1. Call to Order
   a. Pledge of Allegiance
   b. Attendance (by presence, not roll call—unless hearing scheduled)
      i. Position 1: Carly Guillory
      ii. Position 2: JoAnn Overfield
      iii. Position 3: Lucy Lowry
      iv. Position 4: Carrie Streepy
      v. Position 5: Sigmund Brudevold
      vi. Position 6: Allison Pincas
      vii. Position 7: Blake Morrison

2. Consent Agenda: All matters listed under Item 2, Consent Agenda, are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.
   a. Agenda Approval or Modifications
   b. Approve Minutes for March 11, 2019
   c. Review EDAB Minutes from March 4, 2019

3. Citizen Comment Period: This portion of the agenda is reserved for the public to comment on items not on the agenda. The Planning Commission may invite additional public comment on agenda items noted for discussion later in the meeting.

4. Public Hearings
   a. None

5. New Business
   a. Action Item(s)
      i. None
   b. Discussion Item(s)
      i. Draft Sign Code
      ii. 2019 Comprehensive Plan Preliminary Docket
      iii. 2019 Work Plan

6. Staff Comments

7. Commissioner Updates

8. Adjourn
1. **CALL TO ORDER:** Vice-Chair Overfield called meeting to order at 6:03 p.m.
   
   A. **Commissioners Present:** Guillory; Overfield; Streepy; Brudevold; Pincas; Morrison
   
   B. **Commissioners Absent:** Lowry
   
   C. **Staff Member(s) Present:** Darren Groth, Community Development Director
      Jeremy Metzler, Public Works Director
      Kristin Moerler, Senior Planner
   
   D. **Others Present:** Mayor Eidinger
   
2. **CONSENT AGENDA:** Brudevold moved to APPROVE as presented, Pincas seconded
   Commission voted 6-0 to approve the Consent Agenda
   
3. **CITIZEN COMMENTS:** None
   
4. **PUBLIC HEARINGS:** None
   
5. **NEW BUSINESS**
   
   A. **Action Items:**
      i. None
   
   B. **Discussion Item(s)**
      i. **Parallel Road Network**
         a. Metzler opened the agenda item with a short briefing of the topic and an introduction of
            the consultants helping with the update.
         b. Commissioner discussion ensued with a preference towards an alley-type network
            expressed.
      ii. **Draft Sign Code**
          a. Groth briefed on draft code with multiple areas that needed specific direction.
          b. Discussion ensued.
          c. Commissioners provided the following comments to consider when completing the
             draft:
             1) Eliminate flag signs;
             2) Keep consistency and flavor in Edgewood;
             3) Concerned about illuminated signs; and
             4) Check other municipalities for references.
      iii. **Use Charts**
          a. Groth opened the discussion and summarized the prior meetings.
          b. Groth updated the Commission on the changes to the chart since the last meeting.
      iv. **2019 Work Plan**
          a. Groth asked for feedback on proposed work plan ideas.
          b. Discussion ensued and the Commission indicated they were ready for action during
             their next meeting.
6. **STAFF COMMENTS**  
   A. Groth briefed the commission on staffing updates.

7. **COMMISSIONER UPDATES**  
   A. Brudevold indicated he is not anticipating seeking reappointment to the Commission when his term expires in June.

8. **ADJOURN:** Vice-Chair Overfield adjourned the meeting at 7:52 p.m.
1. CALL TO ORDER: Staff Liaison Groth called the meeting to order at 5:30 p.m.
   
   A. Members Present: Kilmer; Wiesenfeld; Butterfield; Southard; and Wise
   
   B. Commissioners Absent: Larson and Neil
   
   C. Staff Member(s) Present: Darren Groth, Community Development Director
   
   D. Others Present: Mayor Eidinger
                  Council Member Tomyn

2. OLD BUSINESS
   
   A. Selection of Chair and Vice-Chair
      i. Butterfield nominated for Chair by Southard, Wise seconded. Board voted 5-0 to confirm.
      ii. Wise nominated for Vice-Chair by Kilmer, Wiesenfeld seconded. Board voted 5-0 to confirm.

3. CONSENT AGENDA
   
   A. Agenda Approval or Modifications
   
   B. Approval of Meeting Minutes for January 7, 2019
      i. Wise moved to approve, Southard seconded.
      ii. Board voted 5-0 to approve, as presented.

4. CITIZEN COMMENT PERIOD: None

5. NEW BUSINESS
   
   A. Action Item(s): None
   
   B. Discussion Item(s)
      i. Formulate 2019 Work Plan
         a. Chair Butterfield provided context to the agenda item.
         b. Groth furthered the opening comments regarding work plan ideas and the possible topics list.
         c. Discussion ensued.
         d. Board members agreed to focus their effort on example items 1, 3, and 4.
         e. Groth will bring back a plan for adoption during the next meeting.

6. STAFF COMMENTS: Groth updated the Board regarding a City marketing plan.

7. BOARD MEMBER UPDATES: None

8. ADJOURN: Chair Butterfield adjourned the meeting at 6:57 p.m.
Date: April 8, 2019

Title: Draft Sign Code

Attachments: 1) Final Draft of Sign Code

Submitted By: Darren Groth, Community Development Director

Discussion
For the past several meetings, the Planning Commission has discussed and provided guidance to staff on a possible revised sign code. On March 11, 2019, the Planning Commission gave staff their direction on a couple of items and asked the final draft version to be presented during their April meeting. The drafted code is a model ordinance that has been used in various other municipalities. The Edgewood Municipal Code (EMC) does not currently regulate signage like the model code, which is easier to read and includes pictures and tables for quick reference.

The next step once the draft is finalized is to prepare for a public hearing during the May Planning Commission meeting. The preparation would include actions such as a SEPA review, sharing the draft with the Department of Commerce, and posting notice of the hearing. During the May meeting, the Planning Commission could take action and forward their recommendation to City Council for a first study session discussion with the Council on May 21.

Recommendation
Hold a discussion and authorize staff to prepare for a public hearing on the Sign Code during the May Planning Commission meeting.
ORDINANCE NO. 19-0XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO LAND USE AND ZONING, REPEALING ALL EXISTING DEVELOPMENT REGULATIONS RELATING TO SIGNS, ADOPTING A NEW SIGN CODE, IDENTIFYING EXEMPTIONS, PROHIBITED SIGNS, DEFINITIONS, REQUIRING SIGN PERMITS FOR CERTAIN SIGNS, ESTABLISHING A PROCEDURE FOR PROCESSING OF SIGN PERMITS, SIGN VARIANCES AND EXCEPTIONS, IDENTIFYING THE SIGN TYPES, ESTABLISHING REGULATIONS WHICH LIMIT THE SIGN TYPES TO CERTAIN ZONES, LIMITING THE HEIGHT, SETBACKS, AREA AND OTHER DIMENSIONAL STANDARDS FOR SIGNS, REQUIRING MAINTENANCE OF SIGNS, DESCRIBING NONCONFORMING SIGNS AND PROVIDING FOR ENFORCEMENT, REPEALING SECTION 18.90.160 AND ADDING A NEW CHAPTER 18.97 TO THE EDGEWOOD MUNICIPAL CODE.

WHEREAS, in the City’s existing Sign Code in Edgewood Municipal Code Section 18.90.160, the types of signs that are allowed in various zones are defined by reading the sign (i.e., “construction project signs” and “business” signs are allowed in single-family and mixed residential zones, and subjected the different types of signs to different restrictions); and

WHEREAS, the U.S. Supreme Court held, in Reed v. Town of Gilbert,¹ held that content-based laws (those that target speech based on the communicative content) are presumptively unconstitutional; and

WHEREAS, in Reed, the U.S. Supreme Court held that a Town’s sign code, which subjected ideological signs to certain restrictions, subjected political signs to greater restrictions and subjected temporary directional signs relating to events to even greater restrictions violated free speech guarantees, even if the Town had a compelling governmental interest in preserving the Town’s aesthetic appeal and traffic safety; and

WHEREAS, the City of Edgewood seeks to adopt a content-neutral sign code, consistent with Reed and other relevant court cases; and

WHEREAS, this Ordinance is categorically exempt from SEPA under WAC 197-11-800(19); and

¹ 135 S.Ct. 2218, 192 L.Ed.2d 236 (2015).
WHEREAS, the City sent a draft of this Ordinance to the Washington State Department of Commerce, as required by RCW 36.70A.106; and

WHEREAS, the City Planning Commission held a public hearing on this Ordinance on _________, 2019, and sent its recommendation to the City Council; and

WHEREAS, the Council considered this Ordinance during its ______, 2019 study session; and

WHEREAS, the Council considered this Ordinance during its regular City Council meeting of ________, 2019;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council does hereby repeal Section 18.90.160 of the Edgewood Municipal Code.

Section 2. The City Council hereby adopts a new Chapter 18.97 to the Edgewood Municipal Code, entitled the “Sign Code.” This new Chapter 18.97 is attached hereto as Exhibit A, and is incorporated herein by this reference.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 5. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

ADOPTED THIS ___th day of __________, 20__

____________________________
Daryl Eidinger, Mayor

ATTEST:

____________________________
Rachel Pitzel, City Clerk
APPROVED AS TO FORM:

________________________________________
Carol Morris, City Attorney
CHAPTER 18.97
SIGN CODE

18.97.010 Intent and Purpose.
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18.97.030 Exemptions.
18.97.040 Prohibited Signs.

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18.97.070 Sign Placement and Location Restrictions.
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Part III. Sign Types.
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18.97.150 Awning or Canopy Signs.
18.97.160 Building Mounted Wall Signs.
18.97.170 Changeable Copy Signs.
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Part IV. Permitting.
18.97.260 Sign Permits.
18.97.270 Master Sign Plans
18.97.280 Sign Variances.
18.97.290 Nonconforming Signs, Maintenance, Removal and Enforcement.

Part V. Definitions.
18.97.300 Definitions.
18.97.010   Intent and Purpose.

A. Intent. Signs have a strong visual impact on the character and quality of the community. As a prominent part of the scenery, they attract or repel the viewing public, affect the safety of vehicular traffic, and their suitability or appropriateness helps to set the tone for the neighborhood. The City relies upon its scenery and physical beauty to attract commerce, aesthetic considerations assume economic value. It is the intent of the City, through this Chapter, to protect and enhance the City’s historic and residential character and its economic base through the provision of appropriate and aesthetic signage. In addition, it is the intent of the City to limit the size, type and location of signs in order to minimize their distracting effect on drivers and thereby improve traffic safety.

B. Purpose. The purpose of this Chapter is to promote the public health, safety and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral and nondiscriminatory sign standards and requirements. This Chapter has also been adopted to:

1. Promote and accomplish the goals, policies and objectives of the City’s Comprehensive Plan and Zoning Code;

2. To provide minimum standards in order to safeguard life, health, property and public welfare, and promote traffic safety by controlling the design, quality of materials, construction, illumination, size, location and maintenance of sign and sign structures;

3. Recognize free speech rights by regulating signs in a content-neutral manner;

4. Promote the free flow of traffic and protect pedestrians and motorists from injury and property damage caused by, or which may be fully or partially attributable to, cluttered, distracting, or illegible signage;

5. Protect the beauty of the City’s built environment by encouraging signs that are compatible with the architectural style, characteristics, and scale of the building to which it may be attached, and to encourage signs that are compatible with adjacent buildings and businesses;

6. Protect property values, the local economy, and the quality of life by preserving and enhancing the appearance of the streetscape;

7. Provide consistent sign design standards;

8. Encourage creative and innovative approaches to signage, and signs that are of a quality design, pleasing in appearance and are appropriate in size, materials and illumination to the surrounding neighborhood;

9. Provide an improved visual environment for the citizens of and visitors to the City;
10. Adopt clear, understandable regulations which enable the fair and consistent enforcement of this Chapter; and

11. Address emerging trends in digital and electronic sign technologies and provide regulations that facilitate the use of such technologies while ensuring for the protection of motorists and pedestrians from the hazards of glare, startling bursts of light, and use of virtual movement and animation intended to attract driver attention, to hold driver gaze, and/or to otherwise distract drivers from the safe operation of their vehicles. Protect neighborhoods, surrounding development, and the night sky from the nuisance factors associated with such glare, movement, and animation of digital and electronic signs.

18.97.020 Applicability and Interpretations.

A. This Chapter applies to all signs, as defined in Section 18.97.300 (Definitions), within the City which are visible or audible from any street, sidewalk, or public place, regardless of the type or nature.

B. This Chapter is not intended to, and shall not be interpreted to, restrict speech on the basis of its content, viewpoint, or message. Any classification of signs in this Chapter which purports to permit speech by reason of the type of sign, identity of the sign user or otherwise, shall be interpreted to allow commercial or non-commercial speech on the sign. No part of this Chapter shall be construed to favor commercial speech over non-commercial speech. To the extent that any provision of this Chapter is ambiguous, the term shall be interpreted not to regulate speech on the basis of the content of the message.

C. Nothing in this Chapter shall be construed to prohibit a person from holding a sign while picketing or protesting on public property that has been determined to be a traditional or designated public forum (e.g., a sidewalk or park), so long as the person holding the sign does not block ingress and egress from buildings, create a safety hazard by impeding travel on sidewalks, in bike or vehicle lanes, or on trails, or violate any other reasonable time, place, and manner restrictions adopted by the City. (See, Section 18.97.230, Sign Walkers.)

18.97.030 Exemptions. The following signs or activities relating to signs are not subject to the permitting requirements of this Chapter, as long as they meet the standards set forth below.

