

**City Planning Commission Agenda
September 5, 2023
6:00 p.m.**

Mayor
Jay McGowan
City Administrator
Robert Omans
City Clerk
Debbie Lee
City Planning
Colleda Monick/Virgil Amick



Planning Commissioners
Position #1-Gary Berndt, Chair
Position #2-Matt Fluegge
Position #3 - Vacant
Position #4-Elizabeth Torrey
Position #5-Colin Brissey
Position #6-Paul Kantwill
Position #7-Ian Steele

The Cle Elum Planning Commission meetings are conducted in a hybrid format, with in-person participation at City Hall and from remote locations via Zoom.

Cle Elum City Hall, 119 W. First Street, Cle Elum, WA 98922

Zoom connection information on next page; will change every meeting to ensure cybersecurity.

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- 1. Call to Order and Roll Call.**
 - 2. Citizen Comments on Non-Agenda Items (limited to 5 minutes).**
 - 3. Adoption of Minutes:**
 - a. August 1, 2023
 - 4. Public Hearing.**
 - a. None scheduled
 - 5. Planning Updates.**
 - a. Update from Chair Gary Berndt
 - b. Update from Planning Consultant Colleda Monick; Current Planning, Joint Planning meeting with the County
 - 6. New Business.**
 - a. Sign Code (redline review)
 - b. CAO discussion
 - 7. Next Meeting Agenda Development.**
 - a. Next code amendment sections to review; zero lot line; prior division of land
 - 8. Commissioner Comments and Discussion.**
 - 9. Adjournment.**

City of Cle Elum is inviting you to a scheduled Zoom meeting.

Topic: Planning Commission

Time: Sep 5, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87123351272?pwd=QVVqNS83dHdmUU9Bb2dSbHBiV3NrUT09>

Meeting ID: 871 2335 1272

Passcode: 664947

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• +1 408 638 0968 US (San Jose)

• +1 669 444 9171 US

• +1 689 278 1000 US

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 360 209 5623 US

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CITY OF CLE ELUM
PLANNING COMMISSION MEETING
Meeting Minutes
August 1, 2023 | 6:00 p.m.

1. Call to Order & Roll Call

Commissioner Berndt called the meeting to order at 6:00 p.m. Commissioners present; Gary Berndt (chair), Colonel Paul Kantwill, Elizabeth Torrey, Colin Brissey and Ian Steele. Commissioner Kantwill made a motion to mark Matt Fluegge as excused for the entire month of August, Commissioner Torrey seconded. Motion carries.

Also in attendance, Planning Consultant Colleda Monick.

2. Citizen Comments on Non-Agenda Items (limited to 5 minutes)

Phil Hess, 4650 Airport Road. (see attached comments regarding joint planning).

Commissioner Torrey moved and Brissey seconded to adopt the amended agenda.

3. Adoption of Minutes

Commissioner Torrey motioned to accept the minutes of June 6, 2023, as presented and with no corrections, Commissioner Kantwill seconded. Motion passed.

4. Public Hearing

None Scheduled

5. Staff Report

- a. Update from Chair Berndt reported that he met with a couple of County Commissioners regarding regional planning. There is currently an open position at the County for a new Community Development Director, which may provide the Commission an opportunity to collaborate on regional planning.
- b. Commissioner Torrey presented a planning priority matrix to the commissioners. She proposed that the matrix be a working document that gets updated quarterly and recommended reviewing and updating the matrix at the first meeting in October.
- c. Update from Planning Consultant Colleda Monick

6. New Business

- a. Sign Code – Review redline version and discussion.
- b. Joint Planning with regional partners discussion. Chair Berndt would like to recommend that the Commission issue the letter that Mr. Hess provided and recommends sending it to the Roslyn Planning Commission in addition to the city council.

7. Next Meeting Agenda Development:

- a. Critical Areas Ordinance – Commissioner's to consider adopting the County's CAO.

8. Commissioner Comments and Discussion

None.

9. **Adjournment**

Commissioner Berndt called for a motion to adjourn. Commissioner Brissey motioned and Commissioner Torrey seconded to adjourn the meeting. The next regular meeting is scheduled for Tuesday, September 5, 2023, at 6 p.m.

**Commissioner Torrey shared that she would be out all of September and will not be available until October.*

My Name is Phil Hess and I reside at 4650 Airport Road, Cle Elum

My comments are centered around long term land use growth management planning in the upper County.

Recently, I presented to COG and the County Planning Commission the proposal to consider consolidating upper County planning jurisdictions (including CDS) in to a Regional *planning Authority* and have a professionally prepared Master Plan, with alternatives. As you know, there are at least 5 (maybe 6) land use growth management planning jurisdictions in the upper County – from CDS on down. I have, so far, received from one member of COG, positive feed back regarding this idea but nothing as yet from the County Planning Commission

As I stated in my April 4 comments to this commission I believe we need a Master Plan as to how we envision the upper County to look 20-30-40 years from now.

Such a Master Plan approach must address transportation systems, Quality of Life – close in outdoor opportunities, Economic development, and above all:

Emergency Services Planning (Fire, EMS, police) including Emergency Evacuation planning --- and

Recognizing that Landscape Level Fire Resiliency Planning is closely interconnected with growth management planning. We must acknowledge that Kittitas County, on a scale of 1 to 100, ranks 92 in the State in terms of wildfire risk (Headwaters Economics, 2022)

I have already talked to you about this in my comments on June 5, 2023

What's new is HB 1181 which came into law in July and addresses "Climate Change impacts to be included as part of Comp planning processes" as an example the new planning requirements "also aim to ensure that new development does not create environmental health disparities". There are provisions in the bill for the DOE to establish funding levels for local planning and grants to communities

This is yet another reason it makes sense to consolidate upper County land use growth management jurisdictions and prepare a Master Plan with a vision as to how the upper County to look 20-30-40 years from now.

