



**Hubbard Short Plat
File Number SP-25-00011
FINDINGS OF FACT, DECISION AND CONDITIONS OF APPROVAL**

I. General Information

Requested Action: The applicants are proposing a 2-lot short plat resulting in one (1) 2.54-acre lot, and one (1) 3.04-acre lot, utilizing the “New Small Lots Around Existing Residences” section of Kittitas County Code 16.12.040(1)(iii)(c).

Location: One Tax Parcel (#200533), located approximately 1.5 miles east of Kittitas, WA. Section 6, Township 17, Range 20. This parcel bears Kittitas County parcel map number 17-20-06000-0020 and is zoned Agriculture 20 and has a land use designation of Rural Working.

Site Information:

Total Property Size:	5.58 acres
Number of existing lots:	1
Number of proposed lots:	2
Domestic Water:	Existing Individual Well
Existing Sewage Disposal:	Existing On-Site Septic System
Fire District:	Kittitas Valley Fire and Rescue (Fire District 2)
Irrigation District:	Kittitas Reclamation District

Site Characteristics: The site consists of two Single-Family Residence and associated non-residential structures in an Agriculture-20 zoning designation.

Surrounding Property:

North:	Low-density residential development in an Agriculture-20 zoning designation with associated agricultural activity.
South:	Low-density residential development in an Agriculture-20 zoning designation with associated agricultural activity.
East:	Low-density residential development in an Agriculture-20 zoning designation with associated agricultural activity.
West:	Range lands in forest and range zoning designation.

Access: The property is accessed via Stingley Road.

II. Administrative Review

Notice of Application: A Short Plat permit application was submitted to Kittitas County Community Development Services on October 14, 2025. The application was deemed complete on October 23, 2025. A Notice of Application for the Hubbard Short Plat (SP-25-00011) was mailed to all federal, state, and local agencies/departments with potential interest in the proposal as well as to all adjacent landowners located within 500 feet of any portion of the boundary of the proposal’s tax parcel on

October 30, 2025. Notice was published in the Northern Kittitas County Tribune, the official newspaper of record for Kittitas County, and posted to the Kittitas County Website, all in conformance with the Kittitas County Project Permit Application Process (Title 15A).

Designated Permit Coordinator (staff contact): Ellie Myers, Staff Planner. Phone: (509) 962-7048, Email: ellie.myers@co.kittitas.wa.us.

III. Zoning and Development Standards

The subject property is located approximately 1.5 miles east of Kittitas, WA, and has a Zoning designation of Agriculture-20 with a Land Use designation of Rural-Working. The intent of this zoning classification is to provide for an area where various agricultural activities and low-density residential developments co-exist compatibly. The Agriculture-20 zone has a minimum lot size of 20 acres. The Hubbard Short Plat is being proposed under KCC 16.12.040(1)(iii)(c) New Small Lots Around Existing Residences.

Staff Conclusions

The proposal, as conditioned, meets the requirements of KCC 16.12.040(1)(iii)(c); 1) The lot sizes are 2.54 acres and 3.04 acres, which meet the minimum lot size requirements for this provision of Kittitas County Code. 2) The lot comprising the balance of the division is capable of meeting all setback requirements ensuring continued agricultural use.

KCC 16.32.050 Short plat review: The planning official shall be vested with the responsibility of processing short plat applications. The county shall review and consider the proposed short subdivision regarding:

1. Its conformance with all county subdivision, zoning, health and sanitation, roads and bridges, and fire and life safety regulations and with laws adopted by the state of Washington.
2. Its conformance to all standards and improvements required under this title.
3. Potential hazards created by flood potential, landslides, etc.
4. Provisions for all improvements and easements (roads, ditches, etc.) required by this title.
5. Access for all proposed lots or parcels by way of a dedicated road right-of-way or easement.
6. All other relevant facts which may determine whether the public interest will be served by approval of the proposed subdivision.
7. Lots or parcels created by the final platting of a subdivision or short subdivision may not be further divided within a five-year period without filing of a final plat; except as provided for in RCW 58.17.060
8. Its compliance with Kittitas County Code Chapter 13.35, Adequate Water Supply Determination or work voluntarily with Kittitas County to develop an authorized conservation easement, see section 16.08.061.

