



## COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231  
comdev@ci.ellensburg.wa.us

Construction Permitting (509) 962-7239  
permits@ci.ellensburg.wa.us

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February 04, 2026

PR Douglas Development Group LLC  
c/o Pooya Roohani  
101 W 5<sup>th</sup> Ave  
Ellensburg, WA 98926

**RE: DETERMINATION OF A COMPLETE APPLICATION**, for Site-Specific Rezone P26-002, a proposed rezone from Manufactured Home Park (MHP) to Residential Medium (R-M), at 704 S Ruby St. in Ellensburg, Parcel ID #367933.

Dear Applicants:

Planning staff have determined that your Site-Specific Rezone Application, P26-002, is complete. This site-specific rezone is for Parcel #367933, from MHP to R-M.

**Rezone 21-Day Public Comment Period: February 12, 2026 – March 6, 2026 @ 5pm**

**Rezone Open Record Public Hearing Scheduled: 10:00am, March 25, 2026 – City Hall**

**Continued processing of your application includes the following actions:**

1. **The City** will send a Notice of Application to the applicant and property owners within 300 feet of the property proposed for rezone within 14 Days of this letter and will notify City Departments for comments.
2. **The applicant** will post the property along each street frontage (S. Ruby St.) with a **Land Use Action sign** – see attached. After posting, an affidavit of posting (also attached) must be signed and returned to our department with photographs showing proof of posting within 7 days of this letter: **February 11, 2026**.
3. **The City** will publish a legal notice of application in the local newspaper within 14 days of this letter, soliciting written comments and public testimony for the proposal.
4. **The City** will consider written comments submitted to analyze findings and compliance with Ellensburg City Code, to be presented to the Hearing Examiner.
5. An **Open Record Public Hearing** will be held in front of the Hearing Examiner, March 25, 2026, at 10am, at Ellensburg City Hall (501 N Anderson St.).
6. After the Hearing Examiner issues a recommendation, a **Closed Record Public Hearing** will be held in front of Ellensburg City Council where a final decision will

be made on the proposal – time and date to be determined. Regular City Council meetings are held the First and Third Monday of the month at 7:00pm at Ellensburg City Hall (501 N Anderson St).

7. Once City Council has reached a decision on the rezone application, the City will send out a Notice of Decision to the applicant, adjacent property owners, and publish it in the local newspaper. Prior to issuance of the City's final decision, applicant must pay any remaining balance owed on the application for timely completion of review of this permit by the City. The final decision must be made by City Council within 120 days of this letter.

**Your next step** will be to post a copy of the Notice sign (attached) at your site along each right-of-way of the property, and to return the affidavit (attached) with signature along with photographs showing the posted signs at your property. Please send these items by 5:00pm on **February 11, 2026**. Failure to do so may delay formal application proceedings.

If you have any questions regarding this matter, don't hesitate to reach me at 509-962-7108 or via e-mail at [pedersenc@ellensburgwa.gov](mailto:pedersenc@ellensburgwa.gov).

Sincerely,

*Chace Pedersen*

Chace Pedersen  
Associate Planner