I urge you to convey this message to COG, CDS and other upper County land use planning jurisdictions.

I advocate we should somehow have all the various land use planning jurisdictions combined with the common goal of leaving this place a better place for those who follow us – the next generation.

In my opinion, this is not only our responsibility it is an obligation -- *Thank-you*

Chapter 15.20 SIGN CODE

Sections:

- 15.20.030 Purpose and applicability.
- 15.20.035 Definitions.
- ~~15.20.040 Enforeing official.~~
- ~~15.20.050 Right of entry.~~
- 15.20.070 Permits, required administration.
- 15.20.090 Removal of permanent signs.
- 15.20.135 Prohibited signs, all zones.
- 15.20.140 Residential areas.
- 15.20.150 General commercial, entry commercial areas and public reserve.
- 15.20.155 Old Town commercial.
- 15.20.160 Industrial areas.
- 15.20.165 ~~Business park areas.~~ Multiple Building Complexes/Multiple Tenant Buildings
- 15.20.167 Lighting of signs.
- ~~15.20.169 Directional signs.~~
- 15.20.170 Temporary signs.
- 15.20.175 Nonconforming signs.
- 15.20.190 Responsibility of owner.
- 15.20.195 Maintenance and safety.
- 15.20.200 Variances.
- 15.20.210 Violation – Penalty.

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15.20.030 Purpose and applicability.

The purpose of this chapter is to improve the quality of life and to harmonize the residential and business environments in the city. It is intended to improve the visual environment, ~~permit signage consistent with the character of the community,~~ and reduce signs or advertising distractions and/or obstructions that may contribute to hazards or accidents. The use of signs shall be regulated by zone. This chapter is designed to recognize the communication needs of the business community, and encourage maintenance of those signs, but also to protect the public health, safety, welfare and aesthetics by regulating outdoor signs of all types. This chapter applies to all signs as defined by Section [15.20.035](#).

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 1136 § 1, 2001; Ord. 866 § 1, 1987; Ord. 638 § 3, 1970)

15.20.035 Definitions.

Unless otherwise set forth, the following words as used in this chapter shall have the following meanings:

ABANDONED SIGN: A sign that no longer correctly identifies, exhorts, or advertises any person, business, lessor, owner, product, or activity conducted or available on the premises where such sign is located and which has not been changed or removed within one hundred eighty (180) days of a tenancy change; or an on-premises sign which is damaged, in disrepair, or vandalized and not repaired within sixty (60) days of the damaging event.

“Changeable copy sign (automatic)” means a sign on which the copy changes automatically on a lamp bank or through mechanical means, e.g., electrical or electronic time and temperature units.

ANIMATED SIGN: Any permanent sign that flashes or simulates motion with an electronic or manufactured source of supply or contains wind actuated motion (excluding flags or banners).

AWNING SIGN: A sign attached, painted or installed on an awning projecting from a storefront.

BANNER SIGN: A permanent sign constructed of a rectangular shape of fabric or other suitable material which is attached or suspended at two (2) ends or continuously across the long side; and which is not the primary identification for the organization, event, or product advertised; and which is primarily promotional in nature. Attachment or suspension of banner signs may be from buildings and/or poles. Flags, insignias, canopy signs, and posters are not considered “banner signs”.

CHANGING MESSAGE SIGN: An exterior, electrically controlled permanent sign that displays different copy changes on the same lamp bank, which change at intervals of thirty (30) seconds or greater. This Changing message signs includes electronic reader boards.

COPY: The linguistic or graphic content of a sign.

DEVELOPMENT SIGN: A permanent sign which identifies a development upon which the sign is located.

DIGITAL SIGN: means a changeable copy sign with LED (or other similar light source) text, graphics or symbols over a non-illuminated background. Digital signs are also known as “electronic message centers” or “EMCs.”

DIRECTIONAL SIGN: A sign erected for the purpose of facilitating or controlling the efficient and safe movement of pedestrians or vehicles within a multi-tenant development.

DISPLAY CASE: A permanent, freestanding sign with changeable copy.

“Double-faced sign” means DOUBLE-FACED SIGN: a sign with two faces.

“Electrical sign” means ELECTRICAL SIGN: a permanent sign or sign structure in which electrical wiring, connections, and/or fixtures are used.

ELECTRONIC MESSAGE CENTERS: An electronic message center (EMC) is a sign that is capable of displaying words, symbols, figures or images that can be electronically changed by remote or automatic means.

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EXTERNAL ILLUMINATED SIGN: A permanent sign illuminated by an external light source.

“Facade” means FACADE: The entire building front, or street wall face, including grade to the top of the parapet or eaves and the entire width of the building elevation. face of a building.

“Flashing sign” means FLASHING SIGN: a sign which contains an intermittent or sequential flashing light source used primarily to attract attention. It does not include changeable copy signs, animated signs, or signs which, through reflection or other means, create an illusion of flashing of intermittent light. An electrical permanent sign or portion thereof which changes light intensity in a sudden transitory burst, or which switches on and off in a constant pattern in which more than one-third of the non-constant light source is off at any one time.

