



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

Fax (509) 962-7682

"Building Partnerships – Building Communities"

October 24, 2014

Scott and Gayle McIntosh
7820 Highway 97
Ellensburg WA 98926

RE: CU-14-00004 McIntosh Conditional Use Permit

Dear Mr. and Mrs. McIntosh,

On October 7, 2014 Kittitas County Community Development Services (CDS) received your application for the above Conditional Use Permit (CUP). CDS must at this time deem your application **incomplete**. Items 9, 10, and 11 on the conditional use permit application require a detailed narrative; the provision of the applicable zoning code; and a detailed description of how the proposed use meets the criteria for approval of the CUP respectively. These responses are an opportunity for the applicant to "make their case" with regard to the appropriateness of the proposed use for the proposed site.

In addition, a more detailed narrative of the proposed use will be required to accurately assess the conditional use application. The essence of a conditional use permit is to as objectively as possible set thresholds and conditions on a particular use to ensure that it is in keeping with the letter and the intent of the zoning and other applicable county codes as well as the comprehensive plan. Only through a detailed narrative and site plan can the county obtain a sense of appropriateness for the proposed project in the proposed location. That narrative then becomes the constraining parameters for the CUP. If for example an applicant proposes, and is approved for, a 5,000 square foot structure in a particular location on the premises to operate their business in and then proceeds to build a 9,000 square foot structure on the other side of the parcel, they would be deemed in violation of the CUP and it would be revoked. In no case would a narrative that stated something along the lines of "... a structure somewhere in the eastern portion of the property is proposed to house business operations" be sufficient to adequately determine the potential impacts of a project or its appropriateness with regard to the zoning code and the comprehensive plan.

Without a detailed narrative of the proposed use CDS cannot continue the processing of your application. Please provide us with a detailed description of the project with respect to the nature, size, location, number of, and infrastructure requirements for, the improvements and modification to the property related to the prospective conditional use. We will also need a clearer picture of the nature, scale, and scope of the activities proposed to take place on site and any measures to be utilized to minimize negative impacts to the surround area.

As per [KCC 15A.03.040 \(1\)\(b\)](#):

"... An incomplete application shall expire after 180 calendar days unless the requested supplemental information is submitted in complete form."

The requested material will need to be submitted to KCCDS on or before **April 22, 2015 at 5:00 pm** (180 days), in order to keep this application active.

There are several examples of other conditional use applications on line at the county's web site available for review. Feel free to contact me should have any questions, comments, or concerns.

Respectfully,



Jeffrey A. Watson
Planner II
Community Development Services
411 North Ruby Suite 2
Ellensburg WA 98926
jeff.watson@co.kittitas.wa.us
509-933-8274

cc via email: oneofakindsign5@hotmail.com