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: Vacant
      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 April 8, 2019
   c. Review EDAB Minutes from April 1, 2019 and May 6, 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. Sign Code

5. New Business
   a. Action Item(s)
      i. Sign Code Recommendation
   b. Discussion Item(s)
      i. Summary of Uses Table
      ii. 2019 Work Plan

6. Staff Comments

7. Commissioner Updates

8. Adjourn
1. **CALL TO ORDER:** Chair Lowry called meeting to order at 6:25 p.m.

   A. **Commissioners Present:** Guillory; Lowry; Brudevold; Morrison
   
   B. **Commissioners Absent:** Overfield; Streepy; Pincas
   
   C. **Staff Member(s) Present:** Darren Groth, Community Development Director
   
   D. **Others Present:** Mayor Eidinger

2. **CONSENT AGENDA:** Guillory moved to APPROVE as presented, Brudevold seconded Commission voted 4-0 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. Draft Sign Code
         
         a. Groth opened the discussion with a progress update.
         
         b. Discussion ensued.
         
         c. Commissioners provided the following comments:
            1) Neon allowed as text, but not as a graphic; and
            2) Reference the freestanding sign language when outlining maximum sizing.
      
      ii. 2019 Comprehensive Plan Preliminary Docket
            
            a. Groth briefed the Commission that the one application may be withdrawn.
      
      iii. 2019 Work Plan
            
            a. Groth asked for feedback on the final work plan.
            b. Commission indicated they were ready to recommend the final version to City Council.

6. **STAFF COMMENTS**
   
   A. Groth briefed the commission on staffing updates.

7. **COMMISSIONER UPDATES**
   
   A. Morrison announced he would miss the May meeting.
   
   B. Brudevold reiterated that he would serve through June.
   
   C. Chair Lowry stepped down as chair and resigned from the Planning Commission effective immediately.

8. **ADJOURN:** Chair Lowry adjourned the meeting at 7:46 p.m.
1. **CALL TO ORDER:** Chair Butterfield called the meeting to order at 5:30 p.m.

   A. **Members Present:** Kilmer; Wiesenfeld; Butterfield; Southard; and Neil

   B. **Commissioners Absent:** Larson and Wise

   C. **Staff Member(s) Present:** Darren Groth, Community Development Director
      Dave Gray, Assistant City Administrator/Finance Director

   D. **Others Present:** Mayor Eidinger
      Council Member Tomyn

2. **CONSENT AGENDA**

   A. **Agenda Approval or Modifications**

   B. **Approval of Meeting Minutes for March 4, 2019**
      i. Wiesenfeld moved to approve, Neil seconded.
      ii. Board voted 5-0 to approve, as presented.

3. **CITIZEN COMMENT PERIOD:** None

4. **NEW BUSINESS**

   A. **Action Item(s)**
      i. **2019 Work Plan**
      a. Groth introduced this item by explaining the changes from the last meeting.
      b. Discussion ensued.
      c. Chair Butterfield asked to reorder and retitle.
      d. Wiesenfeld moved to approve, as amended per Chair Butterfield’s suggestions.
      e. Neil seconded the motion.
      f. Board voted 5-0 to approve, as amended.

   B. **Discussion Item(s)**
      i. **Marketing Plan**
      a. Groth opened with a detailed presentation of each exhibit.
      b. Discussion ensued.
      c. Board agreed to receive and review further detail at their next meeting.

5. **STAFF COMMENTS:** Groth updated the Board regarding staffing, building numbers, and business openings.

6. **BOARD MEMBER UPDATES:** Neil asked about advertising and Edgewood magazine

   Kilmer asked about business recruitment

   Chair Butterfield mentioned the May 6 property owner meeting

7. **ADJOURN:** Chair Butterfield adjourned the meeting at 6:39 p.m.
1. **CALL TO ORDER:** Chair Butterfield called the meeting to order at 5:44 p.m.
   A. **Members Present:** Wiesenfeld; Butterfield; Wise; Neil
   B. **Commissioners Absent:** Kilmer; Southard; Larson
   C. **Staff Member(s) Present:** Darren Groth, Community Development Director
      Dave Gray, Assistant City Administrator/Finance Director
   D. **Others Present:** Mayor Eidinger

2. **CONSENT AGENDA**
   A. **Agenda Approval or Modifications**
   B. **Approval of Meeting Minutes for April 1, 2019**
      i. Wise moved to approve, Wiesenfeld seconded.
      ii. Board voted 4-0 to approve, as presented.

3. **CITIZEN COMMENT PERIOD:** None

4. **NEW BUSINESS**
   A. **Action Item(s)**
      i. None
   B. **Discussion Item(s)**
      i. **City Marketing**
         a. Groth introduced this item and shared information regarding Buxton, Panzanno, and RECon
         b. Discussion ensued.
      ii. **Property Owner Meeting**
         a. Meeting started at 6 p.m.
         b. Groth opened the discuss and shared why the City called the meeting
         c. Discussion ensued.

5. **STAFF COMMENTS:** Groth updated the Board regarding staffing and Planning Commission vacancies.

6. **BOARD MEMBER UPDATES:** Several members asked to conduct a survey of the property owners and sought more information regarding which types of tax abatements may be available.

7. **ADJOURN:** Chair Butterfield adjourned the meeting at 8:15 p.m.
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.

Since the last meeting with the Planning Commission in April, staff conducted a SEPA review, shared the draft with the Department of Commerce, and posted notice of the hearing. The Planning Commission is anticipated to take action during this meeting and will forward their recommendation to City Council for a first study session discussion.

