



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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Office (509) 962-7506

"Building Partnerships – Building Communities"

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals: [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

APPLICATION FEES:

\$600.00 Kittitas County Community Development Services (KCCDS)**

\$950.00* Kittitas County Department of Public Works**

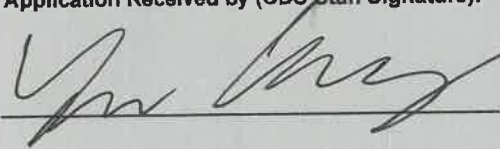
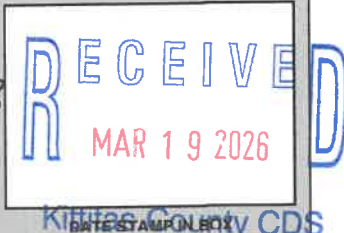
\$260.00 Kittitas County Public Health

\$1,810.00 Total fees due for this application (One check made payable to KCCDS)

*2 hours of review included in Public Works Fee. Additional review hours will be billed at \$243 per hour.

** Note: KCCDS and PW fees are waived if project is a VSP sponsored fish enhancement project.

FOR STAFF USE ONLY

Application Received by (CDS Staff Signature): 	DATE: <u>3/19/26</u>	RECEIPT# <u>CD26-CDS28</u>	
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A. Background [Find help answering background questions](#)

1. Name of proposed project, if applicable:
Kittitas Public Utility District #1 Headquarters
2. Name of applicant:
Manastash Architecture Planning and Development (MAPD)
3. Address, e-mail and phone number of applicant and contact person:
Marc Brown, marc@mapd.co, 206-240-4580
421 N Pearl St, Ste 100, Ellensburg, WA 98926
4. Date checklist prepared:
3/16/26
5. Agency requesting checklist:
Kittitas County Community Development Services
6. Proposed timing or schedule (including phasing, if applicable):
Construction proposed to begin September/October 2026, through 2027
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
No plans for future additions at this time.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
A geotechnical report has been prepared in addition to monitoring wells.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
A Group B Water System are being pursued simultaneously with this application.
10. List any government approvals or permits that will be needed for your proposal, if known.
A permit for a Group B Water System is being pursued simultaneously with this application. An approved septic system, grading permit, and building permit will be required for the proposal.
11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.
The project is a proposed headquarters for Kittitas PUD #1 on a 9.65 acre parcel on the Kittitas Highway consisting of a 6,300 sf single story administration building, 10,200 sf pre-engineered metal building, associated parking, material storage yard, 150 sf pump house, and (2) 60,000 gallon water tanks for fire suppression.
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.
4271 Kittitas Hwy, Ellensburg, WA 98926, approximately 800 feet west of North Ferguson Rd.
Parcel: 051833
Map #: 17-19-04030-0010
SE 1/4 of SW 1/4 of Section 4, Township 17N, Range 19E

B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

1. Earth [Find help answering earth questions](#)

a. General description of the site:

Relatively flat former agricultural land

(circle one): Flat rolling, hilly, steep slopes, mountainous, other _____

b. What is the steepest slope on the site (approximate percent slope)?

Approximately 3% (most of the site is between 1-2% slope N-S)

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.
Former hayfield with fine soils at the ground surface 1.5-4.5 feet (sandy silt, silty sand, and sandy clay), dense gravel below from 4.5-16.5 feet. Encountered soils are consistent with Type C materials per WISHA criteria.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No mention of unstable soils in the geotechnical report.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Estimated building excavation: Estimated site fill: +/- 6,995 CY (structural fill & soils) Total area: +/- 6 acres
+/- 1513 CY cut, +/- 2269 CY Structural Fill Estimated site cut: +/- 1,308 CY

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

The proposed project addresses site preparation and protection of subgrade to prevent erosion.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Approximately 53.5%

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Protection measures include: erosion control maintenance, preventing tracking of soil and rock offsite, preventing driving on wet subgrade soil, and protecting completed surfaces with mechanical or bio-technical erosion control

2. Air [Find help answering air questions](#)

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Typical construction emissions from vehicles and earthwork equipment. Limited vehicle emissions once the project is complete from employee vehicles and maintenance yard equipment.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

No off-site sources of emissions or odor are anticipated. Typical odors from nearby agricultural activities may be present.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Construction best practices to control dust and emissions will be required of the general contractor.

3. **Water** [Find help answering water questions](#)

a. Surface Water: [Find help answering surface water questions](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

No.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Not applicable

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not applicable

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No.

b. Ground Water: [Find help answering ground water questions](#)

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Yes, the project will utilize a well for potable water. The system will be a Group B water system using 275 gallons of water (or less) per day.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

There will be an on-site septic system with a drainfield at the north end of the site. The building anticipates 14 employees and 10 or fewer daily visitors, but the system is conservatively designed to accommodate additional users and a peak factor is applied. No animals or agricultural uses will be associated with the project.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.
Storm water runoff will be managed with swales and a detention pond on the site. The detention pond will control the discharge into the existing County ditch infrastructure at a pre-development rate.
- 2) Could waste materials enter ground or surface waters? If so, generally describe.
No waste materials are anticipated beyond storm water control, which is engineered to be filtered by the detention pond prior to release.
- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.
No.
- 4) Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:
Grading and a detention pond with natural filtration.

