

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 Agenda

October 15, 2025
12:30 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

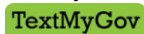
MAYOR PRO TEM
STEVEN HARPER

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

CITY ATTORNEY
CURTIS CHAMBERS

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. **New Business**
 - a. September 17, 2025, Public Safety & Health Meeting Minutes
4. **Other Committee Comments**
5. **Adjourn**

Upcoming Meetings:

Historic Preservation Commission Meeting October 21, 2025, at 3:00 p.m.

General Government Committee Meeting October 22, 2025, at 8:30 a.m.

Planning Commission Meeting October 21, 2025, at 6:00 p.m.

Regular Council Meeting October 28, 2025, at 6:00 p.m.

Coal Mines Trail Commission Meeting November 3, 2025, at 4:00 p.m.

Public Works & Community Development Committee Meeting November 5, 2025, at 8:30 a.m.

Lodging Tax & Events Committee Meeting November 12, 2025, at 8:30 a.m.

Public Safety & Health Committee Meeting November 19, 2025, at 12:00 p.m.

XX.XX.XXX Title

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

XX.XX.XXX Applicability

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

XX.XX.XXX 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 City Council 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 will be made by the City Council. When making changes to addressing and/or 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 City Council.

Commented [CM1]: It's unclear what is considered "minor" vs "major" - this could benefit from a definition or example.

Goals of this chapter are as follows:

1. To 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.

The city council reserves the option of changing addresses. 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 an address 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.

Commented [CM2]: Consider adding a **Definitions** section after the "Purpose" section to clarify terms such as *Director, Department, and Addressing Code*, as well as key terms like *ADU, Building, Complex, Unit, Street Name Change, and Way-of-Travel*. Where applicable, definitions should be consistent with those already established in other chapters—particularly Chapter 14—to avoid conflicts and ensure alignment across the code.

XX.XX.XXX Methods of Addressing

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

Commented [CM3]: Clarify that both methods may be used in different areas of the City, or clarify where each applies.

X. GRID METHOD

The numbering pattern shall be as follows:

X. Beginning at the east-west base line of Pennsylvania Ave (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, odd numbers on the left side, and even numbers on the right side

X. Likewise, beginning at the north-south base line of Railroad St (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, odd numbers on the left side, and even numbers on the right side

Commented [CM4]: Consider a map or visual guide as a reference exhibit for implementation.

X. KITTITAS COUNTY METHOD

The pattern shall be 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.

X. Addresses should contain only whole numbers

X. In the assignment of numbers, the City Council may take into consideration: driveways, principal entrances, topography and existing field conditions.

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

X. Buildings not visible from a public street or set back from a public street to the extent the building address is not readily visible, shall be addressed from the driveway access

XX.XX.XXX Multiple Dwelling Units and ADU's

X. 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

X. Addresses for ADU's shall be identified by the primary residence address followed by "Unit X"

X. Units will be addressed in sequential alphabetical order starting with "A" For example, if the primary residence is 123 Main St; the first ADU would be labeled: "123 Main St Unit A"

X. 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.

X. In the case ~~ed of~~ exterior ADU's, 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 city shall require the property owner 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.

Commented [CM5]: Recommend defining what constitutes "clockwise order" (from aerial view? from front door?)

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

XXX.XX.XXX Multi Family Housing

X. 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 City Council

xx. Multi-building developments with the same street address for all of the buildings (or multiple buildings) should have buildings lettered and doors should be numbered, floors of a building should be numbered coinciding with the level of the building. The first number of the door should coincide with the level.

XX. Addressing should be started based on the main entrance of the structure (not necessarily the exit). Left should be odd, right should be even.

XX. Addressing for buildings must be displayed in accordance with the standards on each building in a multi-family development with multiple buildings.

X. 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 multi-family dwelling unit that 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 unit.

X. A *single multiple family dwelling structure (Does this align with our building code language)single residential structure that contains multiple separate dwelling units* 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.

X 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 -

XX.XX.XXX Commercial

XX. The preferred method is for different buildings to have individualized street addresses where possible

It will be the City's choice at the time to evaluate variances to the preferred method

Commented [CM6]: Simplify and condense for clarity. This section is repetitive and hard to follow.

Commented [CM7]: Define "multi-family dwelling" vs "multi-family complex" vs "multiple tenantable or habitable units".

Commented [CM8R7]: Possible Suggestion: break this section into three parts:
1.Addressing individual buildings
2.Addressing individual units
3.Rules for interior streets and entrances

Commented [CM9]: Good intent, but "It will be the City's choice at the time..." is vague.

Suggest rephrasing: "The City may approve deviations from the preferred addressing method where site conditions, layout, or emergency access considerations warrant an alternative configuration."

X. 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. Residential units located above commercial buildings will be addressed in accordance with the multi-family complex section.

XX.XX.XXX Assignment of addresses.

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

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 city 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 City Council and shall be guided by the specific provisions of this chapter.

XX.XX.XXX Signage.

X. 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, porch, or gate so the number can be plainly seen from the adjacent way-of-travel.

