119 West First Street
Cle Elum, WA 98922

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RECEIVED
By Virgil Amick at
3:20 pm, September 14, 2026

PRELIMINARY SUBDIVISION APPLICATION

*"Subdivision" means of a division of any tract or parcel of land into ten or more lots, tracts, parcels, sites or other divisions of land for the purpose, whether immediate or future, of transfer of ownership, sale or lease or for building development See **CEMC 16.12A** for more information.*

OFFICAL USE ONLY	
Permit #:	SUB-2026-003
Staff Person:	V.Amick
Fee Total:	$2175.00
Associated Permits:	SEP-2026-006

Applicant	
Name: Skylar Bisom-Rapp, MAPD - Manastash Architecture Planning & Development	
Mailing Address: 421 N Pearl St, Ste 100, Ellensburg, WA 98926	
Email: skylar@mapd.co	Phone Number: 509-304-2335
Property Owner	Same as Applicant ☐
Name: Floral Avenue LLC, C/O Habitat for Humanity Seattle-King & Kittitas Counties	
Mailing Address: ATTN: John Gillilan, 500 Naches Ave S, Suite 200, Renton, WA 98057	
Email: John.Gillilan@habitatskc.org	Phone Number: (206) 225-8909
Property Information	
Project Name: Floral Ave Development	
Address: 903 E 2nd St, Cle Elum, WA 98922	
Assessor's Parcel No.: 563134, 573134, 583134	Zoning: Single Family Residential

Description of Project:

The proposal is a 12-lot preliminary subdivision of three existing parcels totaling approximately 2.33 acres (101,337 square feet) at the northwest corner of E Second Street and N Floral Avenue in Cle Elum, WA. The plat creates 12 single-family residential lots ranging from approximately 5,636 to 7,914 square feet, together with Tract 998, a 12,916-square-foot stormwater drainage and open-space tract along the eastern edge of the site. The lots will be developed with 16 affordable, for-sale dwelling units — eight single-family detached homes and four duplexes (on Lots 1, 4, 9, and 12) — by Habitat for Humanity Seattle-King & Kittitas Counties. Vehicular access is provided by two new 20-foot public alleys (Alley A and Alley B) constructed within dedicated right-of-way, so that no lot takes driveway access directly from a street. Frontage improvements include a 6-foot sidewalk along E Third Street and a 10-foot multi-use pathway along E Second Street implementing the City's adopted Second Street Pathway plan. Existing critical areas along the southern and eastern boundaries — a Category III riverine wetland and Type F streams — are addressed through compensatory native plantings provided in lieu of standard buffers. Stormwater is managed on site through per-lot drywells and an infiltration pond within Tract 998.

Application Criteria[1]		
1.	Two hard copies and one electronic copy (PDF) of the proposed preliminary plat including the following information:	
	a.	Drawn in ink to a scale that is no greater than one inch by one hundred feet and in all cases shall be a standard drafting scale.
	b.	Name of subdivision, which shall not be the same or similar name of any other subdivision in the county.
	c.	Legal description.
	d.	Scale, date, north arrow.
	e.	Basis of bearings.
	f.	Boundary lines of the property including length and bearing lines.
	g.	The relationship of the subdivision to section and half-section lines and to any adjacent city boundary lines and monuments;
	h.	The location, widths, and names of streets or other public ways, easements, railroad and utility rights-way within or adjacent to the property plat;
	i.	The name and location of adjacent subdivisions and the location and layout of existing or proposed streets which are adjacent to or across contiguous right-of-way from the proposed development.
	j.	The location and dimension of proposed lots, tracts, reserve areas and any public dedications, and lot and block numbers.
	k.	The location, dimensions, and cross sections of all proposed streets.
	l.	A preliminary stormwater plan.
	m.	A preliminary utility plan
	n.	Proposed contour with intervals of five feet or less.
	o.	Proposed contour intervals of five feet or less.
	p.	The names and addresses of the owner, developers and surveyor or engineer who designed the plat.
	q.	Phasing plan, if phasing of the final plat is proposed.
	r.	Other information that maybe necessary to determine compliance with city standards
2.	A written narrative including information on how the proposed division meets the approval standards	
3.	A complete SEPA checklist	

4.	A legal description of the subject property supplied by Kittitas County, a title company or surveyor licensed and registered in the state of Washington, and a current county assessors map(s) showing the property(ies) subject to the application;	
5.	A statement of how the proposed preliminary plat complies with the approval criteria.	
	a.	The subject property boundaries, dimensions and size,
	b.	Current structural or landscape setbacks
	c.	Location of existing on-site driveways and access points within 100 feet of the subject site;
	d.	Location and dimension of any on-site structures
	e.	Location of nearest utilities and their size and type
	f.	Location of the nearest fire hydrant
	g.	Location of existing structures within 100 feet of the site
	h.	Locations and dimensions of adjacent public or private roads and right-of-way or easements
	i.	Designated shorelines and FEMA designated floodway, floodplains and flood fringe areas
	j.	Approximate location of significant natural features including slopes over 25%, water bodies, rock outcrops, wetland areas, areas of significant vegetation, the location of trees or groups of trees over six inches in diameter, and the location of any critical areas
6.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule.	
Decision Criteria		
1.	The preliminary plat is in the public interest.	
2	The subject preliminary plat is consistent with the comprehensive plan.	
3.	The preliminary plat shall conform to the applicable requirements of the zoning district in which it is located including but not limited to requirements for area, dimensions, use and density.	
4.	The preliminary plat conforms to the applicable standards in CEMC 18.01, Maintenance, Enhancement and Preservation of Critical Areas of this code.	
5.	For those preliminary plats located within a designated floodplain, conformance with the applicable requirements of CEMC 15.24.	
6.	The preliminary plat includes appropriate provisions for public, health, safety and welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways including trails, transit stops, potable water, sanitary waste disposal, parks and recreation, playgrounds, schools, sidewalks and safe walking conditions for those students who will only walk to school.	

7.	The preliminary plat conforms or can conform to adopted standards for the construction of all public facilities including streets, sidewalks, stormwater control, sewer systems, water systems and street lighting.
8.	Every proposed lot, tract or area in the preliminary plat has an approved access to a public right-of-way.
9.	The proposed preliminary plat conforms to the established design requirements.
10.	The proposed preliminary plat will not cause the level of service of public facilities or services to drop below established limits.
11.	The proposed preliminary plat is consistent with any other applicable city regulations, and development or other agreements specific to the subject property.
12.	The proposed subdivision is meets all of the development standards listed in CEMC 16.12A.060.

Authorization

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.

Applicant Signature:	Date: 9/14/2026

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the required criteria. If any of the required criteria is provided in another permit please cite that permit.