4. **Plants** [Find help answering plants questions](#)

a. Check the types of vegetation found on the site:

- ☐ deciduous tree: alder, maple, aspen, other
- ☐ evergreen tree: fir, cedar, pine, other
- ☐ shrubs
- ☒ grass
- ☐ pasture
- ☒ crop or grain
- ☐ orchards, vineyards, or other permanent crops.
- ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☐ water plants: water lily, eelgrass, milfoil, other
- ☐ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?
Only former agricultural areas are to be cleared and grubbed.

c. List threatened and endangered species known to be on or near the site.
Not applicable

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:
Native plants and drought tolerant ground cover is proposed around the administration building.
Existing vegetation that is unaffected by the project area will be maintained.

e. List all noxious weeds and invasive species known to be on or near the site.
Not known on the site. Any noxious weeds will be treated with recommended herbicides per the Kittitas County Noxious Weed Control Board.

5. Animals [Find help answering animal questions](#)

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Hawks and songbirds have been observed on or near the site.

Examples include:

Birds: hawk, heron, eagle, songbirds, other:

Mammals: deer, bear, elk, beaver, other:

Fish: bass, salmon, trout, herring, shellfish, other _____

- b. List any threatened and endangered species known to be on or near the site.
Not known on the site.
- c. Is the site part of a migration route? If so, explain.
Not known on the site.
- d. Proposed measures to preserve or enhance wildlife, if any:
Some trees will be planted to enhance wildlife on the site.
- e. List any invasive animal species known to be on or near the site.
Unknown.

6. Energy and Natural Resources [Find help answering energy and natural resource questions](#)

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
Electric and solar.
- b. Would your project affect the potential use of solar energy by adjacent properties?
If so, generally describe.
No.
- c. What kinds of energy conservation features are included in the plans of this proposal?
List other proposed measures to reduce or control energy impacts, if any:
The project will meet or exceed state energy code requirements.

7. Environmental Health [Find help with answering environmental health questions](#)

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal?
If so, describe.
There are no anticipated environmental health hazards. The project involves storage and handling of electrical transformers, which are handled and maintained using industry best practices.

- 1) Describe any known or possible contamination at the site from present or past uses.
No known contamination from past or present agricultural uses.
- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
No known hazardous chemicals within the project area and in the vicinity.
- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
No anticipated hazardous chemicals will be stored, used, or produced.
- 4) Describe special emergency services that might be required.
No anticipated special emergency services are required.
- 5) Proposed measures to reduce or control environmental health hazards, if any: [\[help\]](#)
Not applicable

b. Noise [\[help\]](#)

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
The site is located on the Kittitas Highway, which is a 50 mph road. Road noise is anticipated.
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
Minimal noise is anticipated from the site. Regular PUD business operations M-F, 8-4. Occasional deliveries outside of regular hours.
- 3) Proposed measures to reduce or control noise impacts, if any:
N/A

8. Land and Shoreline Use [Find help answering land and shoreline use questions](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.
The site was a former hay field (agricultural use). The adjacent properties are residential and farmland uses. The proposal will not affect current land uses on nearby properties.
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?
Yes, previous farmland. The +/- 9.65 acre site will be converted for public utility administrative and storage uses. The site was not of long-term commercial significance.
- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:
No affects are anticipated.

c. Describe any structures on the site.

No existing structures on the site.

d. Will any structures be demolished? If so, what?

No.

e. What is the current zoning classification of the site?

Agriculture 20

f. What is the current comprehensive plan designation of the site?

Rural Working Land Use

g. If applicable, what is the current shoreline master program designation of the site?

N/A

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

N/A

i. Approximately how many people would reside or work in the completed project?

14 daily employees (up to 17 in the future), 4-6 field crew

j. Approximately how many people would the completed project displace?

None.

k. Proposed measures to avoid or reduce displacement impacts, if any:

N/A

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The project is in keeping with the rural character of the site and surrounding area, in compliance with all applicable County and State codes.

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

No impacts to agricultural or forest lands of long-term commercial significance are anticipated.

9. Housing [Find help answering housing questions](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
No housing is proposed.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
None
- c. Proposed measures to reduce or control housing impacts, if any:
N/A

10. Aesthetics [Find help answering aesthetics questions](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
29.5' tall at peak, primary exterior building material will be metal siding.
- b. What views in the immediate vicinity would be altered or obstructed?
The buildings are sited in the middle of the property. Views from surrounding properties aren't anticipated to be seriously impacted. The adjacent residential view to the east may be obstructed.
- c. Proposed measures to reduce or control aesthetic impacts, if any:
The buildings are sited to limit visual impact on adjacent properties.

