



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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Office: (509) 962-7506

"Building Partnerships – Building Communities"

November 20, 2025

Ray & Jackie Martin
807 Sanders Rd.
Ellensburg, WA 98926
jackiem828@gmail.com

RE: Boundary Line Adjustment (BL-25-00020) – Deemed Incomplete – Request for Additional Information

Dear Applicants,

Kittitas County Community Development Services (CDS) received your Boundary Line Adjustment application (BL-25-00020 Martin) on November 6, 2025, for Parcels 20575, and 646233. 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 November 20, 2025.

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

1. Please provide the change in overall acreage that both parcels will contain after the proposed Boundary Line Adjustment. Your application states the existing acreage of both parcels, but the proposed acreage of both parcels is not stated.
2. On your site plan, all structures that exist on both parcels are required to be labeled. Further, the site plan provided does not show the complete area of both parcels involved in the Boundary Line Adjustment. The septic system components are also not shown to scale.
3. The application needs to be completely filled out. Missing components are as follows:
 - a. Total property size.
 - b. Land use designation.
 - c. New acreage for both parcels.
 - d. Legal description of property.
 - e. Zoning designation is Urban-Residential, application lists zone as "Urban."
4. The provided project narrative is missing the project's total size, as well as information on the property's water and sewer components. Per the application's front page, the Proposed Legal Description of the parcels are also required to be stated.

This information shall be provided within 180 days (**Tuesday, May 19, 2026 by 5pm**) or the application will become void under KCC 15A.03.040(g).

Please contact me directly with any questions via email at zach.torrancesmith@co.kittitas.wa.us or by phone at (509) 962-7079.

Thank you,

Zach Torrance-Smith
Planner I
Kittitas County Community Development Services