88.010, Transportation Impact Fees will be required.</li><li>3. Please be advised compliance with Ecology's Stormwater Management Manual for Eastern Washington will be required.</li></ol>
<b>TRANSPROTATION CONCCURENCY</b>	Traffic Concurrency is required for all land use actions. A transportation impact analysis (TIA) shall be required for all development that will generate more than nine (9) peak hour vehicle trips. Please provide estimated traffic generation for peak hours to determine if a TIA will be required. (KCC12.10.040(c))

<b>FLOOD</b>	<p>A portion of parcel #026833 is within the FEMA identified special flood hazard area (100-year floodplain). Since the current structure and proposed expansion are outside of the 100-year floodplain, a floodplain development permit is not required.</p> <p>If possible, any future development should also remain outside of the floodplain in order to reduce risk and avoid mandatory flood insurance purchase requirements. All activities within the floodplain must be permitted through the floodplain development permit process and follow the regulations within KCC 14.08. (SC)</p>
<b>WATER MITIGATION/ METERING</b>	No comments. (SC)

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



## 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:** Prophet Elijah Church

**FROM:** Jeremy Larson, Building Official  
(509)-962-7559 [jeremy.larson@co.kittitas.wa.us](mailto:jeremy.larson@co.kittitas.wa.us)

**DATE:** July 24, 2023

**SUBJECT:** Pre-Application Meeting PM-23-00011, CDS Building Notes.

The following items are in response to your proposed conditional use application 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 2018 I-Codes.

\*The State is adopting the 2021 codes on October 29, 2023. To be vested in the current 2018 codes, the building permit application must be accepted by CDS prior to October 29, 2023.

A-3 (*Places of Religious Worship*) Assembly Occupancy

Ground snow load is 39 PSF

Use wind exposure C.

Seismic zone is C.

Wind speed is 110 Vult.

**2) Buildings:**

- a. Accessible parking and route to Accessible space(s) provided with hard surface such as asphalt or concrete. The parking symbol and signage of Accessibility is required. The number of accessible parking spaces is dependent on the total number of parking space provided.
- b. Accessible parking shall be provided as close to the building as possible. Verify there is no more than 1:20 degree slope for the Accessible path from Accessible Parking to the building(s) and all facilities entrances and amenities. Please show path and state the maximum allowed slope on the drawings. Provide passing spaces at 200 foot intervals or less.
- c. Accessibility required per ANSI A-117; the latest adopted edition. Please show all Accessible features for rooms, counter areas and seating areas where Accessibility is required. Please show precise details such as counter heights, maximum reach distances, door swings, etc. Restrooms shall meet Accessibility with the same level of detail. The number of accessible lavatories, water closets, etc. depends on the total calculated occupant load for the structure. Additional information is required.
- d. In order to determine the occupant load for the structure, additional information is required. Please label all areas of use on the floor plans and describe the type of use such as areas with fixed or unfixed seating, entryways, bathrooms, closets, offices, kitchen/ food prep areas, etc.

### **3) Permitting:**

Some general guidelines:

- e. Provide an occupant count per square foot to verify restroom capacity and occupant load for the different area uses. Exterior decks/ porches need to be included in the occupant load if also used for assembly purposes.
- f. Provide commercial energy code worksheets and compliance. See the NEEC website.
- g. Building permit times are running about 8-10 weeks for first review and may be longer for a commercial structure.
- h. Two (2) complete sets of plans are required and must show existing use & any proposed changes of occupancy and/ or new uses.
- i. Required submittal documents for the alterations shall be per Commercial Building Permit Submittal Bulletin B-005 located here: <https://www.co.kittitas.wa.us/cds/building/default.aspx>
- j. Additional commercial submittal documents may be required and are also found on the above web page.

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**From:** [Dan Young](#)  
**To:** [Jeremiah Cromie](#)  
**Subject:** Prophet Elijah Church Pre-App comments from Fire Marshal  
**Date:** Wednesday, July 12, 2023 9:55:56 AM

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Jeremiah,

Here are my comments:

Per International Fire Code 503.2.1 Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.