Staff Conclusions

The proposal; 1) conforms to all county subdivision, zoning, roads and bridges, and fire and life safety regulations and with laws adopted by the state of Washington, and will be conditioned to meet health and sanitation 2) conforms to all standards and improvements required under this title, 3) has no hazards created by flood potential, landslides, etc., 4) makes provisions for all improvements and

easements, 5) outlines access for all proposed lots, 6) indicates no hindrance to the public interest, 7) is not being further divided from an incomplete plat, and 8) complies with KCC 13.35 to determine adequate water supply. Staff finds that the proposed short plat, as conditioned, is consistent with all applicable Washington State and Kittitas County codes.

IV. Comprehensive Plan

The Kittitas County Comprehensive Plan designates the proposal as a short plat in a Rural-Residential land use designation. Kittitas County has established the following goals and policies to guide activities in these areas. These goals and policies were developed in response to identified needs within the county, and support the County Wide Planning Policies:

RR-G9: The County should continue to explore ways to provide rural economic opportunities.

Consistency Statement

The applicants are proposing a 2-lot short plat that will create an additional parcel while maintaining low-density residential development in the area. This facilitates Kittitas County's goals for providing rural economic opportunity by dividing land that has two homes on it and allowing single ownership of each home.

RR-G10: The County should look for opportunities for a variety of rural density and housing choices while maintaining rural character and protecting health and safety.

Consistency Statement

The applicants are proposing the creation of an additional parcel within the restrictions put forth by Kittitas County Code. By allowing the creation of the new parcel, Kittitas County is demonstrating its commitment to providing a variety of housing choices while maintaining overall rural character.

Staff Comments

The Hubbard short plat as conditioned is consistent with the Kittitas County Comprehensive Plan Goals and Policies listed above. The proposal does not adversely affect agricultural lands and allows for continued agricultural land use while providing a variety of density to future housing options.

V. Environmental Review

CDS determined that the Hubbard Short Plat is exempt from SEPA review under WAC 197-11-800(6)(d). No critical areas were identified during the desktop review completed by staff using County GIS data.

VI. 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.

Agency Comments:

The following agencies provided comments during the comment period: Washington State Dept. of Health (DOH), Yakama Nation Fisheries, Bonneville Power Administration (BPA), Kittitas County Public Health (KCPH), Kittitas Reclamation District (KRD), Kittitas County Fire Marshal (KCFM), Kittitas County Public Works (KCPW), Confederated Tribes of the Colville Reservation (CTCR), and Kittitas County Community Development Services Building Department (CDS). No public comments were received during the public comment period.

Washington State Department of Health Office of Drinking Water

DOH provided information on group and shared wells and had no concerns about the proposed project.

Applicant Response: No response.

Staff Response: As DOH provided comments stating that they have no concerns, staff has no further comment.

Yakama Nation fisheries

Yakama Nation Fisheries provided comments acknowledging that this project does not yield any new information that requires further investigation of potential impacts on Archaeological/Cultural resources.

Applicant Response: No response.

Staff Response: As Yakama Nation Fisheries provided comments stating that they have no concerns, staff has no further comment.

Bonneville Power Administration

The Bonneville Power Administration stated that this proposal will not directly impact BPA families located 3.5 miles northeast of the subject properties and that they do not have any objections to the approval of this request currently.

Applicant Response: No response.

Staff Response: As BPA provided comments stating that they have no concerns, staff has no further comment.

Kittitas County Public Health

Drinking Water

- Subdivision with nonpublic wells must provide a 100-foot water supply protection zone for each existing and proposed well. This protection zone must be provided to each property located partially or entirely within the protection zone.