Recommendation
Hold a public hearing on the Sign Code.
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, 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, the City’s Responsible Official has determined that 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 May 13, 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 __________, 2019.

__________________________________
Daryl Eidinger, Mayor

ATTEST:

__________________________________
Rachel Pitzel, City Clerk
APPROVED AS TO FORM:

______________________________
Carol Morris, City Attorney
CHAPTER 18.97
SIGN CODE

Part I. General Provisions

18.97.010 Intent and Purpose.
18.97.020 Applicability and Interpretations.
18.97.030 Exemptions.
18.97.040 Prohibited Signs.

Part II. Sign Standards Applicable to All Signs

18.97.050 Sign Illumination.
18.97.060 Sign Materials.
18.97.070 Sign Placement and Location Restrictions.
18.97.080 Sign Area Measurements.
18.97.090 Sign Height Measurements.
18.97.100 Sign Structure and Installation.
18.97.110 Signs – Digital.
18.97.120 Signs – Electronic Message Center

Part III. Sign Types

18.97.130 Permanent Signs – Table 1.
18.97.140 Accessory Signs.
18.97.150 Awning or Canopy Signs.
18.97.160 Building Mounted Wall Signs.
18.97.170 Changeable Copy Signs.
18.97.180 Freestanding Signs.
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18.97.200 Portable Signs.
18.97.210 Projecting Signs.
18.97.220 Service Island Signs.
18.97.230 Sign Walkers.
18.97.240 Temporary Signs – Table 2.
18.97.250 Window Signs.

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, hold driver gaze, or 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 that 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 message center signs, provided such changes do not change the material, 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. Signs not exceeding one (1) square foot in area for residential buildings, 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 exceed two (2) square feet in area.

3. Certain stone or cement plaques and cornerstones with engraved or cast text or symbols 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, 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 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-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 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 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 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 that impedes free ingress and egress from any door, window, or exit way required by building and fire regulations.
H. **Permanent signs or signs posted or carried on portable, non-motorized or motorized wheeled vehicles that are placed on vacant lots, parcels, or easements.** Any permanent sign located on a vacant 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 public rights-of-way.

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

M. **Roof mounted signs.** 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 permitted with a City street-use-permit or 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 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**

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Allowed</th>
<th>Not Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Allowed Diagram" /></td>
<td><img src="image2" alt="Allowed Diagram" /></td>
<td><img src="image3" alt="Not Allowed Diagram" /></td>
</tr>
</tbody>
</table>

C. Internally illuminated signs.

1. Internally illuminated signs shall be constructed with an opaque sign face background with translucent text, symbols, 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 lighting shall not exceed 100 nits per sign face and may be used as text or copy, but shall not be used as a sign graphic. Neon signs with solid backgrounds are not allowed in windows in order to ensure maximum light and visibility through windows. Examples of a neon signs are shown in Figures 2a and 2b 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 sign 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. Flags made of 100 percent spun polyester are exempt from this requirement.

Section 18.97.070. Sign Placement and Location Restrictions.

A. Rights-of-way. No sign may be placed within the Roadway portion of any City Right-of-Way, except as otherwise permitted by first obtaining a Street 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 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 that is parked, stored, or displayed conspicuously on private premises in a manner intended to attract the attention of the public, excluding 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 Figure 5). All 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.

C. Attached to other fixtures. No sign may be painted, attached, or mounted on any fuel tanks, storage containers, 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.

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 every 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, interior illuminated awnings, or both.

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. 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 that does not comply with the following standards:

A. Zoning: Allowed in all zoning districts.

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 one hundred (100) 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. 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 Signs (EMCS). An EMCS is not a separately allowed sign type. The purpose of this section is to regulate the manner in which EMCS 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 that does not comply with the following standards:


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

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. 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

1. Daytime: 5000 nits.

2. Nighttime: 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, type, and other requirements of this Section and any other applicable sections, as well as the following Table 1 in this Section. Sign permits are required for all permanent signs in accordance with Section 18.97.260 (Sign Permits).

Table 1 – Standards for Permanent Signs by Sign Type.

<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>
<tbody>
<tr>
<td>Accessory Sign</td>
<td>Only allowed in the TC, C, MUR, BP, I, and P zoning districts</td>
<td>1 sign at each vehicle ingress or egress, no more than 4 accessory signs per parcel</td>
<td>Building-mounted max of 8 feet; freestanding max of 3 feet from grade</td>
<td>3 sq. ft. per sign face; may be double sided</td>
<td>Flexible, see 18.97.140</td>
</tr>
<tr>
<td>Accessory Sign -- Drive</td>
<td>Only allowed in the TC, C,</td>
<td>In addition to other</td>
<td>5.5 ft., including the</td>
<td>45 sq. ft. per drive-</td>
<td>Signs shall be oriented</td>
</tr>
</tbody>
</table>

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>Through, Large (18.97.140)</th>
<th>MUR, BP, I, and P zoning districts</th>
<th>Accessory Signs, one Large Accessory Sign for each point of entry to a drive-up window</th>
<th>associated sign structure</th>
<th>up point of entry</th>
<th>so that the sign face is not visible from the 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>1 awning sign for each primary entrance to a tenant space, see Section 18-97.150 for secondary entrances</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>Cannot project beyond the edges of the awning on which it is displayed. Cannot 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>One per each building façade on an accessory structure, e.g., 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.</td>
<td>50 sq. ft., 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>
</tr>
<tr>
<td>Building Mounted Wall Signs (18.97.160)</td>
<td>In the TC, C, MUR, BP, I, and P zoning districts</td>
<td>One per each building façade 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.</td>
<td>Up to 5% of the area of the façade upon which sign is placed, not to exceed 60% of the width of</td>
<td>Mounted on building that must comply with setbacks</td>
</tr>
<tr>
<td>Changeable Copy Signs (18.97.170)</td>
<td>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>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Freestanding Signs (18.97.180)</td>
<td>TC, C, MUR, BP, I, and P zoning districts)</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>5 ft. from street property line, 25 ft. from any interior side lot line; and 30 feet from any residential zone</td>
</tr>
<tr>
<td>Ground-mounted or Landscape Wall Signs (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>at least 5 ft. from street property line, 25 ft. from any interior side lot line</td>
</tr>
</tbody>
</table>

