



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

### STAFF REPORT Guild RV Park Conditional Use Permit (CU-24-00007)

TO: Kittitas County Hearing Examiner  
FROM: Zach Torrance-Smith, Planner I  
RE: Guild RV Park Conditional Use Permit (CU-24-00007)  
DATE: October 9, 2024 (Hearing Date)

#### I. GENERAL INFORMATION

Requested Action: The proposed project is for an RV park with 23 RV spaces with full utilities, 3 cabins, 2 manufactured homes, restroom facilities, a well house, and a 25 ft. by 75 ft. shop.

Location: 2781 S.R. 970, Parcels 954734, 954733, and 455135, located approximately 1.05 miles Southeast of Cle Elum, In a portion of the Northeast ¼ of Section 31, Township 20, Range 16, W.M; Kittitas County assessor's map numbers 20-16-31040-0001, 20-16-31010-0040, and 20-16-31010-0039.

#### II. SITE INFORMATION

Total Property Size:	4.01 Acres
Number of Lots:	3
Domestic Water:	Existing Individual Well
Sewage Disposal:	Existing On-Site Septic Systems (2)

Site Characteristics:

North: Primarily forested land with private residences in a Rural-5 zoning designation.

South: Primarily forested land within Forest & Range zoning. S.R. 970 and the Yakima River lie in this direction.

East: Primarily forested land with private residences in a Forest & Range zoning designation.

West: Low-intensity developed land in Forest & Range/Rural-5 zoning designations, which gives way to the City of Cle Elum.

Access: The site is accessed off S.R. 970 via an existing private access.

#### III. ZONING AND DEVELOPMENT STANDARDS

The parcels involved in this proposal are in a land use designation of *Rural Residential* and zoning designation of *Rural 5*. The proposed project is classified as a "Campground/RV Park". Campgrounds/RV Parks are allowed with a conditional use permit under KCC 17.15.060.1. The conditional use permit criteria are examined in Section VIII "Project Analysis" of this staff report.

#### IV. ADMINISTRATIVE REVIEW

Deem Complete: A conditional use permit application (See Index #1) for Guild RV Park (CU-24-00007) was submitted to Kittitas County Community Development Services department on June 14, 2024. The application was deemed complete on June 21, 2024. The site was posted in accordance with KCC 15A.03.110 on July 7, 2024 (See Index #6).

Notice of Application: A notice of application (See Index #'s 5 & 8) for the Guild RV Park Conditional Use Permit (CU-24-00007) was mailed and/or emailed to adjacent landowners located within 500 feet of any portion of the boundary of the proposal's tax parcels & applicable agencies. 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 July 8, 2024, all in conformance with the Kittitas County Project Permit Application Process (Title 15A) (See Index #'s 7 & 9). The comment period concluded on July 23, 2024.

## **V. COMPREHENSIVE PLAN**

RR-P4: A certain level of mixed uses in rural areas and rural service centers is acceptable and may include limited commercial, service, and rural industrial uses.

*Staff Consistency Statement: The proposed project is intended to provide an opportunity for tourists to camp in a rural, outdoor setting. The proposed campground/RV park will provide economic opportunities by creating possible jobs to local businesses that cater to tourists who wish to recreate and camp in the area, while keeping the rural character by not attempting excessive commercial development.*

RR-G21: Preserve views of open space while providing opportunity for variety of rural densities.

*Staff Consistency Statement: The proposed project is within a forested area and is not proposing removal of on-site trees. The project will take place entirely below the canopy and will not have an impact upon views that are cherished as part of the rural character of upper Kittitas County.*

**This application is consistent with the goals, policies, and objectives of the Kittitas County Comprehensive Plan as outlined above.**

## **VI. ENVIRONMENTAL REVIEW**

A review by CDS staff indicated no streams or wetlands exist on the project site. The closest regulated stream from the proposal is approximately 650 feet away from the proposal, well beyond any required setbacks under KCC 17A.04.030. As the land is not covered by water and the proposal is already existing buildings less than 12,000 square feet with less than 40 parking spaces, SEPA is not required under WAC 197-11-800(1)(d) and KCC 15.04.090(1)(c).

