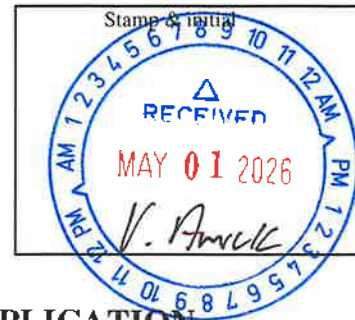


119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cityofcleelum.com



SHORT-TERM RENTAL PERMIT APPLICATION

This application is required for any short-term rental within the city.

APPLICATION DEADLINES:

*Short-term rental permits are valid January 1 - December 31 of each year.
 Renewals are due by December 15 each year, using the short-term rental renewal form.
Fees are not prorated.*

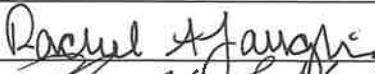

The purpose of this permit is to assist in regulating short-term rentals in order to avoid, minimize, or avoid impacts to the neighborhoods within which they are located, as well as general human health, safety, and the environment. Permits may be renewed using the short-term rental renewal form. See CEMC 17.160 for additional information.

OFFICIAL USE ONLY	
Permit #:	STR-2026-002
Staff Person:	V. Amick
Fee Total:	\$880.00 + \$120.00*
Related Permits:	

*Fees = \$880 permit + \$120 licensing/processing. Additional \$30 fee required for business license, paid through the WA State Department of Revenue.

Applicant ("Host")	
Name: Rachel Laughlin	Business License # 606 022 009
Other names business may be listed under: Sea to Summit Property Management	
Mailing Address: 31040 133rd Ave SE Auburn, WA 98092	
Phone Number: 206-595-8739	Email: rachel@seatosummitpnw.com
Property Owner	
Same as Applicant/Host <input type="checkbox"/>	
Name: Matthew Hall + Rachel	Business License # 606 007 264
Other names business may be listed under: Atlas Property Group, LLC	
Mailing Address: 31040 133rd Ave SE Auburn WA 98092	
Phone Number: 509-352-4396	Email: mjhall412@gmail.com
Local Contact Person (available to respond within 60 minutes, 24/7)	
Same as Applicant/Host <input type="checkbox"/> Same as Owner <input type="checkbox"/>	
Name: Danny Peterson	
Mailing Address: 401 Cottage Ave, Cle Elum	
24/7 Phone Number: 253-951-2309	Secondary Phone:

REQUIRED¹ Short-Term Rental Information	
Physical Address:	405 OutAfter Place, Cle Elum
Assessor's Parcel #	963206
Landline Phone Number (if available):	N/A
Does the host or owner reside on the premises? If so, who?	No
Rental Unit Type: (i.e., condo; single-family dwelling):	Single-family dwelling
Area (sq. ft.) of the residential building(s):	2,339 ft ²
If the short-term rental is not the entire residence, what is the area (sq. ft.) of the dedicated short-term rental space?	N/A
Is the rental an accessory dwelling unit? N/A	
Circle which type: <input type="radio"/> detached garage, <input type="radio"/> apartment, <input type="radio"/> cottage	
How many off-street parking spaces are dedicated to the short-term rental?	2
What is the maximum occupancy of the short-term rental?	10
Will you be using a Third Party for marketing and tax collection purposes?	Yes
Required Application Materials	
1.	Site Plan – include a diagram of the property. This can be drawn on the computer or by hand. Label the buildings, parking areas, and driveways and make sure to note which areas are available for use by the short-term rental. <input checked="" type="checkbox"/>
2.	Certificate of Insurance <input checked="" type="checkbox"/>
Other Information	
3.	<i>Type 2 Review is required if applicant does not reside within the dwelling. This process includes a Notice of Application sent to owners of all parcels within three hundred feet of the boundaries of the parcel in question.</i>
4.	<i>Once your short-term rental has received initial approval from the Planning Department, a Building Department Short-Term Rental Inspection will need to be completed by the Building Department.</i>

Authorization	
<p><i>The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit(s) and expenses associated with the review of the application.</i></p>	
Applicant/Host Signature: 	Date: 4/29/26
Property Owner Signature: 	Date: 04/29/2026

1. The application will not be processed and will be deemed incomplete if all required criteria is not attached to application on the day of submission.