3 See Section 19.97.230 for temporary freestanding signs, which are allowed in residential areas.
| **Portable Signs**  
(18.97.200) | Only allowed in the TC, C, MUR, BP, I, and P zoning districts | 1 per business or tenant space | Sandwich board signs, max. of 4 ft. in height; pole-mounted signs, max of 5 ft. in height | Sandwich board signs, 3 ft. in width; pole-mounted, 2 ft. in width | Must be located no further than 10 ft. from primary building of business; prohibited on City right-of-way, sidewalk without Street Use permit |
|---|---|---|---|---|---|
| **Projecting Signs**  
(18.97.210) | All zoning districts | 1 per tenant space or building frontage, allowed in addition to wall signage | No higher than the first story level of the building; no lower than 8 ft. above the grade of sidewalk, walkway or driveway | Non-residential zones: can’t exceed 12 sq. ft.; Residential zones: face of sign can’t exceed 1.5 sq. ft. in area | Must be attached to building which complies with setbacks, may extend a max. of 4 ft. from building and hung a minimum of 6 inches from building |
| **Service Island Signs**  
(18.97.220) | Only allowed in the TC, C, MUR, BP, I, and P zoning districts | 1 sign on canopy fascia per street frontage, not to exceed 20% of area of canopy fascia | See building mounted wall sign requirements | 20% of area of canopy fascia to which sign is mounted | Mounted on building that must comply with setbacks |
| **Sign Walker**  
(18.97.230) | Only allowed in the TC, C, MUR, BP, and I zoning districts | No limit | Shall not exceed 8 ft. in height when held in place | 8 sq. ft. in area | Minimum of 30 feet from street intersection; prohibited on public property or public right-
Window Sign (18.97.250)

| All zoning districts | No more than one permanent window sign per window | No higher than 2nd story windows for permanent window signs | Shall not exceed 25% of area of window in which sign is displayed | Building in which window sign is displayed must comply with setbacks |

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. Setback 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. 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 digital sign or EMCS standards in Sections 18.97.110 (Digital signs) or 18.97.120 (EMCS).

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4 Window Signs may be permanent or temporary. This Table includes the regulations for permanent window signs.
G. Drive-Through Large Accessory Signs. In addition to the accessory signs allowed for vehicle points of entry and in addition to freestanding 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:

2. 1. Maximum sign size: thirty (30) square feet. Maximum sign height: Five (5) feet, six (6) inches, including the associated sign structure.

3. Orientation: Large accessory signs must be oriented so that the sign face is not visible from any public rights-of-way.

4. 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.

5. 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. 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 façade.

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, shall project beyond the edges of the awning or canopy surface on which it is displayed. If an awning or 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 shall not extend horizontally a distance greater than sixty (60) percent of the width of the awning, canopy, or valance on which it is displayed.

D. 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 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. Wall signs are not allowed on residential parcels smaller than two (2) acres in size in any zoning district, except for address numbers as required by law and building identification signs allowed by EMC Section 18.97.030.

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: Total area shall not exceed one hundred (100) square feet or three (3) percent of the area of the façade upon which the sign is placed, whichever is less. Width: Not to exceed sixty (60) percent of the width of the wall plane upon which the sign is placed.

4. Height. Shall not project above roof lines or obscure architectural details and may not exceed 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: 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: 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 is allowed only as an integral part of a building mounted wall sign or a freestanding sign. Changeable copy signs that are portable are not permitted.

D. Dimensions. 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 and no more than fifty (50) percent of a free standing sign face may be changeable copy; however, these size limitations do not apply to signs required by law. Building mounted wall signs with changeable copy 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. 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 that does not comply with the following standards:

A. Zone: Permanent Freestanding Signs are only allowed in the Town Center (TC), Commercial (C), Mixed-Use Residential (MUR), Business Park (BP), Industrial (I), and Public (P) zoning districts.\(^5\)

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 street frontage. Multiple shared freestanding signs may be permissible in accordance with the minimum separation distance in subsection (C)(4) below, 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 or apply for 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. Shopping centers, mixed-use developments, adjoining parcel development, or multi-tenant buildings may request or apply for a Master Sign Plan for the comprehensive review of all signs proposed within the site development.

**Figure 17**

C. Setback and Location.

1. No freestanding sign shall be permitted on any site that does not have street frontage.

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\(^5\) Temporary freestanding signs are allowed in all zones, see, Section 18.97.240.
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.

4. Where more than one (1) freestanding sign is proposed on a site with multiple frontages, a minimum of one hundred and fifty (150) linear feet shall separate each sign.