11. Light and Glare [Find help answering light and glare questions](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
There will be security lighting on the buildings and in the storage yard when it's dark outside.
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
The lighting will comply with code requirements and should not significantly impact views. The light poles will utilize motion sensors to keep them at a lower level when not actively in use.
- c. What existing off-site sources of light or glare may affect your proposal?
None anticipated.
- d. Proposed measures to reduce or control light and glare impacts, if any:
Site and building lighting will comply with dark sky and other code requirements.

12. Recreation [Find help answering recreation questions](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity?
None in the immediate vicinity. The Palouse to Cascades State Park Trail crosses a neighboring parcel.
- b. Would the proposed project displace any existing recreational uses? If so, describe.
No.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

N/A

13. Historic and cultural preservation [Find help answering historic and cultural preservation questions](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

N/A

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

N/A

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

N/A

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A

14. Transportation [Find help with answering transportation questions](#)

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The site is accessed by Kittitas Hwy, and is approximately 800 feet west of N Ferguson Rd.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

No, the site is not served by public transit. The nearest transit stop is the Kittitas County Connector at Kittitas City Hall. HopeSource provides dial-a-ride service within Kittitas County.

- c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

A traffic memo is being prepared, but the new facility will have minimal traffic impact to the existing Kittitas Highway.

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No

- e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Approximately 85 trips per day based on (14) employees and (6) field crew members as prepared in the Traffic Scoping memo by PH Consulting.

f. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

The proposal is not anticipated to affect the movement of agricultural and forest products in the area.

g. Proposed measures to reduce or control transportation impacts, if any:

Kittitas County Public Works will make a determination if a traffic study is required for this proposal.

15. Public Services [Find help answering public service questions](#)

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

The proposal is on an existing thoroughfare (Kittitas Highway). The existing Kittitas PUD headquarters facility is relocating to this site, so the fire protection and police protection requirements will be similar.

b. Proposed measures to reduce or control direct impacts on public services, if any.

The site has security measures and on-site fire suppression per Fire Marshal requirements.

16. Utilities [Find help answering utilities questions](#)

a. Circle utilities currently available at the site:

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other _____

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Electrical service, on-site septic, on-site well (public water system)

C. Signature [Find help about who should sign](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signer Marc Brown, AIA

Position and Agency/Organization Architect, MAPD - Manastash Architecture Planning & Development

Date Submitted: 3/19/2026

D. supplemental sheet for nonproject actions [Find help for the nonproject actions worksheet](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The stormwater and wastewater are being managed on-site. Minimal air emissions from typical employee traffic and storage yard. No hazardous substances anticipated.

Proposed measures to avoid or reduce such increases are:

Compliance with all County and State code requirements to minimize site impact.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Minimal impact to wildlife in converting existing former farmland to public administrative and storage use.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

N/A

3. How would the proposal be likely to deplete energy or natural resources?

The proposal will not use an excessive quantity of energy or natural resources.

Proposed measures to protect or conserve energy and natural resources are:

Compliance with all County and State code requirements will minimize energy consumption. Solar panels for renewable energy.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

It is unlikely the proposal will affect environmentally sensitive areas.

Proposed measures to protect such resources or to avoid or reduce impacts are:

N/A

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

N/A

Proposed measures to avoid or reduce shoreline and land use impacts are:

N/A

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

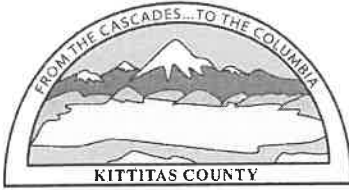
The proposal replaces an existing facility, therefore the demands on transportation and public services are more or less neutral.

Proposed measures to reduce or respond to such demand(s) are:

N/A

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposal does not conflict with laws or requirements for the protection of the environment.



KITTITAS COUNTY
COMMUNITY DEVELOPMENT SERVICES

Receipt Number: CD26-00528

411 N. Ruby St., Suite 2
Ellensburg, WA 98926
509-962-7506 / <https://www.co.kittitas.wa.us/cds/> /

Payer/Payee: Matt Boast
1400 Vantage Hwy
Ellensburg WA 98926

Cashier: TURNER ENGLEHART **Date:** 03/19/2026
Payment Type: CREDIT CARD

SE-26-00003

SEPA

4271 KITTITAS HWY

Fee Description

Fee Amount

Amount Paid

Fee Balance

SEPA Checklist (Health)

\$260.00

\$260.00

\$0.00

SEPA Checklist

\$600.00

\$600.00

\$0.00

SEPA Review (PW)

\$950.00

\$950.00

\$0.00

SE-26-00003 TOTALS:

\$1,810.00

\$1,810.00

\$0.00

TOTAL PAID:

\$1,810.00