

Ellie Myers

From: Josh Pozzobon <josh@builtprefab.com>
Sent: Tuesday, September 9, 2025 11:30 AM
To: Ellie Myers
Cc: Ian Garrity; Jamey Ayling
Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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Okay, great. Please take the two documents in my previous email for Resubmission for the Shoreline Exemption. We are working on getting the Critical Areas Report next. Once received, I will send that along also. If you need anything else to continue the process please let me know.
Also we will use the uploader for the Variance and the PSA!

Cheers,



Josh Pozzobon, Lead Architectural Designer

josh@builtprefab.com |

Kelowna, Canada | www.builtprefab.com

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On Tue, Sep 9, 2025 at 11:27 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Josh,

You can just send any documents for the shoreline exemption directly to me. You don't need to resubmit it.

The uploader can be used for the zoning variance application though!

Best,



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Services**

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

<https://www.co.kittitas.wa.us/>

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From: Josh Pozzobon <josh@builtprefab.com>

Sent: Tuesday, September 9, 2025 11:21 AM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

Cc: Ian Garrity <ian@builtprefab.com>; Jamey Ayling <jamey.ayling@co.kittitas.wa.us>

Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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Hi Ellie,

How would you like this to be resubmitted? Can I send the documents to you?

I am just unsure about using the Uploader as I only see a section for Uploading new Submissions. If I upload with this method I don't know how to make it realize it is a *resubmission*, not a brand new submission. Please advise.

Contact Information

Contact Name*

Value is required.

Contact Phone* Contact E-mail*

Application Type*
 Building
 Planning
 Fire Marshal

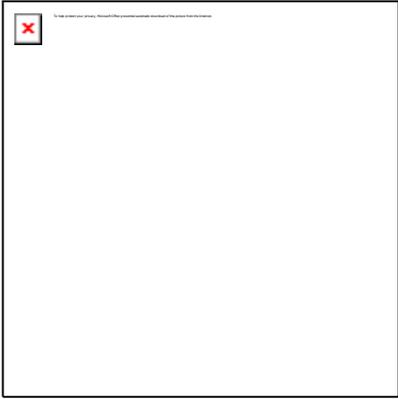
Payment Type*
 Cash: Accepted in person/by mail
 Check: Accepted in person/by mail. Payable to KCCDS
 Debit/Credit Card: Available with a 2.5% processing fee. Payments can be made either at our office or via the SmartGov permit management portal.
 Electronic Check: Via the SmartGov permit management portal. This payment option does not require a 2.5% processing fee.

Drag and drop up to **15** files here to upload or [Choose files](#)
File format is limited to PDF only. Combined size is limited 250MB.

Date and time will be captured on form submission

[Submit](#)

Thanks,



Josh Pozzobon, Lead Architectural Designer

josh@builtprefab.com |

Kelowna, Canada | www.builtprefab.com

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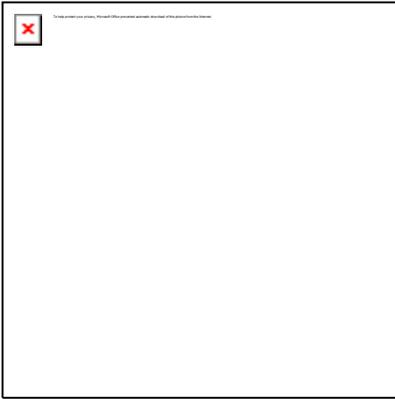
On Tue, Sep 9, 2025 at 10:25 AM Josh Pozzobon <josh@builtprefab.com> wrote:

Morning Ellie,

Just wanted to update you on our status. We are going to resubmit our Site Plan for the Shoreline Variance per the attached. We have updated the locations of our Septic (which will align with the septic permitting) to be compliant with our Shoreline Buffer. I will also reupload the Letter updated with our consistent language.

We are working on getting the Critical Aquifer Areas Report ASAP so the Shoreline Application can be processed. Also, we will prepare our submittal for the PSA and Zoning Variance for the front setback. Is there anything else we should have on our radar that you can see?

Thanks again,



Josh Pozzobon, Lead Architectural Designer

josh@builtprefab.com |

Kelowna, Canada | www.builtprefab.com

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On Thu, Sep 4, 2025 at 8:38 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Hi Josh,

Yes, that looks like it could work.