Wastewater

- Site evaluation is needed for the property without a septic system.
- Each parcel needs their own individual septic system.
- Septic System that is on file is located in a different spot than what is recorded.
- Current system that is recorded for this parcel is 3 bedroom.

Amended Kittitas County Public Health

If there is a working septic on site they are welcome to use it for the two parcels. They will have to give us documentation that this system will meet the size of the system that the septic system can support. We have documentation that the house is a 3 bedroom and the shop is a 1 bedroom, but the size of the septic system only meets a 3 bedroom.

Once the system meets the size requirements that are required for state code, and the easement is recorded with the auditor's office granting the parcel owners access to the septic system on the adjacent parcel, they will meet our recommendations and be given final approval.

Applicant Response: No response

Staff Response: As the comments provided by KCPH contained circumstantial requirements related to ground disturbing activities, staff has conditioned approval of this project upon adhering to listed requirements.

Kittitas Reclamation District

KRD stated that this parcel lies within the Kittitas Reclamation District boundaries and will be required to meet the KRD's subdivision guidelines.

Applicant Response: No response.

Staff Response: As the comments provided by KRD contained circumstantial requirements related to ground disturbing activities, staff has conditioned approval of this project upon adhering to listed requirements.

Kittitas County Fire Marshal

The KCFM stated no comments from the Fire Marshals office.

Applicant Response: No response.

Staff Response: As KCFM provided comments stating that they have no concerns, staff has no further comment.

Kittitas County Public Works

Access:

- An approved access permit shall be required from the KCPW prior to creating any new driveway access or alternative existing access.
- Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain access.
- Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.
- In addition to the above-mentioned conditions, all applicable Kittitas County Road Standards apply to this proposal. Access is not guaranteed to any existing or created parcel on this application.

Engineering:

- Except as exempted in Section KCC 14.05.060, no grading or filling upon a site involving more than one hundred (100) cubic yards shall be performed without a grading permit from the County Engineer or Public Works designee (KCC 14.05.050). An application for grading in excess of five hundred (500) cubic yards shall be accompanied by an engineered grading plan (KCC 14.05.080)

Survey:

- Basis of bearing needs to be called out.
- Recording number for Driveway easement – Existing or proposed?
- Notes 1 and 2 one page 2 are overlapping.

Flood:

- Parcel #200533 is not mapped within a FEMA identified special flood hazard area (100-year floodplain). A floodplain development permit is not required for the project.

Water Mitigation/Metering:

- The following comments outline the requirements for legal availability of water and metering for the proposed short plat:
- The applicant must provide legal water availability for all new uses on the proposed lots of this project, which can be provided through mitigation certificates. Prior to final plat approval and recording, the following conditions shall be met:
- In accordance with KCC Chapter 13.35.027, the applicant shall provide one of the following documents before final plat approval:
 1. A letter from a water purveyor stating that the purveyor has adequate water rights and will provide the necessary water for the new use.
 2. An adequate water right for the proposed new use; or
 3. A certificate of water budget neutrality from the Department of Ecology or other adequate interest in water rights from a water bank.
- All applicants for land divisions shall also submit information on "proximate parcels" held in "common ownership" as those terms are defined in WAC 173-539A-030 and otherwise demonstrate how the proposed new use will not violate RCW 90.44.050 as currently existing or hereafter amended.
- Failure to obtain mitigation before commencement of an activity requiring mitigation shall be a code violation subject to enforcement under Title 18 KCC.
- Final Plat Notes: The following notes shall be placed on the face of the plat:
 - C-1 "Metering is required for all new uses of domestic water for residential well connections and usage must be recorded in a manner consistent with Kittitas County Code Chapter 13.35.027 and Ecology regulations."
 - C-2 "The approval of this division of land provides no guarantee that use of water under the ground water exemption (RCW 90.44.050) for this plat or any portion thereof will not be subject to curtailment by the Department of Ecology or a court of law."

Applicant Response: No response.

Staff Response: As the comments provided by KCPW contained circumstantial requirements related to ground disturbing activities, staff has conditioned approval of this project upon adhering to listed requirements.

