



City of Covington

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City of Covington

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The City of Covington is a place where community, business, and civic leaders work together with citizens to preserve and foster a strong sense of community.

PLANNING COMMISSION AGENDA

February 6, 2014

6:30 PM

CALL TO ORDER

ROLL CALL

Chair Sean Smith, Vice Chair Paul Max, Jennifer Gilbert-Smith, Ed Holmes, Bill Judd, Binoy Varughese & Alex White.

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for November 21, 2013 and January 2, 2014

CITIZEN COMMENTS - *Note: The Citizen Comment period is to provide the opportunity for members of the audience to address the Commission on items either not on the agenda or not listed as a Public Hearing. The Chair will open this portion of the meeting and ask for a show of hands of those persons wishing to address the Commission. When recognized, please approach the podium, give your name and city of residence, and state the matter of your interest. If your interest is an Agenda Item, the Chair may suggest that your comments wait until that time. Citizen comments will be limited to four minutes for Citizen Comments and four minutes for Unfinished Business. If you require more than the allotted time, your item will be placed on the next agenda. If you anticipate, in advance, your comments taking longer than the allotted time, you are encouraged to contact the Planning Department ten days in advance of the meeting so that your item may be placed on the next available agenda.*

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS –

2. Discussion of Proposed Code Amendments for Civic, Government, Non-Profit and A-Frame Signs (See Attachment A)
3. Discussion of Policy for Regulation of Signs for Home Businesses (See Attachment B)

ATTENDANCE VOTE

PUBLIC COMMENT: (Same rules apply as stated in the 1st CITIZEN COMMENTS)

COMMENTS AND COMMUNICATIONS OF COMMISSIONERS AND STAFF

ADJOURN

*Any person requiring a disability accommodation should contact the City at least 24 hours in advance.
For TDD relay service please use the state's toll-free relay service (800) 833-6384 and ask the operator to dial (253) 638-1110*

Web Page: www.covingtonwa.gov

**CITY OF COVINGTON
Planning Commission Minutes**

January 2, 2014

City Hall Council Chambers

CALL TO ORDER

Vice Chair Max called the regular meeting of the Planning Commission to order at 6:37 p.m.

MEMBERS PRESENT

Vice Chair Paul Max, Jennifer Gilbert-Smith, Bill Judd (arrived at 6:40), Ed Holmes, Sean Smith, Binoy Varughese and Alex White.

MEMBERS ABSENT – None

STAFF PRESENT

Richard Hart, Community Development Director
Ann Mueller, Senior Planner
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

- **1. Vice Chair Max moved and Commissioner Gilbert-Smith seconded to approve the consent agenda. Motion carried 6-0.**

CITIZEN COMMENTS - None

PUBLIC HEARING – None

UNFINISHED BUSINESS - None

NEW BUSINESS

2. Discussion and Recommendation of Proposed 2014 Planning Commission Work Program

Community Development Director, Richard Hart introduced a memo and attachments outlining the proposed 2014 Planning Commission Work Program. Staff has estimated the number of hours needed to complete each tasks.

This is one of the first years that there is not a lot of discussion about the work program because the tasks are either council directives or state mandates. Mr. Hart thanked Commissioner Holmes for his input regarding assessing hours to each task and a mid-year check to gauge completeness.

Commissioner Varughese asked about the number of completed tasks in 2013. Mr. Hart explained that the city has a limited number of attorney hours available to assist in completing the work program tasks. Sign code changes for Civic, Government and Non-Profit Signs and Draft Shoreline Development Regulation Standards and Permits in a Proposed User Guide were not completed in 2013. Other tasks took more time than originally allocated. The state mandated items on the 2013 Planning Commission Work Program were completed, and the lowest priority items were carried over to 2014. Mr. Hart is confident that the items that were not completed in 2013 will be in completed 2014.

The Comprehensive Plan Amendment Update docket will include the CIP program and Park Impact fees. Staff is not aware of any anticipated publicly submitted docket items. The deadline is in February.

The City Council will also be discussing both short and long range concerns for staff to be addressing at their annual summit Saturday, January 25th. The council will review accomplishments from the previous year and review the vision and the goals of the city. This year they will discuss some street design elements including lighting, stamped concrete, street furniture and landscaping for public rights of way as requested by Councilmember Lanza.

Vice Chair Max asked about the process of determining changes in design standards to the fixtures in the right-of-way. Mr. Hart explained that the street engineering standards are determined by the Public Works Department. Community Development will review and provide feedback on any street design standard changes.

Commissioner Holmes asked about the 100 hours allocated for Medical Marijuana, Collective Gardens and Dispensary Moratorium Extension/Code Changes and Permanent Zoning for Recreational Marijuana. He wondered if it was enough time given the complexity. Mr. Hart explained this time represents his time and not the attorney's time.

- **Commissioner White moved and Commissioner Varughese seconded to recommend the Proposed 2014 Planning Commission Work Program to the City Council. The motion carried 7-0.**

ATTENDANCE VOTE – None

PUBLIC COMMENT – None

COMMENTS AND COMMUNICATIONS FROM STAFF

Mr. Hart provided the Planning Commission an outline of upcoming meetings. The January 16th Planning Commission meeting will be cancelled.

ADJOURN

The January 2, 2014 Planning Commission Meeting adjourned at 7:09 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

**CITY OF COVINGTON
Planning Commission Minutes**

November 21, 2013

City Hall Council Chambers

CALL TO ORDER

Vice Chair Max called the regular meeting of the Planning Commission to order at 6:35 p.m.

MEMBERS PRESENT

Vice Chair Paul Max, Ed Holmes, Jennifer Gilbert-Smith, Bill Judd, Sean Smith and Alex White (arrived at 6:40 p.m.).

MEMBERS ABSENT - Binoy Varughese

STAFF PRESENT

Richard Hart, Community Development Director
Salina Lyons, Principal Planner
Ann Mueller, Senior Planner
Kelly Thompson, Planning Commission Secretary

APPROVAL OF CONSENT AGENDA

- Ø **1. Vice Chair Max moved and Commissioner Holmes seconded to approve the November 7, 2013 minutes and the consent agenda. Motion carried 5-0.**

CITIZEN COMMENTS - None

PUBLIC HEARING - None

UNFINISHED BUSINESS

2. Discussion and Final Recommendation to City Council on the Hawk Property Planned Action Ordinance and Subarea Plan amending the city's Comprehensive Plan and Municipal Code

Vice Chair Max asked about how the design would be reviewed. Staff responded that the review is done administratively according to standards in the Subarea Plan & Ordinance.

Vice Chair Max also inquired about the Reclamation Permit for the gravel pit. Staff indicated the State would issue the permit according to their standards. Vice Chair Max stated that he liked the staff and consultant response and

changes to the to the required parking requirements and building frontage and allowing flexibility with 20% allowed adjacent to street if it's screened.

Commissioner Judd was comfortable with the staff and consultant changes and felt they addressed the citizens concerns at the public hearing. He asked if staff could notify the citizens of the changes that the staff and consultant have made. Staff agreed to do that.

Commissioner Holmes said this was a great example of the city responding to the public input at the hearing and making changes to address their concerns. He also asked a general question about the long-term future of Highway 516 and traffic concerns. Staff agreed to prepare a presentation with Public Works to the Commission about traffic concurrency at a future meeting.

Commissioner Gilbert-Smith said she was impressed with staff work and although she missed the public hearing she was brought up to speed on the work with the great minutes and staff memo responding to citizen questions.

