



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

February 4, 2025

Steven C Merten
73 Klocke Rd
Ellensburg, WA 98926

Thaddeus Merten
73 Klocke Rd
Ellensburg, WA 98926

RE: AU-25-00003 Merten – Request for Additional Information

Dear Applicants,

Kittitas County Community Development Services (CDS) received your Accessory Dwelling Unit (ADU) Application on January 29th, 2025, to permit the existing manufactured home as an ADU in order to construct a new Single-Family Residence (SFR) on parcel #239433.

After review of the submitted application, staff have determined additional information is required and the following items are needed:

- a) A scaled site plan showing lot area, proposed/existing buildings, setbacks, points of access, roads, parking areas, water system components, septic tank, drain field, drain field replacement area, areas to be cut and/or filled, and natural features (i.e. contours, streams, gullies, cliffs, etc.)
- i) **The Site Plan should include the location of the proposed SFR in addition to the information provided.**

The requested material will need to be submitted to Kittitas County CDS on or before **August 4th, 2025 at 5:00 pm** (180 days), in order to keep this application active, pursuant to [KCC 15A.03.040 \(1\)\(b\)](#), which states:

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

CDS's review will commence when all additional information is received. The application will be processed under all codes in effect at the time a complete application is received by CDS.

Please contact me directly with any questions you may have via email at ellie.myers@co.kittitas.wa.us or by phone at (509) 962-7048.

Sincerely,

Ellie Myers
Planner I
Kittitas County Community Development Services
(509) 962-7048