Just a reminder, if you use buffer averaging, we will need a Critical Aquifer Recharge Areas report (KKC 17B.05.020W) completed before we can continue processing the Shoreline Exemption.

Best,



Ellie Myers

(she/her/hers)

Planner I | Kittitas County Community Development Services

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

<https://www.co.kittitas.wa.us/>

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From: Josh Pozzobon <josh@builtprefab.com>

Sent: Thursday, August 28, 2025 2:07 PM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

Cc: Ian Garrity <ian@builtprefab.com>; Jamey Ayling <jamey.ayling@co.kittitas.wa.us>

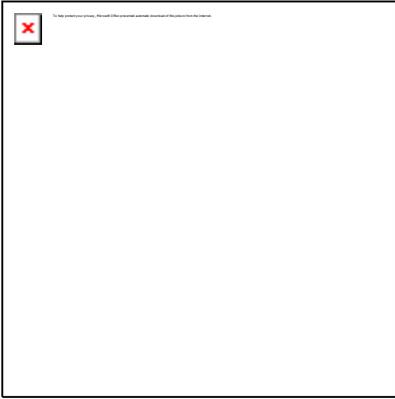
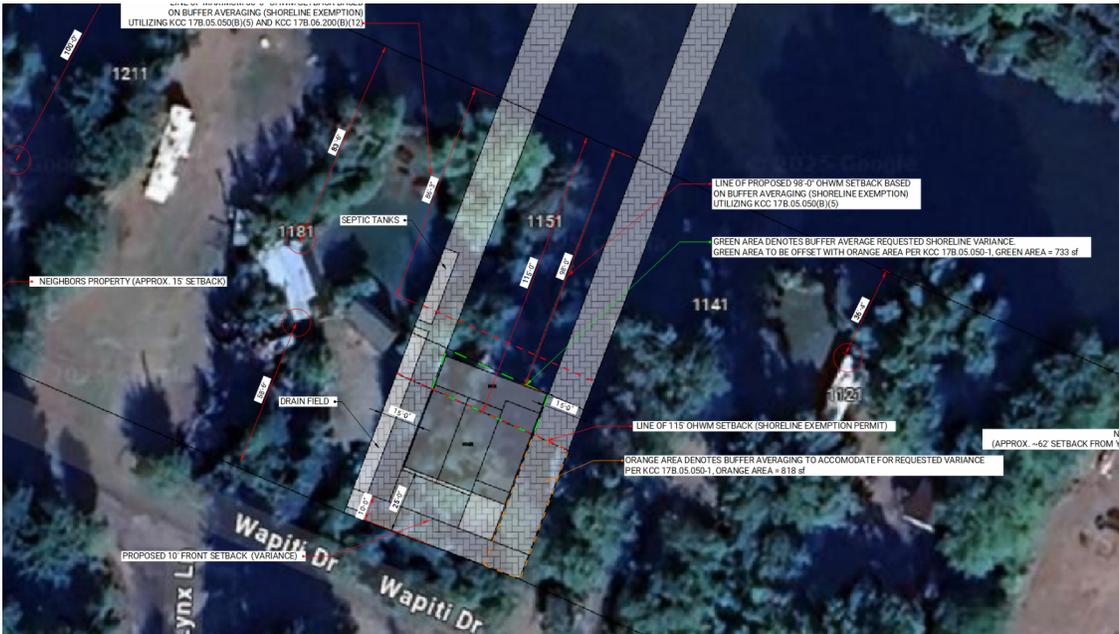
Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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Morning Ellie,

Okay, understood. So does the following buffer averaging work? The orange area is the offsetting buffer averaging area, and the green area is the area we are using the buffer at.

And the septic would not go beyond the 115' setback. We can also do some sort of signage for that area on the Eastern PL to ensure no development takes place there.



Josh Pozzobon, Lead Architectural Designer
josh@builtprefab.com |
 Kelowna, Canada | www.builtprefab.com

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On Thu, Aug 28, 2025 at 8:25 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Josh,

The buffer area being increased must start at the 115-foot buffer, not before. I'm sorry, but development must be outside the 115-foot buffer unless buffer averaging is used. When buffer averaging is used the buffer shall be increased from the 115-foot buffer in another location, of equal area.

The buffer could go up to the property line on the eastern side, but we would probably request some type of signage or fence to prevent future development of that buffer.