- Ø **Motion to recommend the Subarea Plan and Planned Action Ordinance to the City Council was made by Vice Chair Max and seconded by Commissioner Judd. The motion carried 6-0.**

NEW BUSINESS – None

ATTENDANCE VOTE

- Ø **Commissioner Holmes moved and Commissioner Gilbert-Smith seconded to excuse Commissioner Varughese. Motion carried 6-0.**

PUBLIC COMMENT

Kevin Thomas of Oakpointe Development - He thanked the staff for addressing all of Oakpointe's questions and concerns especially regarding the residential density of R-6 in the southeast portion of the Hawk Property Subarea Plan.

COMMENTS AND COMMUNICATIONS FROM STAFF

Community Development Director, Richard Hart reminded the Planning Commission of the Study Session with the City Council on Tuesday, December 10, 2013 at 6:30 p.m.

ADJOURN

The November 21, 2013 Planning Commission Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Kelly Thompson, Planning Commission Secretary

Memo

To: Planning Commission Members

From: Richard Hart, Community Development Director
Ann Mueller, Senior Planner
Brian Bykonen, Associate Planner/Code Enforcement Officer

CC: Salina Lyons, Principal Planner

Date: February 06, 2014

Re: Discussion of Civic/Community Service Event Signs, Institutional Signs, Home Business Signs, and Portable Signs Code Amendments

Background

City staff has encountered several deficiencies in the city's sign code (Attachment 1) when administering regulations regarding civic/community service event temporary signs, institutional signs, home business signs, and portable signs (e.g. A-frames, etc.). In 2013, staff was directed by the city council to study and make recommendations for possible sign code changes regarding the regulation of civic and institutional signs. Given the experience of staff with other deficiencies in the city's sign code, staff recommends that the planning commission also study and make recommendations to the city council regarding home business and portable signs.

When considering changes to the city's sign code, it's appropriate to be reminded of the extent of the city's reach when regulating signs. A city's authority to regulate signs is based upon its "police power." However, because signs are recognized as a form of speech, the city's authority to regulate signs is limited by the free speech protections afforded in the state and federal constitutions. Generally speaking, constitutional free speech protections effectively prevent the city from regulating the content of signs, as the city may only do so if the content restriction was found to be narrowly tailored to serve a compelling city interest (an extremely high threshold to meet). However, the city may make appropriate time, place, and manner restrictions on signs if the regulations are narrowly tailored to serve a significant city interest (a lesser standard than "compelling"—such interests would include traffic safety and community aesthetics, for example) and leave open ample alternative channels of

communication. Constitutional protections also differ for commercial and non-commercial signs. Additionally, signs are a form of property, therefore the city's authority to regulate existing signs is also limited by the "takings" provisions of the state and federal constitutions.

Sign Amendments

Below is a list of issues with the city's current sign code that city staff has identified as portions of the code in need of updating.

1. Civic/Community Service Event Signs: Civic/community service event signs are signs for an event (e.g. food festival, concert, fun run, organizational meeting, etc.) sponsored by a private or public organization—including a school, church, or civic fraternal organization—not primarily for the purpose of selling or promoting merchandise or services.

Covington Municipal Code (CMC) 18.55.050, Table 1 - "Allowances for Temporary and Special Signs-Permit Required" outlines regulations for temporary and special signs including type, number, sign area, height, and location. Different regulations are provided for temporary and permanent civic/community service event signs and staff is essentially left to review such signs on a "case-by-case basis."

Given the arbitrary nature for temporary civic/community service event signs, it is difficult for staff to administer the code in a consistent manner. In addition, current regulations do not address sponsorship recognition on civic/community service event signs, which is often a desire of various organizations.

2. Residential Institutional Signs: CMC 18.55.050 Table 2 - "Sign Allowances for Residential Zones - Permit Required" outlines regulations for institutional signs within residential zones including type, number, sign area, height, and location. Institutional signs include signs for government facilities, public parks, public utilities, and schools. The city's current code does not allow internally illuminated signs for institutional signs within residential zones.

The city's parks department has requested the ability to use internally illuminated signs at their facilities, many of which are located in residential zones. They would like to be able to construct signs that will be seen by the public and allow them to better identify services and activities available at their facilities. This issue, and whether this type of signage is desired in residential zones, will be brought before the commission for input.

3. Home Businesses: Home businesses (home occupations and home industries) are increasing in popularity. The city has issued approximately 310 business licenses for home businesses. The CMC ensures that a given home business is a compatible use with the surrounding community, but the CMC does not regulate the type of signage that a licensed home business may use. Inquiries by the public and city council have necessitated staff to address this issue prior to the approval of formal code amendments. As such, the Community Development Director approved a policy that includes specifications for home business signs. (Attachment 2) This policy will only be in effect until amendments to the CMC to address the same are passed by the city council.

4. **Portable Signs:** Portable signs are signs that are commonly referred to as A-frames, sandwich boards, and mobile reader boards, and are commonly displayed for both civic event and commercial purposes. Current city regulations prohibit portable signs unless expressly allowed elsewhere in the CMC, which exemptions only allow them on a limited term basis for temporary civic/community service events and commercial business grand openings. In such approved instances, a temporary sign permit is required. Case law regarding restrictions on portable signs has changed since the current regulations were adopted, therefore the city's current code should be reviewed and amended as appropriate to conform with the current law.

Next Steps

Staff is recommending that certain sections of CMC 18.55 - Signs be reviewed and amended with updated, reorganized, and/or new language to address the above code deficiencies. In the coming months staff will bring proposed code amendments, as appropriate, relating to each issue below for the planning commission to discuss, hold a public hearing on any proposed code amendments, and ultimately present to the city council a final recommendation for needed sign code amendments.

1. **Civic/Community Service Event Signs:** Review existing sign code and determine what, if any, changes need to be made regarding civic/community service event signs, particularly to eliminate any ad hoc, case-by-case review. Additional areas of review may include sign types, numbers, size, height, location, sponsorship, and duration of display. Another review item may be if civic/community service event signs should require city review or be exempt from review as long as they meet certain criteria.

2. **Residential Institutional Signs:** Review existing sign code and determine what, if any, changes should be made regarding internally illuminated institutional signs within residential zones. Review may include if internally illuminated signs are appropriate for residential zones and what conditions may be required in order to ensure internally illuminated signs do not negatively affect surrounding residential uses.

3. **Home Business Signs:** Review existing sign code and determine what, if any, changes should be made regarding home business signs. Review may include if home business signs are appropriate for residential zones and what conditions may be required in order to ensure home business signs do not negatively affect surrounding residential uses.

4. **Portable Signs:** Review existing sign code and determine what changes should be made regarding portable signs. Review may include if portable signs should be allowed within the city and to what extent time, place, and manner restrictions may be imposed to ensure compatibility with the surrounding area. Another review item may be if portable signs should require city review or be exempt from review as long as they meet certain criteria.

