

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER
COLLEDA MONICK

Public Safety & Health Committee
Study Session
June 20, 2025
1:00 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

PUBLIC SAFETY & HEALTH
COMMITTEE
CASSIDY BUECHLE-CURTIS -
CHAIR
KEN RATLIFF
BETH WILLIAMS

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBjVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

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DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order/Pledge of Allegiance**
2. **Unfinished Business**
 - a. Municipal Code - Addressing (fire/police)
3. **Other Committee Comments**
4. **Adjourn**

Upcoming Meetings:

Regular Council Meeting: June 23, 2025 @ 6:00 p.m.

General Government Committee Meeting: June 25, 2025 @ 8:30 a.m.

Planning Commission Meeting: July 1, 2025 @ 6:00 p.m.

Public Works & Community Development Committee Meeting: July 2, 2025 @ 12:00 p.m.

Coal Mines Trail Commission Meeting: July 7, 2025 @ 6:00 p.m.

Lodging Tax & Events Committee Meeting: July 9, 2025 @ 8:30 a.m.

Historic Preservation Commission Meeting: July 15, 2025 @ 3:00 p.m.

Public Safety & Health Committee Meeting: July 16, 2025 @ 12:00 p.m.

XX.XX.XXX010 Title

This chapter shall be known as the uniform street naming and house numbering ordinance of the city.
(ord. Number)

XX.XX.XXX010 Purpose.

The purpose of this chapter is to establish a uniform method for naming roadways and assigning addresses for real property and structures within the City of Cle Elum and grant the department the sole authority Public Safety and Health Committee the authority to assign road names and numbers, method of numbering system used, and address structures within the city.

Decisions related to minor or major changes to addressing and street names can will be made by a street naming committee that should include but is not limited to a member of the by the Public Safety and Health Committee. When making changes to addressing and street changes, The Director of Public Works, a representative of the Police Department and a representative of the Fire Department should be consulted for considerations made by the Public Safety and Health Committee.

If the committee

Do we need this?:

The city council reserves the option of changing street names. Applications to the City Council for street renaming shall contain the signatures of the majority of persons having ownership in properties addressed on the street. The filing fee for a street name change application is established by administrative order of the city manager or the city manager's designee. The building official shall provide written notification to affected property owners at least 20 days before City Council action. In its deliberation, the City Council shall consider information including location, development characteristics, and impact of the change on existing businesses, residences as well as on emergency vehicle responsiveness. Only entire street lengths or distinct major portions of streets are eligible for renaming by the City Council. For the purpose of this chapter, distinct major portion means a separate portion of a street identifiable by either a directional shift or an interrupted interval. A street name change is accomplished by the adoption of an ordinance directing the change.

Goals of this chapter are as follows:

1. Facilitate expedient emergency response by medical, law enforcement, fire, rescue and other emergency services.
2. To regulate the display of property address numbers and provide for accurate and effective road name signage, installation and maintenance.
3. To provide property owners, the general public, emergency responders, and government agencies and department with an accurate and systematic means of identifying and locating property.

XX.XX.XXX010 Applicability

This chapter shall apply to all property in the City of Cle Elum.

XX.XX.XXX Methods of Addressing

Commented [CB1]: do we want to add street names to this?

Commented [RA2R1]: Is there somewhere else in the code that speaks to naming? If not, I would say yes, lets add it.

Commented [CB3R1]: We should probably add a whole section then for street naming - I will find us a starting point

Commented [CB4]: What do we want this to say?

"grant the Public Works Director or their designee"

"Street naming committee" (Who?)

Commented [RA5R4]: I would say the Public Safety and Health Committee. That way ultimately the city council has say and can vote on it. Obviously heavy consideration from Department Heads should be considered.

Commented [CB6]: I don't think we want this to be true?

It is recognized that Cle Elum has two primary methods to assign addresses, as listed in this chapter.

XH. Block or grid numbering pattern shall be as follows:

X4. Beginning at the east-west base line of [Pennsylvania Ave](#)~~[insert-street]~~ (the zero point), all blocks or grids shall be numbered from [Starting number [100](#)], with consecutively increasing numbers both to the north and to the south.

X2. Likewise, beginning at the north-south base line of [Railroad St](#)~~[insert-street]~~ (the zero point), all blocks or grids shall be numbered from [Starting number [100](#)], with consecutively increasing numbers both to the east and to the west.

