



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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"Building Partnerships – Building Communities"

February 26, 2026

Alex Johnson  
290 Ridgewater Drive  
Cle Elum, WA 98922

### **RE: Zoning Variance (VA-26-00002 Johnson) – Deemed Incomplete – Request for Additional Information**

Dear Applicants,

Kittitas County Community Development Services (CDS) received your Zoning Variance application (VA-26-00002 Johnson) on February 25, 2026, for parcel 640236. Staff has reviewed your application and determined that more information is needed before this application can be processed any further. As such, Kittitas County declares your application incomplete as of February 26, 2026.

Please provide the following to have your application deemed complete and continue processing:

1. Please provide a scaled site plan showing the location of all structures, access points, roads, septic tank, drainfields, and the well location. Your site plan should also include natural features, such as slope contours etc.

The site plan provided appears to be a modified version of the plan submitted for the On-Site Sewage (OSS) permit. This site plan is not scaled and is insufficient for our Zoning Variance review.

Furthermore, upon review of the OSS and well permits submitted to Public Health, there appears to be a discrepancy regarding the well's location. Based on the request for a variance due to the well's location, please ensure that its position is accurately depicted on the site plan.

2. Question 10. on the application needs to be completed for CDS to continue processing this application.

If you have any questions regarding this matter, I can be reached at (509) 962-7048, or by e-mail at [ellie.myers@co.kittitas.wa.us](mailto:ellie.myers@co.kittitas.wa.us).

Sincerely,

Ellie Myers  
Planner I  
Kittitas County Community Development Services  
411 N Ruby St., Suite 2, Ellensburg, WA 98926  
(509) 962-7048