



## 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"

January 20, 2026

Amy J. Mills  
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Ellensburg, WA 98926  
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### **RE: Mills Short Plat Final (SPF-25-00009) – Staff Review and Request for Final Mylars**

#### **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. Provided all previously transmitted requirements are addressed, CDS is ready to receive your final mylars for circulation and signatures.

Prior to submitting your final mylars for circulation and signatures, please ensure the following compliance items have been addressed.

#### Kittitas County Community Development Services

- "SPF-25-00009 Mills" must appear on the face of each mylar sheet along with the Preliminary Short Plat project number "SP-23-00002 Mills-2".
- A Signature Box for the irrigation entity "Ellensburg Water Co." must be added to the face of the mylar and must be signed and dated by a representative of Ellensburg Water Co. prior to submittal to our offices.

Our office cannot accept your mylars for circulation without these corrections.

Please provide the final mylars to Community Development Services. Once received, CDS will route the documentation to various departments for review and signatures.

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](mailto:zach.torrancesmith@co.kittitas.wa.us)

Thank you,

Zach Torrance-Smith  
Planner I

Cc: *Jamey Ayling, Planning Manager*  
*Ellie Myers, Planner I*  
*Bradley Gasawski, Planner I*

*Via Email*