A. Changes to the face or copy of changeable copy signs, digital signs, or electronic messaging center signs, provided such changes do not change the material, or appearance, size, or dimensions of the sign as originally permitted by the City.

B. The normal repair and maintenance of conforming or legal nonconforming signs.

C. Temporary signs meeting the requirements in Section 18.97.240 (Temporary Signs).

D. Building Identification Signs that meet one or more of the following four criteria:

   1. Building identification signs not exceeding one (1) square foot in area for residential buildings, and or not exceeding two (2) square feet in area for nonresidential buildings.
2. Business name and address signs on an entry door that do not exceeding two (2) square feet in area.

3. Certain stone or cement plaques and cornerstones with engraved or cast text or symbols and that are permanently embedded in the building’s foundation or masonry siding materials, provided that none of these exceed four (4) square feet in area.

4. Other building identification signs meeting these requirements as required pursuant to the City’s Building or Zoning Code, or Public Works Standards, or any other City or State regulation.

E. Governmental signs. Signs installed by the City, County, or a federal or State governmental agency for the protection of the public health, safety, and general welfare, including, but not limited to, the following:

1. Emergency and warning signs necessary for public safety or civil defense;
2. Traffic and/or wayfinding signs erected and maintained by an authorized public agency;
3. Signs required to be displayed by law;
4. Signs showing the location of public facilities; and
5. Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect the public health, safety, and general welfare.

F. Flags. Any flags, provided that they conform to all provisions of this chapter for signs.

G. Interior signs. Signs or displays located entirely inside of a building and located at least three (3) feet away from transparent doors and windows.

H. Non-visible discernable signs. Signs and associated sign support structures that are not visible, odorous, or audible beyond the boundaries of the lot or parcel upon which they are located, or from any public right-of-way.

I. Vehicle Signs. Any sign on a vehicle with signs not prohibited by EMC Section 18.97.040(I) and placed in accordance with EMC Section 18.97.070(B).

J. Temporary signs in windows. Any temporary sign taped or otherwise affixed to the inside of a window, in such a manner as to be easily removed, provided that the total area of such sign in any one window does not exceed the size limitations in Section 18.97.250 (Window Signs) and Section 18.97.240 (Temporary Signs).

K. Bench signs. Any outdoor bench or furniture with any signs, other than plaques, that do not exceed one (1) square foot or less in area.
L. **Private signs.** Privately-maintained traffic control signs in a subdivision with private roads; or privately-maintained traffic control signs in a private parking lot.

**Section 18.97.040 Prohibited Signs.** No person shall erect, alter, maintain, or relocate any of the following signs in the City.

A. **Animated signs.** Rotating or revolving signs, or signs where all or a portion of the sign moves in some manner. This includes any sign animated by any means, including fixed aerial displays, balloons, pennants, spinners, propellers, whirling, or similar devices designed to flutter, rotate or display other movement under the influence of the wind, including flag canopies not otherwise allowed in Section 18.97.150 (Awning or Canopy Signs), streamers, tubes, or other devices affected by the movement of air or other atmospheric or mechanical means. This does not include historic signs and historic replica signs where the applicant is able to prove, through documentation or other evidence, that the original historic sign produced the same motion or movement and is proposed in the same location.

B. **Rotating signs.** Any sign in which the sign body or any portion rotates, moves up and down, or any other type of action involving a change in position of the sign body or any portion of the sign, whether by mechanical or any other means.

C. **Nuisance signs.** Any signs which emits smoke, visible particles, odors and or sound, except that speakers in drive-through facilities shall be permitted in accordance with any other applicable restrictions in the Edgewood Municipal Code (EMC).

D. **Bench or furniture signs.** Any sign on a bench or other furniture that is greater than one (1) square foot in area.

E. **Flashing signs or lights.** A sign that contains an intermittent or flashing light source, or a sign that includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. Flashing light sources are prohibited. Signs with an exposed light source, exceeding the equivalent of 25-watts per lamp, including clear light bulbs which do not flash on a theater marquee except for neon incorporated into the design of the sign, are also prohibited. Electronic message center signs and digital signs are allowed under the provisions of Sections 18.97.110 (Digital Signs) and 18.97.120 (Electronic Message Center Signs).

F. **Hazardous signs.** Any sign that constitutes a traffic hazard or detriment to traffic safety by reason of its size, location, movement, or method of illumination, or by obstructing the vision of drivers, or by distracting from the visibility of an official traffic control device by diverting or tending to divert the attention of drivers or moving vehicles from traffic movements on streets, roads, intersections, or access facilities. No sign shall be erected so that it obstructs the vision of pedestrians or by glare or method of illumination constitutes a hazard to pedestrians or traffic. No sign may interfere with, mislead or confuse traffic.

G. **Impeding Signs.** Any sign may impede free ingress and egress from any door, window, or exit way required by building and fire regulations.
H. **Permanent signs** that are for the purpose of advertising, either *or signs* posted or carried on portable, non-motorized or motorized wheeled vehicles *that are* placed on vacant lots, parcels, or easements. **No** Any permanent sign shall be posted *located* on a vacant lot, parcel, or easement, as the principal use of that lot, parcel or easement. Signs may only be established as an accessory use to a principally permitted use *and may not be the principal use of a lot, parcel, or easement.*

I. **Certain Movable Signs.** Portable, non-motorized wheeled vehicles or motorized, wheeled vehicles *containing or* carrying signs that are: (1) for the primary purpose of advertising; (2) not permanently affixed (painted directly on the body of the vehicle or applied as a decal); (3) that extend beyond the overall length, width or height of the vehicle; and (4) parked on any public street within City limits.

J. **Abandoned signs.** Any sign that meets the definition of “Abandoned sign” in Section 18.97.300.

K. **Support Signs.** Any sign tacked, painted, burned, cut, pasted, or otherwise affixed to utility poles, fences, poles, trees, rocks, posts, ladders, or similar supports visible from a public rights-of-way.

L. **Off-site controlled signs.** Any sign that is programmed and/or controlled off-site.

M. **Roof mounted signs.** Any sign erected over or on the roof of a building. A sign mounted on, and supported by, the main roof portion of a building, or above the uppermost edge of a parapet wall of a building and that is wholly or partially supported by such a building.

N. Except as otherwise specifically authorized in this chapter, signs may not be placed within, on, or projecting over a City right-of-way or within, on, or over other City public property.

**Section 18.97.050 Sign illumination.**

A. **General.** No temporary sign may be illuminated. No sign located in a residential zone may be illuminated, except that on parcels two (2) acres in size or greater, signs may be halo illuminated or illuminated as necessary for allowable digital signs. Permanent signs allowed by this Chapter may be non-illuminated, or illuminated by internal light fixtures, halo illuminated, or have external indirect illumination, unless otherwise specified. All illuminated signs shall comply with the time limitations of Subsection 18.97.050(D) below.

B. **Externally illuminated signs.**

1. Except as provided in this Subsection, externally illuminated signs shall be illuminated only with steady, stationary, fully-shielded light sources directed solely onto the sign without causing glare. Light shielding shall ensure that the lamp or light source is not visible beyond the premises and shall further ensure that the light is contained within the sign face.
2. A light fixture mounted above the sign face may be installed with its bottom opening tilted toward the sign face, provided:

   (a) The bottom opening of the light fixture is flat, (i.e., it could be covered by a flat board allowing no light to escape); and

   (b) The uppermost portion of the fixture’s opening is located no higher than the top of the sign face, as shown in Figure 1 below. Light fixtures aimed and installed in this fashion shall be considered fully shielded.

![Figure 1](image)

C. Internally illuminated signs.

1. Internally illuminated signs shall be constructed with an opaque sign face background with translucent text, symbols, and/or logo shields, or any combination of these. If the sign owner desires to have the entire sign face visible at night, an external light source may be used to illuminate the sign, subject to the illumination standards in this Chapter.

2. In no case may an internally illuminated sign, a digital sign, or an electronic message center sign exceed a light output of 50 nits in a residential zone or 100 nits in a non-residential zone during nighttime hours.

3. Neon sign lighting is allowed only within the TC, C, MUR, BP, I, and P zoning districts. Neon sign lighting shall not exceed 100 nits per sign face and the tubing shall not be externally visible. Neon signs with solid backgrounds are not allowed in windows in order to ensure maximum light and visibility through windows. An example of a neon illuminated sign is shown in Figure 2 below.
D. Time limitations. All illuminated signs over three (3) square feet in area shall be turned off by 11:00 p.m., or when the business closes, whichever is later. Signs subject to time limitations are required to have functioning and properly adjusted automatic shut-off timers.

Section 18.97.060. Sign Materials.

A. Temporary signs. The construction of temporary signs is limited to the materials described in the definition of “Temporary Sign” in Section 18.97.300, Definitions. In addition, the temporary sign must also conform to the requirements of this Chapter, including, but not limited to Section 18.97.240 (Temporary signs).

B. Permanent signs. Permanent signs must be manufactured of durable materials that are designed to withstand the natural elements and the effects of water and wind (see, Figures 3 and 4). The following additional requirements apply to any permanent signs larger than thirty (30) square feet, except for window signs located inside glass:
1. Paper-faced signs, including vinyl-coated paper and those applied with adhesives, are not allowed. Canvas or vinyl signs must be made of minimum twenty (20) oz. materials with polymeric plasticizers for durability.

2. Sign faces made of canvas, fabric, vinyl, or similar pliable materials that are attached to permanent sign structures must be mounted behind a perimeter frame or trim cap so that the edges of the sign face are not exposed, except that flags made of 100% spun polyester are exempt from this requirement.

Figure 3

Figure 4
Section 18.97.070. Sign Placement and Location Restrictions.

A. City Rights-of-way. No sign may be placed within the Roadway portion of any City Right-of-Way (see, Section 18.97.240(F) (Temporary Signs), for restrictions on temporary signs outside of the Roadway) except as otherwise permitted by first obtaining a City Right-of-Way use permit or a Special Event permit from the City. No permanent sign may be placed within the Right-of-Way. See Section 18.97.240(F) – Temporary Signs, for restrictions on temporary signs within the a Right-of-Way but outside the Roadway.

B. Attached to vehicles on private premises. No sign may be mounted, attached, or painted on a trailer, boat, or motor vehicle, which is parked, stored, or displayed conspicuously on private premises in a manner intended to attract the attention of the public, (This excludes signs that are permanently painted or wrapped on the surface of the vehicle, or adhesive vinyl film affixed to the interior or exterior surface of a vehicle window, or signs magnetically attached to motor vehicles or rolling stock that are actively used in the daily conduct of business, (See, see Figure 5). However, All such vehicles covered by this paragraph shall be operable and parked in a lawful or authorized manner within a required parking stall that is marked and striped for the parking of vehicles.)

Figure 5

C. Attached to other fixtures. No sign may be painted, attached, or mounted on any fuel tanks, storage containers, and/or solid waste receptacles or their enclosures, except for information that is required by law.

D. Freeway-oriented signs. Freeway-oriented signs are prohibited, except in the following instances:

1. Building mounted wall signs (Section 18.97.160), Window signs (Section 18.97.250) and Temporary signs (Section 18.97.240) as otherwise allowed by this Chapter may face the freeway if:

   (a) they are installed by a business that has its primary customer entrance facing the freeway; and

   (b) the wall, window or temporary sign also faces an intervening parking lot or frontage road that serves the business.
2. Free-standing signs as otherwise allowed by this Chapter may be permitted for businesses located on and facing frontage roads along freeways, even if such signs are incidentally visible from the freeway.

**Section 18.97.080 Sign Area Measurements.** Sign area for all sign types is measured as follows:

A. Background panel or surface. Sign copy mounted, affixed, or painted on a background panel or surface distinctively painted, textured, or constructed as a background for the sign copy, is measured as that area contained within the smallest rectangle, parallelogram, triangle, or circle that will enclose the sign copy and the background, as shown in Figure 6.

![Figure 6](image)

B. Individual letters or graphics. Sign copy mounted as individual letters or graphics against a wall, fascia, mansard, or parapet of a building or surface of another structure, that has not been painted, textured, or otherwise altered to provide a distinctive background for the sign copy, is measured as the sum of the smallest square, rectangle, parallelogram, triangle, or circle that will enclose each word, sentence, and complete message, and each graphic in the sign.
C. Illuminated surface. Sign copy mounted, affixed or painted on an illuminated surface or illuminated element of a building or structure, is measured as the entire illuminated surface or illuminated element, which contains sign copy, as shown in Figure 7. Such elements may include, but are not limited to, illuminated canopy fascia signs, and/or interior illuminated awnings, or both.

Figure 7

D. Backlit translucent panels. Backlit translucent panels and spandrels, with or without text or graphics, are measured as the area of the height and width of any internally illuminated translucent panel or spandrel, including the side panels if the structure or spandrel is greater than six (6) inches in width.

E. Multi-face signs. Multi-face signs, as shown in Figure 8, are measured as follows:

1. Two face signs: If the interior angle between the two sign faces is forty-five (45) degrees or less, the sign area is of one sign face only. If the angle between the two sign faces is greater than forty-five (45) degrees, the sign area is the sum of the areas of the two sign faces.

2. Three or four face signs: The sign area is fifty (50) percent of the sum of the areas of all sign faces.

3. Spherical, free-form, sculptural or other non-planar sign area is measured as fifty (50) percent of the sum of the areas using only the four (4) vertical sides of the smallest four (4) – sided polyhedron that will encompass the sign structure, as show in Figure 8 below. Signs with greater than four polyhedron faces are prohibited.
Section 18.97.090  Sign Height measurement. Sign height is measured as follows:

A. Freestanding signs. Sign height is measured as the vertical distance from natural grade at the base of a sign to the top of the sign, including the sign support structure; except that signs within twenty-five (25) feet of an adjacent road may be measured as follows:

1. If natural grade at the base of a sign is higher than the grade of the adjacent road, sign height shall be measured from the base of the sign as shown in Figure 9.