![Figure 18]

D. Dimensions.

1. Maximum sign size and height dimensions are determined based on the property’s linear distance of total street frontage and are subject to both the setback and location criteria in the preceding section and the following requirements:

<table>
<thead>
<tr>
<th>Individually Permitted Freestanding Signs</th>
<th>Maximum Size</th>
<th>Maximum Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Street Frontage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-60 feet</td>
<td>40 square feet</td>
<td>6 feet</td>
</tr>
<tr>
<td>61-119 feet</td>
<td>50 square feet</td>
<td>8 feet</td>
</tr>
<tr>
<td>120 feet or more</td>
<td>75 square feet</td>
<td>10 feet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shared Freestanding Signs (approved under a Master Sign Plan)</th>
<th>Maximum Size</th>
<th>Maximum Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Street Frontage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-60 feet</td>
<td>48 square feet</td>
<td>7.5 feet</td>
</tr>
<tr>
<td>61-119 feet</td>
<td>60 square feet</td>
<td>10 feet</td>
</tr>
<tr>
<td>120 feet or more</td>
<td>90 square feet</td>
<td>12 feet</td>
</tr>
</tbody>
</table>
2. An individual freestanding sign may be permitted up to a maximum height of twelve (12) feet and a maximum size of one hundred and twenty (120) square feet and a shared freestanding sign may be permitted up to a maximum height of fifteen (15) feet, in accordance with 2(c) below, 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;

(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 following designs standards apply to freestanding signs.

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, text, or both are illuminated.

2. The permanent sign base shall have a minimum aggregate width of forty (40) percent of the width of the sign cabinet or face.

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 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: one (1) sign up to a maximum of twenty-four (24) square feet in area.
   3. 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.

Section 18.97.200. Portable Signs. No permit shall be issued for a portable sign, sandwich board sign, or pole mounted sign that 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 farther 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 any public sidewalk without a Street Use permit issued by the City.

D. Dimensions: Size and Height. 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. 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 constructed 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.

Figure 19

F. Display Hours: Portable signs and temporary portable signs may only be displayed during business operating hours.

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 that does not comply with the following standards.

A. Zone. Allowed in all zoning districts.

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 closer than eight (8) feet above the grade of the sidewalk, walkway, or driveway directly below 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 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 Street Use permit issued by the City.

D. Dimensions:

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.

**Figure 20**

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 that does not comply with the following standards:

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

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 seventy (70) percent 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.

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. 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.

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 a 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 Chapter and the following:

1. Building/Surface/Wall Mounted Signs: Not allowed on properties under two (2) acres in size. For larger parcels, see 18.97.240(F)
2. Changeable Copy Signs: See applicable sign type.
3. Freestanding signs (includes post-mounted, stake-mounted, and portable signs).
(a) Single-family 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 exceed three (3) feet in height if the sign is stake-mounted or portable.

(b) Multi-family 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 exceed three (3) feet in height if the sign is stake-mounted or portable.

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

E. Non-residential or mixed-use properties. Temporary signs are allowed on properties within the TC, C, MUR, BP, and P zoning districts in accordance with the requirements of this Chapter and the following:

1. Building/Surface/Wall-mounted signs:
   (a) Size. Limited to forty (40) square feet total per building site, not to exceed twenty (20) 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. 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 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.

3. Window signs. Limited to 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 within any zoning district. 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 Street 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 Street 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 Street 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 that does not comply with the following standards:

A. Zone. Allowed in all zoning districts.

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. Window Coverage. Window signs, whether temporary 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 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 any sign that is 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 designee. If a building permit is required for the sign, the Building Official approves the building permit. If a Street Use permit is required, the Public Works Director approves the 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 include 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 Street Use permit application or a Special Event 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. Freestanding 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 Street 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).

J. **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 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 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 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 written consent from all affected property owners, 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, the applicant shall include a statement describing 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;

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 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 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 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 in the 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 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 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 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, lessor, 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’ 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”
“Façade” 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.

“H”

“I”

“Illlegal 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.

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

“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.

“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, televisuals 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.
The Planning Commission held a public hearing previously during this meeting. This agenda item is in place to allow the commissioners to consider public input, consider the drafted code and make any changes deemed appropriate in light of the input, make a recommendation to City Council, and forward the recommendation to City Council for a first study session discussion with the Council.

**Recommendation**
Hold a discussion and make a recommendation regarding the drafted sign code.
CITY OF EDGEWOOD

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted ___-___ to recommend APPROVAL of repealing Section 18.90.160 of the Edgewood Municipal Code (EMC) and adopting a new EMC Chapter 18.97, entitled “Sign Code” and to send their recommendation to the City Council for consideration.

It is the recommendation of the City of Edgewood Planning Commission to approve the drafted sign code as presented in the staff report and attachments from Community Development Director Darren Groth for the June 10, 2019 Planning Commission agenda.

RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 10TH DAY OF JUNE 2019.

Attest by:

Planning Commission Chair

Darren Groth, AICP, CPM
Community Development Director
### Discussion

On September 4, 2018, City Council requested staff work with the Planning Commission to review the Edgewood Municipal Code (EMC) Use Charts and identify any suggested edits or modifications to the two distinctly different use charts. During the next two meetings, on October 8 and November 5, 2018, the Planning Commission and staff discussed possible ways to improve the current use charts. The October 8 meeting focused on resources to use to help Edgewood modify their code. Several city examples were provided and discussed as well as a recommendation to review the North American Industry Classification System (NAICS). The NAICS is an industry classification system that groups establishments into industries based on the similarity of their production processes. The Planning Commission agreed with the suggestion to use the NAICS to develop a potential use chart.

On December 17, 2018, staff presented a draft use table and used the NAICS codes to identify the respective uses. While the NAICS classifications groups similar establishments, some of the specific uses may be more compatible for development in Edgewood. An initial review of those uses resulted in the also attached use chart condition list. This list attempts to identify certain criteria that must be followed to allow specific NAICS industries. The prior charts did not include the Public (P) zoning district due to a direction decision made by the commission during the December meeting. While additional modifications to the City’s plans and regulations would be necessary to eliminate the P zoning district, those charts outlined how the current public uses could be integrated into other districts.