Attachments:

1. CMC 18.55
2. Home Business Sign Policy

Excerpts from City Municipal Code Chapter 18.55 for Signs

18.55.010 Short title.

This chapter shall be known and may be cited as the sign ordinance of the City of Covington. (Ord. 42-02 § 2 (21A.19.010))

18.55.020 Purpose.

It is the purpose of this chapter to balance the public and private needs. Within this broad purpose are the following objectives:

- (1) Help implement the City's vision statement;
- (2) Recognize the visual communication needs of all sectors of the community for identification and advertising purposes;
- (3) Promote a positive visual image of the City and protect property values by (a) encouraging signs that are appropriate and consistent with surrounding buildings and landscape in both scale and design, appropriate to the size of the subject property and the amount of street frontage adjacent to the subject property, and appropriate in relationship to the size of the building, and (b) discouraging excessive numbers of signs;
- (4) Protect the public health, safety, and welfare by regulating the placement, removal, installation, maintenance, size, and location of signs;
- (5) Support and enhance the economic well-being of all businesses within the City, and in particular recognize the needs of all businesses to identify their premises and advertise their products;
- (6) Assure equal protection and fair treatment under the law through consistent application of the regulations and consistent enforcement;
- (7) Assure consistency with the comprehensive plan;
- (8) Recognize that the aesthetic value of the total environment affects economic values of the community, and that unrestricted proliferation of signs can and does detract from the economic value of the community;
- (9) Provide controls of sign proliferation to preserve community scenic, economic, and aesthetic values;
- (10) Improve pedestrian and traffic safety by reducing signage or advertising distractions and obstructions that contribute to limited site visibility; and
- (11) Prohibit the use of billboard signs recognizing that billboards affect the aesthetic value of the community thereby reducing property values and impacting traffic safety because of the distraction that is created by large signage along public rights-of-way. (Ord. 42-02 § 2 (21A.19.020))

18.55.030 Applicability.

(1) This chapter applies to all existing signs and all signs erected, moved, relocated, enlarged, structurally changed, painted, or altered after adoption of the ordinance codified in this chapter, and all such signs must comply with the requirements of this chapter.

(2) Sign standards referenced in Chapter [18.31](#) CMC shall be applicable within the downtown zone. Where all other standards in this chapter may conflict with Chapter [18.31](#) CMC, the standards contained in Chapter [18.31](#) CMC shall apply. (Ord. 10-10 § 3 (Exh. C); Ord. 42-02 § 2 (21A.19.030))

18.55.040 Definitions.

The following words, terms, and phrases, when used in this chapter, shall have meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) "Abandoned sign" means any sign remaining in place after a sign has not been maintained for a period of 90 or more consecutive days or if the activity conducted on the subject property ceases for 180 consecutive days.

(2) "Administrator" means the City Manager or his designee.

(3) "Animated or moving sign" means any sign that uses movement, by either natural or mechanical means, or changes of lighting, either natural or artificial, to depict action to create a special effect or scene.

(4) "Awning or canopy sign" means a nonelectric sign on the vertical surface or flap that is printed on, painted on, or attached to an awning or canopy.

(5) "Balloon" means a decorative inflatable device generally composed of a thin layer of latex or mylar, into which a gas (typically helium) is inserted in order to cause it to rise or float in the atmosphere. (See also "inflatable advertising device.")

(6) "Banner" means a sign made of fabric or any nonrigid material with or without an enclosed framework. (See Figure A-1.)

(7) "Billboard" means permanent outdoor advertising off-site signs containing a message, commercial or otherwise, unrelated to any use or activity on the subject property on which the sign is located, but not including civic event signs, government signs, or instructional signs.

(8) "Building-mounted signs" means any sign attached to the face of a building including without limitation wall signs, marquee signs, under canopy signs, and projecting signs.

(9) "Canopy sign." See "awning or canopy sign." (See Figure A-2.)

(10) "Center identification sign" means a building-mounted or freestanding sign that identifies the name and/or logo of a development containing more than one office, retail, institutional or industrial use or tenant and which may separately identify the tenants.

(11) "Changeable copy sign" means a sign whose informational content can be changed or altered (without changing or altering the sign frame, sign supports or electrical parts) by manual, electric, electromechanical, or electronic means. A sign on which the message changes more than eight times a day shall be considered an

electronic changeable message sign and not a changeable copy sign for the purposes of this chapter. A sign on which the changing message is an electronic or mechanical indication of time and/or temperature shall be considered a “time and temperature sign” and not a changeable copy sign.

(12) “City” means the City of Covington, a Washington municipal corporation, unless the context clearly indicates otherwise.

(13) “Community service event” or “civic event” means an event (such as a food festival, concert, fun run and/or meeting) sponsored by a private or public organization, including a school, church or civic fraternal organization, not primarily for the purpose of selling or promoting merchandise or services.

(14) “Construction sign” means a temporary sign identifying an architect, contractor, subcontractor, and/or material supplier participating in construction on the property on which the sign is located.

(15) “Copy” means the graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.

(16) “Directional sign, on-site” means a sign giving directions, instructions, or facility information and which may contain the name or logo of an establishment but no advertising copy (e.g., parking, exit or entrance signs).

(17) “Drive-up window sign (menu, service, etc.)” means an advertising structure listing services, or items to purchase, from a drive-up window.

(18) “Electrical sign” means a sign or sign structure in which electrical wiring, connections, or fixtures are used.

(19) “Electronic changeable message sign” means an electronically activated sign whose message content, either whole or in part, is changed more than eight times a day by means of electronic programming.

(20) “Exposed building face” means the building exterior wall of a single occupant building or the building exterior wall of an individual tenant’s leased space in a multi-tenant complex viewed as a vertical plane between the finished grade and the ridge of a pitched roof above it, top of parapet, etc. This vertical plane will be used to calculate the sign area for building-mounted signs. In the case of an interior business without a separate exterior entrance, the exposed building face will be the vertical plane of the entrance wall measured between the floor and ceiling. As an option, for those businesses having oblique walls the exposed building face is that area between the finish grade and the ridge or top of parapet which is shown on the elevation drawing submitted with the required drawing s for a building permit.

(21) “Facade” means the entire building face including the parapet.

(22) “Festoons” means a string of ribbons, tinsel, small flags, or pinwheels.

(23) “Flag” means any piece of cloth of individual size, color and design, used as a symbol, signal, emblem, or decoration.

(24) "Flashing sign" means a sign when any portion of it changes light intensity, switches on and off in a constant pattern, or contains moving parts or the optical illusion of motion caused by use of electrical energy or illumination.

(25) "Freestanding sign" means a sign supported permanently upon the ground by poles, pylons, braces or a solid base and not attached to any building. Freestanding signs include those signs otherwise known as "pedestal signs," "pole signs," "pylon signs," "monument signs," and "ground signs." (See Figure A-3.)

(26) "Frontage, building" means the length of an outside building wall.

(27) "Frontage, property" means the length of the property line along the public right-of-way on which it borders.

(28) "Fuel price sign" means a sign displaying the price of fuel for motorized vehicles.

(29) "Graffiti" means an inscription of symbols, works, or pictures by painting, spray painting or other means of defacing public or private property.

(30) "Government sign" means any temporary or permanent sign erected and maintained by any special purpose district, school district, City, County, State, or Federal government for designation of or direction to any school, hospital, hospital site, property, or facility, including without limitation traffic signs, directional signs, warning signs, informational signs, and signs displaying a public service message.

(31) "Height" means the vertical distance measured from the highest point of the sign to the grade of the adjacent street or the surface grade beneath the sign, whichever is less.

(32) "Identification sign" means a sign whose copy is limited to the name and address of a building, institution, or person and/or to the activity or occupation being identified.

(33) "Identification sign (subdivision)" means a freestanding or wall sign identifying a recognized subdivision, condominium complex, or residential development.

(34) "Illuminated sign" means a sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.

(35) "Incidental sign" means a small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises (e.g., a credit card sign, a sign indicating hours of business, beverage sign, etc.).

(36) "Inflatable advertising device" means an advertising device that is inflated by some means and used to attract attention, advertise, promote, market, or display goods and/or services. These devices include large single displays or a display of smaller balloons connected in some fashion to create a larger display.

(37) "Instructional sign" means a sign which designates public information including, without limitation, public restroom signs, public telephone signs, exit signs and hours of operation signs.

(38) "Kiosk" means a freestanding sign, which may have a round shape or which may have two or more faces and which is used to provide directions, advertising or general information.