Alternate 1. Even numbered addresses are used on the:

- a. XX streets having a generally east- west direction and
- b. XX streets having a generally north-south direction

c2. odd-numbered addresses are used on the:

- da.** XX streets having a generally east- west direction and;
- be.** XX streets having a generally north-south direction

XI. Buildings not visible from a public street or set back from a public street ~~to~~ [to](#) the extent the building address is not readily visible, ~~shall should~~ ~~(Shall instead of should?)~~ be addressed from the driveway access

XJ. Addresses shall contain only whole numbers [\(May have a couple addresses that conflict with this\)](#)

XK. Multiple dwelling units shall receive one building address. The location of the main entrance determines that number. The multiple-dwelling unit owner shall provide individual units within the complex a number composed of unit number and floor in a clockwise direction from the main entrance [for interior ADU's or main residence for exterior ADU's](#).

[Addresses for ADU's shall be identified the primary residence address followed by "Unit X"](#)

[Units will be addressed in sequential alphabetical order starting the "A" For example, if the primary residence is 123 Main St; the first ADU would be labeled: "123 Main St Unit A"](#)

[Properties containing multiple levels of ADU's will have the floor level first and the unit letter second. For example, if there is a multiple level ADU on a property, they would be labeled: \(First Level\) 123 Main Street Unit 1A \(Second Level\) 123 Main St. Unit 2A.](#)

[It is the responsibility of the property owner to plan the property in accordance with the addressing code. If an ADU becomes addressed as "Unit A" and the property owner adds another ADU that is out of the clockwise order, the property owner must petition the city to re-address the original ADU as "Unit B" and the new ADU "Unit A" to be compliant with the clockwise order of the addressing.](#)

Costs associated with re-addressing will be the responsibility of the property owner.

XX.XX.XXX **SECOND METHOD.**

~~SECOND METHOD. Areas of Cle Elum west of the City Cemetery, north of I-90 and south of Highway 903 shall be numbered using the~~ The second method will be referred to as the "Kittitas County Method", measured by meters from a road intersection to any parcel's main driveway, with odd numbers on the left, and even numbers on the right. Numbers shall be assigned by the City.

~~XL.~~ In the assignment of numbers, the department may take into consideration: driveways, principal entrances, topography and existing field conditions.

~~XA.~~ Short loops and cul-de-sacs shall be numbered consecutively from that point where they originate and proceeding progressively around the loop or cul-de-sac.

~~X.~~ Buildings situated on a circle, court, or loop shall be numbered consecutively beginning at the point of origin and proceeding progressively around such circle, court or loop.

XX.XX.040

XXX.XX.XXX Multi Family Housing

~~4. Buildings situated on a circle, court, or loop shall be numbered consecutively beginning at the point of origin and proceeding progressively around such circle, court or loop.~~

~~5X.~~ Buildings with multiple tenantable or habitable units may receive one numerical designation. Individual units may be designated by suffixed letters or numbers, at the discretion of the department.

~~X6.~~ Multi-family development will have each building assigned a numbered address taken from the street each building fronts. Interior streets within multifamily developments will be named. Each of the multi-family buildings fronting that interior street will be numbered from said street. Each unit within a multifamily building will also be identified. The unit numbering will be from left to right as seen from facing the building, the first digit of each unit number will indicate on which floor the building each unit is located.

X. a two-family dwelling or an ~~acessory~~accessory dwelling unit has a number of entrances and each entrances services a separate occupant, then each entrance shall be assigned an address. If whole numbers are exhausted – then a single building number shall be utilized with sequential letter designations used for each separate occupant.

~~Xa.~~ a single multiple family dwelling structure shall be assigned one address number for the structures. Addresses for individual dwellings within the structure shall have the first digit representing the floor level of the entrance.

~~Xb.~~ multifamily complexes with multiple structures may have an assigned address for each structure with each individual dwelling within the structure numbered as in a subsection of this section -

i.

X7. In commercial development projects with a single access from a main street and a shared parking lot each building will be individually numbered from the main street. For those fronting an intersecting street, each building will be individually numbered from the intersecting street of which it fronts. Each tenant suite within a commercial building will also be identified. Suite number should be from left to right, as seen from facing the building. The first digit of each suite number will indicate on which floor of the building each suite is located.

XX.XX.XXX060 Assignment of addresses.

A. The department shall assign addresses at the time of issuance of building permits.

Commented [CB7]: Is this when we do this?

In existing subdivisions, short subdivision plats, in binding site plans, planned unit developments, and in land not yet platted, the assignment of addresses for new buildings shall occur in conjunction with the issuance of a building permit.

