

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



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September 30, 2025

RE: Notice of decision for a short-term rental permit (No. STR-2024-002) for property at 411 W Railroad Street, Cle Elum, WA 98922

Dear Parties of Record,

In September 2025, the City of Cle Elum received a revised application and associated fee for a proposed short-term rental located at 411 W Railroad Street, Cle Elum, WA 98922. A notice of application was mailed to adjacent property owners on September 15, 2025.

Enclosed are the findings and decision related to the approval of the short-term rental permit No. STR-2024-002. If you have any questions, please feel free to contact the planning department at planning@cleelum.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Colleda Monick", is written over a light blue horizontal line.

Colleda Monick
Planning Consultant

Attach: Permit decision for STR-2024-002

PROJECT INFORMATION

Laura and Morgan McGowan, owners, applied for a short-term rental permit on September 2, 2025, for their property at 411 W Railroad Street, Cle Elum, WA 98922, parcel number 084135.

FINDINGS

General Information:

1. The location of the proposed short-term rental is located at 411 W Railroad and is located within the Residential zone.
2. The subject property is currently occupied by a single residential home (980 sq/ft), with two driveway parking spaces.
3. The property has frontage on W Railroad, which is an unpaved public right of way.
4. The property has occupancy for no more than 4 persons.
5. The property is located in the 100-year floodplain.
6. A notice of application was mailed to adjacent property owners on September 15, 2025, and notice was posted on the project site. One public comment was received.

Consistency Review:

The city has determined that, as conditioned, this application is consistent with the Cle Elum Municipal Code.

Applicable Law:

This project is subject to the rules and regulations within Cle Elum Municipal Code (CEMC) Chapter 17.160. This application has been processed following the Type 2 permit procedures and reviewed for compliance with the life safety provisions of the current CEMC Chapter 17.160.

Definitions:

“Hosting platform” means a marketplace, in whatever form or format, which facilitates short-term rentals through advertising, matchmaking or any other means, using any medium of facilitation, and from which the operator of the hosting platform derives revenue from providing or maintaining the marketplace and including booking fees or advertising revenue.

“Local contact person” means the person designated by the owner or host who shall be available twenty-four hours per day, seven days per week for the purpose of: (1) Responding within sixty minutes to the property code violations and/or complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit and (2) taking remedial action to resolve such violations and/or complaints.

“Short-term rental” means the rental of any room or rooms, or portions thereof, in any residential dwelling unit for residing, sleeping or lodging purposes for no more than twenty-nine consecutive calendar days. Portions of days shall be counted as full calendar days.

“Short-term renter” means a person who occupies, or is entitled to occupy a short-term rental, by reason of fee, concession, permit, right of access, license or other agreement for a period of no more than twenty-nine consecutive calendar days. Portions of days shall be counted as full calendar days.

Operating Standards:

A. Local Contact Person. Short-term rentals must have a local contact person who shall be responsible for ensuring compliance with provisions of this code including, but not limited to, immediately addressing emergency situations at the short-term rental premises, reporting lodging tax, maintaining a current business license, maintaining parking areas, removing of snow and ice, and other property maintenance requirements.

The local contact person has been identified as Morgan and Laura McGowan. Phone: 360-202-3696 (Morgan) and 360-543-3410 (Laura). Changes to the local contact shall be provided to City Hall immediately.

B. Quiet Hours. Regular quiet hours shall be observed between the hours of ten p.m. and seven a.m. Activities that produce audible noise to neighbors will take place only between the hours of seven a.m. and ten p.m., although any noise complaint may be subject to city police investigation, including excessive noises made by animals during any hour.

C. Pets. Should the property allow guests to have pets, all local animal laws must be followed, including but not limited to the city leash law. All animal waste within the city right-of-way or neighboring properties shall be promptly picked up. No exotic animals or exotic pets shall be permitted on the short-term rental premises.

D. Nuisance. No short-term rental shall be operated in such a way as to constitute a nuisance as defined by CEMC Chapter 8.12.

