



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

August 28, 2013

Kris Carlson
3200 McManamy Road
Ellensburg WA 98926

RE: CU-13-00005 Carlson Conditional Use Permit

Dear Mr. Carlson,

Kittitas County Community Development Services (CDS) has received and reviewed the materials you submitted on August 23, 2013. In order to evaluate the potential impacts of a conditional use proposal it is essential that CDS have a detailed site plan and narrative that describes the substance, scale, and scope of the proposal. This project in particular, due to its proximity to the Yakima River its shoreline, floodway, and floodplain, mandates special scrutiny. 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. Terms like "*... we do not expect...*" and "*... we plan on having...*" are not binding nor do they provide the level of detail sufficient to render a reliable analysis of the project and its potential impacts to the surrounding natural and built environment.

Please provide CDS with a detailed site plan and description of the project, particularly with respect to the size, location, number of, and infrastructure requirements for, the prospective camping facilities and horse boarding facilities. For example:

"We will be constructing six individual campsites (see site plan for locations) with a maximum of 8 people per site. Each site will consist of a 20 x 30 ft gravel parking area, a single cast iron fire ring and picnic table. No individual lighting, power, water or other facilities will be provided.... Campers will be responsible for... Communal facilities will consist of.... Sanitary accommodations will be.... The business will be in operation from March to November 7 am to 7 pm... Horse corrals will migrate within the confines of the area depicted... No more than 24 horses will... A 20 x 10 barn is proposed to house the ... The boat launch will be utilized during... Temporary parking of trailers will be... No commercial activities will occur... No additional impervious surfaces are proposed..."

Examples of other applications may be found on the county website.

[KCC 15A.03.045\(1\)](#) mandates that a "*...reasonable deadline*" be set by CDS for the submission of requested materials, and that "*Failure by the applicant to meet such deadline shall be cause for the application to be void.*" The requested material will need to be submitted to KCCDS on or before **September 30, 2013 at 5:00 pm** in order to keep this application active. In the event that this time frame proves insufficient, an extension may be applied for as provisioned for in [KCC 15A.03.045\(2\),\(3\), and \(4\)](#).

Feel free to contact me should have any questions or concerns.

Sincerely,



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