

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: Dave Kipczynski, CWU & Erik Perka, LMN Architects

Date: July 1, 2026

From: Bradley Gasawski, Planner I
(509) 962-7539, bradley.gasawski@co.kittitas.wa.us

Subject: CWU Aviation Planning Notes

**KITTITAS CO CDS
RECEIVED
08/04/2026**

Proposal: The proposed development includes the demolition of the existing building and modifications to the parking lot and landscaping to accommodate a new building for classroom, preflight operations and offices for the CWU Aviation program. The proposed development takes place on Parcel # 955337 within Kittitas County.

1) **SEPA**

As proposed, the project does not require a SEPA checklist.

2) **Zoning**

The subject parcel rests within the Light Industrial zoning district within the City of Ellensburg's Urban Growth Area with an Urban land use designation.

Building Setbacks from Property Lines:

Front Yard: 10'

Side Yard: None

Rear Yard: None

Building Height: maximum height up to 35'. Each zone in the airport has it's own height restrictions. Please connect with Kittitas County Public Works on height of building, as mentioned in their notes.

3) **Critical Areas**

Kittitas County GIS does not show critical areas on the property. There are PSS1C & PUBH wetlands within 205' of the proposed project area. They are located across East Bowers Road. The road will act as an interrupted buffer for these wetlands. Critical areas permitting will not be required.

4) **Cultural Resource Survey**

A cultural resource study may be required if the tribal agencies and WA DAHP require the study. You are welcome to perform that study even if it's not required.

5) CDS Planning Permitting

The proposed development can be reviewed & approved using a Public Facilities Permit. Public facilities permits are processed pursuant to KCC Title 15A.

Kittitas County Code 17.62 Public Facilities Permits

"Public facility" means the capital improvements and systems of transportation, law enforcement, fire protection, and recreational facilities (i.e., parks and playgrounds). Public facilities may be sited in any zoning, classification, subject to the review and approval requirements of chapter 17.62.

The purpose of the Public Facilities chapter is to establish decision criteria and procedures for the permitting of public facilities and to provide coordinated review of the proposed project. Certain public facilities provide necessary services to other uses but are deemed unique due to factors such as siting criteria, size, technological processes, and requirements for comprehensive facility planning and budgeting. These uses require a certain degree of review to incorporate and document consistency with the comprehensive plan, facility plans, or capital improvement programs, and to assure compatibility with adjacent uses.

A typical timeline for this permit is 8-12 weeks. The project will be reviewed using KCC 15A and will include a public comment period. Staff will perform the review based on the application materials submitted and issue a decision. More information on the project permit application process can be found in Title 15A. This permit and land use decision does come with a 10-working day appeal period. A decision to approve the permit may include mitigation and conditions that need to be met as part of the approval.

KCC 17.11.039 Off-street Parking

Parking requirements are determined by KCC 17.11.039 Off-street Parking. The county encourages the applicant to have their consultant determine the occupancy load and provide the square footage needed to utilize Table 17.11.039(4)(a)(i) Computation of Required Off-street Parking Spaces. Given the preliminary design status, the county is unable to provide the applicant with the exact number of parking spaces.

6) General Permitting

The county did not receive notes from the City of Ellensburg on the order of preference for permits or applications to the City. The county recommends that the applicant work with the City of Ellensburg Public Works on utility connections (water, sewer & electric) and stormwater requirements prior to submitting documents or applications to the county. City of Ellensburg review may require outside permits from agencies like the WA Dept of Ecology for stormwater permitting, as noted in their meeting notes.

Once you have everything you need from the City and have satisfied their requirements, the county would encourage you to connect with Kittitas County Public Works on utility connections, stormwater, access, airport requirements and any transportation requirements. There might be some cross over review between the city and county that runs concurrently during this process, but understanding and fulfilling the City of Ellensburg permitting requirements is an important first step.

