

MBG Surveying
P.O. Box 262
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Zach Torrance-Smith

Transmittal

To: Zach	From: Murray Groenig, PLS
Fax:	Pages:
Phone:	Date: 1/14/26
Re: SPF-25-00009	CC:

Urgent **For Review** **Please Comment** **Please Reply** **For your use**

Dear Zach,

Find attached the additional requested items for SPF-25-00009 per your letter dated 12-18-25:

Regards,



Murray B. Groenig, PLS



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"

December 18, 2025

Amy J. Mills
4640 W. Dry Creek Rd.
Ellensburg, WA 98926
mills@fairpoint.net

Murray B. Groenig, PLS
PO Box 262
Cowiche, WA 98923
MBGsurveying@gmail.com

RE: Mills Short Plat Final (SPF-25-00009) – Staff Review and Request for Additional Information

Dear Applicants,

Kittitas County Community Development Services (CDS) received the Mills Final Short Plat (SPF-25-00009) submittal on December 2, 2025. Final Short Plat applications that are found to be complete must be processed and approved within 30 days of the submittal date. Kittitas County staff has completed the review of your final short plat submittal. As provided below, staff has the following comments, requirements, and/or revisions for your application that need to be addressed prior to final approval and signature of the final short plat mylars.

Confederated Tribes of the Colville Reservation

- o Please see the attached comments.

Kittitas County Public Works

- o Please see the attached comments.

Kittitas County Public Health

- o No further requirements.

Please provide the required documentation to satisfy final short plat requirements. Once received, CDS will route the information to the various departments for review.

Should you have any questions or concerns regarding this letter, please do not hesitate to contact me at (509) 962-7079 or via email at zach.torrancesmith@co.kittitas.wa.us

Thank you,

Zach Torrance-Smith
Planner I

Enclosures:

Confederated Tribes of the Colville Reservation Comments
Kittitas County Public Works Comments
Kittitas County Public Health Comments



KITITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: All Staff
FROM: Public Works Plan Review Team
DATE: December 15, 2025
SUBJECT: SPF-25-00009 Mills

APPLICANT
RESPONSE

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. KCC Title 12.04.07.060 requires a minimum 30' easement for a shared residential driveway recorded prior to final. 3. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses. 4. 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>	<p style="color: orange; font-weight: bold;">NOTED</p> <p style="color: orange; font-weight: bold;">SEE ATTACHED EASEMENT</p> <p style="color: orange; font-weight: bold;">NOTED</p> <p style="color: orange; font-weight: bold;">NOTED</p> <p style="color: orange; font-weight: bold;">NOTED</p>
ENGINEERING	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 style="color: orange; font-weight: bold;">NOTED</p>
SURVEY	Legend needs to be added. (DF)	<p style="color: orange; font-weight: bold;">SEE SHEETS 1 & 2</p>
TRANSPORTATION CONCURRENCY	No transportation concurrency requirement for this project.	/
FLOOD	No comments. (SC)	/
WATER MITIGATION/ METERING	KCC 13.35.027 requirements for water mitigation and metering have been met for final plat approval. (SC)	/
AIRPORT	No Comments. (RC)	/

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