Best,



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Services**

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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From: Josh Pozzobon <josh@builtprefab.com>

Sent: Wednesday, August 27, 2025 1:34 PM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

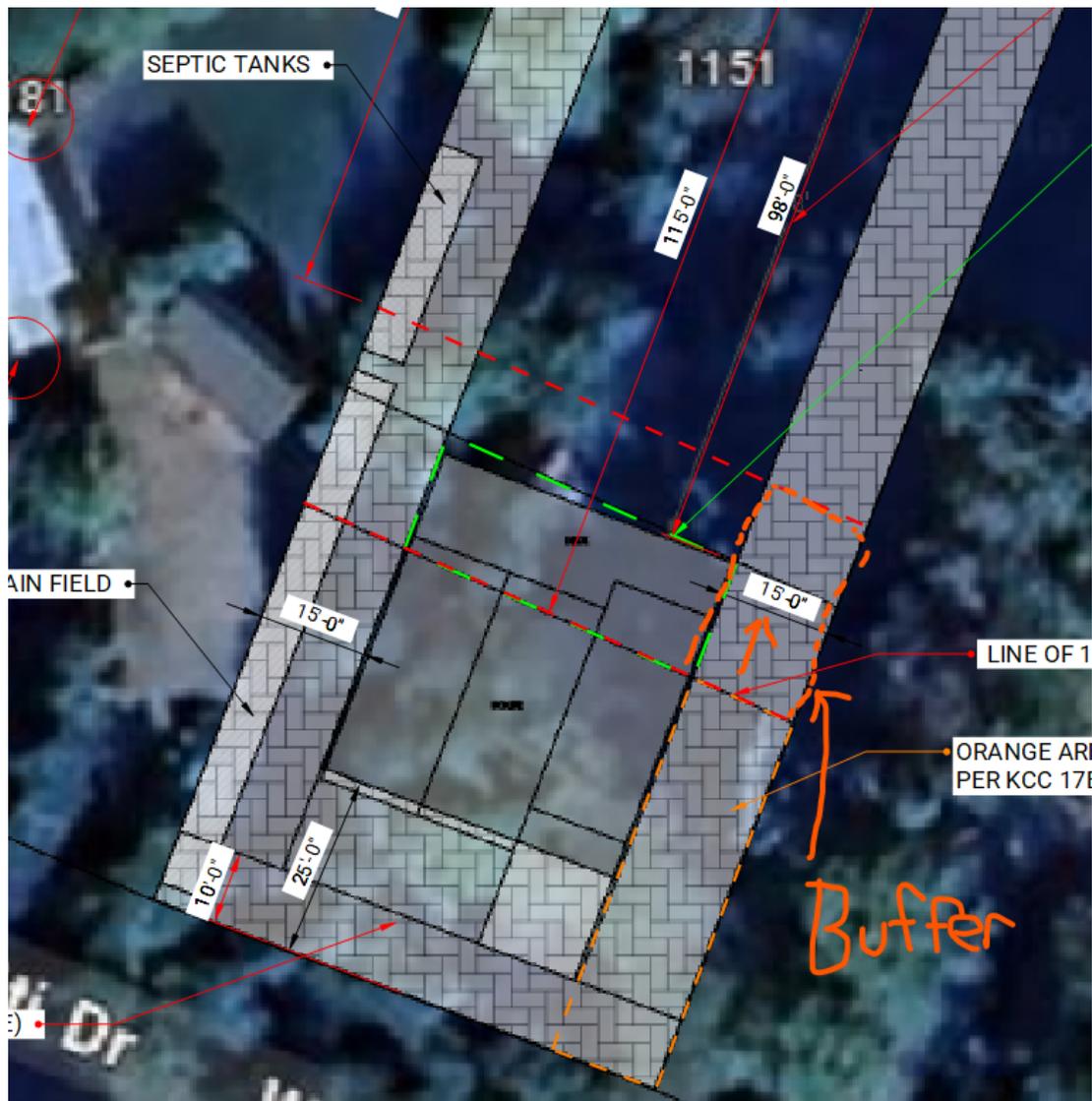
Cc: Ian Garrity <ian@builtprefab.com>; Jamey Ayling <jamey.ayling@co.kittitas.wa.us>

Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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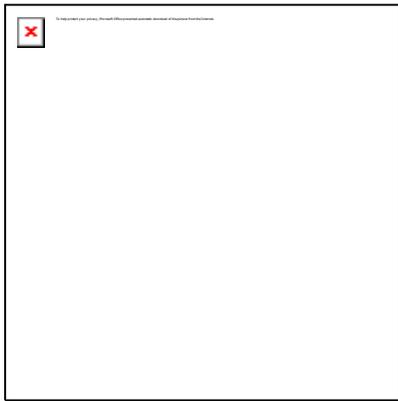
Can we increase the buffer size on the East PL to make up that area? For example can we increase the buffer area further up into the eastern property line as shown below?