E. Occupancy.

1. No more than four occupants shall be permitted in the short-term rental, the number deemed safe by the Cle Elum fire department and listed on the building's certificate of occupancy.
2. During short-term rental tenancies, the building shall not be used for any other purpose (e.g., home occupation or temporary event) without the appropriate additional permit, license, or other written permission of the city.

F. Parking. A minimum of two designated off-street parking spaces shall remain available and accessible on the property.

G. Camping. No camping within city limits is permitted (CEMC Chapter 8.44). As such, no additional accommodation within RVs, other campers, or tents shall be allowed under this permit.

H. Appearance and Visibility. The short-term rental use shall not change the residential character of the outside of the dwelling unit, either by the use of colors, materials, signage, lighting; or by the construction of accessory structures or garages that are visible off site and not of the same architectural character as the residence; or by the emission of noise, glare, flashing lights, vibrations, or odors not commonly experienced in residential areas.

I. Garbage Service. Mandatory garbage services are required within the City of Cle Elum (CEMC Section 8.08.120). The appropriate level of garbage collection services shall be maintained so there is no overflow of trash on the short-term rental property or adjacent properties. The mayor or their designee shall be authorized to require a larger garbage cart if the short-term rental receives more than two complaints related to garbage overflowing or leaving the property or if the property receives more than two garbage overage charges from the city's garbage service provider, at which time the mayor or designee will determine the appropriate cart size and make the adjustments with the city's garbage service provider and the host.

J. Special Events. Weddings, corporate events, commercial functions, large parties and other similar events which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood shall first receive a city event approval by the city events committee.

K. Business License Required. A City of Cle Elum business license is required for all short-term rentals. A business license shall be obtained and maintained pursuant to CEMC Chapter 5.02 as established or hereafter amended.

L. Insurance Required. The applicant shall maintain on file at City Hall a current certificate of insurance documenting that the premises are insured as short-term rental, or as appropriate for the proposed use.

M. Records of Compliance. The host shall retain records documenting compliance with these requirements for a period of three years after each period of short-term rental, including, but not limited to, records showing payment of lodging taxes by a hosting platform on behalf of a host. Upon reasonable notice, the host shall provide any such documentation to the City of Cle Elum upon request for the purpose of inspection or audit.

DECISION

Based upon the above findings, building inspection, and the application materials submitted, the short-term rental request for Laura and Morgan McGowan to operate a short-term rental at 411 W Railroad St, Cle Elum, WA is **approved**, subject to the following conditions:

1. The approval must be renewed on a calendar year basis. Failure to submit a short-term rental renewal application prior to December 15th of each calendar year will result in expiration of the permit and a new permit, including fees, must be applied for. *Please note that approval is non-transferable and this permit shall automatically expire upon the sale or transfer of the property.*
2. The short-term rental is approved for an occupancy of no more than 4 individuals at a time.
3. The applicant shall keep a current certificate of insurance documenting that the premises are insured as a short-term rental at City Hall. The insurance policy shall remain in good standing for the duration of this permit.
4. Short-term rentals that do not automatically pay the appropriate room tax through their hosting platform (e.g., Airbnb), shall pay the taxes as set forth by CEMC Chapter 3.68. The applicant shall provide all applicable company or business names the short-term rental may be affiliated with in order for the city to track and collect applicable taxes, fees, and charges.
5. A local contact shall be able to respond within 60 minutes to the property 24 hours a day, 7 days a week to take corrective action. If the designated local contact changes, the new name and contact information shall be provided to the city immediately.
6. The short-term rental shall follow and remain in compliance with all operating standards per CEMC 17.160.050.

APPEAL

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Pursuant to CEMC 14.30.230, any person aggrieved by this decision may request a review of this decision by the Hearing Examiner. Such requests must be submitted in writing within fourteen days

from the mailing date of this decision, to the City of Cle Elum, 119 W First St, Cle Elum, WA 98922, and must be accompanied by the application fee of \$550.