Once paperwork, documents or applications have been submitted to Kittitas County Public Works, a building permit can be submitted with Community Development Services (CDS) and the review of the building permit can run concurrently with the Kittitas County Public Works review. The county will need proof of water availability for the project when the building permit is submitted. This can be a letter from the city stating that water is available and being utilized through the City of Ellensburg. Community Development Services does need the applicants to complete and submit a demolition permit to remove the existing building prior to, or at the same time as building permit submittal.

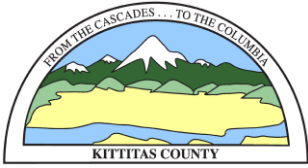
The Public Facilities permit application needs to be submitted prior to the demo permit & building permit. CDS will not issue a building permit until a decision is issued on the Public Facilities permit. Building permits can be submitted during the Public Facilities permit processing and review period. When CDS Planning makes a decision on the public facilities permit, it will be shared with CDS Building so that building permit review can be completed. As discussed, this permit typically takes 8-12 weeks for review. Please build this timeline into conversations with other permitting agencies/jurisdictions. The county can review and

process the Public Facilities permit while conversation on permitting (utilities, access, transportation & stormwater) are taking place with the City of Ellensburg and KC Public Works.

The county did not receive notes from the City of Ellensburg Planning Department in time to include them with the email correspondence for the pre-application meeting. The county encourages the applicants to reach out to the City Planning Department to determine their requirements. If City Planning shares notes, the county will pass them onto the applicant.

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

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

TO: Central Washington University

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

DATE: July 1, 2026

SUBJECT: Pre-Application meeting PM-26-00008, CDS Building Department 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 codes adopted in KCC 14.04. Currently, we have adopted the 2021 I-Codes. The governing codes with Washington State Amendments for this proposed project are the IBC, IFC, IMC, IFGC, IWUIC, UPC, NFPA 54 & 58, WSEC-C and the 2017 ICC A117.1 for additional accessibility requirements.

*The State Building Codes will be updating to the 2024 code cycle on May 3, 2027. Permit applications accepted by Kittitas County CDS prior to the change will be vested in the current 2021 codes unless the application expires.

Ground snow load is 43 PSF

Use wind exposure C.

Seismic zone is C.

Wind speed is 110 Vult.

*A copy of the design criteria for the parcel is attached to this memo.

2) Buildings:

- a. The building plan review can be done concurrently with many County department reviews. Proof of adequate water must be provided at the time of submission for a building permit. No building permit will be released until all reviews are complete and approved.
- b. The project parcel is located in the Ellensburg UGA and is required to meet many of the city's design standards. Please complete all required City of Ellensburg reviews with Public Works, Ellensburg utilities, and stormwater prior to submitting the building permit application with the County.
- c. City of Ellensburg impact fees will apply for this project and are collected by Kittitas County CDS at permit issuance.
- d. FAA and Airport Manager approval are required prior to building permit submittal.
- e. A demolition permit through Kittitas County CDS is required for removal of the existing structure.

- f. The occupancy class for this project is 'B' (business) and the proposed construction type is IIB. Based on the narrative and floorplan provided for the pre-application meeting, occupancy classifications and fire separation requirements appear to be correct.
- g. The required number of bathrooms, plumbing fixtures and accessible features will be determined by the occupant load for the proposed structure based on the occupancy type and square footage.
- h. Accessibility requirements per 2021 IBC and 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.
- i. Accessible parking and route to accessible space(s) shall be provided with a hard surface such as asphalt or concrete. The parking symbol and signage of accessibility is required.
- j. 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.