- (39) "Logo" means a distinctive name, symbol or trademark of a company designed for easy recognition.
- (40) "Maintenance" means the cleaning, painting and minor repair of a sign in a manner that does not alter the basic copy, design, or structure of the sign.
- (41) "Marquee sign" means any sign attached to or supported by a marquee, which is a permanent roof-like projecting structure attached to a building.
- (42) "Monument sign (ground sign)" means a freestanding sign having the appearance of a solid base of landscape construction materials such as brick, stucco, stonework, textured wood, tile or textured concrete materials harmonious with the materials of the primary structure on the subject property. (See Figure A-4.)
- (43) "Multi-tenant complex" means a complex containing two or more uses or businesses.
- (44) "Mural" means a design or representation that is painted or drawn on the exterior surface of a structure and that does not advertise a specific business, product, service, or activity.
- (45) "Nameplate" means a nonelectric on premises identification sign giving only the name, address, and/or occupation of an occupant or group of occupants of the building.
- (46) "Neon (outline tubing) sign" means a sign consisting of glass tubing, filled with neon gas, or other similar gas, which glows when electric current is sent through it.
- (47) "Nonconforming sign" means any sign that was constructed, erected and maintained in conformance with the King County or the City of Covington rules and regulations in effect at the time of establishment and use that no longer conforms to the rules and regulations of this chapter.
- (48) "Obsolete sign" means a sign that advertises a product that is no longer made, a business that is no longer in operation, or an activity or event that has already occurred, except for historical signs.
- (49) "Off-site sign" means a sign relating, through its message and content, to a business activity, use, product, or service not available on the property on which the sign is located.
- (50) "On-site sign" means a sign which contains advertising strictly applicable to a lawful use on the property on which the sign is located, including without limitation signs indicating the business transacted, principal services rendered, and goods sold or produced on the property, or name of the business and name of the person occupying the property.
- (51) "Person" means any individual, corporation, association, firm, partnership, or other legal entity.
- (52) "Pedestal sign" means freestanding signs supported permanently upon the ground by one or more solid bases, which base or bases shall be equal to at least 50 percent of the sign width. (See Figure A-15.)
- (53) "Point of purchase display" means advertising of an item accompanying its display indicating only the contents or purpose of the item (e.g., an advertisement on a product dispenser, tire display, recycling containers, collection containers, gas pumps, phone booths, etc.). (See Figure A-17.)

- (54) "Pole or pylon signs" means freestanding signs supported permanently upon the ground by poles or braces and not attached to any building. (See Figure A-17.)
- (55) "Political sign" means temporary signs advertising a candidate or candidates for public elective office, or a political party, or signs urging a particular vote on a public issue decided by ballot in connection with local, State, or national election or referendum.
- (56) "Portable sign" means any sign designed to be moved easily and not permanently affixed to the ground or to a structure or building. Portable signs differ from temporary signs in that portable signs are made of durable materials such as metal, wood, or plastic. (See Figure A-5.)
- (57) "Private advertising sign" means a temporary sign announcing an event, use or condition of personal concern to the sign user including without limitation "garage sale" or "lost animal" signs.
- (58) "Projecting sign" means a sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign. (See Figure A-7.)
- (59) "Public right-of-way" means land owned, dedicated or conveyed to the public, used primarily for the movement of vehicles, wheelchair and pedestrian traffic and land privately owned, used primarily for the movement of vehicles, wheelchair and pedestrian traffic, so long as such privately owned land has been constructed in compliance with all applicable laws and standards for a public right-of-way.
- (60) "Real estate off-site sign" means a portable or temporary sign announcing the proposed sale of property other than the property upon which the sign is located and providing directions to the property for sale. (See Figure A-8.)
- (61) "Real estate on-site sign" means a sign placed on the property to which it applies and announcing the sale or rental of the property. (See Figure A-8.)
- (62) "Roof sign" means any sign erected above the eaves or on the roof of a building or structure.
- (63) "Service organization sign" means a noncommercial sign sponsored by a service or fraternal organization or club or similar public service organization located within the City.
- (64) "Sight distance requirements" means the area at intersections and site access points where the height of all structures and landscaping is regulated.
- (65) "Sign" means any device, structure, fixture, or placard that uses color, words, letters, numbers, symbols, graphic designs, logos, or trademarks for the purpose of: (a) providing information or directions; or (b) identifying or advertising any place, establishment, product, good, or service and includes all supports, braces, guys and anchors associated with such sign.
- (66) "Sign area" means the entire area of a sign on which graphics, letters, figures, symbols, trademarks and/or written copy is placed, excluding sign structure, architectural embellishments and framework. Sign area is calculated by measuring the perimeter enclosing the extreme limits of the module or sign face containing the graphics, letters, figures, symbols, trademarks, and/or written copy; provided, however, that individual letters,

numbers or symbols using a canopy, awning or wall as the background, without added decoration or change in the canopy, awning or wall, have sign area calculated by measuring the perimeter enclosing each letter, number or symbol and totaling the square footage of these perimeters. (See Figure A-9.)

(67) "Sign face" means the area of a sign on which the graphics, letters, figures, symbols, trademark or written copy is placed.

(68) "Snipe sign" means a sign or poster posted on trees, fences, light posts or utility poles except those posted by a government or public utility.

(69) "Temporary sign" means a sign not constructed or intended for long-term use. (See Figure A-5.)

(70) "Tenant directory sign" means a sign for listing the tenants or occupants and their suite numbers in a building or center.

(71) "Time and temperature sign" means any sign that displays the current time and temperature, without any commercial message. (See Figure A-5.)

(72) "Under canopy sign" means any sign intended generally to attract pedestrian traffic suspended beneath a canopy or marquee and which contains no commercial messages other than the name of the business.

(73) "Wall sign" means either a sign applied with paint or similar substance on the surface of a wall or a sign attached essentially parallel to and extending not more than 24 inches from the wall of a building with no copy on the side or edges. (See Figure A-10.)

(74) "Warning sign" means any sign which is intended to warn persons of prohibited activities such as "no trespassing," "no hunting," and "no dumping."

(75) "Window signs" mean all signs located inside and affixed to a window and intended to be viewed from the exterior of the structure. (See Figure A-11.) (Ord. 04-09 § 1; Ord. 20-06 § 1; Ord. 42-02 § 2 (21A.19.040))

18.55.050 Permits.

(1) Permit Requirements. No sign governed by the provisions of this code shall be erected, moved, enlarged, altered or relocated by any person without a permit issued by the City unless such sign is expressly excluded from the permitting requirements pursuant to subsection (3) of this section. An applicant shall pay the permit fees set forth in the City's fee schedule. No new permit is required for signs which have valid existing permits and which conform with the requirements of this code on the date of its adoption unless the size, shape, or location of the sign is altered. No permit shall be required for sign face changes, provided they conform to CMC [18.55.080\(3\)\(c\)\(ii\)](#). Signs which, on the date of adoption of this code, do not conform to this code's requirements may be eligible for characterization as nonconforming signs and for nonconforming sign permits under CMC [18.55.110](#).

(2) Permit Applications. Applications for permits shall be on forms supplied by the City and include the location of the sign structure, drawings or photographs showing the design and dimensions of the sign, details of the

sign's proposed placement and such other pertinent information as the Administrator may require to ensure compliance with this code.

(3) Permit and Registration Exceptions.

(a) A sign permit is not required for maintenance of a sign, for a change of sign face, or for operation of a changeable copy sign and/or electronic changeable message sign.

(b) Exempt Signs. The following signs, modification to signs, or displays are exempt from the regulations of this chapter. Except for government signs, sight distance requirements must be complied with. No sign shall be placed in the public right-of-way, except as otherwise allowed in this chapter.

(i) Address identification with numbers and letters not more than 18 inches in height.