Currently the proposed carport is right up to the 10' Front Setback, which limits how close the house can be.



Worst case scenario, we just put the Tank along that Western property line and come up with a different solution for the Drain Field. We are going to have an internal meeting on Friday to discuss, after which I will reach back out to you.

Cheers,



Josh Pozzobon, Lead Architectural Designer

josh@builtprefab.com |

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On Wed, Aug 27, 2025 at 9:28 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Josh,

It can be done, but you'll need to offset the reduction by increasing the buffer elsewhere. Since you're already proposing buffer averaging to reduce the setback for part of the house and the deck, I'm concerned there may not be enough available space to also accommodate a reduced buffer for the septic system. Is there sufficient room on the east side of the lot to make up for all of this?

I really encourage the owners to consider moving the house towards the front property line.

We also need the Critical Aquifer Recharge Areas report (KKC 17B.05.020W) completed before we can continue processing the Shoreline Exemption if buffer averaging is going to be used.

Best,



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Services**

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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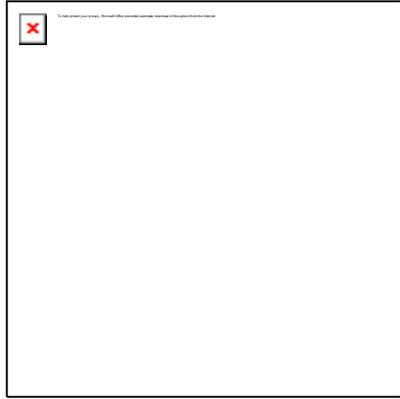
From: Josh Pozzobon <josh@builtprefab.com>

Sent: Wednesday, August 27, 2025 8:15 AM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

Cc: Ian Garrity <ian@builtprefab.com>; Jamey Ayling <jamey.ayling@co.kittitas.wa.us>

Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete



Josh Pozzobon, Lead Architectural Designer

josh@builtprefab.com |

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On Tue, Aug 26, 2025 at 2:29 PM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Buffer averaging can still only be used to reduce the buffer width by 25% of the standard distance. So, you could use buffer averaging to reduce the buffer down to 75 feet, but there's still the 15-foot building setback per KCC 17A.01.090(4). That 15-foot setback can also be reduced by 25%, so the total distance the buffer could be reduced is 86.25 feet.



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Services**

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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From: Josh Pozzobon <josh@builtprefab.com>

Sent: Tuesday, August 26, 2025 10:31 AM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

Cc: Ian Garrity <ian@builtprefab.com>; Jamey Ayling <jamey.ayling@co.kittitas.wa.us>