2. If natural grade at the base of the sign is lower than the grade of an adjacent road, the height of the sign shall be measured from the top of curb or road-grade elevation, provided that fill is placed between the curb and the sign and extends at least five (5) feet beyond the base of the sign in all directions, as shown in Figure 10. Any cut, fill, or grading work must comply with applicable site grading, fill, or excavation requirements contained elsewhere in the EMC.
Section 18.97.100 Sign Structure and Installation.

A. Support elements. Any angle iron, bracing, guy wires, or similar features used to support a sign shall not be visible.

B. Electrical service. When electrical service is provided to freestanding signs or landscape wall signs, all such electrical service is required to be underground and concealed. Electrical service to building mounted wall signs, including conduit, housings, and wire, shall be concealed or, when necessary, painted to match the surface of the structure upon which they are mounted. A building permit (electrical) must be issued prior to the installation of any new signs requiring electrical service.

C. Raceway cabinets. Raceway cabinets, where used as an element of building mounted wall signs, shall match the building color scheme at the location of the building where the sign is located. Where a raceway cabinet provides a contrast background to sign copy, the colored area is considered part of the sign face and is counted in the aggregate sign area permitted for the site or business. Examples of raceway cabinets are shown in Figure 11.

D. Limitation on attachments and secondary uses. All permitted sign structures and their associated landscape areas shall be kept free of supplemental attachments or secondary uses including, but not limited to, supplemental signs not part of a permitted sign, light fixture, newspaper distribution racks, or trash container. The use of sign structures and associated landscape areas as bicycle racks or support structures for outdoor signs is prohibited.
**Section 18.97.110 Digital Signs.** A Digital Sign is not a separately allowed sign type. The purpose of this section is to regulate the manner in which digital sign technology can be applied to sign types that are otherwise allowed in this Chapter. This section is not intended to allow more signs or larger signs than otherwise permitted in this Chapter. No permit shall be issued for a Digital Sign which does not comply with the following standards:

A. **Zoning:** Allowed in residential and non-residential zoning districts only.

B. **Number:** One Digital Sign per one hundred (100) feet of street frontage in the TC, C, MUR, BP, I, and P zoning districts. One Digital Sign per two hundred (2100) feet of street frontage in residential zones on parcels two (2) acres or greater in size, not to exceed one (1) sign per parcel.

C. **Setback/Location:** As allowed under the specific sign type; however, a minimum separation spacing in the TC, C, MUR, BP, I, and P zoning districts of one hundred (100) feet is required in order to comply with B above.

D. **Area/Size and Area:** Maximum of thirty (30) square feet, or as otherwise limited by the size limits of this chapter.

E. **Height:** As allowed under the specific sign type.

F. **Design:** Maximum luminance: Fifty (50) nits during nighttime hours. Motion limits: No motion allowed except for instantaneous change of message. Minimum hold between messages: eight (8) seconds.

G. **Programming:** To ensure that digital signs are programmed and continue to operate according to local standards, digital signs shall be designed for local on-site control and programming.

**Section 18.97.120 Electronic Message Center (EMC) Signs (EMCS).** An EMCS is not a separately allowed sign type. The purpose of this section is to regulate the manner in which EMCS sign technology can be applied to sign types that are otherwise allowed in this Chapter. This section is not intended to allow more signs or larger signs than otherwise permitted in this Chapter. No permit shall be issued for an EMCS Sign which does not comply with the following standards:

A. **Zoning:** Only allowed in the TC, C, MUR, BP, I, and P zoning districts. Prohibited in residential zones.

B. **Number:** One EMCS per one hundred (100) feet of street frontage, not to exceed one (1) per business and tenant space. Minimum parcel area must meet or exceed one acre and contain at least one hundred (100) feet of contiguous street frontage to allow an EMCS per sign. One acre.

C. **Setback/Location:** As allowed under the specific sign type; however, a minimum separation spacing of one hundred (100) feet is required in order to comply with B above.
D. **Area/Size** and **Area**: Maximum of thirty (30) square feet, or as otherwise limited by the size limits of this chapter. Maximum size: thirty (30) square feet.

E. **Height**: As allowed under the specific sign type.

F. **Design**: Maximum Luminance.
   1. **Daytime**: 5000 nits.
   2. **Nighttime (one-half hour before sunset and one-half hour after sunrise)**: 100 nits.
   3. Signs shall include auto-dimming features with light-sensory capabilities to dim the sign to allowable luminance levels during nighttime hours.

G. **Motion limits**: No motion except for a fade in of the next message with the fade transition being no more nor less than 1.5 seconds. Fade transition is required rather than instantaneous message changes to avoid sudden or startling flashes of light. **The minimum hold between messages shall be** ten (10) seconds, plus 1.5 seconds **for a transition fade. Signs shall have no flashing copy or lights; revolving beacon lights; chasing, blinking, or stroboscopic lights; or, fluttering, undulating, swinging, or otherwise moving parts**.

H. **Programming**. To ensure that EMCS’s are programmed and continue to operate according to local standards, EMCS’s shall be designed for local on-site control and programming. The applicant shall provide a written certificate from the sign manufacturer that the nighttime light intensity has been factory pre-set not to exceed allowable levels under this Section, and that this setting is protected from end-user modification by password-protected software or other method that ensures compliance.

**Section 18.97.130 Permanent Signs.** Permanent Signs shall comply with the sign area, height, number, and type, and other requirements of this Section and any other applicable sections, as well as and the following Table 1 in this Section.² Sign permits are required for all permanent signs in accordance with Section 18.97.260 (Sign Permits).

<table>
<thead>
<tr>
<th>Type</th>
<th>Zone</th>
<th>Number of Signs</th>
<th>Maximum Height (feet)</th>
<th>Maximum Area (sq. ft.)</th>
<th>Setbacks</th>
</tr>
</thead>
</table>
| **Accessory Sign**  
(18.97.140) | Non-residential Zones: Only allowed in the TC, C, MUR, BP, I. | 1 sign at each vehicle ingress or egress, no more than 4 accessory | Building-mounted max of 8 feet; freestanding max of 3 feet from grade | 3 sq. ft. per sign face; may be double sided | Flexible, see 18.97.140 |

² This table presents the sign standards in an abbreviated format for the reader’s convenience. To the extent that there may be a conflict between this table and the text of the code, the text of the code provision relating to the individual sign type shall prevail.
<table>
<thead>
<tr>
<th>Accessory Sign -- Drive Through, Large (18.97.140)</th>
<th>Only allowed in the TC, C, MUR, BP, I, and P zoning districts</th>
<th>Non-Residential Only</th>
<th>In addition to other Accessory Signs, one Large Accessory Sign for each point of entry to a drive-up window</th>
<th>5 5 ft.-6 inches, including the associated sign structure</th>
<th>45 sq. ft. per drive-up point of entry</th>
<th>Signs shall be oriented so that the sign face is not visible from the view of street or public right-of-way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awning or Canopy Sign (18.97.150)</td>
<td>Only allowed in the TC, C, MUR, BP, I, and P zoning districts</td>
<td>Non-Residential Only</td>
<td>1 awning sign for each primary entrance to a building/tenant space, see Section 18-97.150 for secondary entrances, additional one sign may be allowed on secondary entrance facing public street or on-site parking area</td>
<td>Awning sign can’t be mounted higher than a maximum of 25 ft. above the ground floor</td>
<td>On primary elevation, sign shall not exceed 1 sq. ft. of sign per linear foot of awning or canopy width</td>
<td>Awning sign can’t project beyond the edges of the awning on which it is displayed, can’t project above, below, or beyond the edges of the building wall on which it is located</td>
</tr>
<tr>
<td>Building Mounted/Wall Signs (18.97.160)</td>
<td>Residential Parcels larger than 2 acres in any zoning district</td>
<td>2 (allow only one per each building façade on an accessory structure, e.g., like barn?) that is parallel to and visible from a street frontage</td>
<td>Shall not project above roof lines or obscure architectural details and may not exceed 70% of the blank wall height, same as building height in zone as long as sign doesn’t</td>
<td>100-50 sq. ft. in total, but cannot exceed 3% of the area of the façade of building where sign is mounted</td>
<td>Mounted on building that must comply with setbacks</td>
<td></td>
</tr>
<tr>
<td>Building Mounted Wall Signs (18.97.160)</td>
<td>In the TC, C, MUR, BP, I, and P zoning districts Non Residential Zones</td>
<td>One per each building façade that is parallel to and visible from a street frontage? (allow only one on principal building?)</td>
<td>Shall not project above roof lines or obscure architectural details and may not exceed 70% of the blank wall height.? (same as building height in zone, as long as sign doesn’t obscure architectural details?)</td>
<td>Up to 5% of the area of the façade upon which sign is placed, not to exceed 60% of the width of wall plane or tenant space</td>
<td>Mounted on building that must comply with setbacks</td>
<td></td>
</tr>
<tr>
<td>Changeable Copy Signs (18.97.170)</td>
<td>Residential and Non Residential In all zoning districts</td>
<td>1 per parcel but 1 additional sign allowed if placed 100 ft. from right-of-way and other restrictions</td>
<td>15 ft. maximum</td>
<td>No more than 20% of the allowed wall sign area or 50% of a free standing sign may be changeable copy; if at least 100 ft. from streets, may be a max of 50% of wall sign area</td>
<td>If building mounted, building must comply with setbacks, if freestanding, sign must comply with setbacks for freestanding signs</td>
<td></td>
</tr>
<tr>
<td><strong>Freestanding Signs</strong> (18.97.180)</td>
<td><strong>Non-residential TC, C, MUR, BP, I, and P zoning districts</strong>[^3]</td>
<td>See code – one for each site frontage.</td>
<td>See code – depending on street frontage, 6 to 15 feet</td>
<td>See code – depending on street frontage, 20 to 100 sq. ft.</td>
<td>At least 5 ft. from street property line, minimum of 25 ft. from any interior side lot line; and a minimum of 30 feet from any residential zone</td>
<td></td>
</tr>
<tr>
<td><strong>Ground-mounted or Landscape Wall Signs</strong> (18.97.190)</td>
<td>Allowed in all zones but not allowed on individual single-family lots</td>
<td>One per development</td>
<td>4 feet max. from grade</td>
<td>Between 24 sq. ft. to 32 sq. ft., see 18.97.190.</td>
<td>Must be at least –5 ft. from street property line, minimum of 25 ft. from any interior side lot line</td>
<td></td>
</tr>
<tr>
<td><strong>Portable Signs</strong> (18.97.200)</td>
<td><strong>Only allowed in the TC, C, MUR, BP, I, and P zoning districts</strong> <strong>Non-Residential Only</strong></td>
<td>1 per business or tenant space</td>
<td>Sandwich board signs, max. of 4 ft. in height; pole-mounted signs, max of 5 ft. in height</td>
<td>Sandwich board signs, 3 ft. in width; pole-mounted, 2 ft. in width</td>
<td>Must be located no further than 10 ft. from primary building of business; prohibited on City right-of-way, sidewalk without Street permit</td>
<td></td>
</tr>
<tr>
<td><strong>Projecting Signs</strong> (18.97.210)</td>
<td><strong>Residential and Non-Residential Zones</strong> <strong>All zoning districts</strong>[^3]</td>
<td>1 per tenant space or building frontage, allowed in</td>
<td>No higher than the first story level of the building; no lower than 8 ft. above the</td>
<td>Non-residential zones: can’t exceed 12 sq. ft.;</td>
<td>Must be attached to building which complies with</td>
<td></td>
</tr>
</tbody>
</table>

[^3]: See Section 19.97.230 for temporary freestanding signs, which are allowed in residential areas.
<table>
<thead>
<tr>
<th><strong>Service Island Signs (18.97.220)</strong></th>
<th><strong>Sign Walker (18.97.230)</strong></th>
<th><strong>Window Sign (18.97.250)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Only allowed in the TC, C, MUR, BP, I, and P zoning districts Non-Residential Zones Only</td>
<td>Only allowed in the TC, C, MUR, BP, and I zoning districts Non-Residential Zones Only</td>
<td>Residential and Non-Residential All zoning districts</td>
</tr>
<tr>
<td>addition to wall signage</td>
<td></td>
<td>No more than one permanent window sign per window</td>
</tr>
<tr>
<td>grade of sidewalk, walkway or driveway</td>
<td>No limit</td>
<td>No higher than 2nd story windows for permanent window signs</td>
</tr>
<tr>
<td>Residentional zones: face of sign can’t exceed 1.5 sq. ft. in area</td>
<td>Shall not exceed 8 ft. in height when held in place</td>
<td>Shall not exceed 25% of area of window in which sign is displayed</td>
</tr>
<tr>
<td>setbacks, may extend a max. of 4 ft. from building and hung a minimum of 6 inches from building</td>
<td>20% of area of canopy fascia to which sign is mounted</td>
<td>Building in which window sign is displayed must comply with setbacks</td>
</tr>
</tbody>
</table>

---

4 Window Signs may be permanent or temporary. This Table includes the regulations for permanent window signs.
Section 18.97.140  Accessory Signs. No permit shall be issued for an accessory sign which does not comply with the following standards:


B. Number. A maximum of one (1) sign at each vehicle point of entry or egress, not to exceed four (4) accessory signs per parcel.