(ii) Balloons no greater than 18 inches in diameter and no more than five balloons per display with a tether no longer than 36 inches.

(iii) Banners projecting over the right-of-way, for City Council authorized events.

(iv) Barber poles.

(v) Construction signs so long as such signs are limited to two signs per project and each sign does not exceed 32 square feet per sign face and 10 feet in height. Construction signs shall not be displayed prior to issuance of a building permit and shall be removed prior to the issuance of a certificate of occupancy and shall include the following information:

(A) City project number and project name;

(B) Emergency contact name and phone;

(C) Applicant's project manager's name and phone; and

(D) Allowable construction hours.

(vi) Directional signs, on-site. Each sign shall not exceed four square feet in sign area if the directional sign is indicating one direction and shall not exceed eight square feet in sign area if such sign is indicating more than one direction. Center or complex names or logos shall not comprise more than 20 percent of the total area of the directional sign.

(vii) Drive-up window signs in all profile areas not exceeding 60 square feet or no more than two signs having a total of 90 square feet. Landscaping is required to obscure the sign from the public right-of-way.

(viii) Flags of any nation, government, educational institution, or noncommercial organization. Decorative flags without corporate logos or other forms of advertising are also excluded from

permit requirements. All flags must be a maximum size of six square feet unless it is a national or State flag.

(ix) Flag of a commercial institution provided no more than one flag is permitted per business premises; and further provided, that the flag does not exceed 20 square feet in surface area.

(x) Fuel price signs. Signs shall be located on the property where fuel is sold, shall be limited to one monument sign per street frontage not exceeding five feet in height and the sign area shall not exceed 20 square feet per sign face. (See Figure A-5.)

(xi) Certain governmental signs. All signs within the public right-of-way which conform with the Manual on Uniform Traffic Control Devices (MUTCD), except as otherwise stated in this chapter. All other governmental signs must comply with the provisions of this sign code; provided, however, the government sign proponent may apply for a government sign variance, which shall be heard by the City's Hearing Examiner. The Hearing Examiner may grant a variance from the provisions of this code, upon a finding that the public health, safety and/or general welfare is best provided for by an exemption from the strict provisions of this sign code. Such variance will be processed in accord with the sign code, and any such variance shall be only that much as is necessary to protect the health, safety, and/or general welfare of the citizens and public at large.

(xii) Gravestones or other memorial displays associated with cemeteries or mausoleums.

(xiii) Historical site plaques and signs integral to an historic building or site, which are nonilluminated, and which do not exceed two square feet in area.

(xiv) Holiday decorations displayed in conjunction with recognized holidays.

(xv) Incidental signs attached to a structure or building, providing that the total of such signs per use or business shall not exceed two square feet.

(xvi) Instructional signs.

(xvii) Integral design features when such features are an essential part of the architecture of a building (including religious symbols) and when such features do not represent a product service, or registered trademark.

(xviii) Interior signs located completely within a building or structure and not intended to be visible from outside the structure, exclusive of window signs.

(xix) Nameplates not to exceed two square feet per sign face.

(xx) Nonblinking small string lights, which are part of decoration to be used in association with landscaped areas, trees, and holidays.

(xxi) Point of purchase displays.

(xxii) Political signs so long as the maximum area per sign is limited to six square feet. No signs shall be posted on medians, roundabouts, utility poles, lampposts, traffic signs and signals, or public structures. No political sign shall be displayed later than seven calendar days after the final election.

(xxiii) Private advertising signs shall be limited to eight square feet per sign face and five feet in height; the sign must be immediately removed at the end of an event, use or condition; the sign must contain the address of the event or advertiser; and there shall be no more than six such signs advertising an event.

(xxiv) Real estate signs.

(A) Off-Site. The number of off-site real estate signs shall be limited to six per property per agent; provided, however, there shall be a minimal separation of 200 lineal feet between such signs, except that an agent or sellers open house signs may be placed closer than 200 lineal feet where doing so is necessary to indicate that a turn and change in the direction of vehicular travel is required for a potential buyer to continue proceeding towards the home that is offered for sale. The area of such signs shall be no greater than six square feet per sign face. All off-site real estate signs must be removed each day at the conclusion of the open house or other sales event and are permitted only between sunrise and sunset when the seller or the agent are in attendance at the property.

No off-site real estate sign may be placed on, or attached to, any government sign, traffic control device or sign, tree, shrub, or utility pole. No off-site real estate sign may be placed in the public right-of-way in any manner that restricts or obstructs vehicular, pedestrian, wheel chair or bicycle travel, nor in any manner that blocks driveways, ramps or curb cuts, and no sign may be placed in the right-of-way on any median or in any manner that interferes with sight distances.

(B) On-Site. The number of on-site real estate signs shall be limited to one per agent per street frontage or public entrance if no street frontage exists. For dwelling units, the area of the sign shall be no greater than six square feet per sign face. For other uses and developments, the size shall not exceed 32 square feet per sign face. All on-site real estate signs must be removed when the sale closes, or in the case of a rental or lease, when the tenant takes possession.

(xxv) Temporary signs authorized through the issuance of a temporary use permit in accordance with Chapter [18.85](#) CMC; provided, however, that each authorized temporary use is only allowed two signs of 16 square feet per sign face. If only one sign is used, that sign may be 24 square feet per sign face.

(xxvi) Under canopy signs not exceeding the width of the canopy and eight square feet in area and; provided, that a minimum separation exists between such signs equal to 20 linear feet or more.

(xxvii) Warning signs.

(xxviii) Window signs not exceeding 50 percent of the window area per building frontage only to advertise products, goods or services for sale on-site, business identification, hours of operation, address, and emergency information.

(c) Temporary and special signs. No permit for any sign for any civic event, community service event, special sale/promotional event, grand opening, mural display or scoreboard shall be issued unless such sign complies with the sign type, maximum number, maximum sign face area, maximum height, location, duration and all other allowances and limitations for those uses described in Table 1, Allowances for Temporary and Special Signs – Permit Required.

(d) Residential zone signs. No permit for any residential zone shall be issued for any sign unless such sign complies with the sign type, maximum number, maximum sign area, maximum height, location, duration and all other allowances and limitations for those uses described in Table 2, Sign Allowances for Residential Zones – Permit Required.

(e) Sign registration. No person shall maintain a sign in the City without first having executed a proper and current sign registration unless the sign is expressly exempt from such registration requirements. All signs exempt from the permitting requirements set forth in this section shall be exempt from the registration requirements. The sign registration shall be issued in connection with a person's business license pursuant to Chapter [5.10](#) CMC or issued after the City has independently obtained the dimensions of the sign and other necessary information. Sign owners or users who, on the date of adoption of this code, have current business registrations are not required to apply to register their signs until the next renewal of their business registration. A sign registration will be valid until such time as the applicant alters the sign in any way, in which case the applicant will be required to apply for a new sign registration and sign permit. No fee will be charged for sign registrations. The City will assign a registration number to each sign upon issuance of the business license, approval of a sign registration application, or upon the City independently obtaining the measurements of any sign. Upon registration of a sign, the City will advise the applicant if the sign is in compliance with this code, is a legal nonconforming sign pursuant to CMC [18.55.120](#), or an illegal nonconforming sign pursuant to CMC [18.55.110](#).

(f) Bond. The City may require a bond to ensure compliance with any aspect of this code.