In addition to the use chart and use chart condition list attachments, Chapter 17.4 of the proposed model code is also attached as an exhibit to this staff report. This section of code is provided to illustrate how the use chart could work within the residential districts proposed by the model code. This chapter does not include density minimum and maximum requirements for each residential district. Each district does, however, propose to maintain the current minimum net developable lot size requirements. Since the density requirements may not coincide with a respective zoning district, then the current SF2, SF3, and SF5—which are all based on the maximum number of dwelling units allowed per buildable net acre, i.e., two dwelling units per acre in the SF2 zone, three in the SF3 zone, and five in SF5—zoning district designations are not necessary. The Use Chart and Chapter 17.4 proposes to change the SF2 designation to Single-Family, the SF3 designation to Residential 1, and the SF5 designation to Residential 2. Similarly to the modifications necessary to eliminate the P zoning district, the change in residential zoning categories would also require several plan updates.
On January 14, 2019, the Planning Commission further discussed the proposed use chart. The agenda item was focused on settling on a draft moving forward. As the City Council is still invested in creating EMC Title 17 – Land Development Code, the revised use chart could either move forward separately or coincide with adoption of Title 17. If the attached, proposed use chart is considered separately, then the Planning Commission may choose to repeal both Table 1 of EMC Section 18.80.080 and the Chapter 18.70 EMC, Land Use Types and Levels – Use Table and adopt a new table that could become EMC Section 18.80.120, which is currently reserved. This agenda item should finalize the use chart and identify the next step.

On March 11, 2019, the Planning Commission further discussed the proposed use chart and the changes made since the last meeting to the actual charts. The style of marker for each category changed, the table eliminated blanks, and the numbering system was continued throughout the NAICS sectors. During the March meeting, the Planning Commission recommended additional modifications to finalize a draft table. In addition, staff was asked to identify what parts of the code would also be required to change in order to accommodate the modifications to the use charts.

**Recommendation**
Discuss and provide recommendations regarding revisions to the City’s use tables, which include a new Summary of Uses Table for all zoning districts, use notes and conditions, and additional code modifications.
# Summary of Uses Table

<table>
<thead>
<tr>
<th>Residential</th>
<th>SF</th>
<th>R1</th>
<th>R2</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory Dwelling Unit (ADU), attached</td>
<td>✓ ✓ ✓ ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>See EMC Section 18.20.040 for ADU requirements for both attached and detached (backyard cottage) ADUs.</td>
</tr>
<tr>
<td>Backyard Cottage ADU, detached</td>
<td>✓ ✓ ✓ ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>A small self-contained ADU located on the same lot as a detached house, but physically separated (detached)</td>
</tr>
<tr>
<td>Detached House</td>
<td>✓ ✓ ✓ ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>1 dwelling unit on an individual lot with yards on all sides</td>
</tr>
<tr>
<td>Cottage Court</td>
<td>- ✓ ✓ ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>5-9 detached dwelling units organized around an internal shared courtyard</td>
</tr>
<tr>
<td>Duplex: Side by Side</td>
<td>- ✓ ✓ ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>2 dwelling units on an individual lot separated vertically side-by-side that share a common wall</td>
</tr>
<tr>
<td>Duplex: Back to Back</td>
<td>- ✓ ✓ ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>2 dwelling units on an individual lot separated vertically back-to-back that share a common wall</td>
</tr>
<tr>
<td>Attached House</td>
<td>- ✓ ✓ ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>2 attached dwelling units located on two separate lots that share a common wall along a lot line</td>
</tr>
<tr>
<td>Multi-Plex</td>
<td>- - - - ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>Accommodates 3 (tri-plex) to 4 (four-plex) dwelling units vertically or horizontally integrated</td>
</tr>
<tr>
<td>Townhouse</td>
<td>- - - - - ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>3 or more dwelling units where each unit is separated vertically by a common side wall (not vertically mixed)</td>
</tr>
<tr>
<td>Apartment</td>
<td>- - - - - ✓ ✓ ✓</td>
<td>-</td>
<td>-</td>
<td>5 or more dwelling units vertically and horizontally integrated</td>
</tr>
<tr>
<td>Adult Family Home</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ -</td>
<td>-</td>
<td>-</td>
<td>Home in which person(s) provide care, room, and board to 2-6 adults who are not related to them [RCW 70.128.010(1)]</td>
</tr>
<tr>
<td>Home Daycare or Family Daycare Provider</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ -</td>
<td>-</td>
<td>-</td>
<td>Provider of early childhood education and early learning services for ≤12 children in home [RCW 43.216.010]</td>
</tr>
</tbody>
</table>
### Sector 11: Agriculture, Forestry, Fishing and Hunting

<table>
<thead>
<tr>
<th>NAICS Code 111-115</th>
<th>SF2</th>
<th>SF3</th>
<th>SF5</th>
<th>MR1</th>
<th>MR2</th>
<th>MUR</th>
<th>TC</th>
<th>C</th>
<th>BP</th>
<th>I</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crop Production (111) and Support Activities (115)</strong></td>
<td>✓</td>
<td>✓</td>
<td>A</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Animal Production and Aquaculture (112)</strong></td>
<td>✓</td>
<td>CUP</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td>CUP</td>
</tr>
<tr>
<td><strong>Forestry and Logging (113) and Support Activities (115)</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>CUP</td>
</tr>
</tbody>
</table>