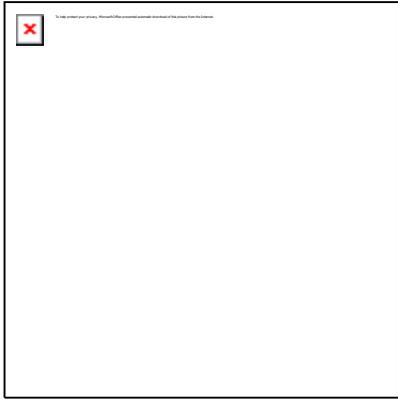
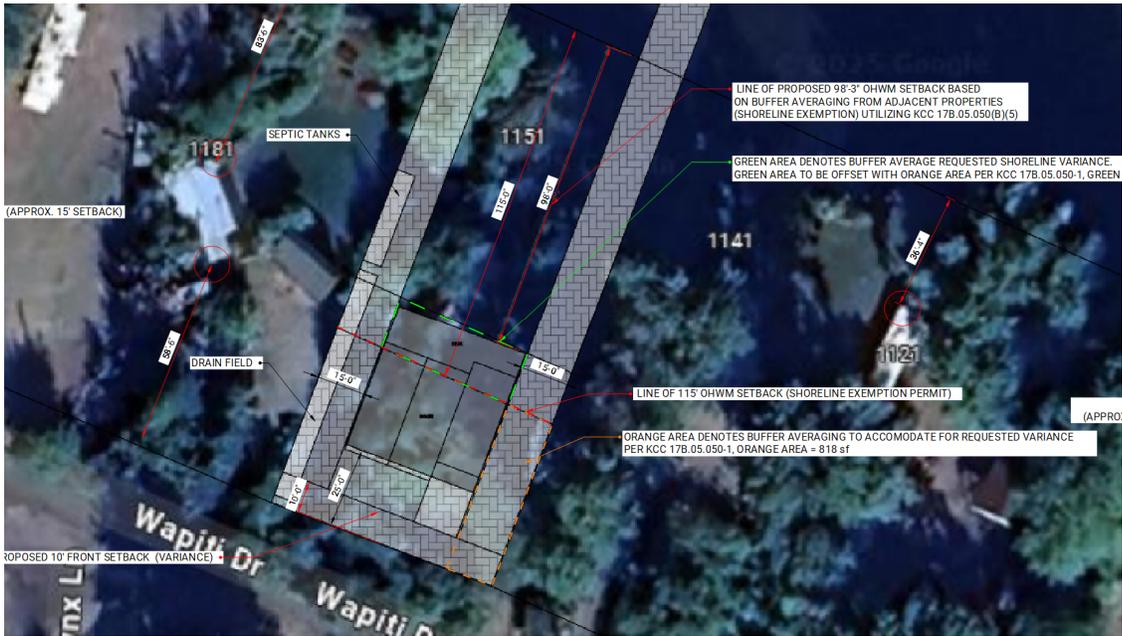
Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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Hi Ellie,

I thought since we are using the KCC 17B.05.050(B)(5) Buffer Averaging to move the buffer zone to the entire right (East) side of the lot, we had said that the septic tank/drain field would be okay to go on the left side (West) property line?

Or are you saying that no matter what, we can't have any septic inside of that 115' regardless of our buffer averaging.



Josh Pozzobon, Lead Architectural Designer
josh@builtprefab.com |
 Kelowna, Canada | www.builtprefab.com

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On Tue, Aug 26, 2025 at 7:51 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Josh,

Neither tank or drain field can be placed in the 115-foot buffer.



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Services**

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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From: Josh Pozzobon <josh@builtprefab.com>

Sent: Monday, August 25, 2025 12:18 PM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

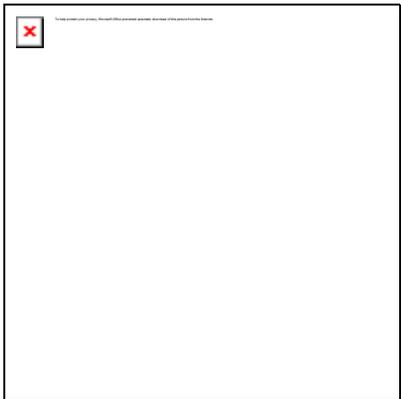
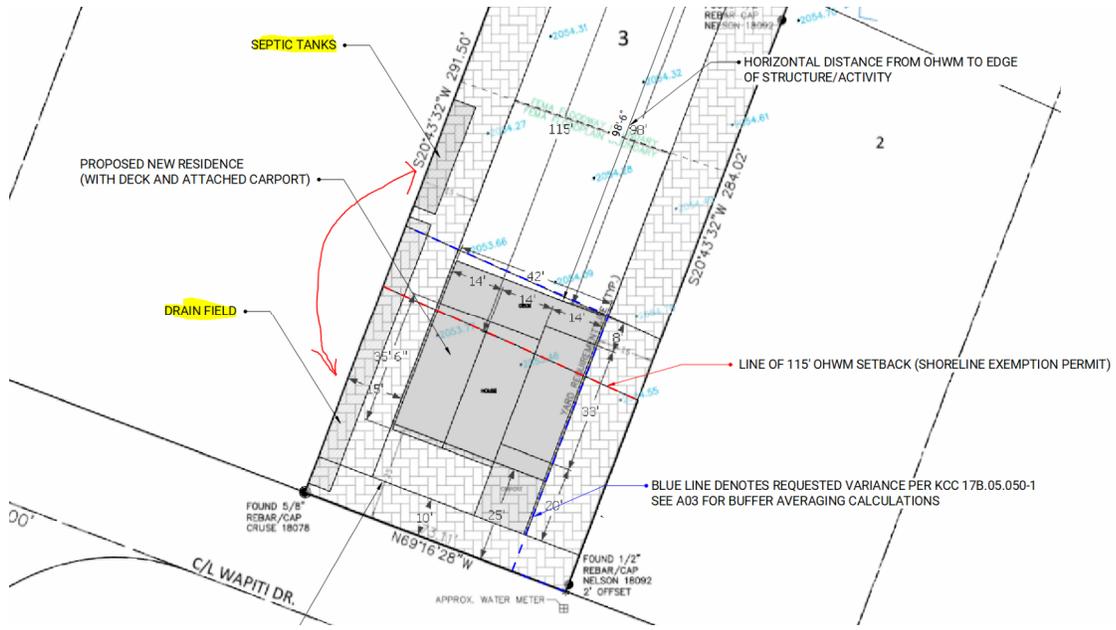
Cc: Samantha Cox <samantha.cox@co.kittitas.wa.us>; Ian Garrity <ian@builtprefab.com>

Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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Hi Ellie,

Can the Drain Field be located within the 115-foot buffer? If we switched the Tank and the Field location (putting the tank near the front lot line) would that be acceptable? Or does both the Field and Tank need to be outside of the 115' Buffer?



Josh Pozzobon, Lead Architectural Designer
josh@builtprefab.com |
 Kelowna, Canada | www.builtprefab.com

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On Mon, Aug 25, 2025 at 11:33 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Hi Josh,

It looks like the septic tank is still within the 115-foot buffer.



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Services**

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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From: Josh Pozzobon <josh@builtprefab.com>

Sent: Friday, August 22, 2025 12:53 PM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

Cc: Samantha Cox <samantha.cox@co.kittitas.wa.us>; Ian Garrity <ian@builtprefab.com>

Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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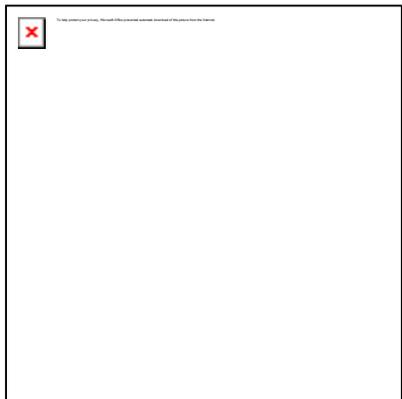
Hi Ellie,

I have attached an updated Site Plan based on our discussion surrounding the Shoreline Exemption Permit, etc.

We also are planning on having the septic permit updated to reflect what is currently shown here on the Site Plan. Do I need to also upload this updated site plan to the KCC Permit uploader along with the updated Letter?

If the attached Site Plan looks okay to you, would you recommend proceeding to our Setback Variance (Front 10' as discussed) and our PSA?

Thanks,



Josh Pozzobon, Lead Architectural Designer

josh@builtprefab.com |

Kelowna, Canada | www.builtprefab.com

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On Thu, Aug 21, 2025 at 10:57 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Hi Sam,

Could you help clarify what the timeline would look like for someone trying to build on Wapiti Drive? Do they need to have their building permit issued and have their first inspection completed before the new flood map is adopted?

I am working with Josh and Ian on a Shoreline Exemption for 1151 Wapiti Drive and have informed them that they will need a Flood Development permit as well.

Thank you!



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Services**

411 N Ruby Street, Suite 2 Ellensburg, WA 98926

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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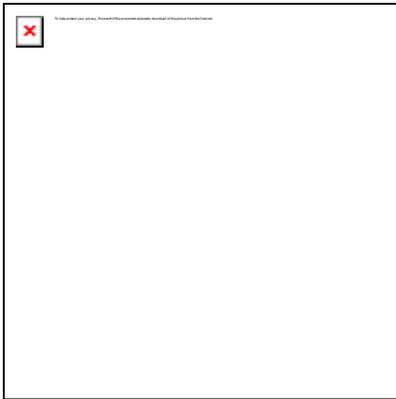
From: Josh Pozzobon <josh@builtprefab.com>
Sent: Thursday, August 21, 2025 9:44 AM
To: Ellie Myers <ellie.myers@co.kittitas.wa.us>
Cc: Ian Garrity <ian@builtprefab.com>
Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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Hi Ellie,

Great, I'll give you a call around 10:30am PST!

