



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff
FROM: Public Works Plan Review Team
DATE: August 28, 2026
SUBJECT: PF-26-0001 CWU Aviation

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. If any work occurs within the County ROW a ROW permit will need to be applied for. Any impacted infrastructure will need to be replaced to current County Standards. If the ROW work is included with a grading permit then additional ROW permits will not be required.
SURVEY	1. Please show setbacks and confirm new building footprint meets setback requirements. 2. Please confirm and show utility easement exists for installation of proposed transformer. (JT)
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. 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.