### Sector 21: Mining, Quarrying, and Oil and Gas Extraction

<table>
<thead>
<tr>
<th>NAICS Code 211-213</th>
<th>SF2</th>
<th>SF3</th>
<th>SF5</th>
<th>MR1</th>
<th>MR2</th>
<th>MUR</th>
<th>TC</th>
<th>C</th>
<th>BP</th>
<th>I</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mining, Quarrying, Oil and Gas Extraction, and Support Activities (211-213)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

### Sector 22: Utilities

<table>
<thead>
<tr>
<th>NAICS Code 221</th>
<th>SF2</th>
<th>SF3</th>
<th>SF5</th>
<th>MR1</th>
<th>MR2</th>
<th>MUR</th>
<th>TC</th>
<th>C</th>
<th>BP</th>
<th>I</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Utilities (221)</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>See Condition 2</td>
<td>See Condition 2</td>
</tr>
</tbody>
</table>

### Sector 23: Construction

<table>
<thead>
<tr>
<th>NAICS Code 236-238</th>
<th>SF2</th>
<th>SF3</th>
<th>SF5</th>
<th>MR1</th>
<th>MR2</th>
<th>MUR</th>
<th>TC</th>
<th>C</th>
<th>BP</th>
<th>I</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction of Buildings (236)</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>See Condition 3</td>
<td>See Condition 3</td>
</tr>
<tr>
<td><strong>Heavy and Civil Engineering Construction (237)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td>See Condition 4</td>
<td>See Condition 4</td>
</tr>
<tr>
<td><strong>Specialty Trade Contractors (238)</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>CUP</td>
<td>A</td>
<td>✓</td>
<td>-</td>
</tr>
</tbody>
</table>

See Condition 5
<table>
<thead>
<tr>
<th>Sector 31-33: Manufacturing</th>
<th>NAICS Code 311-339</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>SF2</td>
</tr>
<tr>
<td>Food Manufacturing (311)</td>
<td>-</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Beverage and Tobacco Product Manufacturing (312)</td>
<td>-</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Textile Mills (313)</td>
<td>-</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Textile Product Mills (314)</td>
<td>-</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Apparel Manufacturing (315)</td>
<td>-</td>
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<td></td>
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<tr>
<td>Leather and Allied Product Manufacturing (316)</td>
<td>-</td>
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<tr>
<td></td>
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<tr>
<td>Wood Product Manufacturing (321)</td>
<td>-</td>
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<tr>
<td></td>
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<tr>
<td>Paper Manufacturing (322)</td>
<td>-</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Printing and Related Support Activities (323)</td>
<td>-</td>
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<td></td>
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<tr>
<td>Petroleum and Coal Products Manufacturing (324)</td>
<td>-</td>
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<tr>
<td>Chemical Manufacturing (325)</td>
<td>-</td>
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<td></td>
<td></td>
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<tr>
<td>Plastics and Rubber Products Manufacturing (326)</td>
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<td>Nonmetallic Mineral Product Manufacturing (327)</td>
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<td>Primary Metal Manufacturing (331)</td>
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<td>Fabricated Metal Product Manufacturing (332)</td>
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<tr>
<td>Machinery Manufacturing (333)</td>
<td>-</td>
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<td></td>
<td></td>
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<tr>
<td>Computer and Electronic Product Manufacturing (334)</td>
<td>-</td>
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<td></td>
<td></td>
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<tr>
<td>Electrical Equipment, Appliance, and Component Manufacturing (335)</td>
<td>-</td>
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<td></td>
<td></td>
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<td>Transportation Equipment Manufacturing (336)</td>
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<td></td>
</tr>
<tr>
<td>Furniture and Related Product Manufacturing (337)</td>
<td>-</td>
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<td></td>
<td></td>
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<tr>
<td>Miscellaneous Manufacturing (339)</td>
<td>-</td>
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</tbody>
</table>
### Sector 42: Wholesale Trade

<table>
<thead>
<tr>
<th>NAICS Code 423-425</th>
<th>Sectors</th>
<th>SF2</th>
<th>SF3</th>
<th>SF5</th>
<th>MR1</th>
<th>MR2</th>
<th>MUR</th>
<th>TC</th>
<th>C</th>
<th>BP</th>
<th>I</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchant Wholesalers, Durable Goods (423)</td>
<td>- - - - - -</td>
<td>CUP</td>
<td>A</td>
<td>✓</td>
<td>-</td>
<td>See Condition 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
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### Sectors 44-45: Retail Trade

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### Sector 48-49: Transportation and Warehousing

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<td>Lessors of Nonfinancial Intangible Assets (except Copyrighted Works) (533)</td>
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### Sector 62: Health Care and Social Assistance

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### Sector 71: Arts, Entertainment, and Recreation

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### Sector 81: Other Services (except Public Administration)

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### Other Uses Not Identified in the NAICS

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<td>CUP</td>
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<tr>
<td>Commercial Parking Lot (as a primary use)</td>
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<td>CUP</td>
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<tr>
<td>Commercial Parking Garage (as a primary use)</td>
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<td>CUP</td>
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<tr>
<td>Public Park</td>
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<td>✓</td>
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</tbody>
</table>

Also subject to EMC Section 18.90.120
Subject to EMC Subsection 18.95.030.I
List of Notes and Conditions

