



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

Boys & Girls Club Administrative Conditional Use File Number ACU-25-00002 FINDINGS OF FACT, DECISION AND CONDITIONS OF APPROVAL

I. GENERAL INFORMATION

Requested Action: The applicants are proposing an addition to an existing building and the establishment of a Boys & Girls Club. The property is zoned Rural 5 with Rural Residential land use.

Location: Parcel # 543034, located 0.25 miles East from the intersection of Bullfrog Rd & SR 903 on SR 903, WA in SEC 21 TWP 17 RGE 15; SE ¼ SW ¼ in Kittitas County.

II. SITE INFORMATION

Total Property Size:	0.97 acres
Number of Lots:	1 (no new lots are being proposed)
Domestic Water:	City of Roslyn
Sewage Disposal:	On-Site Septic
Power/Electricity:	City of Cle Elum, WA
Fire Protection:	Fire District 7 (Cle Elum)
Irrigation District:	None

Site Characteristics:

<u>North:</u>	Residential use and forested land
<u>South:</u>	Forested land & school use
<u>East:</u>	Residential use & school use
<u>West:</u>	Mix of residential, commercial and school use

Access: The site is accessed from SR 903.

Zoning and Development Standards: The subject property has a Zoning designation of Rural 5 with a Land Use designation of Rural Residential. The purpose and intent of the Rural-5 zone is to provide areas where residential development may occur on a low density basis. A primary goal and intent in siting R-5 zones will be to minimize adverse effects on adjacent natural resource lands. The proposed project is classified as "Clubhouses, fraternities and lodges." Per KCC 17.08.161 Clubhouses, fraternities and lodges means associations of persons organized for social, education, literary or charitable purposes. This definition includes community meeting halls, clubhouses and lodges for philanthropic institutions, private clubs, fraternal or nonprofit organizations, and social service organizations. This definition excludes religious institutions.

Per KCC 17.15.060(1), clubhouses, fraternities and lodges are allowed with administrative conditional use procedures specified in KCC 17.60A and the general requirements of the code are applicable to this proposed development. The conditional use permit criteria are examined in Section VII "Project Analysis" of this staff

report. This Administrative Conditional Use requires that the following be met:

III. ADMINISTRATIVE REVIEW

Deem Complete: An administrative conditional use permit application for Boys & Girls Club (ACU-25-00002) was submitted to Kittitas County Community Development Services Department on August 20, 2025. The application was deemed complete on August 25, 2025.

Notice of Application: A Notice of Application for the Boys & Girls Club Administrative Conditional Use Permit (ACU-25-00002) was mailed to adjacent landowners located within 500 feet of any portion of the boundary of the proposal's tax parcel & associated Agencies on August 28, 2025. Notice was given to and published in the official newspaper of record for Kittitas County, and notice was posted to the Kittitas County Website on August 28, 2025, all in conformance with the Kittitas County Project Permit Application Process (Title 15A).

IV. COMPREHENSIVE PLAN

The Kittitas County Comprehensive Plan has established specific goals and policies associated with Rural Resource lands. The following goals and policies guide activities on Rural Resource lands throughout the County. These goals and policies were developed in response to identified needs within the county, and support the County Wide Planning Policies:

LU-P1: Minimize the cost of providing public services and utilities by directing urban growth and development to areas where public roads and services can support such growth.

Staff Consistency Statement: The proposed Boys & Girls Club will provide a place of gathering, community and education for the youth within the Cle Elum & Roslyn community where public services and utilities already exist. Therefore, this development is reducing the cost of expanding and providing new services and utilities.

E-P21: Enhance our cultural resources and promote expanded cultural opportunities.

Staff Consistency Statement: The proposed project provides for economic development and increased economic stability by proving a place of gathering, community and education for the youth of the community members. Under KCC 17.1.15.080 Urban Use Table, religious institutions falls under Civic and Cultural allowed uses.

RR-G15: Provide opportunity for limited development of rural community.

Staff Consistency Statement: The proposed building expansion and establishment of a Boys & Girls Club is appropriate in the rural community and meets Rural and Resource Lands goal of limited development of the rural community.