3) Permitting:

Some general guidelines:

- k. Building permit review times are running about 4-6 weeks for first review and may be longer for a commercial structure. The code cycle update noted above in item 1 will affect plan review timelines (due to the large number of submissions received prior to code changes). If the project is submitted on or around May 3rd, expect plan review to take 12-18 weeks or longer.
- l. Electronic submittal requirements can be found on the Building Department website: <https://www.co.kittitas.wa.us/cds/building/default.aspx>
The submittal portal can be found here: <https://www.co.kittitas.wa.us/cds/cds-uploader.aspx>
- m. WSEC-C commercial energy code submission/ summary documentation is required for this project. Additional information regarding commercial Energy Code compliance can be found at this link: https://www.waenergycodes.com/compliance_training.php
- n. Required submittal documents shall be per Commercial Building Permit Submittal Bulletin B-005 located here: <https://www.co.kittitas.wa.us/cds/building/default.aspx>
- o. Additional commercial submittal documents may be required and are also found on the above web page.
- p. All permits shall expire by limitation and be declared void if any one of the following apply:
Work is not started within 365 days of obtaining a permit.
Work is abandoned for 365 days or more after beginning work.
An inspection and approval of work completed has not been performed by Kittitas County Community Development Services for 365 days.

Disclaimer:

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KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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Office (509) 962-7506

"Building Partnerships--- Building Communities"

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

RECIPIENT:

Date: 07/01/2026

Map #:	18-18-24050-0021
Parcel:	955337

Site Address: 1101 E Bowers RD, Ellensburg, WA 98926

2021 IRC Table R301.2(1) (SEE KCC SECTION 14.04.020 FOR FOOTNOTES)

GROUND SNOW LOAD	WIND SPEED (d) (mph)	SEISMIC DESIGN CATEGORY (f)	WEATHERING (a)	FROST LINE DEPTH (b)	TERMITE (c)	WINTER DESIGN TEMP(e)	ICE BARRIER UNDERLAYMENT REQUIRED(h)	FLOOD HAZARDS (g)	AIR FREEZING INDEX(i)	MEAN ANNUAL TEMP(j)
Min. 30 psf Roof (Pf)	110 Vult	C, D0 and D1 are present	Severe	24"	Slight to Moderate	2F	Yes		1,000-2,000	50 F

SNOW LOAD INFORMATION

Elevation: 1724 x 0.025 = Ground Snow Load (PG): 43 psf

Roof Snow Load Formula (PF)= (0.7)(CE)(CT)(I)(PG)

Exposure Factor (Ce)	Thermal Factor (Ct)	Importance Factor (I)
1	1.1 Heated	1
1	1.2 Unheated	1

Roof Snow Load (Pf)
33 psf For Heated Structures
36 psf For Unheated Structures

ALSO, See ASCE 7.10 For Other Snow Load Issues

Section 7.4 Pitch Reduction. Do not reduce where snow cannot slide off roof. (Valley, Pitch Breaks, etc)

Section 7.6 Unbalanced Roof Snow Loads.

Section 7.7 Drifts on Lower Roofs/ Decks.

Section 7.9 Sliding Snow ON Lower Roofs/Decks.

OTHER DESIGN CRITERIA:

Building Code	2021 IBC & 2021 IRC
Wind Speed	110 MPH
Exposure:	B ☐ C ☒
	Check One

Prescriptive IRC

Seismic Zone	C ☒ D0 ☐ D1 ☐
Roof Class:	A ☒ B ☐ C ☐
Frost Depth:	24 Inches
	Check One

See 2021 Washington State Energy Code Climate Zone 5 (see <http://www.energy.wsu.edu>)



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff
FROM: Public Works Pre-Application Team
DATE: July 1, 2026
SUBJECT: PM-26-00008 CWU Aviation Expansion

ACCESS	1. An approved access permit is required from the Kittitas County Department of Public Works prior to creating any new driveway access or altering an existing access. The County agrees to adopt and apply as County regulations the City's regulations controlling land uses, setback standards, density requirements, and the most current City Public Works development regulations and standards to project permits, as defined in the Interlocal Agreement Section 11.4. (RC)
ENGINEERING	1. 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). 2. In the proposed plans it details changes in the connections to the existing stormwater infrastructure. Please ensure that existing infrastructure can handle the proposed conditions flows in addition to the existing flows. a. There appears to be 2 new 8" storm pipes being connected into the existing catch basin. New connections would not be typically allowed. Please discuss with Kittitas County Public Works on this connection. If the connection is existing please ensure that the catch basin can handle the additional flow. 3. It appears the work within the county ROW is being proposed. Any work done within the ROW that impacts roadway infrastructure will need to be replaced to Kittitas County Standards. a. If the ROW is included in the grading permit, then additional permits for ROW work will not be required. (CBP)