Cheers,



Josh Pozzobon, Lead Architectural Designer
josh@builtprefab.com |
Kelowna, Canada | www.builtprefab.com

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On Thu, Aug 21, 2025 at 9:28 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

I am available for call anytime today! 509-962-7048.



Ellie Myers

(she/her/hers)

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[411 N Ruby Street, Suite 2 Ellensburg, WA 98926](https://www.co.kittitas.wa.us/)

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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From: Ian Garrity <ian@builtprefab.com>

Sent: Thursday, August 21, 2025 9:15 AM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

Cc: Josh Pozzobon <josh@builtprefab.com>

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Hi Ellie - copying our lead designer, Josh.

Are you able to get on a quick phone call today so we're clear on the buffer averaging, given the new info in your previous email?

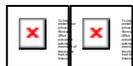
We can also update you, generally, on how we intend to proceed now that Matt Wudi is working with us on the project.

Thanks.



T. Ian Garrity
ian@builtprefab.com | (250) 328-5177
Kelowna, Canada | www.builtprefab.com

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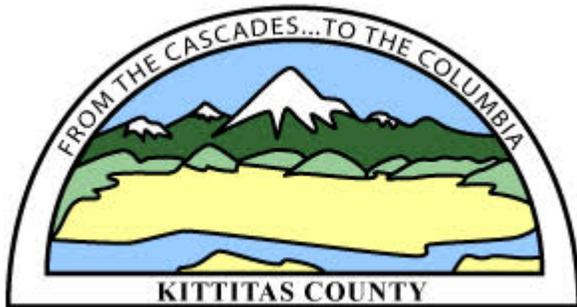
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On Thu, Aug 21, 2025 at 8:59 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Good morning Ian,

I just wanted to check in and see if you had any questions about the last email I sent.

Best,



Ellie Myers

(she/her/hers)

Planner I | **Kittitas County Community Development Service**

[411 N Ruby Street, Suite 2 Ellensburg, WA 98926](https://www.co.kittitas.wa.us/)

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

<https://www.co.kittitas.wa.us/>

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From: Ellie Myers

Sent: Friday, August 15, 2025 11:38 AM

To: Ian Garrity <ian@builtprefab.com>; dwschwartz@gmail.com

Cc: Jamey Ayling <jamey.ayling@co.kittitas.wa.us>; Zach Torrance-Smith <zach.torrancesmith@co.kittitas.wa.us>

Subject: RE: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

Good morning Ian,

I'm sorry to keep coming at you with new information, this project is fairly complex and it's taken me some time to address all aspects of the proposal. I tried giving you a call but I'm not sure it went through because of the long distance.

After reviewing the shoreline code, it looks like this current proposal is going to require a shoreline variance in addition to the exemption. This lot is going to be especially challenging to build on, and unfortunately, septic tanks are considered development and need to meet shoreline buffer requirements.

Right now, the septic tank is shown about 60 feet from the Ordinary High Water Mark (OHWM), and the drain field is located within the proposed compensatory buffer averaging area. The layout needs to be designed so that all development stays outside the shoreline buffer. This would allow us to avoid the shoreline variance process, which is lengthy and ultimately decided by the Department of Ecology, and I can't guarantee it would be approved.

There are a couple of options that might help you work around this:

1. Placing the septic system and drain field in front of the house.
2. Move the house forward (closer to the front setback) and place the septic system behind it.

CDS would allow a 10-foot reduction to the front setback with a zoning variance to help avoid the shoreline buffer, which our department can approve internally.

If you go this route, you'd still be able to request up to 600 square feet of encroachment into the shoreline buffer, with a compensatory buffer averaging area of 600 square feet on the east side of the residence. However, this would still require the critical areas report I mentioned yesterday.

I know this is a lot to take in. If it would be helpful to walk through everything, I'm happy to set up a Zoom or Webex meeting, just let me know.