Notes
1. The use of land or buildings shall be in accordance with those listed in Use Chart. No land or building shall hereafter be used and no building or structure erected, altered, or converted other than for those uses specified in the zoning district in which it is located. The legend for interpreting the Use Chart is:
   ✓ Designates use permitted in the zoning district indicated.
   - Designates use prohibited in district indicated.
   A Designates use may be approved by Administrative Use Permit
   CUP Designates use may be approved by Conditional Use Permit
2. If a use is not listed, it is not allowed in any zoning district.
3. It is recognized that new types of land use will develop and forms of land use not presently anticipated may seek to locate in the City of Edgewood. In order to provide for such changes and contingencies, a determination as to the appropriate classification of any new or unlisted form of land use in the Use Chart shall be performed in accordance with Edgewood Municipal Code (EMC) Section 18.50.020.D.
4. Any proposed use, business, structure, or other land occupancy is subject to the primary, secondary, and incidental uses expressed in the Use Chart. As an example, a company performing surveying and mapping services may located their office in accordance with their primary NAICS code for the service function and any secondary, tertiary, or otherwise incidental outdoor storage, maintenance facility, information services, or other use is subject to the development standards and conditions of the incidental use.

Conditions
1. Activities must be performed on parcels larger than two (2) acres in size. Regardless of other indicators in the Use Chart, NAICS Industry Group code 1122 (Hog and Pig Farming) is prohibited in all zoning districts. Family farms located on parcels less than two (2) acres in size are permitted in residential zones.
2. NAICS Industries codes 22111 (Electric Power Generation), 22132 (Sewage Treatment Facilities), and 22133 (Steam and Air-Conditioning Supply) subject to CUP and codes 22112 (Electric Power Transmission, Control, and Distribution), 22121 (Natural Gas Distribution), and 22131 (Water Supply and Irrigation Systems) require AUP.
3. NAICS Subsector code 236 (Construction of Buildings) allowed subject to use chart for primary structure being constructed.
4. NAICS Subsector code 237 (Heavy and Civil Engineering Construction) allowed subject to use chart for primary use being constructed.
5. Operations shall not disseminate dust, fumes, gas, noxious odor, smoke, glare, or other atmospheric influence beyond the boundaries of the site, property, or parcel on which such use is located.
6. Excludes NAICS Industry Group code 3116 (Animal Slaughtering and Processing), which is a prohibited use.
7. Subject to regulation and classification by the Washington State Liquor and Cannabis Board. NAICS Industries code 31211 (Soft Drink and Ice Manufacturing) only permitted in Industrial zoning district. NAICS Industries codes 31212 (Breweries), 31213 (Winery), and 31214 (Distilleries) permitted per the Use Chart and must meet one of the following Washington State Liquor and Cannabis Board classifications:
   a. Craft Distillery;
   b. Microbrewery - Production of less than 60,000 barrels per year;
   c. Domestic Winery – Production of less than 250,000 liters per year; or
   d. Tasting Room.
8. NAICS Industry code 4453 (Beer, Wine, and Liquor Stores) subject to regulation and classification by the Washington State Liquor and Cannabis Board.
9. NAICS Industries code 45391 (Pet and Pet Supplies Stores) use operations not disseminate dust, fumes, gas, noxious odor, smoke, glare, or other atmospheric influence beyond the boundaries of the property on which such use is located. NAICS Industries code 45399 (All Other Miscellaneous Store Retailers) subject to Edgewood Ordinances 11-0356, 13-0410, 14-0425, 17-0502, and any other regulations pertaining to cannabis under RCW 69.51A or I-502.
10. NAICS Subsector codes 481-485 and 487 (Air Transportation; Rail Transportation; Water Transportation; Truck Transportation; Transit and Ground Passenger Transportation; and Scenic and Sightseeing Transportation) permitted as services or systems, to include necessary support activities. The physical location of facilities, maintenance grounds, offices, or other structures incidental to the service or system are subject to the use regulations for said structure.

11. Subject to Washington Utilities and Transportation Commission regulations and the federal Pipeline and Hazardous Materials Safety Administration (PHMSA). As allowed under state or federal regulations, any use(s) or appurtenances subject to local municipal control will require a CUP in all zoning districts.

12. NAICS Subsector code 491 (Postal Service) and NAICS Subsector code 521 (Monetary Authorities-Central Bank) are both subject to and considered to be a facility subject to NAICS Sector 92.

13. NAICS Subsector code 492 (Couriers and Messengers) are permitted as services or systems. The physical location of facilities, maintenance grounds, offices, or other structures incidental to the service or system are subject to the use regulations for said structure.

14. NAICS Subsector code 517 (Telecommunications) is subject to Edgewood Ordinance No. 18-0526 and any successors, as modified.

15. NAICS Subsector code 531 (Real Estate) only references the office type or business management functions of the various NAICS Industries codes. For the purposes of this Use Chart, NAICS Subsector code 53113 (Lessors of Miniwarehouses and Self-Storage Units) is subject to its own row in the table and Condition 16. NAICS Industries codes 53111 (Lessors of Residential Buildings and Dwellings); 53112 (Lessors of Nonresidential Buildings (except Miniwarehouses); 53119 (Lessors of Other Real Estate Property); 53121 (Offices of Real Estate Agents and Brokers); 53131 (Real Estate Property Managers); 53132 (Offices of Real Estate Appraisers); and 53139 (Other Activities Related to Real Estate) do not include the end uses or structures that are being leased, rented, managed, sold, brokered, appraised, or otherwise controlled from another location.

16. NAICS Industries code 53113 (Lessors of Miniwarehouses and Self-Storage Units) was broken apart from NAICS Subsector code 531 (Real Estate).

17. NAICS Industry Group code 5621 (Waste Collection) does not include residential, office, business, or other local collections of waste, recycling, or other goods. Approval for NAICS Industries code 56221 (Waste Treatment and Disposal) subject to required CUP.