Table 1

Allowances for Temporary and Special Signs – Permit Required

Sign Purpose/Description	Applicable Zones	Sign Type Allowed	Maximum Number	Maximum Sign Area	Maximum Height	Location	Remarks
Civic or community service event (temporary)	All	Banners, temporary portable signs, inflatable advertising devices, searchlights and beacons	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	On site and off site	30 days prior to the event. Remove within 5 days of the close of the event
Civic or community service event (permanent)	All	Monument and wall sign	1 per site per frontage providing direct vehicle access	The total sign area per monument signs shall not exceed 64 square feet for the total of all faces and no one face shall exceed 32 square feet. Wall signs shall not exceed 7 percent of the exposed building face to which it is attached	Monument signs: 6 feet. Freestanding signs: 12 feet. Wall signs shall not project above the roofline	Nonresidential zones: on/off site. Residential zones: on site only	Electronic changeable message signs allowed. Signs cannot contain commercial messages
Special sale/	Nonresidential	Banners	2 banner	32 square	Not located	On site.	Special

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promotional event (e.g., anniversary sale, etc.)	zoning districts	only	signs	feet	above the base of the roof line	Banners must be attached to an exposed building face	promotions: 120 days total per calendar year. Does not include window signs
Grand openings	Nonresidential zoning districts	Banners, temporary portable signs, inflatable advertising devices, searchlights and beacons	2 banner signs	32 square feet	Not located above the base of the roof line	On site. Banners must be attached to an exposed building face	Grand openings: 120 days
Mural display	Nonresidential zoning districts	Painted mural	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	
Scoreboards (athletic fields)	All	Electronic changeable message sign	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	
Service organizations	All	Monument, pedestal, pole (wood or metal)	2 signs per organization	5 square feet including secondary sign plate	Minimum clearance: 7 feet. Maximum height: 10 feet	Principal arterials in public right-of-way (not on planter strips) or on private property	

Table 2

Sign Allowances for Residential Zones – Permit Required

Land Use	Applicable Zone	Sign Type Allowed	Maximum Number	Maximum Sign Area	Maximum Height	Location	Remarks
AGRICULTURAL							
<ul style="list-style-type: none"> • Crop raising or keeping/raising of foraging or grazing animals, fowl or rabbits • Stables, public or private 	R-1 or less dense	<ul style="list-style-type: none"> Canopy sign Monument sign Wall sign 	1 sign for each street frontage providing direct vehicle access	The total sign area of monument signs shall not exceed 32 square feet for the total of all faces and no one face shall exceed 16 square feet. Wall signs and canopy signs shall not exceed 7 percent of the exposed building face to which it is attached	Wall and canopy signs; cannot project above the roofline. Monument signs: 6 feet	Subject property; setback 5-foot minimum	Internally illuminated signs are not allowed. Commercial message signs are allowed. City may impose additional limitations on signs to be compatible with nearby residential areas
INSTITUTIONAL							
<ul style="list-style-type: none"> • Government facility • Public park • Public utility • School 	All residential zones	<ul style="list-style-type: none"> Canopy sign Monument sign Pedestal sign Wall sign 	1 sign for each public entrance providing direct vehicle access	The total sign area of monument signs shall not exceed 64 square feet for the total of all faces and no one face shall exceed 32 square feet. Wall signs and canopy signs	Wall and canopy signs; cannot project above the roofline. Monument signs: 6 feet. Pedestal sign: 12 feet	Subject property; setback 5-foot minimum	Internally illuminated signs are not allowed; provided, however, that electronic changeable message signs and changeable copy signs are allowed. City may impose

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				shall not exceed 7 percent of the exposed building face to which it is attached			additional limitations on signs to be compatible with nearby residential areas
RECREATION							
<ul style="list-style-type: none"> • Golf course • Recreation area or clubhouse • Sports field, private, noncommercial 	All residential zones	Canopy sign Monument sign Pedestal sign Wall sign	1 sign for each street frontage providing direct vehicle access	The total sign area of monument signs shall not exceed 64 square feet for the total of all faces and no one face shall exceed 32 square feet. Wall signs and canopy signs shall not exceed 7 percent of the exposed building face to which it is attached	Wall and canopy signs; cannot project above the roofline. Monument signs: 6 feet. Pedestal sign: 12 feet	Subject property; setback 5-foot minimum	Internally illuminated signs are not allowed; however, that electronic changeable message signs and changeable copy signs are allowed. City may impose additional limitations on signs to be compatible with nearby residential areas
RESIDENTIAL							
• Dwelling units	All residential zones	Monument sign Wall sign	1 per dwelling unit per street frontage	2 square feet	Wall and canopy signs; cannot project above the roofline. Monument signs: 5 feet	Subject property; setback 5-foot minimum	Commercial messages not allowed. Internally illuminated or electrical signs not allowed
• Subdivision identification	All residential zones	Monument sign Wall sign	2 per major entrance	32 square feet per entrance	Wall and canopy signs;	Subject property; setback 5-	Commercial messages not allowed.

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					cannot project above the roofline. Monument signs: 5 feet	foot minimum	Internally illuminated or electrical signs not allowed
• Manufactured home park identification	All residential zones	Monument sign Wall sign	2 per major entrance	32 square feet per entrance	Wall and canopy signs; cannot project above the roofline. Monument signs: 5 feet	Subject property; setback 5-foot minimum	Commercial messages not allowed. Internally illuminated or electrical signs not allowed
• Multifamily complex identification	R-8, CC, NC, CD, CR	Monument sign Wall sign	2 per major entrance	32 square feet per entrance	Wall and canopy signs; cannot project above the roofline. Monument signs: 5 feet	Subject property; setback 5-foot minimum	Commercial messages not allowed. Internally illuminated or electrical signs not allowed
UNIQUE							
• Cemetery	All residential zones	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis	
• Church, synagogue, or other place of worship	All residential zones	Canopy sign Monument sign Wall sign	1 sign for each street frontage providing direct vehicle access	The total sign area of monument signs shall not exceed 64 square feet for the total of all faces and no one face shall exceed 32 square feet.	Wall and canopy signs; cannot project above the roofline. Monument signs: 5 feet	Subject property; setback 5-foot minimum	Electronic changeable message signs and changeable copy signs are allowed. City may impose additional limitations on signs to be compatible with

				Wall signs and canopy signs shall not exceed 7 percent of the exposed building face to which it is attached			nearby residential areas
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(Ord. 08-13 § 3 (Exh. A); Ord. 03-11 § 1 (Exh. A); Ord. 15-10 § 1 (Exh. A); Ord. 10-10 § 3 (Exh. C); Ord. 04-09 §§ 2, 3; Ord. 01-08 §§ 1, 2; Ord. 42-02 § 2 (21A.19.050))

18.55.060 Prohibited signs.

Prohibited signs may be subject to removal by the City pursuant to CMC [18.55.140](#). Such removal would be at the owner's or user's expense. The following signs or displays are prohibited in all zones within the City:

- (1) Abandoned or obsolete signs.
- (2) Animated or moving signs.
- (3) Banners, except as expressly allowed pursuant to Table 1 and CMC [18.55.050](#). (See Figure A-1.)
- (4) Billboards.
- (5) Dilapidated, nonmaintained signs.
- (6) Electronic changeable message signs where the message changes more frequently than every three minutes.
- (7) Flashing signs, except electronic changeable message signs, changeable copy signs or holiday decorations.
- (8) Graffiti.
- (9) Inflatable advertising devices, except as expressly allowed in CMC [18.55.050](#).
- (10) Mylar balloons.
- (11) Obstructing signs, which obstruct or interfere with free access to or egress from a required exit from a building or structure.
- (12) Off-premises signs, except uses located on lots without public frontage in commercial and industrial zones may have one off-premises directional sign of no more than 16 square feet in area unless otherwise approved by a variance. However, advertising may be placed on bus benches within the public right-of-way, in accord with Chapter [12.45](#) CMC.