C. Setbacks/Locations. Flexible, provided that the number of signs in Subsection B is not exceeded, and provided that the signs comply with setback standards for Freestanding signs in 18.97.180.

D. Dimensions/Area/Size and. Maximum sign area: three (3) square feet per face; may be double-sided.

E. Height: Mounting height:

1. Building Mounted/Wall sign (Section 18.97.160): Maximum of eight (8) feet; must be flat against a wall of the building.

2. Freestanding sign (Section 18.97.180): Maximum of three (3) feet from grade.

F. Design. Non-illuminated or internal illumination only. Any accessory sign with electronic display must conform to all EMC and/or digital sign or EMCS standards in Sections 18.97.110 (Digital signs) or 18.97.120 (EMCS signs).

Figure 12
G. Drive-Through Large Accessory Signs. In addition to the accessory signs allowed for vehicle points of entry and in addition to Free-standing signs otherwise allowed under Section 18.97.170, large accessory signs are allowed for each point of entry to a drive-up window, subject to the following standards:

1. Maximum sign area per drive up point of entry: forty-five (45) square feet.
2. Maximum sign size: thirty (30) square feet.
3. Maximum sign height: Five (5) feet, six (6) inches, including the associated sign structure.
4. Orientation: Large accessory signs must be oriented so that the sign face is not visible from the any view of the street or public rights-of-way.
5. Screening: All sides of large accessory signs must be screened from the view of the street or public right-of-way with landscaping or walls of brick, stone, or siding materials that match the principal walls of the building to which the sign applies. If landscaping is used for screening, it must provide full screening at maturity and must be large enough at planting to provide at least seventy (70) percent screening of the sign.
6. Audio. No sound or amplification may be emitted that is audible beyond the site.

Section 18.97.150 Awning or Canopy Signs. No permit shall be issued for an awning or canopy sign which does not comply with the following standards:


B. Number. One (1) awning or canopy sign is allowed for each primary entrance to a building or tenant space. In addition, one (1) awning or canopy sign may be allowed on a secondary entrance which faces a public street or on-site parking area. (As used in this subsection, “street” shall include freeways, but exclude alleys and service ways.)—The awning or canopy sign may only be placed on the ground-floor level facade of the building. Awning or canopy signs shall be included in the calculations for allowable wall signage per facade.

C. Setback/Location.

1. An awning or canopy sign may not be mounted higher than a maximum of twenty-five (25) feet above the ground floor.
2. An awning or canopy sign shall not project above, below, or beyond the edges of the face of the building wall or architectural element on which it is located.
3. No part of the sign, as a part of or displayed on the vertical surface of an awning or canopy awning/canopy, shall project beyond the edges of the awning or canopy surface on which it is displayed. If an awning or canopy awning/canopy is placed on multiple store fronts, each business or tenant space is permitted signage no greater than sixty (60) percent of the store width or tenant space.

4. The awning or canopy awning/canopy shall not extend horizontally a distance greater than sixty (60) percent of the width of the awning, canopy, awning/canopy or valance on which it is displayed.

D. Area/Size and Dimensions. The sign area on the primary elevation shall not exceed one (1) square foot of sign area per linear foot of awning or canopy width. A maximum of forty (40) percent of an awning or canopy on which signage is proposed may be of an angle greater than sixty (60) degrees from horizontal.

E. Height. See subsection C (Setback/Location) above.

F. Design. If sign letters or logos are to be back-lit or internally illuminated, only the face area containing the letters or logos may be illuminated. The sign may also be externally illuminated as allowed by Section 18.97.050.

Section 18.97.160 Building Mounted/ Wall signs. No permit shall be issued for a building mounted wall sign which does not comply with the following standards:

A. Residential Zones. Wall signs are not allowed on residential parcels/sites in residential zones smaller than two (2) acres in size in any zoning district, except for address numbers as required by law.

1. Number: One (1) per each accessory building façade that is parallel to and visible from a street frontage.
2. **Setback/Location**: permitted on the building wall of an individual building.

3. **Dimensions/Area/Size and**: Total area shall not exceed one hundred (100) square feet total, not to exceed or three (3) percent of the area of the façade upon which the sign is placed, \textit{whichever is less}. Width: Not to exceed sixty (60) percent of the width of the wall plane upon which the sign is placed.

**Figure 14**

4. **Height**: Shall not project above roof lines or obscure architectural details and may not exceed seventy (70) percent of the blank wall height.

5. **Design**: Non-illuminated only.

B. **Non-residential Zones**.

1. **Number**: One (1) per each building façade that is parallel to and visible from a street frontage.

2. **Setback/Location**: Location on Building. Signs may not cover or obscure important architectural details of a building, such as stair railings, windows, doors, decorative louvers or similar elements intended to be decorative features of a building design. Signs must appear to be a secondary feature of the building façade.
3. **Dimensions: Area/Size:** The total signage area may be up to five (5) percent of the area of the façade upon which the sign is placed. Width: Not to exceed sixty (60) percent of the width of the wall plane upon which the sign is placed or the width of the tenant space.

4. Size of Parcel or Site. No restrictions.

5. **Height:** Not to exceed seventy (70) percent of the height of the blank wall space or fascia on which the sign is mounted. Shall not project above roof lines or obscure architectural details and may not exceed 70 percent of the blank wall height.

6. **Design:**
   a. Illumination, flush or tight mounted. All individual letter signs shall be installed to appear flush-mounted. If the letters are illuminated and require a raceway, the letters shall be installed tight against the raceway, which shall be painted to match the color of the surface to which the raceway is mounted. Where possible – especially on new construction – the raceway should be recessed to allow letters to be flush with the wall surface.
   b. Where more than one (1) sign is allowed for a business, all signs shall be consistent in design, style, color, and method of illumination. Where there are multiple businesses or tenants on a site, all signs shall conform to a Master Sign Plan, consistent with Section 18.97.250.

**Section 18.97.170 Changeable Copy Sign.** No permit shall be issued for a changeable copy sign which does not comply with the following standards:

A. **Zones.** Changeable copy signs are allowed in all zoning districts, but only as an integral part of a building mounted wall sign or freestanding sign.

B. **Number.** No more than one (1) changeable copy sign shall be allowed for each parcel, except that additional changeable copy signs are permitted as follows:

   1. the additional changeable copy sign(s) must be placed at least one hundred (100) feet from abutting streets or rights-of-way; and

   2. the additional changeable copy sign(s) must not exceed the maximum area, height, and quantity standards otherwise applicable to any free-standing or building mounted wall signs on the parcel.
C. Setback /Location. Placement /Location is — A allowed only as an integral part of a building mounted wall sign or a freestanding sign. Portable eChangeable copy signs that are portable are not permitted.

D. Dimensions /Area /Size and. No more than twenty (20) percent of the allowed building mounted /wall sign area if placed less than one hundred (100) feet from abutting streets or and no more than fifty (50) percent of a free standing sign face may be changeable copy; however, these size limitations (this does not apply to signs required by law). Building mounted /wall signs mounted with changeable copy signs placed at least one hundred (100) feet from abutting streets may be a maximum of fifty (50) percent of permitted wall sign area.

E. Height above grade. Fifteen (15) feet maximum. For building mounted /wall signs are limited to the maximum height for freestanding signs.

F. Design. Non-illuminated in all zones. Internally or indirectly illuminated in non-residential zones subject to the illumination standards in Section 18.97.050.
Section 18.97.180 Freestanding Signs. No sign permit shall be issued for a freestanding sign which does not comply with the following standards:

A. Zone: Permanent Freestanding Signs are only allowed in commercial the Town Center (TC), Commercial (C), Mixed-Use Residential (MUR), Business Park (BP), Industrial (I), and Public (P) zoning districts.  

B. Number.

1. The number and type of freestanding signs for single and multiple tenant uses are derived from the use, zone, location, and length of development site frontage as described in this Section.

2. One individual freestanding sign is allowed per parcel for each site street frontage. Multiple shared freestanding signs may be permissible in accordance with the minimum separation distance and subject to a Master Sign Plan. Flag lot sites with frontage on a public street are permitted one (1) sign on the frontage providing primary access to the site and may request a Master Sign Plan with adjoining properties to erect a shared freestanding sign that complies with the street frontage requirements of the properties joined in the Master Sign Plan.

3. Where more than one (1) freestanding sign is proposed on a site with multiple frontages, a minimum of sixty-one hundred and fifty (6150) linear feet shall separate each sign.

4. Shopping centers, mixed-use developments, adjoining parcel development, or multi-tenant buildings may seek a Master Sign Plan for the comprehensive review of all signs proposed within the site development. The permanent sign base shall have a minimum aggregate width of forty (40) percent of the width of the sign cabinet or face.

Figure 16

C. Setback and Location.

5 Temporary freestanding signs are allowed in all zones, see, Section 18.97.240.
1. No freestanding sign shall be permitted on any site that does not have street frontage.

2. Freestanding signs shall be set back a minimum of five (5) feet from the street side property line, a minimum of twenty-five (25) feet from any interior side lot line and a minimum of thirty (30) feet from any residential district.

3. No freestanding sign shall be located in the triangular area(s) measured fifteen (15) feet by fifteen (15) feet where a driveway enters onto a street, or in any other area which may obstruct the vision of motorists so as to create a safety hazard. Additionally, all signs are subject to the Public Works Standards regarding sight distances.

Figure 17

D. Dimensions Area/Size, and Height.

1. Maximum sign size and height dimensions are determined based on the property’s linear distance of total street frontage and are subject to the following requirements:

<table>
<thead>
<tr>
<th>Total Street Frontage</th>
<th>Maximum Size/Area</th>
<th>Maximum Height Above Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-60 feet</td>
<td>240 square feet, not to exceed 6 feet-in-height</td>
<td></td>
</tr>
<tr>
<td>61-119 feet</td>
<td>350 square feet, not to exceed 8 feet-in-height</td>
<td></td>
</tr>
<tr>
<td>120 feet or more</td>
<td>475 square feet, not to exceed 10 feet-in-height</td>
<td></td>
</tr>
</tbody>
</table>

Shared Freestanding Signs (approved under a Master Sign Plan)

<table>
<thead>
<tr>
<th>Total Street Frontage</th>
<th>Maximum Size Area</th>
<th>Maximum Height</th>
</tr>
</thead>
</table>
2. An individual freestanding sign may be permitted up to a maximum height not exceeding of fifteen (15) feet and a sign face area maximum size not exceeding of one hundred (12000) square feet in size and a shared freestanding sign may be permitted up to a maximum height of fifteen (15) feet and a maximum size of one hundred and fifty (150) square feet, provided that all of the following conditions are satisfied:

   (a) The sign is ground mounted on a monument-style base made or covered with a brick or stone, which extends at least the full width of the sign face and is at least one-fourth (1/4) of the total sign height. An alternate material may be approved by the Director if he or she finds that the material better reflects the materials and architecture of the closest or principle building on the site; and

   (b) The sign cabinet and the associate trim caps that secure and frame the sign face are dark bronze, black, or an earth tone color that reflects the color of the sign base or the color of the siding or trim of the building to which the sign applies;

   (c) The sign is no taller than seventy-five (75) percent of the height of the tallest building on the property or within the Master Sign Plan area, as measured to the midpoint between the fascia line and the ridge on a pitched roof building, or the top of the highest cornice or parapet on a flat roof building; and

   (d) The sign maintains a setback separation distance of two hundred (200) feet from any other freestanding sign on the same property or subject to the same Master Sign Plan.

E. Design. The sign face may be either non-illuminated, externally illuminated, or comply with both of the following designs standards apply to freestanding signs for an internally illuminated sign.
1. The sign face may be either non-illuminated or externally illuminated. An internally illuminated sign is allowed if the background of the sign is totally opaque; and only the graphics, and/or text, or both are illuminated; and.

2. The permanent sign base shall have a minimum aggregate width of forty (40) percent of the width of the sign cabinet or face. The sign cabinet and the associated trim caps that secure and frame the sign face are dark bronze, black, or an earhtone color which reflects the color of the sign base and/or the color of the siding or trim of the building to which the sign applies; and

3. The sign is no taller than seventy-five (75) percent of the height of the tallest building on the site (not to exceed fifteen (15) feet), as measured to the midpoint between the fascia line and the ridge on a pitched roof building, or the top of the highest cornice or parapet on a flat roof building.

Section 18.97.190. Ground-Mounted or Landscape Wall Sign. No permit shall be issued for a Ground-Mounted or Landscape Wall Sign which does not comply with the following standards:

A. Zones. Allowed in all zones but not allowed on individual single-family lots in the single-family zone.

B. Number. Multiple signs are permitted to a maximum of 24 sq. ft. and sign(s) shall not cover more than forty (40) percent of the landscape wall’s background area.

C. Setback. Perimeter/screen walls shall be located at least five (5) feet from either the sidewalk and/or public right-of-way.
D. **Dimensions**

1. Single-family Subdivisions or multi-family developments: **one (1) sign, up to a maximum of twenty-four (24) square feet in area.**

2. Nonresidential use in TC, C, MUR, BP, I, and P zoning districts: **Commercial or Industrial Zone:** **one (1) sign, up to a maximum of twenty-four (24) square feet in area.**

3. Institutional Civic uses in all Zoning districts: **one (1) sign, up to a maximum of thirty-two (32) square feet.**

E. **Height.** Maximum of five (5) feet above grade. The sign copy shall be a minimum of six (6) inches below the top of the wall and twelve (12) inches above ground level. Signs shall not project above or beyond the top or sides of the landscape wall.