18. NAICS Industry Group code 6216 (Home Health Care Services) not subject to use chart and instead must operate in accordance with Edgewood Municipal Code (EMC) Sections 18.100.070 – 18.100.080.

19. Excludes NAICS Industry Group code 7212 (RV (Recreational Vehicle) Parks and Recreational Camps), which are only allowed in the Industrial (I) zoning district after first obtaining a Conditional Use Permit (CUP).

20. Excludes NAICS Industry Group code 7213 (Rooming and Boarding Houses, Dormitories, and Workers Camps), which are permitted in the SF, R1, R2, MR1, MR2, and MUR zoning districts after first obtaining a CUP and the use may only be allowed for up to seven tenants, workers, residents, or other occupants, including on-site staff.

21. NAICS Industry Group code 7224 (Dinking Places (Alcoholic Beverages)) subject to regulation and classification by the Washington State Liquor and Cannabis Board.

22. NAICS Industries code 811192 (Car Washes) is the only use permitted with a CUP in the MUR zoning district and all other uses under NAICS Subsector code 811 (Repair and Maintenance) are prohibited in the MUR zoning district.

23. NAICS Industry Group code 8131 (Religious Organizations) subject to locational allowances per facility size, as follows:
   a. Up to 10,000 square feet: permitted in all zoning districts;
   b. From 10,001 up to 20,000 square feet: requires an Administrative Use Permit (AUP) in MR1 and MR2;
   c. From 20,001 up to 30,000 square feet: requires an AUP in SF2, SF3, SF5, MR1 and MR2;
   d. From 30,001 up to 40,000 square feet: CUP in SF2, SF3, and SF5 and an AUP in MR1 and MR2.

24. NAICS Subsector code 814 (Private Households) not subject to use chart and instead must operate in accordance with Edgewood Municipal Code (EMC) Sections 18.100.070 – 18.100.080.

25. Drive-up windows shall not face a public right-of-way and the entire facility must be screened from the right-of-way in accordance with EMC Subsection 18.95.030.K.
Additional Necessary Code Modifications

1. **EMC Chapter 18.20 – Definitions**
   a. Each use should be defined in either the EMC or NAICS.
   b. Any use or term not used in the EMC should be eliminated.
   c. Revise existing terms, e.g., outdoor storage, that appear in the definitions with language similarly used in the new summary of uses table, i.e., “outside storage” or “outdoor storage and display.”

2. **EMC Chapter 18.70 – Land Use Types and Levels**
   a. Section 18.70.020: address new summary of uses table and delete references to prior use levels.
   b. Section 18.70.030: rewrite in accordance with new summary of uses table.
   c. Sections 18.70.050-120: rewrite in accordance with new summary of uses table.

3. **EMC Chapter 18.80 – Land Use Zones**
   a. Section 18.80.010: rewrite to focus on the new summary of uses table.
   b. Sections 18.80.040-110: rewrite to focus on the new summary of uses table.
   c. Section 18.80.080: revise TC, C, MUR, and BP in accordance with new summary of uses table; shift Table 1: Permitted Use Table to EMC Chapter 18.70; keep Table 2: Development Standards Table; keep Table 3: Development Intensity Bonus Options; keep remaining standards in Subsections E-H; and update Table 4: Minimum Parking Requirements to match new summary of uses table.
   d. Delete Section 18.80.120.

4. **EMC Chapter 18.80 – Development Standards – Citywide Applicability**
   a. Section 18.90.120: Rename as Outside Storage and revise the section to comply with the new summary of uses table.
   b. Section 18.90.130: Revise the Parking Space Standards by Use Type table to match new summary of uses table.

5. **EMC Chapter 18.95 – Design Standards**
   a. Section 18.95.020: revise list of projects subject to the design standards in Paragraph A to match the new summary of uses table and the respective NAICS Sectors.
   b. Section 18.95.030: Update the term “outdoor storage” with “outside storage” in Subsection 18.90.030.A.2.d.
   c. Section 18.95.030: Rename the heading to “Service Areas, Outside Storage, and Outdoor Storage and Display;” update the three references to the term “outdoor storage” with “outside storage” in Subsection 18.90.030.I; and add implementing measures for “outside storage” uses in accordance with EMC Section 18.90.120.

6. **EMC Chapter 18.100 – Development Standards – Use Specific**
   b. Section 18.100.060: Revise list of uses in Subsection B to reflect new summary of uses table.
5.b.ii. - 2019 Work Plan

CITY OF EDGEWOOD
STAFF REPORT
PLANNING COMMISSION AGENDA ITEM

Date: June 10, 2019

Title: 2019 Work Plan

Attachments: None

Submitted By: Darren Groth, Community Development Director

Discussion
On April 8, 2019, the Planning Commission finalized their recommended 2019 Work Plan to forward to City Council. On April 23, 2019, City Council approved the 2019 Planning Commission Work Plan, as presented. The work plan consists of the follow eight items and may be amended during the year, as necessary.

1. Update Sign Code;
2. Revise Use Charts;
3. Rewrite Subdivision Code;
4. Review Future Land Use Map (FLUM);
5. Town Center;
6. Special Land Use Study Overlay;
7. Create Edgewood Municipal Code (EMC) Title 17 – Land Development Code; and
8. Review City plans to identify other City initiated Comprehensive Plan amendments.

This is a standing item for the remainder of 2019 to allow the Planning Commission to discuss items and plan future agendas as necessary. As the Commission works through their plan, requests for information, agenda items, code amendments, or City Council briefings may all be necessary to support the work needed to address these topics.

Recommendation
Review and discuss the work plan, as needed.