Fire Alarm and Fire Sprinklers will be required if the occupant load for the building is 300 or more. If Fire Sprinklers are required then there will be additional requirements for hydrants.

Dan Young  
Fire Marshal  
Kittitas County Sheriff's Office  
411 N. Ruby Street; Suite 2  
Ellensburg, WA 98926  
Office: 509-962-7000  
[Dan.young@co.kittitas.wa.us](mailto:Dan.young@co.kittitas.wa.us)

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*To Protect and Promote the Health and the Environment of the People of Kittitas County*

July 12, 2023

PM-23-00011

Prophet Elijah Church

Hello,

This project has access and will continue to use City of Ellensburg Water and Sewer utilities. Public Health has no comment on the proposed project.

Best regards,

A handwritten signature in black ink that reads 'Kim Shilley'.

Kim Shilley, Public Health Technician

P: 509.962.7515 | F: 509.962.7581 | E: [kim.shilley@co.kittitas.wa.us](mailto:kim.shilley@co.kittitas.wa.us)

Kittitas County Public Health Department

507 N Nanum St Suite 102, Ellensburg WA 98926

[www.co.kittitas.wa.us/health](http://www.co.kittitas.wa.us/health)

Please tell us how we're doing: [KCPHD Customer Survey](#)







# CITY OF ELLENSBURG

Public Works Department  
501 North Anderson Street, Ellensburg, WA 98926  
Ph: (509) 962-7230 Fax: (509) 962-7127

## Memorandum

**Date:** July 14, 2023  
**To:** Jeremy Cromie, County Planner  
**From:** Craig Jones, Development Coordinator *CJ*  
**Through:** Derek Mayo, City Engineer *DKM*  
**Re:** Pre-App meeting for 107 S Dennis St

The following are the City Public Works comments for the proposed expansion of the existing Mission at 107 S Dennis St.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <http://www.ci.ellensburg.wa.us/index.aspx?NID=339>

At time of civil plan review, Staff will work with the developer's engineer regarding the specific issues related to roadway, parking lot and utility improvements.

### **Water:**

The water main available to serve this development is an 8" Asbestos Concrete main that runs east/west in 1<sup>st</sup> Ave. The existing building has a 5/8" water meter and can be reused if adequate or upsized to serve the new expansion. See attached utility map.

A backflow device will be required for the new building. Specific issues related to water service and meter location will be addressed at project civil submittal.

Any Fire Service and Fire Hydrant placement shall be per Fire Dept. requirements, and shall be constructed per City Development standards.

### **Sewer:**

The sewer main available to serve this development is an 8" Asbestos Concrete main that ends at the property line in Dennis St. Our maps indicate that the existing building is on a 4" side sewer service line. Applicant engineer will need to verify if this existing line is adequate to serve the proposed building expansion. See attached utility map.

Specific issues related to sewer main and side sewer stub construction will be addressed at project civil submittal.

**Roadway and access:**

The frontage of this site has already been improved with concrete curb and sidewalk. An asphalt driveway shall be installed for the additional trips generated. Also any damaged sidewalk during construction will need to be fixed per the Development Standards.

Specific issues related to roadway and access construction will be addressed at project civil submittal.

**Other items:**

Any water main extension, fire line or sewer main will need to be designed by a Professional Engineer in the State of Washington.

Any city utility main that needs to be extended into the property will require a minimum 10' easement.