TRANSPORTATION CONCURRENCY	Please provide a scoping letter so a courtesy screening may be completed to determine if TIA is required. Scoping letter should include quantity of vehicles throughout the entire operation hours, quantity of vehicles in the peak hour of operation, and estimated number of vehicles arriving and departing East and West. Vehicles in scoping letter should include all vehicles such as delivery vehicles, employees, students, customers, etc.
FLOOD	While the property is not currently mapped within the 100-year floodplain, Kittitas County Public Works and the City of Ellensburg have been working on a flood map revision for Whiskey and Mercer Creeks that may affect this property. A draft map can be provided for reference. Additional information will be available as the map is refined for FEMA approval. (SC)
WATER MITIGATION/ METERING	No comments. (SC)
AIRPORT	1. This project is located on Bowers Field within the airport overlay zone. All projects proposed within the Airport Overlay Zones are required to submit written approval by the Airport Manager at Building Permit Submittal. Please Contact Kittitas County Public Works at 509-962-7523 or publicworks@co.kittitas.wa.us. 2. FAA Form 7460-1 may be required for construction of the building. Please provide the following: a. Will need lat/long of building corners and maximum height of building b. Location and height of antenna c. Public Works can submit this form if requested. CWU can also submit but will need to provide a copy of the result to Public Works. 3. Seattle Airports District Office (ADO) will require an Airport Layout Plan Review. Please provide project information (location, building height) for Public Works to request the review. 4. ADO requires an environmental review. Attached is an Environmental Intake Form which will need to be completed. Once complete, please return to Public Works for submittal to the ADO.

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

Sponsor Environmental Intake Form

Part 1: Project Information

Date Submitted:	Airport Contact Name and Contact Info:
Airport Name and LocID:	
Project Title:	

Part 2: Environmental Details

Environmental document and coordination with the FAA

Expected NEPA Class of Action:	Environmental Assessment Documented CATEX	Simple CATEX Unknown
Expected date of environmental approval:		
Has a pre-environmental meeting (or other coordination) with the ADO EPS occurred for the project?	Yes	No
Is the project anticipated to trigger exceptional circumstances, as identified in FAA Order 1050.1F, Chapter 5, Section 5-2?	Yes	No
Has this project been covered in a previous FAA NEPA process?	Yes	No
Relevant background, if coordination has occurred:		

National Historic Preservation Act (NHPA)

Are there known cultural resources (both historic or prehistoric) or surveys within or near the project area?	Yes No Unknown
If yes, please describe:	
Section 106 consultation:	Consultation not required Consultation underway Consultation complete Unknown
Expected date of completion: or Date of completion:	

Threatened or Endangered Species

Are there any Endangered Species Act-listed species or habitat (e.g. streaked horned lark or Cook's lomatium) present within the project vicinity?	Yes No Unknown
If yes, please list species and describe:	
Does the project involve new construction, reconstruction (affects subgrade), or relocation of imperious surfaces? (excluding roofs)	
Yes; stormwater runoff will flow offsite	Yes; stormwater flow path unknown
Yes; stormwater will be fully infiltrated onsite	No

This is a deliberative planning document. This form is to help the ADO determine the environmental process necessary for the proposed project. Sponsors should provide information to the best of their knowledge.

