

## Ellie Myers

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**From:** Steph Mifflin  
**Sent:** Monday, November 17, 2025 11:55 AM  
**To:** Ellie Myers; Jeremy Larson  
**Subject:** RE: SP-25-00011 Hubbard - Notice of Application

Thank you, Ellie.

Building records indicate that the structure labeled as APT./SHOP has never obtained a building permit to convert any portion of the permitted shop into a residential dwelling or habitable space. The owner will need to go through the permitting process and obtain a *Change of Use* building permit for the conversion of the shop.

Thank you,

**Stephanie Mifflin**  
**Assistant Building Official**  
**Kittitas County Community Development Services**  
411 N Ruby Street, Suite 2  
Ellensburg, WA 98926  
(P) 509-962-7506  
[steph.mifflin@co.kittitas.wa.us](mailto:steph.mifflin@co.kittitas.wa.us)

To schedule inspections: <https://www.co.kittitas.wa.us/cds/building/inspection-request.aspx>  
To view permit or inspection status: <https://co-kittitas-wa.smartgovcommunity.com/Public/Home>  
To request design criteria / snowloads: <https://www.co.kittitas.wa.us/cds/building/cgdc-form.aspx>  
For a Public Records Act request, please go to <http://www.co.kittitas.wa.us/request/default.aspx> and fill out a request for public records through the GovQA portal.

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**From:** Ellie Myers <[ellie.myers@co.kittitas.wa.us](mailto:ellie.myers@co.kittitas.wa.us)>  
**Sent:** Tuesday, October 28, 2025 9:02 AM  
**Cc:** Jamey Ayling <[jamey.ayling@co.kittitas.wa.us](mailto:jamey.ayling@co.kittitas.wa.us)>; Bradley Gasawski <[bradley.gasawski@co.kittitas.wa.us](mailto:bradley.gasawski@co.kittitas.wa.us)>; Zach Torrance-Smith <[zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us)>; Ellie Myers <[ellie.myers@co.kittitas.wa.us](mailto:ellie.myers@co.kittitas.wa.us)>  
**Subject:** SP-25-00011 Hubbard - Notice of Application

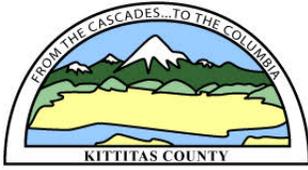
Good morning,

Please review the following Short Plat application: SP-25-00011 Hubbard. Any comments need to be received by **5 PM on November 17, 2025**.

Please let me know if there are any questions or issues accessing the material.

Internal Link: [SP-25-00011 Hubbard](#)  
External Link: [SP-25-00011 Hubbard](#)

Best,



## Ellie Myers

*(she/her/hers)*

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

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

If this is about a Public Records Act request, please go to <http://www.co.kittitas.wa.us/request/default.aspx> and fill out a request for public records through the GovQA portal.