FEATHER SIGN:

“Freestanding sign” means FREESTANDING SIGN: a sign supported upon the ground by poles or braces or other structure designed and constructed to support the sign only and not attached to any building. The height of a freestanding sign shall be measured from the crown of the road adjacent to the location of the sign or from the ground at the base of the sign supports to the top of the sign, whichever is higher in elevation.

FRONTAGE: The measurement, in linear feet, of the length of the property line for a single-tenant building or length of leased building frontage for multitenant buildings or multi building complexes.

GRADE: The relative existing ground level in the immediate vicinity of the sign.

INCIDENTAL SIGN: A permanent sign, generally informational, that has a purpose secondary to the use of the property on which it is located, and which is used to do one or more of the following:

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- A. Directs traffic flow, vehicular or pedestrian, e.g. i.e., "one-way", "crosswalk", "do not enter", etc.;
- B. Clearly indicates location of ingress and egress points, i.e.e.g., "entrance", "exit";
- C. Directs certain activities to certain areas, i.e.e.g., "parking", "no parking", "waiting", "loading", etc.; or
- D. Provides other similar incidental information, i.e.e.g., "no trespassing", "no hunting", "phone", "ATM", "no dumping", "no loitering", etc.

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“Illegal sign” means ILLEGAL SIGN: a sign which does not meet the requirements of this code and which has not received legal nonconforming status.

~~“Internal illumination”~~INTERNAL ILLUMINATED SIGN: means an indirect concealed light source that is recessed or contained within any element of a sign. A permanent sign with an internal light source shining through the face of the sign. Exposed neon signs are internally illuminated.

~~“Maintenance”~~ means, for purposes of this chapter, MAINTENANCE: †The cleaning, painting, or repair of defective parts of a sign in a manner that does not alter the basic copy, design or structure of the sign.

MONUMENT SIGN: A permanent freestanding sign having the appearance of a solid base of landscape construction materials such as brick, stucco, stonework, textured wood, tile, or textured concrete that are harmonious with the materials of the primary structure on the subject property.

~~“Mural”~~ means MURAL: a picture or picture-print combination that contains no advertising copy; and which does not convey an advertising message; and which is painted or otherwise applied on the exterior wall of a building or structure.

~~“Nonconforming sign”~~ means NONCONFORMING SIGN: a sign which was erected legally but which does not comply with subsequently enacted sign restrictions and regulations.

~~“Off-premises sign”~~ means OFF-PREMISES SIGN: a sign structure advertising an establishment, merchandise, service or entertainment, which is not sold, produced, manufactured or furnished at the property on which the sign is located, e.g., “billboards” or “outdoor advertising”; provided, however, that signs located on property under the same ownership and which would be in a single tax parcel or immediately adjacent thereto but for the presence of an intervening right-of-way shall not be construed as an “off-premises sign” for purposes of this chapter.

~~“Owner”~~ means OWNER: a person recorded as such on official records. For the purpose of this chapter, the owner of property on which a sign is located is presumed to be the owner of the sign unless facts to the contrary are officially recorded or otherwise brought to the attention of the administrator, e.g., a sign leased from a sign company.

PERMANENT SIGN: Any sign which is intended to be lasting and is constructed from an enduring material such as masonry and metal which remains unchanged in position, character, and condition (beyond normal wear), and is permanently affixed to the ground, wall or building, provided the sign is listed as a permanent sign in the ordinance.

PORTABLE SIGN: A temporary sign made of any material, including paper, cardboard, wood or metal, which is capable of being moved easily and is not permanently affixed to the ground, structure or building. This also includes sidewalk or sandwich board signs.

~~“Projecting sign”~~ means PROJECTING SIGN: a sign, which is attached to and projects horizontally from a building wall.

~~“Public benefit sign”~~ means an off-premises sign installed, maintained, and controlled in, over or adjacent to the public right-of-way for the sole purpose of providing directions to an establishment that serves or provides

a benefit to the general public, including but not limited to directional signs to hospitals, schools, and other establishments of general public need or interest. In the case of a designated American Red Cross Emergency Shelter a digital message center sign not to exceed 45 square feet per face, with no more than two sign faces, may be permitted for the purpose of providing emergency information, community information and information related to events and activities that help fund or otherwise support the designated Emergency Shelter. The Digital Message Center Sign shall only be operational from the hours of 8:00 a.m. Pacific Time to 6:00 p.m. Pacific Time. A minimum of one-second transition time between messages is required. A permit for any public benefit sign may be additionally conditioned by the responsible official as to size, height, location, illumination, coloring, hours of operation, and similar characteristics to keep with the purposes and objectives of the Cle Elum Municipal Code and the Cle Elum Comprehensive Plan.

~~“Public service sign” means~~**PUBLIC SERVICE SIGN: aA** sign installed, maintained ~~and controlled or~~**controlled** by the City of Cle Elum for the sole purpose of providing ~~directions to locations and objects of interest to visitors and the traveling public and not to advertise a specific business or product~~**information to the general public.**

READER BOARD: A ~~permanent~~**permanent** sign face designed to allow copy changes either by manual or electronic means in which the message is static and can only be changed physically by the owner and/or operator.

REAL ESTATE SIGN: Any ~~temporary or permanent~~**temporary or permanent** sign which is used to offer property for sale, lease, or rent.