V. ENVIRONMENTAL REVIEW

CDS performed a critical area review of the properties. Staff identified Washington Department of Fish & Wildlife Priority Habitat & Species of Domerie Flats Elk Winter Concentration Area on the subject parcel.

VI. AGENCY AND PUBLIC COMMENTS

Applicable agencies, adjacent property owners, and interested parties have been given the opportunity to review this proposal. All comments are on file and available for public review. The following parties provided comments during the comment period: Bonneville Power Administration, WSDOT, Kittitas County Public Works and Snoqualmie Tribe.

Bonneville Power Administration

In researching our records, we have found that this proposal will not directly impact BPA facilities over 1600ft South of the subject properties. BPA does not have any objections to the approval of this request currently.

Applicant Response: The applicant provided no response.

Staff Response: Staff has no response.

Washington State Department of Transportation

- The subject property is adjacent to State Route 903 (SR 903), a Managed Access Class 4 highway with a posted speed limit of 45 miles per hour. Access to the property is available via the existing Cle Elum Roslyn School District approach at milepost 3.92 left. The driveway located at milepost 3.94 left was closed prior to the construction of the pedestrian pathway in 2015 and subsequently reopened without WSDOT approval. This driveway does not meet minimum spacing or design standards for Class 4 highways and shall be removed. The property owner must coordinate removal with the Cle Elum Maintenance Supervisor Jerry Mus, he can be reached at (509) 674-4443.
- Any proposed lighting must be directed down towards the site and away from SR 903.
- Any snow accumulated on the property shall not be moved onto WSDOT right-of-way. We encourage the proponent to not underestimate the potential for large volumes of snow and designate a snow storage area on the property.

Applicant Response: The applicant provided no response.

Staff Response: The application has been conditioned to meet WSDOT requirements.

Kittitas County Public Works

Access

- An approved access permit may be required from the Kittitas County Department of Public Works prior to altering existing access.
- Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
- 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.

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).

Survey

- As the proposed site plan does not show property boundary lines, and the development proposal appears to be quite tight to fit on the existing property, applicants are reminded that they must adhere to setback requirements. It is strongly recommended a land surveyor be utilized to ensure that the proposal does not encroach or trespass onto adjacent parcels.

Transportation Concurrency

- Provide estimated traffic counts for courtesy screening. Coordinate with WSDOT to identify additional concurrency requirements.

Applicant Response: The applicant provided no response.

Staff Response: The application has been conditioned to meet Public Works requirements.

Snoqualmie Tribe

Based on the information provided and our understanding of the project and its APE we have no substantive comments to offer at this time.

Applicant Response: The applicant provided no response.

Staff Response: The application has been conditioned to prepare for the inadvertent discovery of cultural resources.

Public Comments

No public comments were received.

VII. PROJECT ANALYSIS

In review of this proposal, it is important to consider the goals and policies of the comprehensive plan, applicable county code, public and agency comments, any identified environmental concerns and state and federal requirements. Identified below is the planning staff’s analysis and consistency review for the subject application.

Consistency with the Comprehensive Plan:

The proposal is consistent with the goals and policies of the Kittitas County Comprehensive Plan. As referenced above in Section IV of this staff report, the following Comprehensive Plan Goals and Policies apply to this proposal: LU-P1, E-P21 RR-G15.

Provided the applicant follows and maintains the Goals and Policies, they shall be in compliance with the Kittitas County Comprehensive Plan. Therefore, the County and applicant are in compliance with the Comprehensive plan.

KCC 17.60A.015 Review Criteria

1. The proposed use is essential or desirable to the public convenience and not detrimental or injurious to the public health, peace, or safety or to the character of the surrounding neighborhood.

Applicant Response:

The proposed use is that of school property that would be a multi-use facility for use during the school year and hours for the school and would be described as a community hub.

Staff Response:

Staff agrees with the applicant that the proposed use will not be detrimental or injurious to the public health, peace, safety, or to the character of the surrounding neighborhood. The existing building has been in place for years. The building, once remodeled, will be place for the youth and community to gather.

