

**From:** [Jeremy Larson](#)  
**To:** [Zach Torrance-Smith](#)  
**Subject:** RE: SI-26-00001 Monster Garage - Notice of Application  
**Date:** Tuesday, March 3, 2026 9:51:52 AM  
**Attachments:** [22- SIGNS.pdf](#)

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Zach,

Thanks for the opportunity to provide comment on this sign permit application. Based on the application it appears the proposed sign will not exceed seven feet in height and therefore will not require an additional permit through the Building Department. Please see attached KCCDS building department sign policy for reference.

-Jeremy

**Jeremy Larson, CBO**  
**Building Official**

Kittitas County Community Development Services  
411 N Ruby Street Suite 2  
Ellensburg, WA 98926  
[jeremy.larson@co.kittitas.wa.us](mailto:jeremy.larson@co.kittitas.wa.us)  
P: 509.962.7559



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**From:** Zach Torrance-Smith <zach.torrancesmith@co.kittitas.wa.us>  
**Sent:** Monday, March 2, 2026 2:41 PM  
**To:** Kelee Hodges <kelee.hodges.pw@co.kittitas.wa.us>; Candie Leader <candie.leader@co.kittitas.wa.us>; Tate Mahre <tate.mahre@co.kittitas.wa.us>; Jackie Sharp <jackie.sharp@co.kittitas.wa.us>; Justin Turnbull <justin.turnbull@co.kittitas.wa.us>; Samantha Cox <samantha.cox@co.kittitas.wa.us>; Rebecca Cruse <rebecca.cruse.pw@co.kittitas.wa.us>; Steph Mifflin <steph.mifflin@co.kittitas.wa.us>; Jeremy Larson <jeremy.larson@co.kittitas.wa.us>  
**Cc:** Jamey Ayling <jamey.ayling@co.kittitas.wa.us>; Ellie Myers <ellie.myers@co.kittitas.wa.us>; Bradley Gasawski <bradley.gasawski@co.kittitas.wa.us>  
**Subject:** SI-26-00001 Monster Garage - Notice of Application

Good afternoon,

Please review the following Sign Permit application: SI-26-00001 Monster Garage. Any comments **need to be submitted by 5PM on March 17, 2026.**

Please let me know if there are any questions.

Internal Link: [SI-26-00001 Monster Garage](#)

External Link: [SI-26-00001 Monster Garage](#)

***Zach Torrance-Smith***

***Planner I***

***Kittitas County Community Development Services***

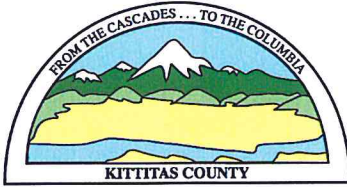
***411 N. Ruby St., Suite 2***

***Ellensburg, WA 98926***

***P: 509-962-7079***

***[zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us)***

If this is about a Public Records 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.



## SIGN PERMIT POLICY

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

All signs are required to comply with Kittitas County Code KCC 17.70. A sign permit is required prior to erecting, structurally altering, relocating, or changing illumination characteristics of any non-exempt sign. A sign permit **is not** required for repainting, cleaning, normal maintenance, or for sign face and copy changes that do not alter the size or structure of the sign.

All signs must also comply with KCC 17 Zoning, KCC 14.04 Building Code, KCC 14.08 Flood Damage Prevention, KCC 17A Critical Areas, and KCC 12.50 Signs Along Rights-of-Way.

Signs visible from a state highway or interstate will require approval from the Washington State Department of Transportation.

Signs over 7'-0" in height from grade also require a Building Permit.

1. Signs over 7'-0" and up to 10'-0" in height and maximum post spacing of 8'-0" require post holes minimum 12" diameter and 3'-0" deep set in concrete. Holes must be in native soil without the use of sono-tubes.
2. Signs over 10'-0" and up to maximum allowed per zoning sign code and not to exceed 16'-0" in height and maximum post spacing of 8'-0" require post holes minimum 24" diameter and 4'-0" deep set in concrete. Holes must be in native soil without the use of sono-tubes.
3. Signs over 16'-0" in height or post spacing greater than 8'-0" require full engineering.
4. Any sign being placed near a Public Way or Right of Way (County Road R.O.W. prohibited per KCC 12.50) require engineering regardless of size.  
Exception: Signs that meet #'s 1 or 2 above and are 1.25 times the height set back to the Public Way or Right of Way (must still meet minimum zoning setbacks).

Permit submittals require two (2) copies of the following:

- a. Site Plan.
- b. One elevation or cross section showing height of sign, depth of post(s), and all construction materials.
- c. Complete connection details.

DATE: 9/8/16 BUILDING OFFICIAL: W. PLOREY



# KITTITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

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### MEMORANDUM

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**TO:** All Staff  
**FROM:** Public Works Plan Review Team  
**DATE:** March 13, 2026  
**SUBJECT:** SI-26-00001 Monster Garage

<b>ACCESS</b>	No Comment. (RC)
<b>ENGINEERING</b>	No Comment. (CP)
<b>SURVEY</b>	No survey comments. Not adjacent to County right of way. (JT)
<b>TRANSPORTATION CONCURRENCY</b>	No comments. (RC)
<b>FLOOD</b>	A portion of parcel #963863 is located within the FEMA mapped special flood hazard area (1% annual chance flood zone). A floodplain development permit is not required for the proposed sign as it is not within the floodplain boundary. (SC)
<b>WATER MITIGATION/ METERING</b>	No comments. (SC)
<b>AIRPORT</b>	No Comments. (RC)

Please contact Kittitas County Public Works (509) 962-7523 with any questions.