Confederated Tribes of the Colville Reservation

The CTCR stated they have no concerns with the proposed undertakings and potential effects on cultural resources.

Applicant Response: No response.

Staff Response: As CTCR provided comments stating that they have no concerns, staff has no further comment.

Kittitas County Community Development Services Building Department

CDS stated that 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.

Applicant Response: No response.

Staff Response: As the comments provided by CDS contained requirements, staff has conditioned approval of this project upon successfully adhering to listed requirements to obtain a Change of Use

building permit.

No public comments were received during the public comment period.

VII. Project Analysis & Consistency Review

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 the 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 IV of this staff report, the following Comprehensive Plan goals apply to this proposal: RR-G9 and RR-G10.

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

CDS determined that the Hubbard Short Plat is exempt from SEPA review under WAC 197-11-800(6)(d). No critical areas were identified during the desktop review completed by staff using County GIS data.

Consistency with the provisions of KCC 17.29, A-20 – Agriculture-20 Zone:

This proposal, as conditioned, is consistent with the Kittitas County Zoning Code for the Agriculture-20 zoning designation.

Consistency with the provisions of KCC 16.32.050, Short Plat Review:

This proposal, as conditioned, is consistent with the Kittitas County Short Plat Review requirements. The proposal; 1) conforms to all county subdivision, zoning, roads and bridges, and fire and life safety regulations and will be conditioned comply with laws adopted by the state of Washington for health and sanitation, 2) conforms to all standards and improvements required under this title, 3) has no hazards created by flood potential, landslides, etc., 4) makes provisions for all improvements and easements, 5) outlines access for both proposed lots, 6) indicates no hindrance to the public interest, 7) is not being further divided from an incomplete plat, and 8) complies with KCC 13.35 to determine adequate water supply.

Consistency with the provisions of KCC 16.12.040 (1), New Small Lots Around Existing Residences:

This proposal, as conditioned, is consistent with the requirement of Kittitas County Code KCC 16.12.040 (1), New Small Lots around existing residences because it is located within an agriculture type zoning, and it has been more than 5 years since the date for the establishment of the lawfully existing residence. The residence received its certificate of occupancy in 1995.

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

As conditioned, this proposal must be consistent with International Building Codes.

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

As conditioned, the proposal must be consistent with the provisions of KCC Title 12.

Consistency with the provisions of KCC Title 20, Fire and Life Safety:

As conditioned, the proposal must be consistent with the provisions of KCC Title 20.

VIII. Findings of Fact

1. Requested Action: The applicants are proposing a 2-lot short plat resulting in one (1) 2.54-acre lot, and one (1) 3.04-acre lot, utilizing the “New Small Lots Around Existing Residences” section of Kittitas County Code 16.12.040(1)(iii)(c).
2. Site Location: One Tax Parcel (#200533), located approximately 1.5 miles east of Kittitas, WA. Section 6, Township 17, Range 20. This parcel bears Kittitas County parcel map number 17-20-06000-0020 and is zoned Agriculture 20 and has a land use designation of Rural Working.

1. Site Information:

Total Property Size:	5.58 acres
Number of existing lots:	1
Number of proposed lots:	2
Domestic Water:	Existing Individual Well
Existing sewage Disposal:	Existing On-Site Septic System
Fire District:	Kittitas Valley Fire and Rescue (Fire District 2)
Irrigation District:	Kittitas Reclamation District

Site Characteristics: The site consists of a Single-Family Residence and associated non-residential structures in an Agriculture-20 zoning designation.

Surrounding Property:

- North: Low-density residential development in an Agriculture-20 zoning designation with associated agricultural activity.
- South: Low-density residential development in an Agriculture-20 zoning designation with associated agricultural activity.
- East: Low-density residential development in an Agriculture-20 zoning designation with associated agricultural activity.
- West: Range lands in Forest and Range zoning designation.

Access: The property is accessed via Stingley Road.

