



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

“Building Partnerships – Building Communities”

September 8, 2025

Michael & Mary Fahlgren
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Ellensburg, WA 98926
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RE: Fahlgren Short Plat Final (SPF-25-00004) – Staff Review and Request for Final Mylars

Dear Applicants,

Kittitas County Community Development Services (CDS) received the Fahlgren Final Short Plat (SPF-25-00004) submittal on July 24, 2025. Final Short Plat applications that are found to be complete must be processed and approved within 30 days of the submittal date. Kittitas County staff has completed the review of your final short plat submittal. Provided all previously transmitted requirements are addressed, CDS is ready to receive your final mylars for circulation and signatures.

Prior to submitting your final mylars for circulation and signatures, please ensure the following compliance items have been addressed. **Please note that this list likely includes components that have already been addressed previously by the applicants. Due to the unexpected delay in processing this application, it is pertinent to ensure all previously transmitted compliance items have been addressed.**

Kittitas County Community Development Services

- Final mylars must include signature boxes for Kittitas Reclamation District and Westside Irrigation Company, and both signature boxes must be signed and dated respectively. CDS will not accept mylars that have not been signed by appropriate irrigation entities.
- “SPF-25-00004 Fahlgren” must appear on the face of each mylar sheet along with the Preliminary Short Plat project number “SP-24-00010 Fahlgren.”

Kittitas County Public Works

- Please ensure the new parcels created in this Short Plat are identified with correct addresses upon final recording.
- Per County Surveyor: “Please include offset distances between the fence and the property deed line.”
- Per County Surveyor: “At a minimum property corners will need to be set and shown on the map for the new division line. Please identify if the drainfield easement is herein created, existing, or to be established via a separate document.”

Kittitas County Public Health

- The following condition was established by KCPH: “A minimum of one soil log dug to a depth of at least 48 inches on lot 1 must be recorded with the KCPHD.” – The applicants indicated this condition was addressed with KCPH. Please be advised that KCPH will not sign final mylars unless all communicated conditions have been addressed by the applicants.

Please provide the final mylars to Community Development Services. Once received, CDS will route the documentation to various departments for review and signatures.

Should you have any questions or concerns regarding this letter, please do not hesitate to contact me at (509) 962-7079 or via email at zach.torrancesmith@co.kittitas.wa.us

Thank you,



Zach Torrance-Smith
Planner I

Cc: Jamey Ayling, Planning Manager
Ellie Myers, Planner I
Bradley Gasawski, Planner I

Via Email