



## 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

March 10, 2025

Robert Graham  
3742 SR 903  
Roslyn, WA 98941

Total Brand Management  
c/o: Jim Minar  
518 East 1<sup>st</sup> Street  
Cle Elum, WA 98922

### **RE: NW Luxury Spas & Store Sign Permit (SI-25-00001) - Deemed Complete**

Dear Applicants,

Community Development Services (CDS) received your application for a sign permit on Parcel #10692 on March 5, 2025. The application has been determined **complete** as of March 10, 2025.

Continued processing of your application will include, but is not limited to, the following actions:

1. A Notice of Application will be sent to all appropriate governmental agencies. Agencies will have 15 days to comment unless additional information is required.
2. Dependent of agency review, a request for additional information may be necessary.
3. An administrative decision will be issued. This decision will be final unless appealed within 10 working days following the date of issuance.

If you have any further questions, please feel free to contact me at (509) 962-7079 or [zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us).

Sincerely,

Zach Torrance-Smith  
Planner I  
Kittitas County Community Development Services  
411 N Ruby St #2, Ellensburg, WA 98926  
(509) 962-7079  
[zach.torrancesmith@co.kittitas.wa.us](mailto:zach.torrancesmith@co.kittitas.wa.us)

cc:

Jamey Ayling, Planning Manager  
Ellie Myers, Planner I  
Bradley Gasawski, Planner I

*via e-mail*