F. **Design.** Illumination is permitted.

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**Section 18.97.200. Portable Signs.** No permit shall be issued for a portable sign (includes sandwich board or and pole mounted signs) which does not comply with the following standards:

A. **Zone:** Allowed only in the **TC, C, MUR, BP, I, and P zoning districts**, except that temporary portable signs are allowed in residential zones, subject to the provisions of Section 18.97.240 (Temporary signs).

B. **Number:** Not more than one (1) portable sign may be displayed per business or per tenant space.

C. **Location:** Must be located no further than ten (10) feet from the primary building of the business, or, if there is only one business or tenant space on the site, it may be located not farther than ten (10) feet from the site’s driveway entrance. No portable sign may be located within, over, or on the City right-of-way or (which includes the any public sidewalk), without a Street right-of-way use permit issued by the City.

D. **Dimensions:**

- **Sandwich board signs:** A maximum of four (4) feet in height **as measured in the flat standing position and not the open standing position,** and a maximum of three (3) feet in width. **(Note: sandwich board sign height is measured in the flat standing position, rather than in open standing position.)**
- **Pole-mounted signs:** A maximum of five (5) feet in height, and a maximum of two (2) feet in width.

E. **Design and Materials:** Must be designed with durable materials **that are designed to withstand the natural elements and the effects of water and wind,** otherwise they will be regulated as temporary signs under Section 18.97.240. Portable signs must be designed to withstand **typical prevailing winds** and **must** include a heavy weighted base for pole-mounted signs, and a heavy weight suspended between the opposing faces of a sandwich board sign.
F. Display Hours: Portable signs and, including temporary portable signs may only be displayed during business or operating hours only.

G. Type: Portable signs may not be changeable copy signs or illuminated in any manner.

Section 18.97.210 Projecting signs. No permit shall be issued for any projecting sign which does not comply with the following standards.

A. Zone. Allowed in all zoning districts both residential and non-residential zones.

B. Number. One (1) projecting sign may be allowed per tenant space or building frontage. Projecting signs are permitted in addition to allowable wall signage.

C. Location.
   1. No part of any projecting sign shall be located lower closer than eight (8) feet above the grade of the sidewalk, walkway, or driveway which is directly below the sign, or and within three (3) feet of the sign.
   2. Projecting signs may extend a maximum of four (4) feet from the building and shall be hung separated a minimum of six (6) inches away from the building.
   3. No projecting sign shall be located within twenty-five (25) feet of another projecting sign on the same site or on the same building.
   4. No projecting sign shall be located higher than the first story level of the building.
   5. No projecting sign shall extend into the right-of-way, including the sidewalk, without an approved Right-of-Way use permit issued by the City, under chapter __.__.

D. Dimensions Area/Size and:
   1. Non-residential zones: The face of a projecting sign shall not exceed twelve (12) square feet in area.
2. Residential zones: The face of a projecting sign shall not exceed one and one-half (1.5) square feet in area.

E. Height: No higher than the first story level of the building, and a maximum of twenty-five (25) feet above grade.

F. Design.

1. Non-residential zones: May be illuminated, internally or indirectly. In residential zones, projecting signs may not be illuminated.

2. Projecting signs shall be perpendicular to the building wall to which it is affixed.

3. Projecting signs shall not exceed four (4) inches in thickness.

4. Projecting signs shall be supported by or suspended from solid rods or otherwise tethered or reinforced to avoid movement in wind.

Section 18.97.220 Service Island Signs. No permit shall be issued for a service island sign which does not comply with the following standards:

A. Zone: Allowed only in the TC, C, MUR, BP, I, and P zoning districts non-residential zones only.

B. Number and Size.
1. Island canopies. One (1) sign on the canopy fascia per street frontage, not to exceed twenty (20) percent of the area of canopy fascia to which the sign is mounted.

2. Spandrel signs and canopy support signs. Spandrel signs shall not exceed twenty (20) percent of the spandrel area, and both spandrel signs and signs attached to canopy support columns shall be deducted from allowable wall signage on the associated principle building on the site.

C. Setback/Location: Mounted on building that must comply with setbacks.

D. Height: Shall not project above roof lines or obscure architectural details and may not exceed 70% of the blank wall height.

E. Design. Spandrel signs may be internally illuminated, subject to the illumination standards of 18.97.090. Signs attached to canopy support columns shall not be illuminated.

Section 18.97.230 Sign Walkers. Sign walkers are allowed, subject to the following standards:

A. Permit. A permit is not required for a sign walker, but the sign walker shall comply with all applicable requirements of this Chapter.

B. Zone. Only allowed in the TC, C, MUR, BP, and I zoning districts Allowed in nonresidential zones only.

C. Number. No limit.

D. Location. Sign walkers are restricted to a minimum of thirty (30) feet from a street or driveway intersection, measured from the back of the curb or edge of pavement if no curb exists, and shall not be located in any of the following places:

   1. On any public property or within public right-of-way, although sign walkers are allowed on public sidewalks;
   2. In parking aisles or stalls;
   3. In driving lanes;
   4. On fences, walls, boulders, planters, other signs, vehicles, utility facilities or other structures; or
   5. In a manner which results in a sign walker or the sign walker’s sign physically interfering with motorists; pedestrians or bicyclists.

E. Dimensions/Size/Height. The sign walker’s sign shall not exceed eight (8) square feet in area, and shall not exceed eight (8) feet in height when held in place.
F. Design. The sign walker’s sign cannot be illuminated. Sign walkers shall be limited to daylight hours only. A sign walker’s sign may not include any element of a prohibited sign as described in Section 18.97.040.

Section 18.97.240 Temporary Signs.

A. No Permit required -- Materials. No sign permit is required for temporary signs that comply with the standards in this Section. Temporary signs are primarily distinguished by the materials which make up the sign (see, definition of “temporary sign” in Section 18.97.290 and Section 18.97.060 (sign materials). Temporary signs shall comply with the requirements of this chapter and the following Table 2.6

<table>
<thead>
<tr>
<th>TYPE</th>
<th>ZONE ALLOWED</th>
<th>NUMBER</th>
<th>HEIGHT</th>
<th>SIZE-AREA</th>
<th>SETBACKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSORY SIGNS</td>
<td>Not allowed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awning or Canopy Signs</td>
<td>Not allowed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building or Surface Mounted Wall Sign</td>
<td>Non-Residential and Residential, limited to sites 2 acres or larger</td>
<td>? (not specified)</td>
<td>Must be flatly affixed to walls below the fascia line or flatly affixed to on-site fences; cannot be attached to other site improvements</td>
<td>On residential sites 2 acres or larger, no more than 32 sq. ft.; otherwise, limited to 30 sq. ft.</td>
<td>Building walls or fences wo which sign is affixed must comply with setbacks</td>
</tr>
<tr>
<td>Changeable Copy Signs</td>
<td>Non-Residential and Residential</td>
<td>See applicable sign type, i.e., freestanding, projecting, etc.</td>
<td>See applicable sign type</td>
<td>See applicable sign type</td>
<td>See applicable sign type</td>
</tr>
<tr>
<td>Freestanding Signs</td>
<td>Non-Residential and Residential</td>
<td>No limit on the number of signs</td>
<td>Residential and Non-Residential zones—cannot exceed 5 ft. in height if mounted on</td>
<td>Residential and Non-Residential: cannot exceed 4 sq. ft. in size if mounted on</td>
<td>None</td>
</tr>
</tbody>
</table>

6 This table presents the sign standards in an abbreviated format for the reader’s convenience. To the extent that there may be a conflict between this Table 2 and the provisions of this Section, the provisions of this Section shall control.
<table>
<thead>
<tr>
<th>Ground Mounted Sign</th>
<th>Not allowed</th>
<th></th>
<th>the ground or 3 ft. in height if stake-mounted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Signs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projecting Signs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Island Signs</td>
<td>Not allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign-Walkers</td>
<td>Not allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Signs</td>
<td>Non-Residential and Residential</td>
<td>No more than 1 temporary window sign per residential unit; no limit on number for non-residential zones</td>
<td>No height limit</td>
</tr>
</tbody>
</table>

B. Removal. Temporary signs shall be removed if the sign is in need of repair, is worn, dilapidated, or creates a public nuisance.

C. City property (excluding City right-of-way)—See Section 18.97.020(C). Temporary signs on City-owned property (excluding City right-of-way) are allowed only in conjunction with an approved City approved and issued Special Event permit.

D. Residential zones. Temporary signs may be placed on property residentially zoned in accordance with the requirements of this Section Chapter and the following:

1. Building/Surface/Wall Mounted Signs: Not allowed in residential zones on properties under two (2) acres in size. For larger parcels, see 18.97.240(F)

2. Changeable Copy Signs: See applicable sign type, i.e., freestanding, projecting, etc.

3. Freestanding signs (includes post-mounted, stake-mouted, and portable signs).
(a) Single-family zones properties: Temporary free-standing signs shall not exceed four (4) square feet in size and five (5) feet in height; if the sign is mounted on the ground, temporary free-standing signs shall not and not to exceed three (3) feet in height if the sign is stake-mounted or portable.

(b) Multi-family zones properties: Temporary free-standing signs shall not exceed six (6) square feet in size and five (5) feet in height if the sign is post mounted on the ground. Temporary free-standing signs shall not and not to exceed three (3) feet in height if the sign is stake-mounted or portable.


5. Projecting Signs.

6. Window signs. Limited to no more than one temporary window sign per residential unit, not to exceed four (4) square feet.

E. Non-residential zones or mixed-use properties. Temporary signs are allowed on non-residentially zoned developed property in accordance with the requirements of this Section and the following:

1. Building/Surface/Wall-mounted signs:

   (a) Size. Limited to forty (40) square feet total per building site, not to exceed thirty-twenty (320) square feet per individual sign.

   (b) Location. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences either facing the abutting street, or facing inward to the subject site. Signs shall not be attached or tethered to other site improvements.

2. Changeable Copy Signs.

3. Freestanding signs (including post-mounted, stake-mounted, and portable signs): Size and Height. Limited to four (4) square feet in area; and sign cannot exceed five (5) feet in height if the temporary sign is post-mounted in the ground, and cannot to exceed three (3) feet in height if the temporary sign is stake-mounted or portable. No more than two (2) on-site freestanding temporary signs may be displayed per site.


4. Window signs. Limited to twenty-five (25) percent of the window area one temporary sign per window not to exceed fifty (50) percent of the individual window area, and not to exceed twenty (20) percent of the total ground floor window area on any given facade, subject to the window sign requirements of Section 18.97.230.

F. Temporary signs on large properties, whether residentially or non-residentially zoned developed properties. The following temporary signs may be placed on any site at least two (2) acres in size, in accordance with the requirements of this Section and the following:
1. Type. Any type.

2. Size and height. Not to exceed sixty-four (64) square feet and up to eight (8) feet above ground level.

3. Exclusivity. The sign allowed under this subsection is in lieu of and shall not be displayed with or be in addition to other temporary signs allowed by this Section.

G. City Right-of-Way outside of the Roadway. Temporary signs are prohibited in the Roadway. Temporary signs on City Right-of-Way (placed outside of the Roadway), must 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 roadway pavement. Signs may not be placed on sidewalks, driveways, or other paved areas designed for pedestrian or vehicular use, or as conditioned in a right-of-way use permit. Approval of the abutting owner is recommended.

2. Type. 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.

3. Size and height. Limited to four (4) square feet, and three (3) feet in height.

4. Dilapidated or Nuisance signs. 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.

5. Other signs. The City may allow other signs in City right-of-way with a Right-of-Way use permit.

6. Attachments. Signs in the right-of-way may not include attachments such as balloons, streamers, or other attention-getting devices.

Section 18.97.250 Window Signs. No permit shall be issued for a permanent window sign which does not comply with the following standards:

A. Zone. Allowed in all zones.

B. Number: No more than one permanent window sign may be placed in a single window.
C. **Setback /Location.** No higher than second (2nd) story windows for permanent window signs. *(For the requirements applicable to temporary window signs, see Section 18.97.220.)*

D. **Area /Window Coverage.** Window signs, *(whether temporary and or permanent,)* shall not exceed twenty-five (25) percent of the area of the window on which they are displayed.

E. **Height:** No higher than the first story level of a building, maximum height twenty-five (25) feet (25') from grade.

F. **Design.** Permanent window signs are limited to individual painted or vinyl cut-out letters and graphics, or neon signs constructed with or without a solid or opaque background. Permanent signs with solid backgrounds are not permitted in windows in order to ensure maximum light and visibility through windows. Temporary window signs are exempt from the restrictions in this Subsection E.

**18.97.260 Sign Permits.**

A. **What is a Sign Permit?** A sign permit is the approval granted by the City for any person to erect, alter, expand, or relocate a sign. For some signs, a building permit may also be required.

B. **Is a Sign Permit Required?** A sign permit is not required *for to erect, alter or relocate any of the signs* that are erected, altered, expanded, or relocated in accordance with the criteria listed in Section 18.97.030 (Exemptions). Even if a permit is not required, the sign must conform to this Sign Code.
C. Who Approves the Application? Sign Permits are approved by the Community Development Director or his/her designee. If a building permit is required for the sign, the Building Official approves the building permit.

D. Who May Submit an Application? The owner or tenant of the property where the sign will be located, or the owner’s agent on their behalf and with their written consent.

E. How Do I Submit an Application? A complete sign permit application must be submitted to the City and the application must consist of all of the following:

1. Application form. A completed Sign Permit application, including the applicant’s name, address, phone number, and e-mail address. If the applicant is not the property owner, then the property owner must be identified, and the application must include an affidavit from the property owner, verifying that the property owner has given permission to the applicant for the submission of the sign permit application and for the installation or posting of the sign on the property owner’s land.