## **VII. 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. All comment submittals can be found in their entirety in Index #10. The following parties provided substantive comments during the comment period:

Agency Comments: Washington State Dept. of Transportation, Washington State Dept. of Ecology, Confederated Tribes of the Colville Reservation, Dept. of Archaeology and Historic Preservation, Washington State Dept. of Natural Resources, Kittitas County Public Health, Kittitas County Public Works, Washington State Dept. of Ecology – Water Resources Program, Washington State Dept. of Health – Office of Drinking Water. Below is a summary of their comments:

***Washington State Dept. of Transportation (WSDOT)***

WSDOT provided comments stating the applicants will require an updated access permit. WSDOT also listed lighting requirements, runoff requirements, and sign requirements. WSDOT also gave right-of-way specifications that are required to be adhered to.

Staff Response

*Applicants have stated that they have contacted WSDOT and have received an updated access permit. This project has been conditioned to include the requirements set forth by WSDOT.*

**Washington State Dept. of Ecology (WSDOE)**

WSDOE provided comments pertaining to stormwater discharge specifications. WSDOE also stated that stormwater pollution prevention plans need to be in place prior to any construction. WSDOE also included water rights specifications.

Staff Response

*Applicants have stated that there are to be no ground disturbing activities for this project and that no additional construction is planned at this time. This project has been conditioned to include the requirements set forth by WSDOE.*

**Confederated Tribes of the Colville Reservation (CTCR)**

CTCR provided comments requesting both an Inadvertent Discovery Plan and a Cultural Resources Survey be completed prior to any ground disturbing activities.

Staff Response

*Applicants have stated that there will be no ground disturbing activities at this time, and if there are in the future an IDP will be prepared. This project has been conditioned to have an IDP in place if and when ground disturbing activities take place.*

**Dept. of Archaeology and Historic Preservation (DAHP)**

DAHP provided comments recommending an archaeological survey and a historical evaluation for any buildings that may qualify as historically significant.

Staff Response

*Applicants have stated that the property has been surveyed and that there are no historical buildings or structures 45 years or older located within the project site. As the applicants have adequately addressed DAHP's concerns, staff has no further comment.*

**Washington State Dept. of Natural Resources (DNR)**

The DNR stated that a Forest Practices Application will be required if timber is harvested from the project site.

Staff Response

*Applicants have stated that there will not be any marketable timber removed or harvested as part of this proposal. This project has been conditioned to require an FPA if timber is harvested during the course of this project.*

**Kittitas County Public Health (KCPH)**

Kittitas County Public Health stated that if this project were to expand in the future, they need to be contacted by

the applicants to address additional concerns that may exist.

Staff Response

*Applicants have stated the project has adequate water and sewer connections for existing facilities. This project has been conditioned to require the applicants to contact KCPH if they wish to expand operations in the future.*

**Kittitas County Public Works (KCPW)**

KCPW provided comments stating access specifications and that a paved approach is required. KCPW further stated that a fire turnaround will be required if the driveway meets the length threshold to require one. KCPW also stated that they need a preliminary scoping record that assesses the number of inbound/outbound vehicles per day.

Staff Response

*Applicants have spoken with KCPW and KCPW has indicated that a vehicle traffic assessment is no longer required. This project has been conditioned to include the requirements set forth by KCPW.*

**Washington State Dept. of Ecology – Water Resources Program**

WSDOE provided comments asking for the estimated water usage for the entire project, as well as the source of water for this project.

Staff Response

*Applicants have stated that the estimated water usage is between 3000 and 5000 gallons per month and that all water comes from an existing on-site well.*

**Washington State Dept. of Health – Office of Drinking Water**

WSDOH provided comments confirming the water jurisdiction for this project.

Staff Response

*As comments provided were intended to convey general information, staff has no further comment.*

**Public Comments:** A concerned adjacent property owner provided comments that expressed concerns with tents and associated fire risk, as well as concerns regarding future expansion potential. Applicants stated that no fires are allowed in the tent sites, only in designated fire pits. Staff has no further comment on this concern.

**This staff report includes condition recommendations to address the comments submitted.**

**VIII. 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 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 V of this staff report, the following Comprehensive Plan goals and policies apply to this proposal: RR-G21, RR-P4.

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

KCC 17.60A.015 provides the following review criteria to be considered in a conditional use analysis:

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 RV park is essential for affordable camping and temporary housing.*” (See Index #11)

Staff Response: Campgrounds and RV parks are allowed by conditional use permit within the Rural 5 zone. The proposal is located on approximately 4.01 acres and the facility will consist of existing structures. The property is located near a few residences and forest lands. CDS does not anticipate the proposed use as conditioned will be detrimental or injurious to the public health, peace, safety, or to the character of the surrounding neighborhood.