Best,



Ellie Myers

(she/her/hers)

Planner I | Kittitas County Community Development Services

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P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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From: Ellie Myers

Sent: Thursday, August 14, 2025 9:05 AM

To: 'Ian Garrity' <ian@builtprefab.com>; 'dwschwartz@gmail.com' <dwschwartz@gmail.com>

Cc: Jamey Ayling <jamey.ayling@co.kittitas.wa.us>; Zach Torrance-Smith

<zach.torrancesmith@co.kittitas.wa.us>; Josh Pozzobon <josh@builtprefab.com>; Matt Wudi

<m2signaturehomes@gmail.com>

Subject: RE: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

Good morning,

Upon further review of SX-25-00013 Schwartz, I noticed that the neighboring parcel to the east, 1141 Wapiti Drive, doesn't have a residential dwelling on it. The Common Line Shoreline Buffer averaging provision in KCC 17B.06.200(B)(6) states that the common shoreline buffer is determined by averaging the buffers for each of the adjacent residential dwelling units on the shoreline. If one of the neighboring lots doesn't have a residential dwelling on it, we can't average the distance to determine what the common line shoreline buffer should be for this project. I noticed this was mentioned on your site plan and just wanted to give you a heads up.

So with that, we can still use KCC 17B.05.050(B)(5) for buffer averaging, which states that the buffer can be reduced at any given point to at least 75% or the standard width, or 25 feet, whichever is greater. In this case, the buffer can be reduced to 75 feet, with the additional 15-foot building setback that would make the buffer 90 feet. You may be able to utilize KCC

17B.06.200(B)(12) which allows for a 25% reduction to the 15-foot building setback. That would give you an additional 3.75 feet to work with.

In order to utilize KCC 17B.05.050(B)(5) a critical areas report that meets the requirements of KCC 17B.05.020(W) is required. We cannot proceed with the shoreline exemption until this report is received. <https://ecode360.com/45423950#45424415>

Additionally, the narrative provided states that the house will be located outside of the 115-foot buffer except for minor grading and utility work. The site plan provided does not reflect this, it shows a portion of the house and deck within the 115-foot buffer. We need all material submitted to reflect the same information.

I also noticed on the site plan that the car port is shown within the 25-foot front setback. A zoning variance will be required to permit the car port within the front setback. Zoning Variances take about the same time as a Shoreline Exemption. With the time constraints you are facing with the flood map updates, I highly suggest applying for the variance as soon as possible.

And I've mentioned this before, but I also highly recommend applying for the Preliminary Site Analysis. Typically, this is the first step in the building process and where we have more time to review and catch all the additional permits that might be required for a project.

I am out of the office for the remainder of today, but I will be in tomorrow and can answer any questions for you then. It might be best to jump on a call with everyone and talk through these options.

Best,



Ellie Myers

(she/her/hers)

Planner I | Kittitas County Community Development Services

[411 N Ruby Street, Suite 2 Ellensburg, WA 98926](https://www.co.kittitas.wa.us/)

P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

<https://www.co.kittitas.wa.us/>

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From: Ian Garrity <ian@builtprefab.com>

Sent: Wednesday, August 13, 2025 9:05 AM

To: Ellie Myers <ellie.myers@co.kittitas.wa.us>

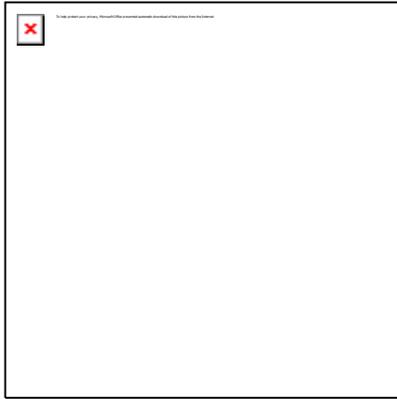
Cc: Jamey Ayling <jamey.ayling@co.kittitas.wa.us>; Zach Torrance-Smith <zach.torrancesmith@co.kittitas.wa.us>; Josh Pozzobon <josh@builtprefab.com>; Matt Wudi <m2signaturehomes@gmail.com>

Subject: Re: SX-25-00013 Schwartz - Shoreline Exemption Deemed Incomplete

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Ellie - we received the below email from you and then immediately thereafter received a recall email.

Can you please clarify where things stand with this application?

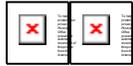


T. Ian Garrity

ian@builtprefab.com | (250) 328-5177

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On Wed, Aug 13, 2025 at 9:00 AM Ellie Myers <ellie.myers@co.kittitas.wa.us> wrote:

Good morning,

Please see the attached correspondence regarding your Shoreline Exemption application (SX-25-00013 Schwartz). A physical copy of the correspondence has been placed in the mail.

Please let me know if you have any questions or concerns.

Best,



Ellie Myers

(she/her/hers)

Planner I | Kittitas County Community Development Services

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P: 509-962-7048 | E: ellie.myers@co.kittitas.wa.us

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