X. 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.

X. Numbers shall be easily legible against a contrasting background and shall be at least four 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.

Upon assignment of a building address, the City shall notify the:

- (1) United States Postal Service
- (2) Fire Department
- (3) Cle Elum Roslyn Police Department; and
- (4) Other agencies as determined by the [WHO]

Commented [CM10]: Consider identifying address assignment authority to a department head. This is vague on who is responsible.

Commented [CM11]: This needs to follow the sign code - so please be sure to reference that.

Commented [CM12]: Building Official or Public Works Director.

XX.XX.090 Violation – Penalty – Hearing.

X. 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, maybe assessed a civil penalty in an amount of not more than \$100.00 for each violation.

X. When code enforcement determines that a violation exists, code enforcement 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.

X. Code enforcement 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.

X. 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.

X. 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.

[Appeals Section or cite other appeal requirements elsewhere in the code if you are going to allow for that.](#)

[Reference to Addressing Standards \(e.g. USPS, Kittitas County GIS...\)](#)

Commented [CM13]: Revise to make clear who issues the penalty—code enforcement or department director?

Commented [CM14R13]: Ensure consistency in how “department,” “code enforcement,” and “hearing examiner” are used.

CLE ELUM PUBLIC SAFETY & HEALTH COMMITTEE

MINUTES

SEPTEMBER 17, 2025

2:00 PM

119 W FIRST STREET

CLE ELUM, WA 98922

1. Call to Order/Pledge of Allegiance

Cassidy Buechle-Curtis - present
Ken Ratliff - absent (arrived at 2:30 p.m.)
Beth Williams - absent

Debbie Lee - Clerk
Mathew Bailey - Public Works Director
Ed Mills - Fire Cheif
Rich Albo - Police Chief
Rob Omans - City Administrator

Attendance Note: Ken Ratliff may arrive late to the meeting.

2. Unfinished Business

a. Municipal Code - Addressing (fire/police)

Update:

Thanks were extended to the staff for their additional edits and a few minor changes.
The updated version is currently in queue awaiting review by City Legal.

3. New Business

a. August 20, 2025, Public Safety & Health Committee Meeting Minutes

Motion by Committee Member Buechle-Curtis to approve the minutes as presented.
Motion carried.

b. Interlocal Aid Agreement Between the City of Cle Elum and Kittitas County Fire District #7

Chief Mills provided background on a prior Interlocal Agreement (ILA) from 2012, which included various areas for automatic response, such as Bullfrog Road. The current ILA was found to be outdated.

He emphasized that this is not a binding agreement and may be terminated at any time with written notice.

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Chief Lowe from District 7 expressed the desire to reestablish the agreement with a few updates.

The agreement covers automatic response with Kittitas County, Kittitas County Sheriff (for South Cle Elum), Roslyn (District 6), Department of Natural Resources (DNR), and the U.S. Forest Service—all of which currently have agreements in place.

Legal counsel reviewed the proposed updates and provided recommended changes, which were incorporated.

Chief Mills noted that mutual aid is determined by a threshold of response, and either way, an agreement needs to be in place to ensure legality and coordination among districts. The updated ILA ensures that all parties are on the same page legally and operationally.

Assuming District 7 has no significant objections, the recommendation is to move forward.

It was clarified that this agreement does not change how individual districts are currently operating.

The proposed ILA is recommended for Council approval.

4. Other Committee Comments

Discussion: Basic Life Support (BLS) Transport Unit in South Cle Elum

The Fire Department is exploring the possibility of placing a Basic Life Support (BLS) transport rig at the South Cle Elum station. This would require review and coordination of the Interlocal Agreement (ILA) and associated insurance requirements, as well as staffing with a certified driver and an EMT.

This potential placement has been under consideration since 2017, particularly due to the geographic concerns posed by the river and railroad tracks. Should either route become compromised, having a unit stationed in South Cle Elum would ensure that resources are available on both sides. The alternative response route adds an estimated 20–25 minutes, making this addition highly beneficial to South Cle Elum and Cle Elum residents.

It was noted that the BLS unit would be housed inside the South Cle Elum fire station. However, final approval requires coordination between both Fire Chiefs and formal approval from each City Council. It is unclear if South Cle Elum Council has been made fully aware of the proposal. Chief Mills indicated that the South Cle Elum Fire Chief planned to present it to their council but has not yet reported back.

The matter will be added to the next meeting agenda for continued discussion.

Topic: Community Wildfire Preparedness

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- Incident Update:
The recent fires on I-90 were dangerously close to home and raised concerns in the community.
- Community Engagement:
This event presents a strong opportunity to begin sharing insights and preparedness strategies within the community.
- Evacuation Planning:
The Community Wildfire Protection Plan (CWPP) is actively working on an evacuation plan and conducting analysis of possible evacuation routes for the city.
- Safe Zones:
Discussion on identifying and potentially beginning to implement designated safe zones or areas for evacuation.

5. Adjourn

The meeting was adjourned at 2:35 p.m.

Cassidy Buechle - Curtis, Chair

Debbie Lee, Clerk