2. Other permit applications. If required by the Building Code, a completed building permit application. In some instances, a Right-of-Way Use permit application or a Special Even permit application may be required.

3. Building elevation/site plan. Signs proposed to be mounted on a building require a building elevation drawn to scale that specifies the locations and size of existing signs on the building, the location and size of new signs proposed on the building, the dimensions of the wall plane upon which the signs will be placed, and drawings or photographs which show the scale of the sign in relation to surrounding doors, windows and other architectural features. Free-standing signs require a site plan indicating the proposed sign location as it relates to property lines, surrounding landscaping, adjacent streets, driveways and adjacent buildings.

4. Detailed description of sign. A scaled colored rendering or drawing of the sign and its associated structure, including dimensions of all sign faces, and descriptions of materials to be used on the sign and associated trim caps, fixtures and support structure, description of the sign face illumination and methods used to ensure that only text, graphics and logo shields are internally illuminated.

5. Scaled installation drawing. A scaled drawing that includes the sign description, proposed materials, size, weight, manner of construction and method of attachment, including all hardware necessary for proper sign installation, and if applicable, foundation design.

6. Lighting. A drawing indicating the location and fixture type of all exterior lighting for the proposed signs. The drawing shall specify wattage and lamp type to ensure compatibility with the illumination standards in Section 18.97.050.
7. **Master Sign Plan.** If the sign is subject to a Master Sign Plan as described in Section 18.97.270, a Master Sign Plan must be included as part of a complete sign permit, unless a Master Sign Plan for the site or building has already been approved, is current and is on file with the City.

8. **Fees.** Payment of the appropriate sign permit fee (and all other fees, such as building permit and/or electrical permit fees) must be paid.

F. **How is Notice Provided?** There is no notice to the public that a sign permit application has been submitted.

G. **How is an Application Reviewed?** A sign permit application follows the Process I procedure in EMC 18.40.070 and 18.40.080. The application is categorically exempt from SEPA, and pursuant to RCW 36.70B.140(2), is exempt from the other permit processing requirements in RCW 36.70B.060 and RCW 36.70B.110, including, but not limited to, the notice of application, determination of completeness and issuance of a final decision within the time permit set forth in RCW 36.70.080.

H. **What Approval Criteria are Used?**

1. A sign permit application shall not be approved unless the Director makes written findings and conclusions that the criteria applicable to each sign type, as well as the Sign Standards in this Chapter, are satisfied.

2. Building permit applications associated with sign shall be reviewed by the Building Official for consistency with the Building Code.

3. If the sign uses electrical wiring and connections, a licensed electrician must submit a copy of the electrical permit application to the City, with the original submitted for approval to the State of Washington. If the sign requires a Right-of-Way Use or Special Event Permit, the application shall be submitted with the sign permit application for review by the Public Works Director.

I. **What if an Application is Denied?** The applicant may file an administrative appeal as provided in EMC Section 18.40.080(D).

G. **What Happens After Approval?** Once the sign permit issues, the sign must be installed within 180 days or the sign permit will expire. Building permits and Street Right-of-Way Use Permits shall expire in accordance with other applicable code provisions. No sign may be erected, altered or relocated if the sign permit has expired, even if the associated building permit or Street Right-of-Way Use Permit has not expired.

**18.97.270 Master Sign Plans.**

A. **What is a Master Sign Plan?** A Master Sign Plan is a plan that includes, in a coordinated fashion, all of the signs needed for spaces in a proposed mixed-use or
nonresidential, multi-tenant building(s) or site development or for coordination of adjoining parcels seeking to combine their total street frontage subject to the sizing requirements in Subsection 18.97.180.D. In addition, a Master Sign Plan may be voluntarily developed by the owner or agent of any new or existing non-residential use.

B. Who Approves the Application? The Community Development Director or his/her designee.

C. Who May Submit an Application? The owner of the buildings or site development.

D. How Do I Submit an Application? A complete application for a Master Sign Plan must be submitted, which includes all of the following information:

1. A complete Master Sign Plan application, including the applicant’s name, address, phone number and e-mail address. If the applicant is not the property owner(s), then the property owner(s) must be identified and the application must include an affidavit from the property owner(s), verifying that the property owner(s) has given permission for the applicant to submit the Master Sign Plan application. No Master Sign Plan application may be submitted without the consent from all affected property owner, and no sign may be placed upon real property without the consent of the real property owner(s).

2. A site plan drawn to legible scale, indicating the location of all buildings, driveways and pavement areas, landscape areas, abutting streets, and proposed freestanding signs on the site;

3. Elevation drawings of each building on a site that indicates proposed sign locations on each of the buildings;

4. Maximum allowable signage on each elevation based upon a five (5) percent calculation of all facades;

5. The Master Sign Plan application shall identify the sign features and sign types proposed to be used on each building and the proposed location. In addition, a statement shall included which describes the manner in which the building or site owner wishes to allocate allowable signage among tenants and where specific tenant signage shall be located;

6. A narrative description of the development to demonstrate that the Master Sign Plan meets the required design standards of this Chapter; and

7. Fees: Payment of all of the appropriate fees for a Master Sign Plan;

E. How is Notice Provided? There is no notice provided to the public that a Master Sign Plan application has been submitted.
F. **How is an Application Reviewed?** A Master Sign Plan application follows the Process I procedure in EMC 18.40.070 and 18.40.080. The application is categorically exempt from SEPA, and pursuant to RCW 36.70B.140(2), is exempt from the other permit processing requirements in RCW 36.70B.060 and RCW 36.70B.110, including, but not limited to, the notice of application, determination of completeness and issuance of a final decision within the time permit set forth in RCW 36.70.080.

G. **What Approval Criteria are Used?** All individual signs in the Master Sign Plan must meet the criteria for approval of a sign permit in Section 18.97.270. In addition, all of the signs in the Master Sign Plan:

1. Shall be architecturally similar and visually related to each other through the incorporation of common design elements. Up to two (2) sign types may be used on any one (1) building. All sign cabinets, trim caps, and all sign supports, such as poles and braces, shall be of a common color;

2. Shall be architecturally integrated with the buildings included in the Master Sign Plan; and

3. Must not obscure the view of other signs which are consistent with this Chapter.

H. **What Happens if a Master Sign Plan is Denied?** The applicant may file an administrative appeal as provided in EMC Section 18.40.080(D).

I. **What Happens After Approval?** Once the Master Sign Plan issues, the signs depicted in the approved Plan must be installed within 180 days or the Master Sign Plan will expire. Building permits and Street Right-of-Way Use Permits for any signs shown in the Master Sign Plan shall expire in accordance with other applicable code provisions. No sign may be erected, altered or relocated if the Master Sign Plan has expired, even if the associated sign permit, building permit or Street Right-of-Way Use Permit has not expired.

J. **Can the Master Site Plan be Amended?** An application for an amendment to an approved Master Site Plan can be submitted at any time, subject to the same requirements and procedures that apply to the original Master Site Plan application. Tenants whose signs are included amendment application need the property owner’s consent to file such application. In order to approve any such amendment, the Director shall consider the existing signs on the building(s) subject to the approved Master Sign Plan when determining whether the application meets the criteria for approval in Subsection G of this Section.

18.97.280 **Sign Variances.**

A. **What is a Sign Variance?** A variance application is submitted concurrent with a sign permit application when the property owner/tenant seeks to deviate from the strict application of the regulations in this Chapter which apply to: (1) sign placement on a parcel or building frontage; (2) sign area; or (3) sign height (as limited in this Chapter).
A variance may not be granted to allow any prohibited signs or prohibited sign features, as described in Section 18.97.040, or for any other purpose that is not specifically listed in this subsection (A)(1) through (3). The variance procedure in this Section does not apply to the processing of any street Right-of-Way Use permit or Building permit.

*First Amendment Exception.* Where an applicant can demonstrate that the strict application of the regulations in this Chapter would violate his/her First Amendment rights, the City may grant a First Amendment exception that does not conform to all of the variance criteria in Section 18.97.280(G) below. However, the applicant shall submit an application which provides his/her response to each of the variance criteria in Section 18.97.280(G). In order to process a First Amendment exception, the City shall follow all other requirements of this Section. In order to approve a First Amendment exception, the City must make written findings, and may only grant such exception to the extent reasonably necessary to protect the applicant’s First Amendment rights. If a First Amendment exception is granted, it shall be processed as an approval of a variance for purposes of this Chapter.

B. Who Approves the Application? After a public hearing on the consolidated applications of the sign permit and sign variance, the hearing examiner approves the applications.

C. Who May Submit an Application? The owner of the buildings, the owner of the property or site development.

D. How Do I Submit an Application? A complete application for a sign variance shall consist of the following:

1. Application form. A completed sign variance application, including the applicant’s name, address, phone number and e-mail address. If the applicant is not the property owner, then the property owner must be identified and the application must include an affidavit from the property owner, verifying that the property owner has given permission to the applicant for the submission of the sign variance application and for the installation/posting of the sign on the property owner’s property.

2. Sign Permit Application (all of the materials required by Section 18.97.260(D), Sign Permits).

3. A narrative report which describes the requested variance in detail. The report shall identify all of the sections of this Chapter from which the applicant is requesting the variance, as well as the nature and extent of the variance (in size, area, location on the property, height).

4. The narrative report shall also include the applicant’s description of the manner in which the sign variance satisfies all of the variance criteria in subsection G below.

5. Payment of the appropriate sign variance fee.
E. How is Notice Provided? The public is given notice of a sign variance application and the associated sign permit application through issuance of a Notice of Application, as described in EMC Section 18.40.180.

F. How is an Application Reviewed? The sign variance application is consolidated for processing with the associated sign permit application, as Type III (hearing examiner review) in EMC Section 18.40.100. The City determines whether the applications are complete (EMC Section 18.40.150), the Notice of Application issues (EMC Section 18.40.180), a Notice of Public Hearing issues (EMC Section 18.40.190) and a public hearing is held by the hearing examiner (EMC Section 18.40.190(E)). The hearing examiner issues a decision (EMC Section 18.40.190(Q) and (R)).

G. What Approval Criteria are Used? Sign variance applications shall be reviewed by the Hearing Examiner to determine whether all of the following criteria are satisfied. In order to approve any sign variance, the Director must make written findings to show that all of the following criteria have been met:

1. The request for a sign variance is due to unusual conditions pertaining to sign visibility needs for a specific building or lot; and
2. The sign will not create a hazard; and
3. The sign will not violate any state statute or any City Code provision (other than the ones identified in EMC 18.97.280(A)(1) through (3); and
4. The sign will not negatively affect adjacent property; and
5. The sign will be in keeping with the general character of the surrounding area and the granting of the variance would not result in an alteration of the essential character of the surrounding area; and
6. The proposed variance is consistent with the purposes and intent of the Zoning/Development Code and the purposes of this Chapter; and
7. The variance is consistent with the City’s Comprehensive Plan; and
8. The applicant has established that there are practical difficulties in complying with the provision(s) of this Chapter identified in EMC Section 18.97.280(A)(1) through (3) and that the proposed sign is a reasonable use of the property, (economic considerations alone do not constitute practical difficulties); and
9. The plight of the applicant is due to circumstances unique to the property, which were not created by the applicant or landowner; and
10. The variance will not permit any sign or use that is not allowed in the zoning district where the affected land is located, nor will it allow any sign or sign feature prohibited under Section 18.97.040.

H. What if an Application is Denied? The applicant may file an administrative appeal as provided in EMC Section 18.40.190(T), (X).

I. What Happens After Approval? Once the variance and sign permit issue, the sign must be installed within 180 days or the variance and sign permit will expire. Building permits and Street Right-of-Way Use Permits shall expire in accordance with other applicable code provisions. No sign may be erected, altered or relocated if the sign permit has expired, even if the associated building permit or Street Right-of-Way Use Permit has expired.

18.97.290 Nonconforming Signs, Maintenance, Removal and Enforcement.

A. Nonconforming Signs. Any lawful nonconforming sign may be continued, as long as it is maintained only in the manner and to the extent that it existed at the time it became nonconforming. Illegal signs shall not be considered nonconforming signs.

B. Maintenance. It is unlawful for any owner of record, lessee, manager or other person having lawful possession or control over a building, structure or parcel of land to fail to maintain any signs on the building, structure or parcel in compliance with this Chapter and the Zoning Code. Failure to maintain a sign constitutes a violation of this Chapter, and shall subject the violator to enforcement under the provisions of chapter 18.85 EMC (Zoning Code Enforcement).

1. Sign Maintenance. All signs, whether or not in existence prior to the adoption of this Chapter, shall be maintained. Maintenance of a sign shall include periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements and contents of the sign permit issued for its installation and the provisions of this Chapter.

2. Landscape Maintenance. Required landscaped areas associated with an approved sign shall receive regular repair and maintenance. Plant materials that do not survive after installation in required landscape areas are required to be replaced within six (6) months of the plant’s demise or within the next planting season, whichever event first occurs.

C. Removal. Any vacant and/or unused sign support structures, angle irons, sign poles or other remnants of old signs which are currently not in use, or are not proposed for immediate reuse by a sign permit application for a permitted sign, shall be removed. In addition to the remedies in the (Zoning Code chapter on Enforcement), the Director shall have the authority to require the repair, maintenance or removal of any sign or sign structure which has become dilapidated or represents a hazard to the safety, health or welfare of the public, at the cost of the sign and/or property owner.
D. **Enforcement.** Violations of the provisions of this Chapter shall be enforced according to (Zoning Code Enforcement chapter) 18.85 EMC.