(13) Pennants, streamers, ribbons, spinners, whirlers, propellers, festoons, blinking lights, or similar items that attract attention through movement, reflection or illumination unless expressly allowed pursuant to Table 1 of this chapter. (See Figure A-1.)

(14) Portable signs including, but not limited to, sandwich/A-frame signs, and mobile reader board signs except as expressly allowed in CMC [18.55.050](#). (See Figure A-5.)

(15) Real estate signs providing information other than the name of the development and that the subject property is for sale, lease or rent. Such signs include such things as features or amenities of the property (including, but not limited to, indoor pool, Jacuzzi tubs, fireplaces, skylights, covered parking, free cable, laundromat services, community centers, etc.).

(16) Any sign in a public right-of-way except governmental signs, service organization signs, political signs, off-site real estate signs, and signs on bus benches, in accord with Chapter [12.45](#) CMC. No signs shall be posted on medians, roundabouts, utility poles, lampposts, traffic signs and signals, or public structures.

(17) Roof signs.

(18) Simulations of traffic signs and any sign using the words “stop,” “look,” or “danger,” or any other words, symbols or characters in such a manner as to interfere with, mislead or confuse pedestrian or vehicular traffic.

(19) Snipe signs.

(20) Vehicle signs including any sign attached to or placed on a parked vehicle or trailer used principally for advertising purposes, rather than transportation, but excluding signs relating to the sale, lease or rental of the vehicle or trailer and excluding signs which identify a firm or its principal product on a vehicle operated during the normal course of business. (See Figure A-13.) (Ord. 04-09 § 4; Ord. 01-08 § 2; Ord. 42-02 § 2 (21A.19.060))

18.55.070 Signs in nonresidential zoning districts.

(1) Freestanding Signs. All permit applications for freestanding signs will be designated as either a high profile, medium profile or low profile sign, based upon criteria regarding both the size and zoning designation of the development. The sign profile designation shall control the sign types, height, sign area and number of signs allowed, unless otherwise specified in CMC [18.31.140](#) for developments located within the town center zoning district.

(a) High Profile Areas.

(i) Criteria. A property meeting all of the following criteria is permitted a high profile freestanding sign:

(A) A minimum of 250 feet of frontage on one public right-of-way;

(B) A zoning designation of CR (Regional Commercial) or CD (Downtown Commercial);

(C) Multi-use complex; and

(D) A minimum site of 15 acres.

(ii) Sign Types. The following sign types are allowed in high profile areas:

(A) Pedestal signs;

(B) Monument signs;

(C) Tenant directory signs; and

(D) Kiosks.

(iii) Sign Content. The sign content for pedestal or monument sign may include electronic changeable messages, center identification signs and/or changeable copy signs. Any high profile sign may be an electrical sign, an illuminated sign, and/or a neon sign.

(iv) Sign Height. A high profile sign shall not exceed the following maximum heights:

(A) Pedestal or monument signs: 12 feet.

(B) Tenant directory or kiosk sign: six feet unless the sign is set back a minimum of 50 feet from any public right-of-way, in which case it may be 10 feet.

(v) Sign Area. A high profile sign shall not exceed the following maximum sign areas:

(A) Pedestal or monument signs: 160 square feet for the total of all sign faces with no one face exceeding 80 square feet.

(B) Tenant directory or kiosk signs: 15 square feet per sign face.

(vi) Number of Signs. A property qualifying for a high profile sign may have the following maximum number of signs:

(A) Pedestal or monument signs: one sign unless the property has an additional 500 feet of street frontage for a total of 750 feet of aggregate frontage on any public right-of-way, in which case the property will be allowed one additional high profile sign, not to exceed a maximum of two such signs per property. In addition, two monument signs which identify the name of the multi-use complex are allowed, per entrance from a public right-of-way, not to exceed five feet in height; and

(B) Tenant directory or kiosk signs: one sign per property frontage.

(b) Medium Profile Sign.

(i) Criteria. A property that does not qualify for a high profile sign pursuant to subsection (1)(a) of this section or is zoned I (industrial) or M (mineral) is permitted a medium profile freestanding sign.

(ii) Sign Type. The following sign types are allowed for a medium profile sign:

(A) Pedestal signs; and

(B) Monument signs.

(iii) Sign Content. The sign content for any medium profile sign may include electronic changeable messages, center identification signs, and/or changeable copy signs. Any medium profile sign may be an electrical sign, an illuminated sign, and/or a neon sign.

(iv) Sign Height. The height of a medium profile sign will be calculated at the rate of 0.75 feet of sign height for every 10 lineal feet of frontage on a public right-of-way; provided, however, that sign height shall be calculated at the rate of one and one-half feet in height for every 10 lineal feet of frontage on a public right-of-way for any multi-tenant complex. Sign height shall not exceed 12 feet and every applicant is entitled to a minimum height of five feet.

(v) Sign Area. For any multi-tenant complex, sign area will be calculated at the rate of two-square feet per lineal foot of building frontage on a public right-of-way not to exceed a maximum sign area of 128 square feet for the total of all sign faces on each permitted sign with no one sign face exceeding 64 square feet. For other uses, sign area allowed for medium profile signs shall be calculated at the rate of one square foot per lineal foot of frontage on a public right-of-way not to exceed a maximum sign area of 80 square feet for the total of all sign faces on each permitted sign with no one sign face exceeding 40 square feet. Notwithstanding the foregoing sign area calculations, every applicant is entitled to a minimum sign area of 50 square feet for the total of all sign faces with no one sign face exceeding 25 square feet.

(vi) Number of Signs. A property qualifying for a medium profile sign may have the following maximum number of signs:

(A) Pedestal or monument sign: one per street frontage.

(B) Tenant directory or kiosk sign: one per property frontage.

(c) Low profile sign.

(i) Criteria. A property located in the NB (neighborhood business) zone is permitted a low profile freestanding sign.

(ii) Sign Type. The following sign types are allowed for a low profile sign:

(A) Pedestal signs;

(B) Monument signs; and

(C) Tenant directory signs.

(iii) Sign Content. The sign content for any pedestal or monument sign may include center identification signs and/or changeable copy signs. Any low profile sign may be an electrical sign, an illuminated sign, and/or a neon sign.

(iv) Sign Height. A low profile sign shall not exceed the following maximum heights:

(A) Pedestal or monument signs: five feet.

(B) Tenant directory signs: six feet unless the sign is set back a minimum of 50 feet from any public right-of-way, in which case it may be 10 feet.

(v) Sign Area.

(A) Pedestal or monument signs: sign area allowed for a low profile sign shall be calculated at the rate of one square foot per lineal foot of building frontage on a public right-of-way; provided, however, that a low profile sign shall not exceed a maximum sign area of 80 square feet for the total of all sign faces on each permitted sign with no one sign face exceeding 40 square feet, and every applicant is entitled to a minimum sign area of 50 square feet for the total of all sign faces with no one sign face exceeding 25 square feet.

(B) Tenant directory signs: 15 square feet per sign face.

(vi) Number of Signs. A property qualifying for a low profile sign may have the following maximum number of signs:

(A) Pedestal or monument signs: one sign per frontage on a public right-of-way; and

(B) Tenant directory signs: one sign per frontage on a public right-of-way.

(C) Combined Sign Package for Adjacent Property Owners. The owners of two or more properties that abut or are separated only by a vehicular access easement or tract may propose a combined sign package to the City. The City will review and decide upon a combined sign package by reviewing the proposal as if the combined parcels were one development. The City may approve the combined sign package if it will provide more coordinated, effective, and efficient signs. The allowable sign area, sign type, sign height and number of signs will be determined as if the applicants were one multi-tenant complex.