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: “*It is adequately serviced by existing facilities such as highways, roads, police and fire protection, irrigation and drainage structures, refuse disposal, water, septic and schools, all of which are adequate.*” (See Index #11)

Staff Response: Staff has confirmed with Kittitas County Public Health and the State Department of Health that the existing well can handle this facility, and the road network can handle daily traffic. The site is within Fire District #7.

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: “*To be used for affordable camping and temporary long-term housing. The proposed use complies with the relevant development standards and criteria for approval set forth in this title or other applicable provisions of Kittitas County Code.*” (See Index #11)

Staff Response: The campground/RV park use is consistent with the relevant development standards and criteria including KCC 17.15.060. The campground/RV park is permitted in the Rural 5 zone through a Conditional Use Permit.

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

Applicant Response: “*The proposed use will mitigate material impacts of the development, whether environmental or otherwise.*” (See Index #11)

Staff Response: The site has no new development proposed and is outside all critical area buffers. Impacts from aspects such as traffic is mitigated through conditions.

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

Applicant Response: “*The proposed use will ensure compatibility with existing neighboring land uses.*” (See Index #11)

Staff Response: There are few residences in the area and any impacts should be minimal to the neighboring land uses. Staff has conditioned the proposal to meet all noise ordinances in County Code.

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 the intent and character of the zoning district in which it is located.*” (See Index #11)

Staff Response: The proposed project is located in Rural 5 zoning. The Rural 5 (R-5) zone is an area wherein rural lifestyles are dominant characteristics. 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. Kittitas County Comprehensive Plan and Zoning Code have allowed campgrounds and RV parks in Rural 5 zones in KCC 17.15.080(1) with a conditional use permit. Kittitas County believes that campgrounds and RV parks are part of the rural lifestyle and for people to enjoy the rural character of the county.

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:

i. “yes

ii. yes

iii. yes

iv. yes”

Staff Response: The proposal is consistent with the Kittitas County Comprehensive Plan as described above in section “V.” The use will not conflict with rural character, requires only rural government services and will not compromise resource lands.

Staff Conclusions: Kittitas County CDS finds the application, as conditioned, consistent with KCC 17.60A Conditional Uses, as described above.

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

A review by CDS staff indicated no streams or wetlands present on the property. The closest regulated stream from the proposal is approximately 650 feet away from the proposal, well beyond any required setbacks under KCC 17A.04.030. As such, the proposal is consistent with KCC Title 17A, Critical Areas.

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

Any future buildings must be consistent with International Building Codes.

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

As conditioned, 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 is consistent with the provisions of KCC Title 20.

Agency Comments:

The following agencies provided comments during the comment period: Washington State Dept. of Transportation, Washington State Dept. of Ecology, Confederated Tribes of the Colville Reservation, Dept. of Archaeology and Historic Preservation, Washington State Dept. of Natural Resources, Kittitas County Public Health, Kittitas County Public Works, Washington State Dept. of Ecology – Water Resources Program, Washington State Dept. of Health – Office of Drinking Water. (See Index #10)

Public Comments: one public comment was received.

## **IX. Findings of Fact**

1. The proposed project is for an RV park with 23 RV spaces with full utilities, 3 cabins, 2 manufactured homes, restroom facilities, a well house, and a 25 ft. by 75 ft. shop.

2. Site Information

Total Property Size:	4.01 Acres
Number of Lots:	3
Domestic Water:	Existing Individual Well
Sewage Disposal:	Existing On-Site Septic Systems (2)

3. Site Characteristics:

North: Primarily forested lands with private residences within a Rural-5 zoning designation.

South: Primarily forested lands within a Forest & Range zoning designation. S.R. 970 and the Yakima River lie in this direction.

East: Primarily forested lands with private residences within a Forest & Range zoning designation.

West: Low-intensity developed land within Forest & Range/Rural-5 zoning designations, which gives way to the City of Cle Elum.

4. Access: The site is accessed off S.R. 970 via an existing, private access.
5. The Comprehensive Plan land use designation is Rural Residential, and the zoning designation is Rural-5.
6. The proposed use is permitted in this zone with a Conditional Use Permit under campgrounds and RV

parks in KCC 17.15.060.1.