**Section 18.97.300 Definitions.** The words and phrases used in this Section shall be construed as defined in this Chapter, unless the context clearly appears otherwise. Unless specifically defined in this Section, the definitions set forth in other provisions of this Code shall likewise apply to this Chapter.

“A”

“Abandoned sign” means a sign, the face of which has been removed or is broken and is not refaced within 180 days thereafter. Abandoned signs shall also include signs with rusted, faded, peeled, cracked or otherwise deteriorated materials or finishes that have not been repaired within 90 days after the City provides notice of the sign’s deteriorated condition under the City’s enforcement chapter (18.85 EMC).

“Accessory sign” means a permanent, free standing or building mounted sign of limited height and size that provides supplemental opportunity for free standing or building mounted signage on a site, at points of egress or entry.

“Aerial sign” means a free floating balloon, kite or similar object not directly secured to property within the City.

“A-frame sign” see also, portable sign or sandwich board sign, means signs capable of standing without support or attachment.

“Alter” means to change the copy, color, size, shape, illumination, position, location, construction or supporting structure of a sign, not including ordinary maintenance.

“Area of a sign” means the smallest square, rectangle, parallelogram or circle that will enclose the extreme limits of writing, representation, logo, or any figure of similar character, together with any frame, background area, structural trim, or other materials or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed. The supports or uprights on which any such sign is supported shall not be included in determining the sign area. The area of signs with two (2) faces shall be considered to be the area of the largest face. The area of signs with three (3) or more faces shall be considered to be the area of the largest face or one-half (1/2) the area of all of the faces, whichever is less.

“Awning or Canopy sign” means a sign affixed to or imprinted on an attached shelter composed on non-rigid materials such as an awning, or a permanent architectural projection, such as an awning or canopy, composed of non-rigid materials on a supporting framework, affixed to the exterior wall of a building, extending over a door, entrance, window or outdoor service area.
“B”

“Business activity” means an enterprise offering goods, services, or other consideration to the public, in legal occupancy of a site or of a specific portion of a site and under separate and distinct management from any other enterprise located on the same site.

“Business frontage” means the horizontal dimensions of a building or individual business elevation measured at ground level.

“C”

“Canopy or Awning sign” – see definition under “Awning or Canopy sign” above.

“Changeable copy sign: means a sign or portion thereof which is designed to have its message or copy readily changed manually or by remote or automatic means without altering or replacing the face or surface. Changeable copy signs support hard-copy text or graphics and do not use digital or electronic text or images.

“D”

“Daytime” means the hours beginning one-half hour after legal sunrise and continuing until one-half hour before legal sunset.

“Digital sign” means a changeable copy sign with monochrome LED (light emitting diodes) text, graphics or symbols over a black, non-illuminated background.

“Directional sign” means a sign erected for the purpose of facilitating or controlling the efficient and safe movement of pedestrians or vehicles within a multi-tenant development.

“E”

“Electronic message center sign” means an electrically activated changeable copy sign having variable message and/or graphic presentation capability that can be electronically programmed by computer or handheld device from a remote location. EMCS’s typically use light emitting diodes (LED’s) or liquid crystal display (LCD) as a lighting source.

“Elevation” means the visible vertical plane of the side of a building from ground level to the roof line.

“Elevation, primary” means the side of a building directly abutting either a street or a parking area. A business owner may choose which elevation is considered the primary elevation, except that in a multi-tenant building, the elevation which is contiguous to other businesses shall be the primary elevation.

“Elevation, secondary” means any elevation of a building not determined to be a primary elevation.

“F”
“Facade” means the elevation of a building extending from the ground level up to the bottom of the fascia on a pitched roof building, and up to the top of the wall or parapet on a flat roof building. The area of a façade for purposes of calculating allowable wall signage includes the area of the windows and doors but excludes openings that do not have solid coverings, such as breezeways, colonnades and gateways that extend to the backside of the building.

“Fascia” means an architectural term for a vertical frieze or board under a roof edge or which forms the outer surface of a cornice, visible to an observer.

“Flag” means a flat piece of cloth, with distinctive colors, patterns or symbols, having one end of the cloth attached to a vertical staff (directly or by rope and pulley mechanism) and all other ends free-flowing under natural movement of wind.

“Flag canopy” means a line of flags, or a series of lines of flags, suspended above a site.

“Flashing sign” means an electric sign or portion thereof except electronic message center signs, 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.

“Freestanding sign” means a sign and its support pole or base standing directly on the ground that is independent from any building or other structure.

“Freeway” means a limited access highway, state route or interstate.

“Freeway oriented sign” means a sign within 150 feet of a freeway right-of-way that has its sign face parallel to, perpendicular to, angled toward, or otherwise readable from the freeway right-of-way.

“Frontage” means the property line of an individual lot, tract or parcel that abuts a public or private street right-of-way, excluding alleys and private driveways. The number of frontages on a lot is the same as the number of public or private street rights-of-way that the lot abuts.

“G”

“Gross leasable space” means area of a single leasable space, regardless of the number of tenants or leases within the space.

“Ground-mounted or Landscape Wall sign. A sign consisting of individual letters mounted on a screen or perimeter wall which may be attached or detached from a building, but which is architecturally integrated with the overall development.

“H”

“Halo illuminate” means a light source placed behind totally opaque letter or symbol so that the light reflects off the wall or background to which the letters or symbols are mounted rather than emanating through the letters or symbols, creating a halo effect that leaves the letters or symbols viewable in silhouette form only.
“Height of sign” means the overall height of the sign above grade directly below or at the base of the sign.

“I”

“Illegal sign” means a sign which does not conform to the requirements and standards of this Chapter and which does not meet the criteria of a nonconforming sign as defined in this Definitions Section.

“Integrated development site” means any commercial or noncommercial development site, regardless of the number of lots or individual tenants, that is developed with common parking, layout, architecture or design features.

“Item of information” means a word, figure, logo, abbreviation or other symbolic representation.

“L”

“Landscape Wall Sign” see, definition of “Ground-mounted Sign.”

“Logo” means a design of letters, colors or symbols used as a trademark or for identification in lieu of, or in conjunction with, other signs.

“Logo shield” means a logo contained within an area no greater than four (4) square feet, incorporated into a larger sign face or designed as an individual sign or component of a sign containing individually mounted sign graphics.

“Lot line” means a line that separates two lots.

“Luminance” means the photometric quality most closely associated with the perception of brightness. Luminance is measured in candelas per square meters or “nits.”

“M”

“Mansard” means a roof with two slopes on each side of the four sides, the lower steeper than the upper.

“Master Sign Plan” means a coordinated sign plan which includes the details of all signs (not including exempt or temporary signs) which are or will be placed on a site.

“Monument sign” means a freestanding low profile sign with the sign width greater than the sign height and designed with a solid base and background.

“Motion” means the depiction of movement or change of position of text, images or graphics. Motion shall include, but not be limited to, visual effects such as dissolving and fading text and images, running sequential text, graphic bursts, lighting that resembles zooming, twinkling or sparkling, changes in light or color, transitory bursts of light intensity, moving patterns or bands of light, expanding or contracting shapes and similar actions.
“Multitenant development” means a development consisting of three (3) or more leasable spaces.

“N”

“Natural grade” means the topographic condition or elevation of a site or portion of a site over the past five years, or the finished grade of an approved site development plan. Changes to grade or elevation resulting from fill, mounding, or berming within five years preceding any requested permit other than a site development plan shall not be considered natural grade for permitting purposes.

“Neon sign” means a sign with illumination affected by a light source consisting of a neon or other gas tube which is bent to form letters, symbols or other shapes.

“Night-time hours” means the hours beginning from one-half hour before legal sunset and continuing until to one-half hour after legal sunrise.

“Nits” means a unit of measure of brightness or luminance. One (1) nit is equal to one (1) candela/square meter.

“Nonconforming sign” means any sign, which at one time conformed to all applicable requirements and standards of this Chapter, including all permit requirements, but which subsequently ceased to so conform due to changes in such requirements and standards.

“Nonresidential zone” means, in the context of this Chapter, any zone that does not include residential dwelling units except for mixed use zoning districts where residential units are located above or behind nonresidential uses and the ground floor streetscape is characterized by commercial and other nonresidential uses.

“O”

“Opaque” means a material that does not transmit light from an internal illumination source.

“P”

“Painted sign” means a sign painted directly on a building or on material which is then attached to a building. See also, “wall sign.”

“Pan-channel” means a sign graphic that is constructed of a three-sided metal channel, usually having a light source contained within the channel. The open side may face inward, resulting in silhouette lighting, or it may face outward to allow full illumination. The open side of the channel may be enclosed with a translucent material.

“Parapet” means a protective wall or barrier projecting above any canopy, balcony or roof.
“Permanent sign” means a sign constructed of weather resistant material and intended for permanent use and that does not otherwise meet the definition of “temporary sign.” Wall mounted sign holders designed for insertion of signs and posters shall be considered permanent signage and subject to all standards of this chapter.

“Pole sign” means a sign mounted on a weighted base, intended to be movable.

“Portable sign” means a free-standing sign that is readily moveable and not permanently affixed to the ground, including A-frame or sandwich board signs, pole signs mounted on weighted bases, and similar signs that are used on more than a temporary basis.

“Projecting sign or Projection sign” means a sign attached to a building with the face not parallel to the vertical surface of the building. Projecting signs include signs projecting directly from walls, or signs hanging from porch ceilings or other support structures.

“R”

“Raceway” means a box-type conduit to house electrical wires for signs and used to support and/or affix signage on a wall.

“Right-of-Way” is the strip of land platted, dedicated, condemned, established by prescription or otherwise legally established for the use of pedestrians, vehicles or utilities.

“Roadway” means that portion of the street improved, designed, or ordinarily used for vehicular travel and parking, exclusive of the sidewalks and shoulder. Where there are curbs, the roadway is the curb to curb width of the street.

“Roof line” means the uppermost edge of the roof or the top of the parapet, excluding mechanical equipment screens, whichever is highest. Where a building has several roof levels, the roof line shall be the one belonging to that portion of the building on which the sign is located.

“Roof mounted sign” means a sign which has a point of attachment to the roof or mansard of a building. Architectural projections, including mechanical equipment screens, above any parapet or roof line whose sole function is a background for signs shall be considered a sign structure. A sign on such an architectural projection shall be considered a roof sign.

“S”

“Sandwich board sign” – see “A-frame sign” definition.

“Service Island sign” means a permanent sign displayed on the service island canopy of a gas station, bank, carwash or other use that provides a canopy cover for vehicles. Service island signs are not the same as awning or canopy signs as otherwise defined by this chapter.

“Sign” means letters, figures, symbols, trademarks, or logos, with or without illumination, intended to identify any place, subject, person, firm, business, product, article, merchandise or point of sale. A sign also includes balloons attached to sign structures, products,
streamers, spinners, pennants, flags, inflatables or similar devices intended to attract attention to a site or business, as well as architectural or structural forms, illuminated panels, spandrels, awnings and other structural or architectural features not common to classic vernacular or non-corporate regional architecture and that are intended to convey a brand, message or otherwise advertise a location or product, whether or not such features include text or graphics and whether or not they serve other practical purposes such as lighting, covering or enclosure of persons or products. A sign includes any device which streams, televisions or otherwise conveys electronic visual messages, pictures, videos or images, with or without sound or odors. Refer to Section 18.97.040 for a list of prohibited signs.

“Signable area” means the area of the largest rectangular portion of a face of a building to which a sign is affixed or proposed to be affixed, which can be included within parallel, vertical, and horizontal lines uninterrupted by significant architectural features of the building.

“Sign walker” means a sign carried by a person.

“Site” means a unit of land, together with all improvements thereon, determined as follows:

1) a unit of land which may be conveyed separately from any and all adjacent land without the requirement of approval of a boundary line adjustment, short plat or a preliminary plat.

2) Two (2) or more buildings or business activities that are or will be related to each other physically or architecturally, such as by sharing off-street parking facilities, so as to form an integrated development, such as a shopping center, industrial park, or office complex.

“Spandrel” means a panel or box-type structure that spans between and/or is connected to the support columns of a porch, colonnade or canopy, usually for architectural embellishment and/or signage purposes.

“Special event sign or temporary sign” means signs or advertising displays or a combination thereof which advertises or attracts public attention to a special one-time event, including but not limited to, the opening of a building or business activity, the sale of goods and services at discounted or otherwise especially advantageous prices or similar event.

“Static” means without motion.

“Story” means that portion of a building included between the upper surface of a floor and the upper surface of the floor or ceiling next above.

“Suspended Sign” means a sign mounted above a sidewalk adjacent to a business, affixed to a beam, overhang, roof or other fixture that is an integral part of a building.

“T”

“Temporary sign (which may include special event sign)” means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable
signs as defined by this Chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of non-durable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20 oz. fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of this Chapter.

“Tenant space” means the entire building which encompasses a building or use on a site; or in buildings designed for multi-tenant occupancy, it is the space between demising walls and which has an independent entrance to common corridors or to the outside. Portions of tenant spaces that are sublet to or otherwise allowed to be used by persons or businesses other than the principle person or business of a tenant space are not considered tenant spaces in the context of this chapter.

“U”

“Unshielded lighting” means an external illumination source which is exposed to view.

“V”

“W”

“Wall sign” means a sign which is attached parallel to or painted on a wall, including parapet or canopy fascia, or a building.

“Width of sign” means the total horizontal dimension of a sign, including all frames or structures.

“Window” means the entire window unit including individual sashes or panes that might otherwise divide the area between the head, jamb and sill; except that in commercial storefront window assemblies, a single “window” is the glass area between each mullion that divides the window assembly, whether installed as a single piece of glass or as multiple pieces of glass divided by muntins.