“Short-term rentals” or “vacation rentals” means residential structure providing individuals for lodging for not more than thirty days. For home occupations, such uses are limited to having not more than five guest rooms, and must meet all the necessary conditions of a Home Occupation.

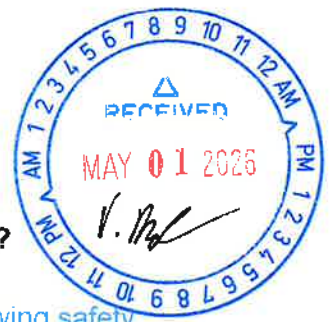
Supplemental questions for Short Term Rentals that are considered "Commercial" and not "Home Occupation". Please use a separate sheet to answer the following questions:

1. How does the proposed project protect public health, safety, and welfare?
Please describe any potential risks to the public and how they will be avoided or mitigated.
2. Would the proposed project have a probable significant, adverse impact on the environment?
If yes, please explain how these impacts will be mitigated to a reasonable extent.
3.

How is the proposed project consistent with the goals and policies of the Cle Elum Comprehensive Plan?

Please identify specific goals and policies that the project supports or aligns with.
4. How does the proposed project comply with the provisions of the Cle Elum Municipal Code?
Please identify the applicable code sections and describe how the project meets these requirements.

City Heights Short-term Rental Supplemental Questions
Please complete questions 1 and 4.



1. How does the proposed project protect public health, safety, and welfare?

My proposed project is going to protect public health, safety, and welfare by following safety guidelines for the following identified and mediated risks.

- a. The bunk room has rails on top bunk to mitigate the risk of falling off top bunk.
- b. The hot tub has latches on the cover and instructions to keep them latched to cleaners and guests in the rule book.
- c. All rugs have corner stickers to adhere the rug to hardwood ground.
- d. Knives are tucked back on the counter to avoid small children being able to reach.
- e. Fire alarms are in every room and tested every 6 months per rotational check lists.
- f. Two fire extinguishers will be in the house near the kitchen and backyard.
- g. Anti Slip Mats in bathrooms.
- h. Emergency Preparedness posted at all exits.
- i. Carbon Dioxide monitors within 15 feet of every room.
- j. Night lights in hallways for safe passage in the dark.
- k. Baby gates for staircases.

2. Would the proposed project have a probable significant, adverse impact on the environment? If yes, please explain how these impacts will be mitigated to a reasonable extent.

No, the proposed project will not have a probable significant, adverse impact on the environment. The project is consistent with the City Heights EIS, which evaluated the impacts of housing types, including vacation rentals, on the environment. This project is within the density limits identified within the EIS.

3. How is the proposed project consistent with the goals and policies of the Cle Elum Comprehensive Plan? Please identify specific goals and policies that the project supports or aligns with.

The proposed project is within the City Heights Planned Mixed Use Development, which was determined to be consistent with the Comprehensive Plan. The project supports the City Heights vision of providing a mix of housing types, including vacation rentals up to a certain limit, within the development.

4. How does the proposed project comply with the provisions of the Cle Elum Municipal Code? Please identify the applicable code sections and describe how the project meets these requirements.

The proposed short-term rental complies with the provisions and intent of CEMC 17.160 by operating in a manner that minimizes impacts to adjacent properties, protects neighborhood character, and ensures public health, safety, and welfare.