2. The Comprehensive Plan land use designation is “Rural Working.”
3. The subject property is zoned “Agriculture-20.”
4. A Short Plat permit application was submitted to Kittitas County Community Development Services on October 14, 2025. The application was deemed complete on October 23, 2025. A Notice of Application for the Hubbard Short Plat (SP-25-00011) was mailed to all federal, state, and local agencies/departments with potential interest in the proposal as well as to all adjacent landowners located within 500 feet of any portion of the boundary of the proposal’s tax parcel on October 30, 2025. Notice was published in the Northern Kittitas County Tribune, the official newspaper of record for Kittitas County, and posted to the Kittitas County Website, all in conformance with the Kittitas County Project Permit Application Process (Title 15A).
5. The proposal is consistent with Kittitas County Subdivision Code 16.32.050, Short Plat Review. Staff finds that the proposed short plat is consistent with all applicable Washington State and Kittitas County code sections, provided that aforementioned required provisions are met.
6. The following agencies provided comments during the comment period: Washington State Dept. of Health (DOH), Yakama Nation Fisheries, Bonneville Power Administration (BPA), Kittitas County Public Health (KCPH), Kittitas Reclamation District (KRD), Kittitas County Fire Marshal (KCFM), Kittitas County Public Works (KCPW), Confederated Tribes of the Colville

Reservation (CTCR), and Kittitas County Community Development Services Building Department (CDS). No public comments were received during the public comment period.

7. SEPA review was not required. This project is exempt under WAC 197-11-800 (6)(d). The proposed short plat is consistent with KCC Title 15.
8. The proposed short plat is consistent with KCC Title 17A Critical Areas.
9. The proposed short plat is consistent with KCC 17.29 A-20 – Agriculture-20 Zone as conditioned.
10. The proposed short plat is consistent with KCC 16.32.050 as conditioned.
11. The proposed short plat is consistent with KCC 16.12.040 as conditioned.
12. The proposed short plat is consistent with KCC Title 14 Building and Construction as conditioned.
13. The proposed short plat is consistent with KCC 12 Roads and Bridges as conditioned.
14. The proposed short plat is consistent with KCC 20 Fire and Life Safety as conditioned.

IX. Conclusions

1. As conditioned, the proposal 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. As conditioned the proposal is consistent with Kittitas County Code Title 16.32 Short Plat Requirements.
4. As conditioned, the proposal is consistent with Kittitas County Code Title 17 Zoning, Title 17A Critical Areas, Title 14 Building Code, Title 13 Water and Sewers, Title 12 Roads and Bridges, and Title 20 Fire and Life Safety.

X. Decision and Conditions of Approval

Kittitas County Community Development Services grants **preliminary approval** of the Hubbard Short Plat, SP-25-00011, based on the above staff analysis, findings of fact, and conclusions with the following conditions of approval.

Conditions of Approval:

1. Building

- A. All new construction must meet the International Residential Code requirements.
- B. The portion of the Apt./Shop shown on Lot 1 that was converted into a residential dwelling and/or habitable space shall be brought into compliance either through a Change-of-Use building permit or by decommissioning the living space through the removal of the cooking source and associated venting. The decommissioned unit will require over the counter mechanical and plumbing permits.
- C. Environmental and statutory review may be required for all current and future development, construction, and improvements. The applicant and/or all future

owners of any lot or lots within this subdivision are responsible for compliance with all applicable local, state, and federal rules, requirements, codes, and regulations. It is incumbent upon said applicants and future owners to investigate for, and obtain from the appropriate agency or their representative, all required permits, licenses, and approvals for any development, construction, and/or improvements that occur within the boundaries of this subdivision.