“Window sign” means a sign that is attached to or is intended to be seen in, on or through a window of a building and is visible from the exterior of the window.
Date: April 8, 2019

Title: 2019 Comprehensive Plan Preliminary Docket

Attachments: 1) Application  
2) SEPA Checklist from Applicant  
3) Site Map  
4) Zoning Map

Submitted By: Darren Groth, Community Development Director

Discussion

The City may considered amendments to its Comprehensive Plan once every year. Applications for Comprehensive Plan amendments are submitted before December 31st in order to be considered during the following year’s amendment process. In 2018, the City received one application that met the required deadline to be processed in 2019. The request is to change the future land use map (FLUM) in the Comprehensive Plan for one parcel and to subsequently also change the zoning for said parcel.

In accordance with Edgewood Municipal Code (EMC) Section 18.60.140 – Preliminary Docket, the Community Development Director maintains the preliminary docket with all applications identified. The Director is responsible for initial review of the amendments and suggests with amendment he believes should be placed on the Final Docket for consideration.

As the Community Development Director, I did place the one request on the preliminary docket and review the request for appropriateness. Please consider this agenda item as the Director’s report concerning the suggested amendments I believe should be placed on the Final Docket.

Upon review of the one request and in accordance with Edgewood Municipal Code (EMC) Section 18.60.140 – Preliminary Docket, I do not believe the suggested amendment to change the future land use map from single family moderate to commercial (and simultaneously change the zoning from SF3 to C) should be placed on the final docket for consideration.
The application narrative for the reason states a potential expansion, but since the application does not include specific plans that depict any development, potential impacts were assumed to have maximum impact to the environment, public facilities, and services per EMC Section 18.60.050.E. As such, since site is located within the Phase II sewer area and is prohibited from connecting to the sewer until 20 years after the date of the city council adoption of the general sewer plan (2027), any near-term development would require an on-site sewage system that is not envisioned for commercial developments in the Commercial (C) zoning district. During 2019, the City plans to conduct a review and update of the existing sewer plan portion of the comprehensive plan. This update could result in language changes for the Phase II sewer area connection timing.

The sewer connection concern addresses the need, urgency, and appropriateness of the requested amendment. Specifically, the timing of the request when the reason is potential, the site is not within the Phase I sewer area, and the City is undergoing a review of the sewer plan portion of its comprehensive plan. In addition, the subject site is currently developed in a manner that does not comply with the development standards of the Commercial zoning district. The requested amendment would create multiple nonconformities that may adversely affect the development and redevelopment of the city consistent with the provisions of the comprehensive plan.

**Recommendation**

Hold a discussion and authorize staff to prepare for a public hearing on the preliminary docket for the 2019 Comprehensive Plan Amendment cycle during the May Planning Commission meeting.
COMPREHENSIVE PLAN AMENDMENT APPLICATION

SUBMITTAL REQUIREMENTS

Complete this application, provide all supporting documents, and submit to the Department of Community Development. Your proposal will be processed beginning in the month of January following this submittal. A fact sheet is attached that explains the Comprehensive Plan Amendment Process.

Name: Edgewood Veterinary Clinic  Phone: ____________________________

Address: 1311 Mendian Ave E. Edgewood WA 98371

1. Does the amendment request(s) concern a specific property? YES [ ] NO [ ]

2. Is this amendment request for a change in a land use designation? YES [ ] NO [ ]

3. Are you the owner or authorized agent of the property? YES [ ] NO [ ]

4. Provide a description or a map of the area that this application affects:
   TPN 042003 3143 (see map)

5. Provide a reference to the section(s) of the Comprehensive Plan that you propose to amend, including the page – if applicable (i.e., Comp Plan, Page xx, Line xx). No amendatory language proposed

6. Provide proposed amendatory language. Attach separate sheet(s) if necessary. No amendatory language proposed

7. Explain the reason(s) for this amendment proposal. We would like to convert the parcel from residential to commercial use to allow a potential expansion of our veterinary clinic to accommodate the needs of the growing population

8. Please describe how your proposed amendment meets the following selection criteria. Use a separate sheet(s) if necessary: ____________________________
a. Was this proposed amendment denied during a previous Comprehensive Plan review cycle: YES ☐ NO ☐. If yes, briefly explain why (if known):

b. Explain how the proposed amendment advances the goals and policies of the Comprehensive Plan: A larger veterinary hospital will meet the needs of the growing community.

c. Explain how the proposed amendment is consistent with the goals of the Growth Management Act: see above

d. Does the proposed amendment have a relationship to any other City codes and/or regulations: No

e. What are the cumulative effects of this proposed amendment to the Comprehensive Plan:

A larger veterinary hospital will ultimately increase revenue to the city of Edgewood.

[Signature]

Applicant's Signature

Date: 12/31/18

Property Owner's Authorized Agent: If you are the property owner's agent, you are required to provide a notarized letter from the property owner authorizing submittal of this application.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE UNDER PENALTY OF PERJURY BY THE LAWS OF THE STATE OF WASHINGTON, AND I AM AUTHORIZED TO MAKE THIS APPLICATION AS THE AGENT OF THE PROPERTY OWNER.

Signature: ____________________________ Date: ____________________________

Print Name: ___________________________

Phone: ____________________________
**ENVIROMENTAL CHECKLIST**

**Department of Community Development**  
City of Edgewood  
2224 104th Ave E  
Edgewood, WA 98372  
253-952-3299

**FILE NUMBER:** 18-1491

**TO BE COMPLETED BY APPLICANT**

**A. BACKGROUND**

| 1. Name of Project |
| Edgewood Veterinary Clinic |

| 2. NAME OF APPLICANT |
| Edgewood Veterinary Clinic |

| 3. CONTACT PERSON | PHONE | EMAIL |
| Joseph Mazukelli | | |

| ADDRESS (Street, City, State, Zip) |
| 1311 Meridian E, Edgewood, WA 98371 |

| 4. DATE CHECKLIST PREPARED |
| 12/31/18 |

| 5. AGENCY REQUESTING CHECKLIST |
| City of Edgewood |

6. Proposed timing or schedule (including phasing, if applicable)

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

   We would like to convert the parcel of land from residential to commercial to allow a potential expansion of our Veterinary Clinic in the future.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

   None
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No

10. List any government approvals or permits that will be needed for your proposal, if known.

N/A

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

We would like to convert the parcel of land from residential to commercial to allow a potential expansion of our veterinary clinic in the future.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

See attached

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other......

b. What is the steepest slope on the site (approximate percent slope)?

Unknown
c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

   Clay mixture

   d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

   Unknown

   e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

   Unknown

   f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

   No

   g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

   Unknown

   h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

2. Air

   a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

   None

   b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

   No

   c. Proposed measures to reduce or control emissions or other impacts to air, if any:
3. Water

a. Surface:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

None

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

None

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

None

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

None

5) Does the proposal lie within a 100-year flood plain? If so, note location on the site plan.

None

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

None

b. Ground:
1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well? Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system[s] are expected to serve.

Unknown

c. Water runoff (including storm water):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

City sewer

2) Could waste materials enter ground or surface waters? If so, generally describe.

No

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

d. Proposed measures to reduce or control surface, ground, runoff water, and drainage pattern impacts, if any:

4. Plants

a. Check the types of vegetation found on the site:

Deciduous tree: Alder, maple, Aspen, other
ENVIRONMENTAL CHECKLIST

☑ Evergreen tree: Fir, cedar, pine, other
☐ Shrubs
☑ Grass
☐ Pasture
☐ Crop or grain
☐ Orchards, vineyards or other permanent crops.
☐ Wet soil plants: Cattail, buttercup, bullrush, skunk cabbage, other
☐ Water plants: Water lily, eelgrass, milfoil, other
☐ Other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

All

c. List threatened and endangered species known to be on or near the site.

None

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Native plants

e. List all noxious weeds and invasive species known to be on or near the site.

None

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

None

Birds: Hawk, heron, eagle, songbirds, other:

Mammals: Deer, bear, elk, beaver, other:

Fish: Bass, salmon, trout, herring, shellfish, other:
b. List any threatened and endangered species known to be on or near the site.

None

c. Is the site part of a migration route? If so, explain.

No

d. Proposed measures to preserve or enhance wildlife, if any:

None

e. List any invasive animal species known to be on or near the site.

None

6. Energy and natural resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project’s energy needs? Describe whether it will be used for heating, manufacturing, etc.

Electric

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

No
1) Describe any known or possible contamination at the site from present or past uses.

    None

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

    None

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

    None

4) Describe special emergency services that might be required.

    None

5) Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? Traffic

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

    Traffic
3) Proposed measures to reduce or control noise impacts, if any:

None

8. Land and shoreline use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The current use of the site is residential. The adjacent property is commercial (our veterinary clinic).

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

No

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No

c. Describe any structures on the site.

?

d. Will any structures be demolished? If so, what?

Unknown

e. What is the current zoning classification of the site?

Residential
ENVIRONMENTAL CHECKLIST

f. What is the current comprehensive plan designation of the site?
   Residential

g. If applicable, what is the current shoreline master program designation of the site?
   None

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
   No

i. Approximately how many people would reside or work in the completed project?
   20

j. Approximately how many people would the completed project displace?
   None

k. Proposed measures to avoid or reduce displacement impacts, if any:

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

None

c. Proposed measures to reduce or control housing impacts, if any:

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

15 feet (Single Story)

b. What views in the immediate vicinity would be altered or obstructed?

None

c. Proposed measures to reduce or control aesthetic impacts, if any:

None

11. Light and glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

None

b. Could light or glare from the finished project be a safety hazard or interfere with views?

No
c. What existing offsite sources of light or glare may affect your proposal?

None

d. Proposed measures to reduce or control light and glare impacts, if any:

None

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

None

b. Would the proposed project displace any existing recreational uses? If so, describe.

No

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

No

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation. This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near

No
the site? Please list any professional studies conducted at the site to identify such resources.

None

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

None

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

None

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area, and describe proposed access to the existing street system. Show on site plans, if any.

Meridian Ave E

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Yes - 13 mi Meridian Ave E

c. How many additional parking spaces would the completed project or nonproject proposal have? How many would the project or proposal eliminate?

Unknown

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate

Unknown
when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Unknown

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

h. Proposed measures to reduce or control transportation impacts, if any:

15. Public services

a. Would the project result in an increased need for public services (for example: Fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No

b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

a. Circle utilities currently available at the site: Electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Current utilities
ENVIRONMENTAL CHECKLIST

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

I, Viclora Santiago, being duly sworn, declare that I am the contract purchaser, agent or owner of the property involved in this application, and under penalty of perjury by the laws of the state of Washington certify, that the foregoing statements and answers herein contained and the information herewith submitted are true and correct to the best of my knowledge and belief.

Dated: 12/31/18

Signature: Santiago

Subscribed and sworn to before me this 31st day of December, 2018.

Jennifer Allyn
Notary Public in and for the State of Washington

Residing at Edgewood, WA

Commission Expires 12/7/19

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

   Not likely

Proposed measures to avoid or reduce such increases are:
2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Not Likely

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Not Likely

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, flood plains, or prime farmlands?

Not Likely

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

N/A

Proposed measures to avoid or reduce shoreline and land use impacts are:
6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Not likely

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

N/A

Credits

Statutory Authority: RCW 43.21C.110. WSR 16-13-012 (Order 15-09), S 197-11-960, filed 6/2/16, effective 7/3/16. Statutory Authority: RCW 43.21C.110 and RCW 43.21C.100 [43.21C.170]. WSR 14-09-026, (Order 13-01), S 197-11-960, filed 4/9/14, effective 5/10/14; Statutory Authority: RCW 43.21C.110. WSR 13-02-065 (Order 12-01), S 197-11-960, filed 12/28/12, effective 1/28/13; WSR 84-05-020 (Order DE 83-39), S 197-11-960, filed 2/10/84, effective 4/4/84.


WAC 197-11-960, WA ADC 197-11-960

End of Document
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This product has been produced by the City of Edgewood for the sole purpose of geographic reference. No warranty is made by the City of regarding specific accuracy or completeness.
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Date: April 8, 2019

Title: 2019 Work Plan

Attachments: 1) 2019 Work Plan

Submitted By: Darren Groth, Community Development Director

Discussion
On January 29, 2019, the Planning Commission held a joint meeting with City Council to strategize the Commission’s work plan for 2019. The City Council offered general direction to the members present for the discussion and recommended that the commissioners could spend their next meeting(s) compiling their ideal work plan and presenting back to City Council for adoption. As a result, once the Planning Commission finalizes their recommended 2019 Work Plan, various board members, e.g., selected representatives, the chair, or the entire board, will present their objectives to the City Council and seek adoption of the Planning Commission 2019 Work Plan.

Recommendation
Finalize a work plan for 2019 and make a recommendation to City Council for approval.
Planning Commission
2019 Work Plan

1) Update Sign Code

2) Revise Use Charts

3) Rewrite Subdivision Code

4) Review Future Land Use Map (FLUM)
   a. Ensure FLUM and Zoning Map agree
   b. Area of single-family zoning
   c. Water drainage concerns overlap low density areas
   d. Other locational amendments

5) Town Center
   a. Vet geographic boundary of Town Center

6) Special Land Use Study Overlay
   a. Complete the special land use study identified in the Comprehensive Plan
   b. Overlay area identified on the FLUM map in the southwest portion of the city

7) Create Edgewood Municipal Code (EMC) Title 17 – Land Development Code

8) Review City plans to identify other City initiated Comprehensive Plan amendments