Sponsor Environmental Intake Form

Endangered Species Act consultation:	Complete Consultation required Consultation not required Unknown	Endangered Species Act date, if complete:
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Wetlands, other waters of the U.S., and floodplains

Are any wetlands or streams located within the project vicinity?		
Not applicable (e.g. project will occur within an existing paved/developed footprint)		
Yes	Source:	
No	Source:	
Unknown		
Could impacts to wetlands, streams, or their buffers occur? (WA only)	Yes No Unknown	
If yes, please describe:		
Will the project cause an increase in impervious surfaces (eg stormwater impacts)?	Yes	No
Has a jurisdictional determination been made, if applicable?	Yes	No
Is the project located within a FEMA identified 100-year floodplain?	Yes No Unknown	

Miscellaneous

Will the project result in an increase in aircraft operations, nighttime operations, or change in aircraft fleet mix? (see FAA Order 1050.1F, Desk Reference, 1050.1 Desk Reference Federal Aviation Administration)	Yes No Unknown
Is the project located in a Clean Air Act non-attainment or maintenance area?	Yes No Unknown
Does the project involve or affect hazardous materials? (other than typical hazardous materials used during construction, such as fuels and hydraulic oils)	Yes No Unknown
Do you anticipate any public controversy over the project?	Yes No Unknown
Does the proposed project have any ground disturbance? (examples: trenching, utilities, grading, soil sampling, vegetation removal)	Yes No Unknown
If yes to any of the Miscellaneous items, please describe:	

This is a deliberative planning document. This form is to help the ADO determine the environmental process necessary for the proposed project. Sponsors should provide information to the best of their knowledge.



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



June 24, 2026

Fire Marshal comments
CWU Aviation
PM-26-00008

Bradley Gasawski, 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. 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 in the amount of 1000 gallons per minute supplied for 120 minutes duration is required for this application. Prior to obtaining building permits, submit proof from the water purveyor indicating that the required fire flow is available at the site. Water mains supplying fire flow and fire hydrants shall be installed, approved and operational prior to the commencement of combustible building construction. Fire flow is based on a Type IIB building of 8,800 square feet with fire sprinklers.

Fire hydrants are required for this application. The indicated number and spacing of the fire hydrants is adequate.

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.

An automatic sprinkler system is required at the time of construction for buildings subject to this application. Such systems require separate reviews, permits and approvals issued by our office. Sprinkler system indicating valves for sprinkler systems shall be wall or post indicating valves unless the control valves are located in a room with direct access to the exterior of the building within five feet of the sprinkler riser.

An approved fire alarm system is required at the time of construction for buildings subject to this application. Such systems require separate reviews, permits and approvals issued by the fire marshal's office.

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.

New and existing buildings must have approved radio coverage for emergency responders as outlined by Section 510 of the fire code and may require the installation of an Emergency Responder Radio Coverage System (ERRCS). Proof of adequate radio coverage will be required. A separate permit is required to install or modify an ERRCS and related equipment. For more information, contact KITTCOM at (509)925-8537.

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.



CITY OF ELLENSBURG

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

Memorandum

Date: June 30, 2026
To: Bradley Gasawski, County Planner 1
From: Craig Jones, City Development Coordinator *CJ*
Through: Derek Mayo, City Engineer *DKM*
Re: 1101 E Bowers Rd – CWU Aviation – Pre-App PM 26-00008

The following are the City Public Works comments for the proposed CWU Aviation Expansion along Bowers Rd.

The applicant can view the City of Ellensburg's Development Standards on the City's website for more information. <https://city-of-ellensburg.dcatalog.com/v/Public-Works-Development-Standards/>

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 a 16" ductile iron main that runs in the Bowers Rd frontage. The existing buildings currently have a 1" and 5/8" water meter, any alterations to these services may require a permit. The proposed building to be removed has the 5/8" service. This service can be reused, altered for the new building or would need to be abandoned if not used. A backflow device will be required for any new services. Specific issues related to water service and meter location will be addressed at project civil submittal. See attached utility map.

Any Fire Service and Fire hydrants shall be placed in the proposed development per the Fire Marshal's requirements. Developer's engineer may be required to verify that fire flow capacity will meet the necessary requirements.

Sewer:

There is an 8" PVC sewer main along Bowers Rd frontage with an 8" PVC sewer stub into the property. The existing building may be connected to the sewer along Bowers Rd. The building demo will need to verify sewer connection and cap sewer. See attached utility map.

