



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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"Building Partnerships – Building Communities"

August 13, 2025

Jill Johnson
971 McDonald Rd
Cle Elum, WA 98922

RE: Shoreline Exemption Permit (SX-25-00012 Johnson) – Deemed Incomplete – Request for Additional Information

Dear Applicants,

Kittitas County Community Development Services (CDS) received your Shoreline Exemption Permit application (SX-25-00012 Johnson) on August 7, 2025, for parcel 525135. 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 August 13, 2025.

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

1. Please provide an updated site plan showing the exact location of all proposed structures, septic system components, drain fields, etc. In addition, please provide their dimensions, as well as each component's distances from property lines, rivers, and horizontal distances from the Ordinary High Water Mark (OHWM).
 - a. The site plan submitted with your On-Site Sewage System (OSS) application does not match the site plan provided with your shoreline exemption application. For CDS to process the shoreline exemption correctly, both applications must reference the same, consistent site plan.
 - b. At this time, the site plan submitted for the OSS permit indicates that the septic tanks are located within the 115-foot shoreline buffer, which is not permissible. Septic tanks must be located outside of this buffer. However, the proposed location of the drain fields is acceptable.
 - c. Please submit a revised site plan that accurately depicts the location of both the septic tanks and the drain fields. If the site plan previously submitted to Public Health reflects the correct locations, kindly forward that version to CDS. If there have been any changes to the locations, an updated site plan must also be submitted to Public Health.
2. Please provide an updated narrative explaining all aspects of the project.

If you have any questions regarding this matter, I can be reached at (509) 962-7048, or by e-mail at ellie.myers@co.kittitas.wa.us.

Sincerely,

Ellie Myers
Planner I
Kittitas County Community Development Services
411 N Ruby St., Suite 2, Ellensburg, WA 98926
(509) 962-7048