~~“Reverse internal illumination” means an indirect concealed light source located within the sign and where the majority of the sign face does not allow light to be revealed except for the sign letter or graphics.~~

~~“Sandwich board sign” means~~**SANDWICH BOARD SIGN: aA** portable sign ~~consisting of two (2) sign faces hinged at the top and separated at the bottom making it self-standing. apable of supporting itself through an~~**“A” frame structure.**

~~“Sign” means~~**SIGN:** Any communication device, structure, or fixture which is intended to identify a building, use, business, or event, or to promote the sale of a product, goods, or service, using graphics, letters, figures, symbols, trademarks or written copy. For the purpose of this chapter, a sign shall not be considered to be building or structural design. It shall be restricted solely to graphics, symbols, or written copy that is meant to be used in the aforementioned way. This definition shall include inflatable signs, balloons or other similar devices.~~a~~**Any communication device, structure, placard or fixture that is visible from any public right-of-way, pedestrian path or sidewalk and is intended to aid in promoting the sale of product, goods, services or events or to identify a building using graphics, letters, figures, symbols, trademarks or written copy but not murals.**

Sign, Area of.**SIGN AREA:**

1. ~~Projecting and freestanding.~~The **total** area of a ~~freestanding or projecting~~**freestanding or projecting** sign shall have all faces of any double-faced or multi-faced sign counted in calculating its area. The area of the sign shall be measured as follows if the sign is composed of one or two individual cabinets:

a. The area around and enclosing the perimeter of each cabinet or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include embellishments such as pole covers, framing, decorative roofing, etc. Support structures shall not be included in the determination of total area ~~unless the support structures contribute to the advertising message.~~

b. If the sign is composed of more than two sign cabinets or modules, the area enclosing the entire perimeter of all cabinets and/or modules, within a single, continuous geometric figure shall be the area of the sign. Support structures shall not be included in the determination of total area ~~unless the support structures contribute to the advertising message.~~

2. *Wall signs.* The area around and enclosing the perimeter of each cabinet or module shall be summed and then totaled to determine total area.

3. *Awning signs.* The area of awning signs shall be measured by the area around and enclosing the ~~advertising message~~copy.

SIGN HEIGHT: The vertical distance measured from the adjacent grade to the highest point of the sign.

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SIGN STRUCTURE: Any structure that supports or is capable of supporting a sign.

~~“Sign, awning”_ means a sign attached, painted or installed on an awning projecting from a storefront.~~

~~“Temporary sign” means TEMPORARY SIGN: aAny sign or advertising display constructed of cloth, wood, canvas, light fabric, paper or other light materials with or without frames that is not permanently mounted andthat is intended to be displaced-used for a limited time only such as for political candidacy or special events.~~

~~“Wall sign” means WALL SIGN: a sign attached, painted or erected on or parallel to the face of building to which it is attached and supported throughout its entire length with the exposed face parallel to the plane of the building. aAny sign attached directly to and supported by the wall of a building or permanent structure. Signs on or in windows will be considered wall signs.~~

(Ord. 1345 § 1, 2011; Ord. 1333 § 1, 2010; Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1211, 2004; Ord. 1198 § 1, 2003; Ord. 866 § 2, 1987)

~~15.20.040 — Enforcing official.~~

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~~The city planner or designee is authorized and directed to enforce all the provisions of this code.~~

~~(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 638 § 4(a), 1970)~~

15.20.045 EXEMPTIONS:

The standards and regulations set forth in this Chapter apply to all signs proposed for installation in the City, with the exception as to of the following:

- A. Historic site markers or plaques, gravestones, and address numbers not more than ten (10) inches in height;
- B. Signs erected on public property by the State of Washington, the United States, the county of Kittitas County, or the City of Cle Elum, displaying a public service message, or other regulatory, statutory, traffic control or directional message;
- C. Plaques, tablets, or inscriptions indicating the name of a building, date of erection, or other commemorative information, which are an integral part of the building structure and are attached flat to the face of a structure or other natural surface, and do not exceed two (2) square feet in area;
- D. Religious displays other than signs regulated by this Chapter;
- E. A mural, defined as a one-of-a-kind, hand-painted, hand-tiled, or digitally printed image on the exterior wall of a building that does not contain any commercial message. Murals require a building permit from the City through the architectural design review process, prior to installation;
- F. Signs displayed within the interior of any structure and not visible from streets or ways open to the public, except when such signs negatively impact public health and safety;
- G. Incidental signs that do not exceed three (3) square feet in area;
- H. Exterior signs bearing the name of the occupant of a dwelling unit, not exceeding three (3) square feet in area;
- I. Government flags;
- J. Official or legal notices issued and posted by any public agency, as defined by law, or court; and
- K. Public notices of development applications required per Chapter 15 of this code.

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15.20.050 Right of entry.