2. The proposed use at the proposed location will not be unreasonably detrimental to the economic welfare of the county and that it will not create excessive public cost for facilities and services by finding that:

- a. The proposed use will be adequately serviced by existing facilities such as highways, roads, police and fire protection, irrigation and drainage structures, refuse disposal, water and sewers, and schools; or
- b. The applicant shall provide such facilities; or
- c. The proposed use will be of sufficient economic benefit to offset additional public costs or economic detriment.

Applicant Response:

“There would be no negative economic impact to the surrounding neighborhood or community. The site currently has on-site septic system and development will include an expanded on-site septic system. The existing building is supplied by the city of Roslyn and a slight increase in service supply would be required for the addition of restrooms and a fire suppression system.”

Staff Response:

The proposed addition and use will be adequately serviced by existing facilities and public services. CDS has determined that the project will provide a positive public benefit without negative economic or public service impacts to the Kittitas County public.

3. The proposed use complies with relevant development standards and criteria for approval set forth in this title or other applicable provisions of Kittitas County Code.

Applicant Response:

“The entire site and building would conform to all codes and criteria of KCC.”

Staff Response:

The project, as conditioned, complies with Kittitas County Development standards.

4. The proposed use will mitigate material impacts of the development, whether environmental or otherwise.

Applicant Response:

“There would be minimal impact on environment and area during and after development. The site, property and building would be improved.”

Staff Response:

The application and staff review have identified no potential environmental impacts.

5. The proposed use will ensure compatibility with existing neighboring land uses.

Applicant Response:

“The proposed building and site would expand its use to the school community for multiple uses and expanded hours for the benefit of the students, faculty, staff and community organizations.”

Staff Response:

The proposed use is consistent with county code and the existing use of the neighboring school district. CDS finds the use, as conditioned, compatible with existing neighboring land uses and in turn consistent with this criterion.

6. The proposed use is consistent with the intent and character of the zoning district in which it is located.

Applicant Response:

“The proposed use is consistent with various school facilities, while expanding that utilization and would improve the overall appearance of the surrounding area. The architectural design would be consistent with other school buildings.”

Staff Response:

CDS staff has confirmed that, per KCC 17.15.060(1), “Clubhouses, fraternities and lodges” may be permitted with an Administrative Conditional Use application in the Rural 5 zone. This project is consistent with the “Clubhouses, fraternities and lodges” definition which has been identified as a compatible use within the Rural 5 zone per KCC 17.15.060.1.

7. For conditional uses outside of Urban Growth Areas, the proposed use:
 - a. Is consistent with the intent, goals, policies, and objectives of the Kittitas County Comprehensive Plan, including the policies of Chapter 8, Rural and Resource Lands;
 - b. Preserves “rural character” as defined in the Growth Management Act
 - c. Requires only rural government services; and
 - d. Does not compromise the long-term viability of designated resource lands.

Applicant Response:

“The site is within the UGA and is within the service districts for Fire protection , with all utilities being currently supplied at site.”

Staff Response:

CDS staff finds that this project is located just outside the UGA of the city of Cle Elum, WA. Therefore rural government services would respond as needed. The proposal does meet the intent of the goals, policies and objectives of the Kittitas County Comprehensive Plan. The building expansion and allowed use does preserve the rural character and does not compromise the long-term viability of designated resource lands.

Conditional Uses:

This application is consistent with the requirements of KCC 17.60A.015 as demonstrated above.

KCC 17.15.060.1 Footnote #44

Limited to facilities that serve traditional rural or resource activities (such as granges).

Staff Consistency Statement: The proposed project, as conditioned, is consistent with Kittitas County Zoning Code 17.15.060.1 and Footnote #44. The use will take place in the rural area of the county.

Consistency with the provisions of KCC 17A, Critical Areas:

Staff conducted an administrative critical area review in accordance with KCC 17A. GIS information indicates the Washington Department of Fish & Wildlife Priority Habitat & Species of Domerie Flats Elk Winter Concentration Area located on the subject parcel and in the area. The parcel has an existing building that has been on site for several years. The area surrounding the parcel consists of education facilities, residential areas and commercial business. The county does not believe this proposed development will have a negative impact on wintering elk.

