

**From:** [Deanna Johnson](#)  
**To:** [Zach Torrance-Smith](#)  
**Subject:** Re: AU-25-00007 Johnson - Narrative  
**Date:** Tuesday, April 8, 2025 10:29:18 AM  
**Attachments:** [Site Plan.pdf](#)

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Hi Zach,

Here is the information you requested , please let me know if you have any questions or you need anything else. I can fill out another application and drop it off tomorrow with the answers if you need. If there is any way to expedite this, I would greatly appreciate any help. Thank you for all your assistance.

Deanna Johnson

Here are the answers to Questions 9-12, please let me know if you have any further questions.

9.Narrative project description (include as attachment): Please include at minimum the following information in your description: describe project size, location, water supply, sewage disposal and all qualitative features of the proposal; include every element of the proposal in the description.

Garage with Dwelling Unit – Square Footage 1,207-see attached

Location-see attached property map

Water supply-community well

Septic System - permitted 2015and installed in 2017

Permits Submitted - with building department in 2017 converted to Dwelling Unit in 2020

10. Describe in detail how this proposal meets the criteria of 17.60B.050 for Administrative Uses.

1. That the granting of the proposed administrative use permit approval will not:

i. Be detrimental to the public health, safety, and general welfare; - not detrimental to public health

ii. Adversely affect the established character of the surrounding vicinity and planned uses; nor – no affect of the established surroundings

iii. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located. -no

2. That the granting of the proposed administrative use permit is consistent and compatible with the intent of goals, objectives and policies of the comprehensive plan, and any implementing regulation - Yes

3. That all conditions necessary to mitigate the impacts of the proposed use are conditions that are measurable and can be monitored and enforced - Yes

4. That the applicant has addressed all requirements for a specific use - Yes

11. Describe the development existing on the subject property and associated permits. List permit numbers if known. (i.e. building permits, access permits, subdivisions)

**Building Permits**

Permit No.	Date	Description	Amount
2020-00513	8/12/2020	CONVERT GARAGE TO DWELLING UNIT	
2017-00495	8/11/2017	REVISION- ADD PLUMBING & MECHANICAL FIXTURES	
2016-00791	3/27/2017	GARAGE 1888 SQFT, MAIN FLOOR OFFICE 400 SQFT, 2ND FLOOR RES STORAGE 710 SQFT	

12. Name the road(s) or ingress/egress easements that provide legal access to the sit – **Whisper Creek Drive**

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**From:** Zach Torrance-Smith <zach.torrancesmith@co.kittitas.wa.us>

**Sent:** Monday, April 7, 2025 1:47 PM

**To:** Deanna Johnson <deannaj5@hotmail.com>

**Cc:** Jamey Ayling <jamey.ayling@co.kittitas.wa.us>

**Subject:** RE: AU-25-00007 Johnson - Narrative

Good afternoon,

The information I'm requesting is for whichever dwelling unit will have less habitable square footage. Based on our conversation, it would seem that the existing living structure on the property will be the ADU and the larger one that you haven't built yet will be the primary residence.

Let me know if you have further questions.

***Zach Torrance-Smith***

***Planner I***

***Kittitas County Community Development Services***

***411 N. Ruby St., Suite 2***

***Ellensburg, WA 98926***

***P: 509-962-7079***

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

If this is about a Public Records request, please go to <http://www.co.kittitas.wa.us/request/default.aspx> and fill out a request for public records through the GovQA portal.

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**From:** Deanna Johnson <deannaj5@hotmail.com>

**Sent:** Monday, April 7, 2025 1:41 PM

**To:** Zach Torrance-Smith <zach.torrancesmith@co.kittitas.wa.us>

**Subject:** Re: AU-25-00007 Johnson - Narrative

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Hi Zach,

Can you verify if the information you are requesting is for the current ADU that is on the property or for the house we are permitting? Thank you

Deanna Johnson

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**From:** Zach Torrance-Smith <[zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us)>

**Sent:** Monday, April 7, 2025 10:55 AM

**To:** [deannaj5@hotmail.com](mailto:deannaj5@hotmail.com) <[deannaj5@hotmail.com](mailto:deannaj5@hotmail.com)>

**Cc:** Jamey Ayling <[jamey.ayling@co.kittitas.wa.us](mailto:jamey.ayling@co.kittitas.wa.us)>

**Subject:** AU-25-00007 Johnson - Narrative

Good morning,

I have been assigned to process your Accessory Dwelling Unit application for 352 Whisper Creek Drive here in Kittitas County.

In order to deem your submittal complete so we can move on to processing your project, I am going to need the full application's required attachments submitted.

We currently have a completed application, site plan, and all contact information for you.

We are missing the required Narrative components of your project. If you look at the attached ADU application form, on page 3, the applicant is required to answer questions 9-13. We have question 13 answered, but we need you to answer questions 9-12 before we can proceed with your project. An email back with the answers to questions 9-12 will suffice.

Let me know if you need anything further from my department.

Thank you,

***Zach Torrance-Smith***

***Planner I***

***Kittitas County Community Development Services***

***411 N. Ruby St., Suite 2***

***Ellensburg, WA 98926***

***P: 509-962-7079***

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

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