Upon presentation of proper credentials, the city planner, the building official, or their duly authorized representatives may enter at reasonable times any building, structure, or premises in the city to perform any duty imposed upon him them by this code. The city shall make reasonable effort to inform the owner of the need to access the premises authorized by this section.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 638 § 4(b), 1970)

15.20.070 Permits Required, Administration.

- A. *Permits Required.* No (permanent?) sign shall hereafter be erected, moved, constructed, structurally altered or repaired except as provided by this title and a permit having been duly issued by the city.
- B. Permits are not required for the following activities or signs in all districts:

~~1. Changing of advertising copy without increasing sign size or modifying characteristics;~~

~~21. Maintenance and cleaning of existing signs, provided such maintenance and cleaning does not include structural or electrical changes, sign changes, or other modifying characteristics.~~

~~32. On-premises, non-electrical signs, three (3) square feet or less in size used for advertising the street address of the building and the name of the occupant or owner;~~

~~43. Non-illuminated temporary real-estate or contractors signs pertaining to the sale or lease of the premises or the construction or improvement of the property, not exceeding six (6) square feet in a residential area for residential real-estate signs; and not exceeding 30 square feet in a commercial development area for commercial development signs;~~

~~54. Public informational signs installed, maintained and controlled by the City of Cle Elum. Signs shall not exceed twenty-five square feet of area devoted to advertising and are limited to no more than two signs at the west end of First Street, a single sign at Oakes Street and two signs at the east end of First Street;~~

~~65. Temporary signs;~~

~~7. Signs placed on or inside windows, provided that a minimum of fifty percent (50%) of any window shall remain free of signs.~~

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C. Applications for sign permits shall be made to the City of Cle Elum on a form provided by the city. Applications shall include:

1. Name, address, telephone number and other contact information of the applicant or authorized agent and the legal owner of the property upon which the sign is to be located;
2. If the applicant is not the property owner, a signed instrument from the property owner authorizing the application;
3. Street address, tax parcel number, and acreage of the subject property;
4. A description of the sign, either in writing or in plan form, that identifies the type of sign per this chapter, the type of structural support, sign height, sign area and method of illumination;
5. A site plan drawn to scale, at a minimum scale of one inch equals twenty feet, that includes the dimensions of the subject property, the proposed location of the sign, the dimensions of the sign, the location of existing development on-site, the location size and dimensions of any existing signs on-site and the location of any public or private roads abutting the property;
6. Lighting details, if applicable, including fixture type, wattage, shielding, and other information necessary to determine compliance;

7. The required application fee as set by the Cle Elum city council.

D. Sign permits shall be processed as a Type I Application, as provided in CEMC [14.30](#).

E. Sign permits shall become invalid if work is not begun within one hundred ~~and~~ [eighty \(180\)](#) days of permit issuance. The city may authorize a single one hundred ~~and~~ [eighty \(180\) day](#)~~eighty-day~~ extension upon request of the applicant for circumstances beyond the applicant's control that prohibit installation of the sign within the required time period.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 866 § 5, 1987; Ord. 638 § 6, 1970)

15.20.090 Removal of [permanent](#) signs.

Any [permanent](#) sign~~(s)~~ and fixture~~(s)~~ now or hereafter existing which, for a period of sixty [\(60\)](#) days, no longer advertises a bona fide business conducted or product sold shall be taken down and removed by the owner, agent, or person having the beneficial use of the building, lot, or structure upon which the sign may be found. Fixtures that are no longer used shall be removed. Signs that are not used because of a vacant building shall remove the fixture or replace the sign face with a blank. Upon failure to comply with this provision, the building official is authorized to cause removal of the sign and any expense incident thereto shall be paid by the owner of the promises or filed as a lien against the property.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 638 § 7, 1970)

15.20.135 Prohibited signs, [all zones](#).

The following signs are prohibited in all districts within the City of Cle Elum except as specifically allowed as temporary signs:

- A. Any sign not specifically listed as permitted in this chapter is prohibited unless otherwise provided by law;
- B. Any sign which, by reason of its size, location, movement, ~~content~~, coloring or manner of illumination may be confused with traffic control signs or signals, which determination shall be in the sole discretion of the responsible official;
- C. Stationary motor vehicles, trailers and related devices used to circumvent the intent of this chapter;
- D. Signs which are attached to utility poles, trees, fences, rocks or natural features and other similar objects which are not designed specifically for the installation of the sign;
- E. Roof signs or signs projecting or installed above the eave lines of buildings;

F. All lighted signs which are adjacent to and directed toward a residential district and which detract from the welfare of the residential district;

G. Signs which blink flash, rotate, contain changing images or text that are electronically generated, or are animated by lighting in any fashion, unless providing emergency information. ~~Animated, moving, automatic-changing copy, revolving, blinking or flashing signs, except public service signs such as those which only give the time, temperature and humidity, and digital message-center signs providing emergency information, community information and information related to events and activities that help fund or otherwise support the designated American Red Cross Emergency Shelter;~~

H. Any sign ~~or advertising display~~ which obstructs in any way the vision of motorists entering or leaving public or private rights-of-way;

I. Signs extending over the public right-of-way and any sign placed within the right-of-way, with the exception of projecting signs, awning signs, and public ~~benefit-service~~ signs;

J. Off-premises signs, with the exception of public service signs controlled and installed by the City of Cle Elum ~~and public benefit signs, or~~ as allowed in the entry commercial zone pursuant to Section [15.20.150](#);

K. Signs emitting pollutants such as smoke ~~and sound~~;

~~L. Signs displaying unwarranted content (i.e., obscene language); and~~

M. Signs located within structural setbacks established by the zoning district, unless specifically authorized by this chapter; ~~and~~

(Ord. 1345 § 2, 2011; Ord. 1333 § 2, 2010; Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003)

15.20.140 Residential areas.

The following signs shall be permitted in all residential zoning districts in the city:

A. Permitted as an Accessory Use to an Approved or Existing Use, such as for an institution or for a subdivision/project I.D. only. ~~A wall mounted or freestanding sign, not exceeding fifteen (15) square feet in area, erected upon the premises of a church or other institution for the purposes of displaying the name of the institution and its activities or services.~~ Freestanding signs shall not exceed six (6) feet in height;

B. ~~A land salesreal estate sign of (6) twenty-five square feet or less, non-illuminated, advertising the sale or development of a subdivision containing an area of not less than seven (7) lots, erected upon the property so developed and advertised for sale. See 15.20.170 for temporary sign regulations.~~

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 638 § 12, 1970)

15.20.150 General commercial, entry commercial areas and public reserve.

In areas zoned general commercial, entry commercial and public reserve, the following regulations apply:

- A. The aggregate sign area for any lot shall not exceed two (2) square feet for each foot of street frontage. Aggregate sign area for corner lots shall not exceed one and one-half (1.5) square foot for each foot of street frontage;
- B. Projecting and awning signs are permitted. Sign size shall not exceed forty-five (45) square feet of area and shall maintain a vertical clearance of ten (10) feet from the bottom edge of the sign or awning to the sidewalk surface;
- C. Wall signs are permitted. The size of a wall sign shall not exceed ten percent (10%) of the building facade on which they are located, and no more than two (2) signs are permitted per facade. For buildings with multiple tenants, maximum sign size shall be based on that portion of the facade occupied by each individual tenant;
- D. Freestanding signs are permitted. One (1) freestanding sign is permitted per street frontage; provided, that corner lots with less than eighty (80) feet on each street shall be permitted only one (1) freestanding sign (except for freestanding off-premises signs, as provided for in subsection (E) of this section). Freestanding signs shall not exceed two hundred (200) square feet of total sign area, and no one (1) face shall exceed one hundred (100) square feet. The height for a freestanding sign shall not exceed thirty-five (35) feet;
- E. Off-premises signs are allowed in the entry and general commercial zones, provided:
 1. Off-premises signs shall be permitted only for businesses located not more than one (1) block off of First Street, or not more than one (1) block off of the principal arterial serving the business, except for public benefit signs;
 2. In general commercial, off-premises freestanding sign dimensions shall follow the guidelines within subsection (D) of this section;
 3. A general commercial property fronting on First Street may choose to allow one (1) additional off-premises freestanding sign, for another general commercial business property (which contains at least twenty thousand (20,000) square feet of commercial floor space). This sign must follow regulations within this subsection (E), and other sections of this chapter;
 4. In entry commercial, no off-premises sign shall exceed six (6) feet in height, if not overhanging a pedestrian pathway or vehicle lane;

5. In entry commercial, off-premises signs shall not exceed twenty-four (24) square feet per sign face, and shall have no more than two faces;
6. Off-premises signs shall not be allowed within any right-of-way and must be located no further than five hundred (500) feet from the exterior boundary of the parcel upon which the business is situated; provided, however, that this prohibition does not apply to public ~~benefit-service~~ signs;
7. Only one (1) off-premises sign permitted per business or organization, with the exception of public ~~benefit-service~~ signs;
8. ~~The sign copy of the off-premises sign shall be limited to copy, text and graphics of the business or facility benefiting from the off-premises sign;~~
9. A notarized agreement from the property owner on whose property the sign will be located is required as part of the application. At a minimum, the agreement shall address:
 - a. Final responsibility for maintenance, removal and nuisance/abatement issues will be that of the property owner upon which the off-premises sign is located;
 - b. The right of use of the off-premises sign is neither assignable nor transferable without sign permit approval from the eCity of Cle Elum; and
 - c. That the property owner upon which the sign is to be located authorizes the sign to be placed upon their property;

F. Sandwich boards and portable signs are allowed under the following conditions:

1. They shall not exceed two (2) feet in overall width and four (4) feet overall height;
2. Must be wind-firm in some acceptable manner;
3. May not obstruct more than twenty percent (20%) of a sidewalk or right-of-way. A minimum clearance of clear passage shall be six (6) feet;
4. Shall not be placed in or on a street or alley right-of-way;
5. Shall be constructed of materials that are hard, durable, weather proof and permanent. Signs shall be constructed in an "A" frame fashion only. ~~Copy and images shall only indicate the name and type of business.~~ Changeable copy is not permitted except for hand drawn lettering or graphics such as a chalkboard;
6. Shall be allowed only immediately in front of the business being occupied. Provided that a property owner may grant another business owner the right to locate a sign on their property frontage if the businesses are located on the same block and not more than one (1) sign is permitted;
7. Only one (1) sign is permitted per lot, structure or business;

8. Shall not obstruct sight distance requirements on public streets; and
9. Shall be removed from public view during closed hours.

(Ord. 1508 § 1, 2018; Ord. 1345 § 3, 2011; Ord. 1333 § 3, 2010; Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 866 § 3, 1987; Ord. 855 § 1, 1986)

15.20.155 Old Town commercial.

Signs in the Old Town commercial zone shall be permitted as follows:

~~A. All signs shall be consistent with the historical and pedestrian character of the district.~~

B. The aggregate sign area for any lot shall not exceed two (2) square feet for each foot of street frontage. The permitted signs enumerated in this subsection shall be subject to the total aggregate sign area.

C. Wall signs are permitted provided they do not total an area more than ten percent (10%) of the building facade on which they are located. Each multi-tenant building may have one (1) ~~identification~~ wall sign for each street frontage.