Consistency with the provisions of KCC 17.30A, Rural 5 Zone:

This proposal, as conditioned, is consistent with the Kittitas County Zoning Code 17.30A.

Consistency with the provisions of KCC 17.60A, Conditional Uses:

This proposal as conditioned is consistent with the Kittitas County Zoning Code for Administrative Conditional Uses. The proposed administrative conditional use is consistent with Kittitas County Zoning Code 17.60A as

described above.

Consistency with the provisions of the KCC Title 14.04, Building Code:

This proposal, as conditioned, is consistent with the provisions of KCC Title 14.

Consistency with the provisions of KCC Title 12, Roads and Bridges:

The proposal is consistent with the provisions of KCC Title 12.

Consistency with the provisions of KCC Title 20, Fire and Life Safety:

As conditioned, the proposal must be consistent with the provisions of KCC Title 20.

Agency Comments:

The following agencies provided comments during the comment period: Bonneville Power Administration, WSDOT, Kittitas County Public Works and Snoqualmie Tribe. All comments are on file and available for public review.

Public Comments:

There were no public comments submitted during the comment period.

Staff Conclusions:

1. As conditioned, the development meets the goals, policies and implementation recommendations as set forth in the Kittitas County Comprehensive Plan.
2. As conditioned, this proposal is consistent with applicable federal and state laws and regulations.
3. Public use and interest will be served by approval of this proposal.
4. As conditioned, the proposal is consistent with Kittitas County Code Title 17 Zoning, Title 17A Critical Areas, Title 17.15.060.1 Allowed Uses, Title 17.60A Conditional Uses, Title 14.04 Building Code, Title 12 Roads and Bridges, and Title 20 Fire and Life Safety.

Conditions of Approval:

1. Building

- a. The applicant shall conform to Kittitas County Code Title 14 and the International Building Code adopted at the time of building permit submittal.

2. State and Federal

- a. The applicant must meet all state and federal regulations.

3. Fire & Life Safety

- a. All development, design and construction shall comply with Title 20 Fire and Life Safety and the International Fire Code requirements.

4. Road and Transportation

- a. An approved access permit may be required from the Kittitas County Department of Public Works prior to altering existing access.
- b. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
- c. 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).

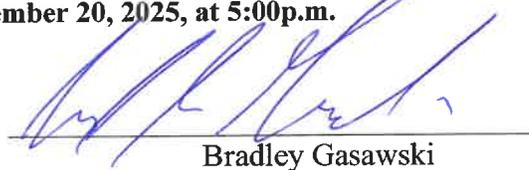
- d. Provide estimated traffic counts for courtesy screening. Coordinate with WSDOT to identify additional concurrency requirements.
- e. The driveway on parcel #543034, providing access to State Route 903, shall be removed. The property owner shall coordinate removal of the driveway with the WSDOT Cle Elum Maintenance Supervisor.
- f. Any proposed lighting must be directed down towards the site and away from SR 903.
- g. Any snow accumulated on the property shall not be moved onto WSDOT right-of-way.

5. Archaeology and Historic Preservation

- a. Should ground disturbing or other activities related to the proposed project result in the inadvertent discovery of cultural or archaeological materials, work shall be stopped in the immediate area and contact be made with the Washington State Department of Archaeology and Historic Preservation (DAHP). Work shall remain suspended until the findings are assessed, and appropriate consultation is conducted. Should human remains be inadvertently discovered, as dictated by Washington State RCW 27.44.055, work shall be immediately halted in the area and contact made with the coroner and local law enforcement in the most expeditious manner possible.

From these conclusions and findings, the proposed Administrative Conditional use is approved with the above conditions. Kittitas County Code (Chapter 15A.07.010) stipulates that an appeal of this land use decision must be filed within 10 (ten) working days by submitting specific factual objections and a fee of \$1,670 to the Kittitas County Community Development Services at 411 N Ruby St. Suite 2; Ellensburg, WA 98926. The appeal deadline for this project is **November 20, 2025, at 5:00p.m.**

Responsible Official



Bradley Gasawski

Title: Planner I

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Date: November 4, 2025