

Response to comments regarding Administrative Conditional Use Application  
ACU-20-00002

To all departments: I have been operating under a Conditional Use Permit C-04-12 since 2005. This permit allowed for the Retail Sales of Homes and Interior Finishes. This property has had a commercial use and I have had a retail store since 2005. I am asking for an Administrative Use Permit which allows me to sell a different product out of my existing retail store. I'm not requesting any changes to the existing improvements or the nature of my existing business as it is still retail sales. I have a 15 year history of running a commercial business from this property without a single complaint from any of the commenting departments that I'm aware of.

Kittitas County Fire Marshall

We received a Conditional Use permit February 15, 2005 C-04-12 which allowed for the sale of Log Homes and the sale of interior finishes. We have been inspected annually by the fire marshall and have fire extinguisher's located throughout both buildings. In 2014 when the second building was completed we located the design center and art studio in the auxiliary building and it too is inspected annually with fire extinguishers located throughout. We have never been given a capacity rating. The assessors office classifies the building as a luxury boutique and I would assume that it is inspected for that purpose. My permit from the Washington State Liquor Board is for a Specialty Food License and it allows for tastings but not the sale of wine or beer by the glass. This new permit would allow for the sale of prepared food and beverages for consumption of premises.

DOH Office of Drinking Water

The source of Water is City of Roslyn

DOH Wastewater Management

Farmstands sell beverages, prepared foods, specialty foods for consumption off premises. Most farm stands and small grocery stores do not have public bathrooms. Coffee, milkshakes would be prepared on site but would not have a minor impact on the septic system, no more than a drive thru coffee stand.

Kittitas County Public Works

We have been operating under a Conditional Use Permit C-04-12 for commercial purposes since 2005. I have a commercial pet boarding business which has been operating since 2018. In the last 15 years of commercial operation there have been numerous studies of vehicle trips past my property on State Route 903. I am unaware of any complaints or accidents resulting from the commercial operation of my business.

I'm not proposing any physical changes to my property. My property has been through a SEPA review twice. One in 2005 and now again in 2020. It has been operating as a commercial business since 2005. I'm applying for an administrative use permit to allow me to sell a different type of product in my shop but the business has always been retail sales.

**From:** [Jeryllynn](#)  
**To:** [Rachael Stevie \(CD\)](#)  
**Subject:** Re: ACU-20-00002 Lockwood - Transmittal of Comments  
**Date:** Tuesday, October 27, 2020 5:50:27 PM

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Hello Rachael.

I had one more thought in regards to the comments. The permit requested falls under Agricultural Zoning. The comments requiring me to bring my building up to Commercial code requirements does not seem commensurate with the actual permit. It would seem to me that I would be required to meet building codes of an agricultural nature or at least that of a farm stand which the permit is for not the requirements for a commercial restaurant. Thank you again for your help. Jeri Lynn

Sent from my iPad

On Oct 27, 2020, at 12:42 PM, Rachael Stevie (CD) <[rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us)> wrote:

Thanks Jeri Lynn! I will continue processing your application and I will let you know if I need anything else from you. Thank you!

<image001.png>  
Planner I  
Kittitas County  
Community Development Services  
411 N. Ruby Street; Suite 2  
Ellensburg, WA 98926  
509-962-7637  
[rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us)

Please Note: In an effort to mitigate the spread of COVID-19 and the Governor's "Safe Start" reopening plan, Kittitas County Community Development Services is currently in Phase 3 and is open to the public in a limited capacity. At this time many of us are on a rotating schedule working from home and in the office; during this time I will do my best to respond to you as promptly as possible.

**From:** JeriLynn Lockwood <[dlogwoman@gmail.com](mailto:dlogwoman@gmail.com)>  
**Sent:** Tuesday, October 27, 2020 12:40 PM  
**To:** Rachael Stevie (CD) <[rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us)>  
**Subject:** Re: ACU-20-00002 Lockwood - Transmittal of Comments

Hello Rachael.

Thank you for your quick turnaround. Please find my response to comments. Thank you  
Jeri Lynn Lockwood

On Tue, Oct 27, 2020 at 9:16 AM Rachael Stevie (CD) <[rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us)> wrote:

Good morning Ms. Lockwood,

**From:** [Jerilynn Lockwood](#)  
**To:** [Rachael Stevie \(CD\)](#)  
**Subject:** Re: ACU-20-00002 Lockwood - Transmittal of Comments  
**Date:** Friday, October 30, 2020 11:09:05 AM  
**Attachments:** [image001.png](#)

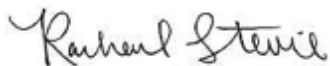
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Good Morning Rachael.

I would like to address a couple more comments that I have done research on. Commercial code as I understand it only requires sprinklers on commercial buildings over 5,000 sq. ft. or higher than 55 feet. WSDOT letter states that we are approved for 100 weekly vehicle trip ends. My research shows that a Specialty Retail Center would require 40 weekly vehicle trips per 1,000 sq. ft. My building is just under 2,400 sq.ft. The approved trips would be adequate for the proposed project. Also it is my understanding that public restrooms are not required if all food is for off premises consumption. Thank you Jeri Lynn

On Wed, Oct 28, 2020 at 8:01 AM Rachael Stevie (CD) <[rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us)> wrote:

Thanks Jeri Lynn.



Planner I

Kittitas County

Community Development Services

411 N. Ruby Street; Suite 2

Ellensburg, WA 98926

509-962-7637

[rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us)

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**From:** Jerilynn <[dlogwoman@gmail.com](mailto:dlogwoman@gmail.com)>  
**Sent:** Tuesday, October 27, 2020 5:50 PM  
**To:** Rachael Stevie (CD) <[rachael.stevie.cd@co.kittitas.wa.us](mailto:rachael.stevie.cd@co.kittitas.wa.us)>