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

Roadway and access:

The frontage improvements along Bowers Rd are in good condition. All existing sidewalk/curb and gutter will need to be protected during construction and replaced if damaged. The proposed driveways will need to be reviewed and approved, and any work in the right of way must be done by a contractor who is licensed and bonded. All required parking spaces, ingress/egress, loading areas shall be hard surfaced. A Licensed Engineer will need to design the parking lot to comply with the City's Public Works Development Standards and Community Development Standards for parking.

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

Storm water:

Storm water comments will be submitted under a separate letter head.

Other issues:

The developer is required to obtain all other permits (HPA if required, DOE construction site grading permit, Ellensburg construction storm water permit, etc.) that may be required as a result of development.

A Transportation Concurrency Application may need to be filled out and submitted to the County. The application can be found on the County's website. Due to the type and size of this project, at minimum a trip generation and distribution letter will be required. A full Traffic Impact Analysis (TIA) may need to be completed depending on the trip generation and distribution letter. The TIA will need to evaluate the traffic impact before and after the proposed building addition. The TIA will need to identify how many PM peak trips will be generated by the project. Contact the Public Works Department to discuss the limits of the TIA scope. The city has established transportation impact fees. This project may be required to pay impact fees. You can view the traffic impact fees online at <https://library.municode.com/wa/ellensburg/>

Cc File 26-089



PW Development Standards



CITY OF ELLENSBURG
PUBLIC WORKS DEPARTMENT
UTILITY MAP REQUEST INFORMATION

W
A
T
E
R

AIRPORT



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.



Know what's below.
Call before you dig.



CITY OF ELLENSBURG

City Light Department

501 North Anderson Street; Ellensburg, WA 98926

Ph: (509) 962-7124 Fax: (509) 925-8662

www.ci.ellensburg.wa.us

Memorandum

Date: June 24, 2026

To: Applicant LMN Architects

From: Paul Meyer, Senior Electrical Engineer *PM*

Re: PM-26-00008 CWU Aviation Degree Expansion Pre-Application Meeting

The following are the City of Ellensburg Light Department comments for the proposed project CWU Aviation Degree Expansion.

Electric:

There is an existing City of Ellensburg 3-phase underground primary system on the South side of Bowers Road. Additionally, there is an existing 3-phase Puget Sound Energy (PSE) pole line on the North side of Bowers Road, adjacent to the proposed site. Currently the site is served by PSE from a single-phase pole mounted transformer and overhead electrical service.

As the property is not in current City limits, but is in the urban-growth-area, the applicant can choose their serving utility. An application should be submitted to the desired electric utility and the project constructed per the utility requirements.

If the City of Ellensburg is requested to serve the property, then duct would need to be extended to the site, to a new pan mounted transformer. There is the possibility that the conduit road crossing can be installed in a joint trench along with the new water service. The City would have construction standards to be met including: 10ft separation from the transformer to a combustible structure, vehicular access to the transformer, access to metering equipment among others. The applicant would be expected to provide trenching and restoration and would be responsible for all costs.

If solar is added to the project, contact the utility and the permitting departments to determine what additional requirements are needed.

For questions, applications, or construction standards, contact the Light Department.



CITY OF ELLENSBURG

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

Memorandum

Date: June 30, 2026
To: Kittitas County Community Development Services
From: Erin McGowan, Water/Storm Program Coordinator
Through: Rebecca Springer, Water Resources Manager
Derek Mayo, City Engineer
Re: CWU Aviation Degree Expansion, PM-26-00008

The following are the City Stormwater Utility comments for the proposed CWU Aviation Degree Expansion on Bowers Road.

The applicant can view the City of Ellensburg's Stormwater Development Standards on the City's website: <https://city-of-ellensburg.dcatalog.com/v/Public-Works-Development-Standards/?page=210>

Throughout the stormwater plan review process, Staff will work with the developer's engineer regarding specific stormwater-related issues.