D. Projecting and awning signs shall not exceed forty-five (45) square feet of area and shall maintain a vertical clearance of ten (10) feet from the bottom edge of the sign or awning to the sidewalk surface.

E. Sandwich board signs are allowed under the following conditions:

1. They shall not exceed two (2) feet in overall width and four (4) feet overall height;
2. Must be wind-firm in some acceptable manner;
3. May not obstruct more than twenty percent of (20%) a sidewalk or right-of-way. A minimum clearance of clear passage shall be six (6) feet;
4. Shall not be placed in or on the traveled or parking area of a street or alley right-of-way;
5. Shall be constructed of materials that are hard, durable, weather proof and permanent. Signs shall be constructed in an "A" frame fashion only. ~~Copy and images shall only indicate the name and type of business.~~ Changeable copy is not permitted except for hand drawn lettering or graphics such as a chalkboard;
6. Shall be allowed only immediately in front of the business being occupied. Provided that a property owner may grant another business owner the right to locate a sign on their property frontage if the businesses are located on the same block and not more than one (1) sign is permitted;
7. Only one (1) sign is permitted per lot, structure or business;

- 8. Shall not obstruct sight distance requirements on public streets;
- 9. Shall be removed from public view during closed hours.

F. Application of the specific sign standards in this section to individual signs may not be required if the applicant provides substantial evidence that the imposition of the standards will result in a sign that is less consistent with the historic character of the area.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003)

15.20.160 Industrial areas.

In areas which are zoned industrial, the following regulations apply:

A. The aggregate sign area for any lot shall not exceed one (1) foot for each foot of street frontage. The permitted signs enumerated in this subsection shall be subject to the total aggregate sign area.

1. Wall signs are permitted but shall not total an area more than fifteen percent (15%) of the building facade on which they are located, and not exceed two (2) signs per facade.

2. Each structure may have one (1) freestanding sign per street frontage, provided that corner lots with less than eighty (80) feet on each street shall be permitted only one (1) freestanding sign. Freestanding signs shall not exceed one hundred (100) square feet of total sign area, and no one face shall exceed fifty (50) square feet. The maximum height for a freestanding sign shall not exceed the height of the building containing the activity being advertised and in no case shall exceed twenty-five (25) feet. The width of the support system for a freestanding sign shall be a minimum of eighty percent (80%) of the width of the sign face.

B. Buildings having multiple occupancy will be allowed individual signs as set forth in subsection (A) of this section.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 855 § 2, 1986)

15.20.165 ~~Multiple Building Complexes and Multiple Tenant Buildings~~ ~~Business-park areas.~~

Signs ~~in the business-park zone~~for multiple tenant buildings shall be permitted as follows:

A. The aggregate sign area for any lot shall not exceed one (1) square foot for each foot of street frontage. The permitted signs enumerated in this subsection shall be subject to the total aggregate sign area.

B. Wall signs are permitted provided they do not total an area more than ten percent (10%) of the building facade on which they are located. Each multi-tenant building may have one (1) ~~identification~~ wall sign for each street frontage.

C. Each building may have one (1) freestanding sign per street frontage. ~~when the street frontage is longer than four hundred feet~~. The sign may not exceed a total of one hundred (100) square feet for the total of all faces. No one face shall exceed fifty (50) square feet in area. The sign shall not exceed fifteen (15) feet in height. The width of the support system for a freestanding sign shall be a minimum of eighty percent (80%) of the width of the sign face.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003)

15.20.167 Lighting of signs.

A. Internal and exterior illuminated signs are allowed in all zones except R, MR and the Old Town commercial zoning district where only exterior and reverse internal illuminated signs are permitted provided, that awning signs may be internally illuminated.

B. No on ground lighting fixtures shall be permitted. Fixtures must be mounted to the bottom or top of the sign face and shall be shielded or mounted on curved standards to direct light to sign face only to minimize glare and off-sight lighting impacts. One mounted light shall be permitted per five (5) square feet of sign area.

C. The illumination of signs shall not cause excessive light or glare that could result in the reduced visibility of official signs and approaching, merging or entering traffic.

D. Portable and temporary signs shall not be illuminated.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003)

15.20.169 Directional signs

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On-Premises Directional Signs. On-premises directional signs readable from the public right-of-way may be permitted. On-premises directional signs may contain both directions and business name or logo, provided the business name or logo shall not exceed fifty percent of the sign area. All on-premises directional signs shall meet the general provisions of this section and shall not exceed ten square feet per sign face.

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15.20.170 Temporary signs.

Temporary signs are ~~defined as signs announcing political candidacy, special events or any sign which becomes meaningless due to the passage of time for a period of one year or less. The following regulations apply to temporary signs~~subject to the following regulations:

No review is required for temporary signs. All temporary signs shall conform to the following:

A. No temporary sign shall be placed in a required parking space, driveway, or clear view triangle.

B. No temporary sign may be placed on city-owned property (not including a city right-of-way) unless in conjunction with an approved special event permit, temporary use permit or other permission from the city.

C. No temporary sign shall be placed in the roadway.

D. Temporary signs on the city right-of-way placed outside the roadway shall comply with the following requirements:

1. Location. Allowed only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the pavement. Signs may not be placed on sidewalks, driveways or other paved areas designed for pedestrians or vehicular use.

2. Approval of the abutting landowner is required.

3. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs are prohibited, unless specifically allowed by a right-of-way use permit.