2. Roads and Transportation

- A. This application is subject to the latest revision of the Kittitas County Road Standards. The following conditions apply and must be completed prior to final approval of this project. A performance guarantee may be used in lieu of the required improvements, per the conditions outlined. (KCC 12.01.150)
- B. A driveway shall serve no more than four tax parcels. See Kittitas County Road Standards.
- C. Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.
- D. New access easements shall be a minimum of 30'. The roadway width shall have a minimum width of 12' if the length of the driveway is less than 150', or 16' if the length of the driveway is more than 150'.
- E. Driveways longer than 150' in length are required to provide a Fire Apparatus Road Turnaround meeting the requirements of Appendix D in the International Fire Code.
- F. Max grade shall be 10%.
- G. Crush surface depth per WSDOT Standards.
- H. Maintenance of driveway approaches shall be the responsibility of the owner whose property they serve. The County will not maintain access.
- I. An approved access permit shall be required from the Department of Public Works prior to creating any new driveway access or performing work within the county road right-of-way. Access is not guaranteed to any existing or created parcel on this application.
- J. Contact the Kittitas County Rural Addressing Coordinator at (509) 962-7523 to obtain addresses prior to obtaining a building permit. A parcel cannot receive a building permit or utilities until such parcel is identified with a 911 address.
- K. Contact the Kittitas County Fire Marshal regarding any additional access requirements for Emergency Response.
- L. Mailboxes must be approved by U.S. Postal Service. Mailbox locations are site specific. Contact your local Post Office for location and design standards before beginning construction.
- M. Except as exempted in Section KCC 14.05.060, no grading or filling upon a site involving more than one hundred (100) cubic yards shall be performed without a grading permit from the County Engineer or Public Works designee (KCC 14.05.050). An application for grading in excess of five hundred (500) cubic yards shall be accompanied by an engineered grading plan (KCC 14.05.080).

3. State and Federal

- A. Applicant shall meet all state and federal regulations.
- B. An NPDES Construction Stormwater Permit may be required if there is a potential for stormwater discharge from a construction site with disturbed ground. Ground disturbance includes all utility placements and building or upgrading roads. A permit and a stormwater plan are required prior to beginning ground-breaking activities.
- C. Prior to any ground-disturbing activities, applicants shall produce and enact an Inadvertent Discovery Plan (IDP). If during the course of ground disturbing activities any cultural resources are unearthed, work shall be stopped immediately and contact shall be made with the Washington State Dept. of Archaeology and Historic Preservation, as well as the Confederated Tribes of the Colville Reservation.

4. Plat Notes

- A. The following plat notes shall be recorded on the final mylar drawings:
 - Environmental and statutory review may be required for all current and future development, construction, and improvements. The applicant and/or all future owners of any lot or lots within this subdivision are responsible for compliance with all applicable local, state, and federal rules, requirements, codes, and regulations. It is incumbent upon said applicants and future owners to investigate for, and obtain from the appropriate agency or their representative, all required permits, licenses, and approvals for any development, construction, and/or improvements that occur within the boundaries of this subdivision.
 - All development shall comply with International Fire Code.
 - Maintenance of the access is the responsibility of the property owners who benefit from its use.
 - An approved access permit will be required from the Department of Public Works prior to creating any new driveway access or performing work within the county road right-of-way.
 - The approval of this division of land provides no guarantee that use of water under the ground water exemption (RCW 90.44.050) for this plat or any portion thereof will not be subject to curtailment by the Department of Ecology or a court of law.
 - Any further subdivision or lots to be served by proposed access may result in further access requirements. See Kittitas County Road Standards.
 - A public utility easement 10 feet in width is reserved along all lot lines. The 10-foot easement shall abut the exterior plat boundary and shall be divided by 5 feet on each side of interior lot lines. Said easement may also be used for irrigation.
 - Metering is required for all new uses of domestic water for residential well connections and usage must be recorded in a manner consistent with Kittitas County Code Chapter 13.35.027 and Ecology regulations.
 - The subject property is within or near designated agricultural lands, forest lands, or mineral resource lands on which a variety of commercial activities and mineral operations may occur that are not compatible with residential development for certain

periods of limited duration. Commercial natural resource activities and/or mineral operations performed in accordance with County, State and federal laws are not subject to legal action as public nuisances.