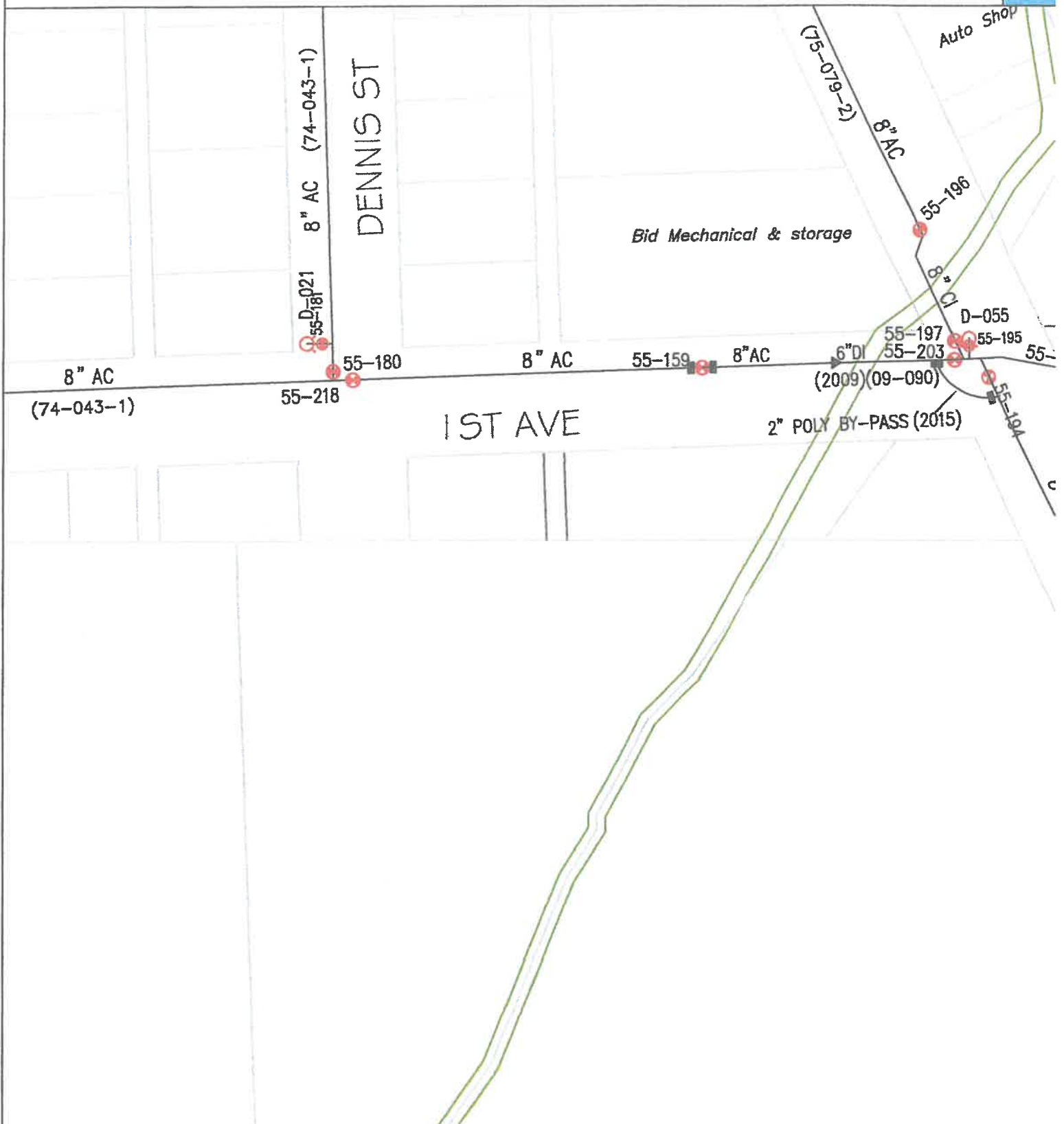
Any work being done in the right of way will require permits and the contractor to have proper insurance and bonding on file with the City.