4. Signs are limited to four square feet total and three feet in height, from the ground to the top of the sign.

5. Any temporary sign in the right-of-way that is dilapidated or a nuisance shall be removed by the person responsible for placement of the sign.

6. The city may allow other signs in a city right-of-way with a right-of-way use permit.

E. Residential Zones. Temporary signs may be placed on property residentially zoned in accordance with the requirements of this section and the following:

1. One temporary window sign per residential unit not to exceed four square feet is allowed.

2. Freestanding signs, including post-mounted, stake and portable signs are allowed as follows:

i. In single-family residential zones temporary free-standing signs shall not exceed four square feet in size and five feet in height, if the sign is post-mounted on the ground, and not to exceed three feet in height if the sign is stake-mounted or portable.

ii. In multifamily residential zones temporary free-standing signs shall not exceed six square feet in size and five feet in height if the sign is post-mounted on the ground, and not to exceed three feet in height if the sign is stake-mounted or portable.

F. Nonresidential Zones. Temporary signs are allowed in nonresidential zones in accordance with the requirements of this section and the following:

1. Window signs are limited to fifty percent of the window area.

2. Freestanding signs, including post-mounted, stake and portable signs are limited to four square feet and five feet in height if the temporary sign is mounted in the ground, and not to exceed three feet in height if the temporary sign is stake-mounted or portable.

3. Surface-mounted signs are limited to thirty square feet and must be flatly affixed to walls or to on-site fences either facing the abutting street, or facing inward to the subject site.

G. Temporary signs on large properties, either residential or nonresidential zoned, of more than two acres may be of any type, and shall not exceed sixty-four square feet and up to eight feet above ground level. Such a sign allowed herein is in lieu of and shall not be displayed with or be in addition to any other temporary signs allowed by this section.

H. A temporary sign shall be promptly removed after the event for which it is intended.

A. Political Temporary signs shall be no larger than nine (9) square feet.

B. Permission must be obtained from the appropriate property owner, or abutting property owner where appropriate, to erect a temporary sign for which an individual seeks election to an office or position.

C. Political signs shall not be erected or displayed more than ninety days prior to an election.

D. Exterior political temporary signs shall be removed not more than fifteen (15) days following the specific purpose for which it was placed, following the applicable election or event date.

E. A deposit fee as set forth by resolution of the city council shall be required for temporary signs with an expiration date such as an election date or an event date. Upon removal of any such signs by the applicant or

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his or her agent within the time period specified in this section, the deposit set forth in this section shall be returned.

F. ~~Temporary promotional signs advertising specific events such as sales, grand openings and other similar activities are permitted. Signs shall remain in place no longer than fourteen (14) days in any six-month period and shall comply with all other provisions of this code.~~

(Ord. 1525 § 1, 2019; Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 855 § 3, 1986)

15.20.175 Nonconforming signs.

A. Existing signs that are nonconforming to the provisions of this chapter are permitted to continue subject to the provisions of subsection (B) of this section. Nonconforming signs may be replaced by a sign of the same type, size, dimensions and location without losing its nonconforming status. Sandwich board and temporary signs that are nonconforming are not permitted to be continued and shall be made conforming.

B. A nonconforming sign shall lose its nonconforming status if:

1. The sign is relocated; or
2. The structure or size of the sign is altered in any way. This section shall exclude normal and routine maintenance; or
3. The sign is not maintained consistent with Section [15.20.195](#).

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 866 § 4, 1987)

15.20.190 Responsibility of owner.

This chapter shall not be construed to relieve or lessen the responsibility of any person owning or operating or installing any sign for damages to property or injuries to persons caused by the construction, maintenance or operation of any sign or any defect therein, nor shall the city or any agent thereof be held or construed as assuming any such liability or responsibility by reason of the permits, fees and inspections provided for in this chapter. The minimum safety requirements and regulations prescribed in this chapter shall not relieve the property owner nor the person constructing or maintaining a sign from the obligation of taking any additional steps necessary to make and keep the sign safe for persons and property. The city and other public agencies are not responsible for damage caused to signs overhanging the public right-of-way during maintenance operations or construction activities.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 855 § 5, 1986; Ord. 638 § 14, 1970)

15.20.195 Maintenance and safety.

All signs and components thereof must be maintained in good repair and in a safe, neat, clean and attractive condition. Signs that are a danger to the general public shall be repaired or removed at the direction of the city.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003)

15.20.200 Variances.

Variances to dimensional standards may be permitted in accordance with the provisions of Chapter ~~17.85~~14.30.190.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 1116 § 1, 2000; Ord. 855 § 6, 1986; Ord. 648 § 1, 1971; Ord. 638 § 17, 1970)

15.20.210 Violation – Penalty.

It is unlawful to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use or maintain any sign or structure in the city, or cause or permit the same to be done, contrary to or in violation of any of the provisions of this code. Each such person shall be guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued, or permitted, and upon conviction of any such violation shall be punished as set forth in the applicable provisions of the Cle Elum Municipal Code.

(Ord. 1279 § 1 (Attach. A (part)), 2007; Ord. 1198 § 1, 2003; Ord. 855 §§ 7, 8, 1986; Ord. 638 § 15, 1970)

The Cle Elum Municipal Code is current through Ordinance 1631, passed August 8, 2022.

Disclaimer: The city clerk’s office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk’s office for ordinances passed subsequent to the ordinance cited here.

[City Website: cityofcleelum.com](http://cityofcleelum.com)

City Telephone: (509) 674-2262

[Code Publishing Company](#)