The property will be managed to minimize impacts on neighboring properties and preserve the residential character of the area. The property will not be used for events, large gatherings, or activities that would create noise, traffic, or other disruptions. Quiet hours will be enforced between 10:00 p.m. and 7:00 a.m., and all guests will be required to follow house rules designed to maintain a respectful and low-impact presence in the neighborhood. The host has already established a relationship with neighbors and provided them a 24 hour phone number to call if any disruption takes place.

The application includes all required information, including property details, occupancy limits, and parking provisions. The host will maintain records demonstrating compliance, including tax payments and operational records, for the required period and will provide documentation to the City upon request.





2- Car Garage
2-Car Dirveway

HALL, MATTHEW JAMES
31040 133RD AVE SE
AUBURN, WA 98092

CITY HEIGHTS HOLDINGS LLC
107 EAST 1ST STREET
CLE ELUM, WA 98922

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107 EAST 1ST STREET
CLE ELUM, WA 98922

ELBURN, DOUGLAS A
515 LAKE ST S APT 206
KIRKLAND, WA 98033

TSG-CH HOMES LLC
107 EAST 1ST STREET
CLE ELUM, WA 98922

CITY HEIGHTS HOLDINGS LLC
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CLE ELUM, WA 98922

LEE, ROBERT & JOYCE
22429 5TH PL W
BOTHELL, WA 98021

CITY OF CLE ELUM
119 W 1ST
CLE ELUM, WA 98922-1105

KAUR, SANDEEP
403 OUTFITTER PL
CLE ELUM, WA 98922

SMUTNY, DENISE A & KENT M
413 W 6TH ST
CLE ELUM, WA 98922

BESS & BRUCE CRAWFORD LIVING TRUST
11700 BARTLETT AVE NE
SEATTLE, WA 98125

CITY HEIGHTS HOLDINGS LLC
107 EAST 1ST STREET
CLE ELUM, WA 98922

FLETCHER, ALLISON KATHLEEN
211 HAYES ST
SEATTLE, WA 98109

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107 EAST 1ST STREET
CLE ELUM, WA 98922

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CLE ELUM, WA 98922-1105

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CLE ELUM, WA 98922



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\$ 000.74⁰
MAY 01 2026



Rachel Laughlin
 31040 133rd Ave S.E.
 Auburn, WA 98092

Account Information			
Cust #:	3689	Due:	05/31/2026
Date:	05/01/2026	Terms:	Net 30
Invoice #:	9599	For:	Planning And Development

Item	Taxed	Quantity	Amount	Total
Planning And Development	N	1.0000	1,000.00	1,000.00
Invoice for Short Term Rental Application Fee			Non Taxed:	1,000.00
			Taxed:	0.00
			Tax @ 6.00%:	0.00
			Payments:	0.00
			Total:	1,000.00

Receipt: 20484
Acct #: 3689
City Of Cle Elum
119 W First Street
Cle Elum, WA 98922
5096742262

05/01/2026
COPY

Rachel Laughlin
31040 133rd Ave S.E.
Auburn, WA 98092

Invoice Payment

Inv#: 9599 Amt Paid: 1,000.00

Invoice for Short Term Rental

Application Fee

Non Taxed Amt: 1,000.00

Total: 1,000.00

CC: Xprtess 1,000.00

Ttl Tendered: 1,000.00

Change: 0.00

Issued By: Virgil Amick1
05/01/2026 08:40:52



City of Cle Elum
119 W First St.
Cle Elum, WA 98922
(509) 674-2262
www.cityofcleelum.com

XBP Confirmation Number: 313813011

▶ Transaction detail for payment to City of Cle Elum.		Date: 05/01/2026 - 9:11:40 AM MT	
Transaction Number: 269374117 Visa — XXXX-XXXX-XXXX-4686 Status: Successful			
Account #	Item	Quantity	Item Amount
	Planning and Development Fees	1	\$1000.00
Notes: Short Term Rental Application Fee			

TOTAL: \$1000.00

Billing Information
Rachel Laughlin
31040 133 Ave Se
Auburn, WA 98092

Transaction taken by: Admin Virgil