Cc: File 19-084



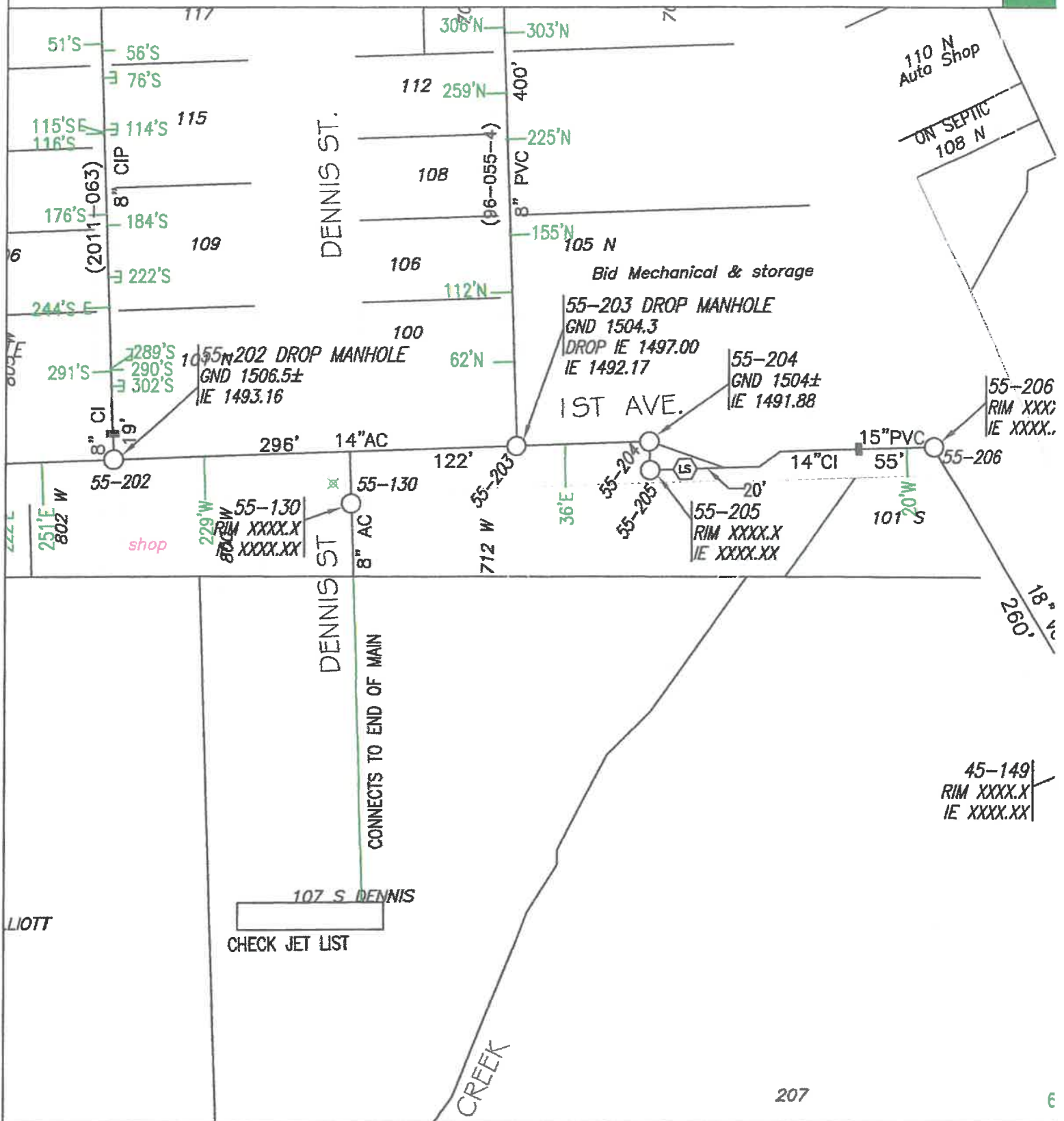
CITY OF ELLENSBURG  
PUBLIC WORKS DEPARTMENT  
UTILITY MAP REQUEST INFORMATION

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**DISCLAIMER:**  
THE CITY OF ELLENSBURG PUBLIC WORKS DEPARTMENT CANNOT VERIFY THE ACCURACY OF THE UTILITIES REPRESENTED ON THIS PLAN. THEY ARE DISPLAYED FOR EASE OF PLANNING AND INSTALLATION AND ARE BASED UPON THE BEST INFORMATION AVAILABLE. CONTRACTORS AND DEVELOPERS SHOULD REFER TO CIVIL PLANS FOR MOST CURRENT DESIGN REVISION AND CALL 811 BEFORE YOU DIG.





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