The Stormwater Utility has been preparing additional guidance documents to assist applicants with their Stormwater submittals. Please coordinate with the Utility to obtain these documents early on in your development process.

Site-Specific Comments:

- The project site is located within the Urban Growth Area of the City of Ellensburg and is therefore subject to the requirements of the City's Public Works Development Standards and the (2024) Stormwater Management Manual for Eastern Washington.
- Based on City of Ellensburg records, there are currently no known stormwater facilities serving the project site. However, Kittitas County Public Works may have additional records and should be consulted.
- The proposed development is subject to the new and redevelopment requirements of the (2024) Stormwater Management Manual for Eastern Washington. A Stormwater Drainage Report will be required. The report must address the applicability of all core elements in relation to the project.
 - The City is currently developing additional stormwater guidance materials for applicants. As part of this effort, a draft drainage report template is available that outlines the specific information required during project review. If you would like a copy of this document for guidance in preparing the drainage report, please contact the Stormwater Utility.
- If the project proposes to connect to the existing stormwater system in Bowers Road, written approval from the Kittitas County Public Works Department will be required prior to building permit issuance.

Pre-Application Comments & Guidance: Stormwater Utility

All projects within City Limits or the UGA that meet one or more of the following thresholds shall prepare a brief project narrative, a **Stormwater Site Plan**, and a **Construction Stormwater Pollution Prevention Plan (SWPPP)** for review by the City's Stormwater Utility:

- Addition or replacement of $\geq 5,000$ square feet of hard surfaces (compaction, gravel, pavement, concrete, etc.)
- Conversion of ≥ 0.75 acre of existing vegetation to lawn or landscaped areas
- Conversion of ≥ 2.5 acres of native vegetation to pasture

The Stormwater Utility will evaluate the **Stormwater Site Plan** and the type and size of the proposed project to determine which Department of Ecology Core Elements are applicable. Stormwater Utility review is based on compliance with the current (2024) Department of Ecology Stormwater Management Manual for Eastern Washington (SWMMEW).

In general, small projects are required to control erosion and sedimentation from construction activities and to apply simpler approaches to Runoff Treatment and Flow Control of stormwater runoff from the developed site. Controlling flows from small projects is important because the cumulative impact of uncontrolled flows across many small projects can be as damaging as that of a single large project.

Larger projects must provide erosion and sedimentation control during construction, permanent control of stormwater runoff from the developed site through the selection of appropriate BMPs, and other measures to reduce and control on-site and off-site impacts.

Project proponents shall apply whatever technology is necessary to comply with state water quality standards, [Chapter 173-201A WAC](#), or state groundwater standards, [Chapter 173-200 WAC](#). Federal, state, or local jurisdictions may require additional treatment requirements to meet those standards. The requirements of the Core Elements do not excuse the project proponent from meeting applicable water quality standards.

Short plats, plats, commercial property improvements, and parking lots are considered larger projects, which will require the applicant to submit the following project-specific materials for review by the Stormwater Utility:

- Basin Plan
- Stormwater Site Plan
- Temporary Erosion & Sediment Control (TESC) Plan
- SWPPP
- Geotechnical Evaluation
- Stormwater Drainage Report
- Stormwater Drainage Plans
- Operation and Maintenance (O&M) Manual for all BMPs used to meet Runoff Treatment, Flow Control, and/or Wetlands Protection Core Elements.

It is the applicant's responsibility to determine whether the proposed project will also require coverage under the Department of Ecology's Construction Stormwater General Permit (CSWGP). ***The CSWGP is separate from the City's Stormwater Utility review requirements.*** However, many of the same elements

required to obtain coverage under the CSWGP may also satisfy the City's Stormwater Utility requirements. More information about the CSWGP can be found here: <https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/construction-stormwater-permit>

Stormwater Design Considerations:

Low Impact Development (LID) is the preferred approach to site development in Ellensburg. LID principles and BMPs must be applied wherever feasible. The applicant's design engineer shall use the most current (2024) SWMMEW as the reference for the design of stormwater treatment and flow control BMPs. The design shall be based on the SCS Type II storm event and, at a minimum, use the following design storms, or as recommended for the proposed BMP, whichever is greater:

