



# KITITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

### MEMORANDUM

**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** September 8, 2025  
**SUBJECT:** BL-25-00011 Sullivan

<b>ACCESS</b>	<p>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.</p> <p>2. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.</p> <p>3. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.</p> <p>4. 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.</p> <p>OF NOTE:  Please ensure that Parcel 1 is 5133 Manastash Rd, Parcel 2 is 5111 Manastash Rd and Parcel 3 is 4971 Manastash Rd are identified with the correct address upon final recording of boundary line adjustment. (RC)</p>
<b>ENGINEERING</b>	<p>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>
<b>SURVEY</b>	<p>1. Please add set corners to the legend on sheet 1.</p> <p>OF NOTE  Proposed Legal descriptions were not provided nor reviewed as part of the Prelim BLA. They will be reviewed at final (JT).</p>
<b>TRANSPORTATION CONCURRENCY</b>	<p>No Comments. (RC)</p>
<b>FLOOD</b>	<p>No comments. (SC)</p>

<b>WATER MITIGATION/ METERING</b>	No comments. (SC)
<b>AIRPORT</b>	No Comments. (RC)

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

**From:** [Haley Mercer](#)  
**To:** [Zach Torrance-Smith](#)  
**Subject:** RE: BL-25-00011 Sullivan - Notice of Application  
**Date:** Thursday, August 28, 2025 9:51:22 AM

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Hi Zach;

The subject parcels are in different ownerships. Conveyance will need to be addressed prior to our office completing the project to the tax rolls.



## Haley Mercer

Cadastral Technician | **Kittitas County Assessor**

205 W 5<sup>th</sup> Ave, Suite 101 Ellensburg, WA 98926

P: 509-962-7633 |

*Note: email correspondence to this account is a matter of public record and subject to release under the Public Records Act.*

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

**Sent:** Friday, August 22, 2025 11:31 AM

**To:** Public Health Inspectors <PublicHealthInspectors@co.kittitas.wa.us>; Kelee Hodges <kelee.hodges.pw@co.kittitas.wa.us>; Candie Leader <candie.leader@co.kittitas.wa.us>; Tate Mahre <tate.mahre@co.kittitas.wa.us>; Jackie Sharp <jackie.sharp@co.kittitas.wa.us>; Justin Turnbull <justin.turnbull@co.kittitas.wa.us>; Samantha Cox <samantha.cox@co.kittitas.wa.us>; Rebecca Cruse <rebecca.cruse.pw@co.kittitas.wa.us>; Haley Mercer <haley.mercer@co.kittitas.wa.us>; Christy Garcia <christine.garcia@co.kittitas.wa.us>; Laura Kukes <laura.kukes@co.kittitas.wa.us>; Jeremy Larson <jeremy.larson@co.kittitas.wa.us>; Steph Mifflin <steph.mifflin@co.kittitas.wa.us>; Dan Young <dan.young@co.kittitas.wa.us>; Marvin Douvier <marvin.douvier.sh@co.kittitas.wa.us>; sara@krdistrict.org

**Cc:** Jamey Ayling <jamey.ayling@co.kittitas.wa.us>; Ellie Myers <ellie.myers@co.kittitas.wa.us>; Bradley Gasawski <bradley.gasawski@co.kittitas.wa.us>

**Subject:** BL-25-00011 Sullivan - Notice of Application

Good morning,

Please review the following Boundary Line Adjustment Application: BL-25-00011 Sullivan. Any comments need to be received by **5 PM on September 9, 2025**.

Please let me know if there are any questions or issues accessing the materials.

Internal Link: [BL-25-00011 Sullivan](#)

External Link: [BL-25-00011 Sullivan](#)

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)***

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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message id: 38eb45916c6dcbdac24bb8719d004a14

**From:** [sara@krdistrict.org](mailto:sara@krdistrict.org)  
**To:** [Zach Torrance-Smith](#)  
**Subject:** RE: BL-25-00011 Sullivan - Notice of Application  
**Date:** Friday, August 22, 2025 2:31:30 PM

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BL-25-00011 lies within the Kittitas Reclamation District's legal boundaries and will be required to meet KRD subdivision guidelines. Please have the landowner contact the KRD with any questions.

Thank you,

**Sara Vickers**  
**Lands Clerk/RRA Specialist**  
**509-925-6158**  
**[www.kittitasreclamationdistrict.org](http://www.kittitasreclamationdistrict.org)**

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**Cc:** Jamey Ayling <jamey.ayling@co.kittitas.wa.us>; Ellie Myers <ellie.myers@co.kittitas.wa.us>; Bradley Gasawski <bradley.gasawski@co.kittitas.wa.us>  
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