- A signature box for Kittitas Reclamation District (KRD) shall be included by the Professional Licensed Surveyor (PLS) on the final mylars and shall be signed by an authorized representative of KRD prior to obtaining signatures from various Kittitas County department officials.

5. Other

- A. The following survey corrections/notes shall be reflected prior to final short plat approval:
 - i. Call out the basis of bearing.
 - ii. Record the shown Driveway easement if an agreement does not already exist.
 - iii. Correct notes “1” and “2” one page 2 that are overlapping.
- B. Taxes shall be paid in full on all tax parcels involved in this land use action as required by Washington State Law (RCWs 84.40.042 & 84.56.345) prior to final plat recording.
- C. Both sheets of the final mylars shall reflect short plat number SP-25-00011 and an accurate legal description shall be shown on the face of the final plat. Engineers and Surveyors need to be cognizant of all the requirements related to Final Plats (KCC 16.20) and Survey Data and Dedications (KCC 16.24). The final plat must be submitted in full conformance with these chapters of Kittitas County Code; **non-compliant mylars will be rejected and returned to the applicant.** A final plat file number will be assigned when CDS receives your final plat application. This file number will also be required on the face of the final plat.
- D. It is the responsibility of the Professional Licensed Surveyor (PLS) to ensure the lot closures are correct and accurate.
- E. This preliminary approval will expire 5 years from the date of this determination if no extension is filed in accordance with KCC 16.32.090.
- F. The applicant must provide legal water availability for all new uses on the proposed lots of this project, which can be provided through mitigation certificates. Prior to final plat approval and recording, the following conditions shall be met: In accordance with KCC Chapter 13.35.027, the applicant shall provide one of the following documents before final plat approval –
 - i. A letter from a water purveyor stating that the purveyor has adequate water rights and will provide the necessary water for the new use;
 - ii. An adequate water right for the proposed new use; or
 - iii. A certificate of water budget neutrality from the Department of Ecology or other adequate interest in water rights from a water bank.
- G. The applicant must have a soil log evaluated by Public Health for Lot 2 before the Final Plat submittal.
- H. If Lot 1 and Lot 2 share a septic system, the applicant shall provide documentation to Kittitas County Public Health demonstrating that the size of the existing septic system meets the requirements for the number of proposed bedrooms. Once the septic system

meets these size requirements, the applicant shall record an easement with the Kittitas County Auditor's Office granting the parcel owners access to the septic system located on the adjacent parcel.

- I. The applicant must provide a 100-foot water supply protection zone for each existing and proposed well. This protection zone must be provided to each property located partially or entirely within the protection zone.
- J. All applicants for land divisions shall also submit information on "proximate parcels" held in "common ownership" as those terms are defined in WAC 173-539A-030 and otherwise demonstrate how the proposed new use will not violate RCW 90.44.050 as currently existing or hereafter amended. Failure to obtain mitigation before commencement of an activity requiring mitigation shall be a code violation subject to enforcement under Title 18 KCC.
- K. The applicant shall record a covenant precluding further division of the subject lot while designated for agricultural use by the adopted Kittitas County Comprehensive Plan maintaining the minimum adjustment necessary to accommodate the proposed use.

From these conclusions and findings, the proposed Short Plat is approved with the above conditions. Kittitas County Code (Chapter 15A.07.010) stipulates that an appeal of this administrative land use decision must be filed within 10 (ten) working days by submitting specific factual objections and a fee of \$1670 to Kittitas County. The appeal deadline for this project is December 29, at 5:00 p.m. Appeals submitted on or before December 29, 2025, shall be submitted to Kittitas County Community Development Services at 411 N Ruby St, Suite 2, Ellensburg, WA 98926.

Responsible Official



Ellie Myers

Title: Planner I

Address: Kittitas County Community Development Services
411 N. Ruby Street, Suite 2
Ellensburg, WA. 98926
Phone: (509) 962-7079

Date: December 11, 2025