- Volume-based treatment BMPs shall be designed based on the first 0.5 inch of rainfall (6-month, 24-hour storm event) for all pollution-generating impervious surfaces.
- Flow-rate-based treatment BMPs shall be designed based on the runoff from the SCS Type II 24-hour storm with a rainfall of 0.59 inch (6-month, 24-hour storm event) for all pollution-generating impervious surfaces.
- Flow Control shall be designed based on retaining the full 10-year 24-hour storm event (1.3 inches) on-site and matching the pre-development and post-development 25-year, 24-hour storm events (1.6 inches).

A site-specific, seasonal high depth-to-groundwater must also be determined in the vicinity of all proposed stormwater treatment and flow control facilities and utilized in the facility designs. Groundwater in Ellensburg is strongly influenced by seasonal irrigation. Therefore, groundwater depth, permeability, and infiltration testing should be conducted during both the irrigation and post-irrigation seasons. Typically, groundwater in the Ellensburg area is elevated from April 15th through October 15th. However, groundwater at the subject site may not be associated with seasonal irrigation and could peak at a different time of year.

Plan Review Submittal Elements:

Basin Plans shall be prepared in accordance with Chapter 3, Appendix 3-A of the 2024 SWMMEW. A link to the checklist is provided for reference: [BasinMapsChecklist.pdf](#)

Stormwater Site Plans shall be prepared in accordance with Chapter 3 of the 2024 SWMMEW. A link to the checklist is provided for reference: [SWConstructionPlansChecklist.pdf](#)

Construction Stormwater Pollution Prevention Plans shall be prepared in accordance with Chapter 7 of the 2024 SWMMEW. Links to a CSWPPP template and checklist are provided for reference: [SWConstructionPlansChecklist.pdf](#), <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwaterpermittee-guidance-resources/Stormwater-manuals>

Geotechnical Evaluations must be site- and project-specific and completed within 5 years of the application date. Locations selected for groundwater and infiltration testing must comply with the 2024 SWMMEW and correspond to the locations of proposed infiltration features. If more than five years have elapsed, or if the geotechnical evaluation was completed for a different project, it may still be accepted if: (1) the testing locations correlate appropriately, and (2) the geotechnical engineer provides an addendum to the report, either updating it or confirming its applicability to

the current project on the same site. As discussed in the previous section, the geotechnical evaluation shall be conducted when groundwater is at its seasonal high. In Ellensburg, this is typically April 15 – October 15. However, with recent curtailments and drought conditions, it is important to coordinate with the Stormwater Utility as the Geotechnical Evaluation is scoped.

Stormwater Drainage Reports and Stormwater Drainage Plans shall demonstrate compliance with both the 2024 SWMMEW and the City's Stormwater Standards and must be stamped and signed by a licensed Professional Engineer (P.E.).

O&M Manuals shall be prepared in accordance with Chapter 2.4.7 of the 2024 SWMMEW and shall specifically identify the party (or parties) responsible for the operation, maintenance, and long-term funding source(s).

Stormwater City Contacts:

Rebecca Springer – *Water Resources Manager* (springerr@ellensburgwa.gov)

Helpful Stormwater Links:

SWMMEW: [2024 Stormwater Management Manual for Eastern Washington](#)

Flowchart for New Development Projects:

[C:\FlareProjects\2024SWMMs\Content\Resources\Images\Figures\FlowChartForDetReqForNewDev_EWA ECY Portrait Exhibit 8.5x11 \(1\)](#)

Flowchart for Re-development Projects:

[C:\FlareProjects\2024SWMMs\Content\Resources\Images\Figures\FlowChartForDetReqForRedev_EWA ECY Portrait Exhibit 8.5x11 \(1\)](#)

Department of Ecology CSWGP:

<https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/construction-stormwater-permit>

Cc: File 26-089