B. Should the department find that any building, structure or premises is not provided with an address, is not correctly addressed, or is not using the correct address, the department shall notify the owner, agent or renter of the building, structure or premises of the correct address. The address shall be properly placed in accordance with the provisions of this chapter by the effective date shown on the notice. It shall be unlawful for any owner, agent or renter to display, advertise or use the wrong address after notification by the department.

C. Whenever there is a doubt or difference of opinion as to the correct road designation or correct address, the road designation or address shall be determined by the [Public Safety and Health Committee department](#) and shall be guided by the specific provisions of this chapter.

XX.XX.XXX070 Signage.

AX. The owner, occupant or renter of any addressed building, structure or premises shall conspicuously display the address of each building or each front entrance immediately above, on or at the side of the proper door [\(sounds commercial, language to say porch, gate, etc something for residential homes as well\)](#) so the number can be plainly seen from the adjacent way-of-travel.

Commented [CB8]: What is the rule we are currently using?

XB. If the building is not clearly visible from an adjacent way-of-travel, the numbers shall be displayed at the main entrance from the way-of-travel and each branch of private ways-of-travel.

XC. Numbers shall be easily legible against a contrasting background and shall be at least three inches in height if a residential use or individual multifamily unit, and at least five inches high if a commercial use.

XX.XX.010 Notification of addressing assignments. (Move to End)

Upon assignment of a building address, the [WHO] shall notify the:

- (1) United States Postal Service
- (2) Fire (Which and Who?)
- (3) Cle Elum Roslyn Police Department; and

(4) Other agencies as determined by the [WHO]

XX.XX.090 Violation – Penalty – Hearing.

XA. Any person failing to comply with the provisions of this chapter or affixing to or displaying upon any house or building any numbers other than those assigned to the house or building, shall be assessed a civil penalty in an amount of not more than \$100.00 for each violation.

Commented [CB9]: what do we want as violation?

XB. When code enforcement ~~the department~~ determines that a violation exists, the [WHO] or their designee may issue a notice of civil penalty to the person responsible for the violation. The notice shall include the name and address of the person responsible for the violation, the street address or other description of the building, structure or premises affected by the violation, a description of the violation and the required corrective action, the date, time and location of an appeal hearing before the hearing examiner which is at least 10 days from the date of the notice, a statement indicating that the hearing will be canceled and no monetary penalty assessed if the department director approves the completed corrective action at least 48 hours prior to the hearing, and a statement that the monetary penalty may be assessed as ordered by the hearing examiner.

Commented [CB10]: not sure we want to go this far - maybe check with Colleda

XC. Code enforcement ~~The [Who]~~ shall serve the notice of civil penalty upon the person to whom it is directed, either personally or by mailing a copy of the notice to such person at their last known address. If the person to whom the notice is directed cannot after due diligence be so served, the notice shall be served by posting a copy of the notice conspicuously on the affected property or structure.

Commented [RA11R10]: I think we should have a penalty of some sort, or there is no accountability to the code. While it "sounds harsh" it is very clear what the expectations are. We can discuss the monetary value, or maybe a tiered system, but yes, we should have something. The appeals portion is just as important as the violation itself. It provides due process for our citizens.

XD. The person to whom a notice of civil penalty is issued will be scheduled to appear before the hearing examiner not less than 10 days after date of the notice. The hearing will be canceled and no monetary penalty assessed if at least 48 hours prior to the scheduled hearing the department director approves the completed corrective action. At any hearing, the hearing examiner shall determine whether the city has established by a preponderance of the evidence that a violation has occurred and that the required correction is reasonable and shall affirm, vacate or modify the city's decision regarding the alleged violation and the required corrective action. The hearing examiner shall mail a copy of the written decision to the appellant and to the department director within 30 days of the hearing. The decision of the hearing examiner shall be final unless, within 10 days after filing of the decision, an aggrieved party appeals the hearing examiner's decision by writ of review to the county superior court.

Commented [CB12R10]: Is there a way to implement an appeals process that isn't with a hearing examiner though? I Agree the penalty and appeals are important, but hearing examiner's are at a cost so we should consider how we offer appeals

XE. Payment of the monetary penalty pursuant to this chapter does not relieve the person to whom the notice of civil penalty was issued of the duty to correct the violation. Any monetary penalty assessed must be paid to the city within 10 days from the date of mailing of the hearing examiner's decision or a notice from the city that penalties are due.