7. A conditional use permit application (See Index #1) for Guild RV Park (CU-24-00007) was submitted to Kittitas County Community Development Services department on June 14, 2024. The application was deemed complete on June 21, 2024. The site was posted in accordance with KCC 15A.03.110 on July 7, 2024.
8. Notice of Application: A notice of application (See Index #'s 5 & 8) for the Guild RV Park Conditional Use Permit (CU-24-00007) was mailed and/or emailed to adjacent landowners located within 500 feet of any portion of the boundary of the proposal's tax parcels & applicable agencies. 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 July 8, 2024, all in conformance with the Kittitas County Project Permit Application Process (Title 15A) (See Index #'s 7 & 9). The comment period concluded on July 23, 2024.
9. A SEPA Checklist was not required under WAC -197-11-800(1)(d) and KCC 15.04.090(1)(c) due to the proposal having all buildings less than 12,000 square feet and less than 40 parking spaces.
10. The proposal is consistent with the goals and policies of the Kittitas County Comprehensive Plan. As referenced above in Section V of this staff report, the following Comprehensive Plan goals and policies apply to this proposal: RR-G21 and RR-P4.
11. Grading requirements are subject to the standards outlined in Kittitas County Code Title 14.
12. The following agencies provided comments during the comment period: Washington State Dept. of Transportation, Washington State Dept. of Ecology, Confederated Tribes of the Colville Reservation, Dept. of Archaeology and Historic Preservation, Washington State Dept. of Natural Resources, Kittitas County Public Health, Kittitas County Public Works, Washington State Dept. of Ecology – Water Resources Program, Washington State Dept. of Health – Office of Drinking Water.
13. One public comment was received for this proposal.
14. This proposal, as conditioned, is consistent with the provisions of KCC 17.60A, Conditional Uses.
15. This proposal, as conditioned, is consistent with the provisions of KCC Title 12, Roads and Bridges
16. This proposal, as conditioned, is consistent with the provisions of KCC Title 14 Building and Construction
17. This proposal, as conditioned, is consistent with the provisions of KCC 17A, Critical Areas.
18. This proposal, as conditioned, is consistent with KCC 20, Fire Life and Safety.
19. This proposal, as conditioned, is consistent with KCC Title 17, Zoning.

#### **X. 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 14 Buildings and Construction, Title 12 Roads and Bridges and Title 20 Fire and Life Safety.

#### **XI. Recommendation and Conditions of Approval:**

Kittitas County recommends *approval* of the Guild RV Park Conditional Use permit CU-24-00007 based on the above staff analysis, findings of fact, and conclusions with the following conditions of approval.

1. The project shall proceed in substantial conformance with the plans and application materials on file with CDS that were revised and received on June 14, 2024, and subsequent information included in the complete file index except as amended by the conditions herein.
2. The property shall have an annual Fire, Life, Safety inspection by the Fire Marshal.
3. An approved access permit shall be required from Kittitas County Public Works prior to creating any new driveway access or altering an existing access.
4. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain accesses.
5. Any grading over 100 cubic yards of material requires a grading permit through Kittitas County Public Works. Any grading over 500 cubic yards shall be accompanied by an engineered grading plan. All conditions must be met in any approved grading permit. Grading over 500 cubic yards also requires a SEPA checklist to be submitted and approved by Kittitas County Community Development Services.
6. There shall be no parking on any Right-Of-Way or S.R. 970 at any time.
7. All activities shall comply with the County's Noise Ordinance in KCC 9.45 as stated now or as amended. Any noise that would violate the noise ordinance shall require a noise variance as seen in KCC 9.45.070 as stated now or as amended.
8. All development, design and construction shall comply with International Fire Code requirements and KCC Title 20 Fire and Life Safety. Please contact the Kittitas County Fire Marshal for specific requirements.
9. The applicant shall comply with all local, state and federal.
10. Owner/applicant must obtain authorization from the Department of Ecology if withdrawing over 5,000 gallons of water per day.

11. If ground disturbing activities take place at any point during this project, there shall be an Inadvertent Discovery Plan (IDP) in place prior to construction.
12. 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 & Historic Preservation (DAHP). Work shall remain suspended until the find is 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.
13. The applicant shall adhere to all lighting, runoff, sign, and right-of-way requirements set forth by the Washington State Dept. of Transportation (WSDOT).
14. The applicant shall adhere to all stormwater discharge, pollution prevention, and water rights requirements set forth by the Washington State Dept. of Ecology (WSDOE).
15. If merchantable timber is harvested at any point during this project, the applicant shall obtain a Forest Practices Application (FPA) from the Washington State Dept. of Natural Resources (DNR).
16. The applicant shall contact Kittitas County Public Health (KCPH) if there is any expansion of operations in the future.
17. Failure to comply with conditions of approval may result in limitation or revocation of the conditional use permit in accordance with KCC 17.60A.100.