(2) Building-Mounted Signs. All permit applications for building-mounted signs within the town center zoning district shall comply with CMC [18.31.140](#) for sign height, sign area and number of signs.

(a) Sign Types. The following may be building-mounted signs and are allowed in all nonresidential zoning districts:

(i) Awning or canopy signs;

(ii) Center identification signs;

- (iii) Changeable copy signs;
- (iv) Civic event signs;
- (v) Directional signs, on-site;
- (vi) Electronic changeable message signs;
- (vii) Instructional signs;
- (viii) Marquee signs;
- (ix) Projecting signs;
- (x) Tenant directory signs;
- (xi) Time and temperature signs;
- (xii) Under canopy signs; and
- (xiii) Wall-mounted signs.

Any building-mounted sign may be an electrical sign, an illuminated sign, and/or a neon sign.

(b) Sign Height. No sign shall project above the roofline of the exposed building face to which it is attached.

(c) Sign Area. The total sign area of building-mounted signs for each business or tenant, excluding under canopy signs, shall not exceed 15 percent of the exposed building face to which it is attached; provided, however, that no individual sign shall exceed a sign area of 240 square feet and every applicant is entitled to a minimum sign area of 30 square feet.

(d) Number of Signs. The number of building-mounted signs permitted each user is dependant on upon the surface are of the largest single exposed building face of the building as follows:

Largest Exposed Building Face	Maximum Number of Signs
Less than 999 square feet	2
1,000 – 2,999 square feet	3
3,000 – 3,999 square feet	4
4,000 and over square feet	5

Primary uses with more than one business (i.e., grocery store with a banking facility, cleaner, etc.), which must obtain a business license and without a separate entrance, are permitted one sign for each different business in addition to the number permitted above. The area of such additional signage must not exceed 15 percent of the exterior wall of the separate business.

An applicant is not permitted to transfer sign area calculated pursuant to subsection (2)(c) of this section from one building face to another but is

allowed to move allotted signs from one building face to another.

Each business or use shall be permitted under canopy signs in addition to the other permitted building-mounted signs subject to the size and separation requirements set forth in CMC [18.55.050\(3\)\(b\)\(xxvi\)](#).

(3) Sign Area Multipliers. The sign area and sign number allowed, as set forth in subsection (1)(a) of this section for high profile signs, subsection (1)(b) of this section for medium profile signs, and subsection (1)(c) of this section for low profile signs and subsection (2) of this section for building-mounted signs may be increased in the following instances; provided, however, that in no event shall the sign exceed the maximum sign area allowed:

(a) If no signs on the subject property, other than canopy or awning signs have internally lighted sign faces, then the total sign area allowed may be increased by 25 percent.

(b) If all signs, other than center identification signs, are building-mounted signs, the total sign area allowed may be increased by 25 percent.

(c) A time and temperature sign may be included with any sign and such time and temperature signs shall not be included for purposes of calculating maximum sign area or maximum number of signs. (Ord. 04-12 § 1 (Exh. A); Ord. 42-02 § 2 (21A.19.070))

18.55.080 Construction standards.

(1) Structural Components. To the maximum extent possible, signs should be constructed and installed so that angle irons, guy wires, braces and other structural elements are not visible. This limitation does not apply to structural elements that are an integral part of the overall design such as decorative metal or wood.

(2) Sign Setback Requirements. The required setback from the property lines for all signs shall be not less than five feet from the property line in residential zones and not less than three feet from the property line in all other zones.

(3) Dimensional and Design Standards.

(a) Pedestal Signs. The following drawings illustrate the dimensional standards for pedestal signs (see Figure A-15):

(i) Width of sign base (50 percent of D).

(ii) Maximum height of sign per CMC [18.55.070](#) (at least 20 percent of B).

(iii) Width of sign.

(b) Monument Signs. The following figures illustrate the dimensional standards for monument signs (see Figure A-16):

(i) Maximum height of sign per CMC [18.55.070](#).

(ii) Maximum of 200 percent of A.

(iii) Minimum of 20 percent of A.

(iv) Equal to 100 percent of B.

(c) Design Criteria.

(i) Sign Base. The base of the sign must be done in landscape construction materials such as brick, stucco, stonework, textured wood, tile or textured concrete or materials that are harmonious with the character of the primary structures on the property and subject to the Administrator's approval. No visible gap shall be allowed between the sign base and the finished grade.

(ii) Sign Face. The color, shape, material, lettering and other architectural details of the sign face must be consistent with the character of the primary structure.

(iii) Minor Deviations. The Administrator may approve minor deviations from the dimensional standards for signs, except for maximum sign height, as long as the Administrator concludes that the resulting sign does not significantly change the relative proportion of the sign base to the sign face.

(iv) Location. No sign shall be so located so as to physically obstruct any door or exit from a building. No sign shall be located so as to be hazardous to a motorist's or pedestrian's ingress and egress from buildings or parking areas. No sign shall be located within sight distance triangle.

(v) Landscaping Around Freestanding Signs. To improve overall appearance of the sign and to reduce the risk of motor vehicles hitting the sign or supports of the sign, an area adjacent to the base of each freestanding sign must be landscaped equal to the sign area; provided, however, that the City will not require more than 200 square feet of landscaped area. This landscaping must include vegetation and may include other materials and components such as brick or concrete bases as evidenced in plazas, patios and other pedestrian areas, planter boxes, pole covers or decorative framing.

(vi) Illumination limitations of electrical signs (does not apply to neon signage). No sign may contain or utilize any of the following:

(A) Any exposed incandescent lamp with wattage in excess of 25 watts.

(B) Any exposed incandescent lamp with an internal or external reflector.

(C) Any continuous or sequential flashing device or operation.

(D) Except for electronic changeable message signs any incandescent lamp inside an internally lighted sign.

(E) External light sources directed towards or shining on vehicular or pedestrian traffic or on a street.

(F) Internally lighted signs using 800-milliamp or larger ballasts if the lamps are spaced closer than 12 inches on center.

(G) Internally lighted signs using 425-milliamp or larger ballasts if the lamps are spaced closer than six inches on center.

(vii) Setback and Distance Measurements. The following guidelines will be used to determine compliance with setback and distance measurements:

(A) The distance between two signs will be measured along a straight horizontal line that represents the shortest distance between the two signs.

(B) The distance between a sign and a property line will be measured along a straight line representing the shortest distance between the sign and the property line. (Ord. 01-08 § 3; Ord. 42-02 § 2 (21A.19.080))

18.55.085 Sign standards for institutional uses.

In addition to the requirements of CMC [18.55.050](#), Table 2, Institutional Land Uses, all institutional signs, whether in residential or commercial zones, shall meet the following standards:

- (1) No institutional sign shall exceed a height of 18 feet.
- (2) For changeable message signs, the electronic portion of the sign is limited to the hours of 6:00 a.m. to 10:00 p.m.
- (3) The image must appear and disappear as one image. The image may not appear to flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights, or appear to move toward or away from the viewer, to expand or contract, bounce, rotate, spin, or twist. (Ord. 01-08 § 4)

18.55.090 Variance from sign code.

- (1) Applicability. This section establishes the procedure and criteria the City will use in making a decision upon an application for a variance from the provisions of the sign code.
- (2) Required Review Process. The City of Covington Hearing Examiner will review and decide upon applications for a variance in accord with established procedures. Applications for variances shall be accompanied by a fee as set forth in the current fee resolution.
- (3) Criteria. The Hearing Examiner may grant the variance only if s/he finds all of the following:
 - (a) The literal interpretation and strict application of the provisions and requirements of the sign regulations would cause undue and unnecessary hardship; and

(b) A sign package consistent with the provisions of this chapter would not provide the use or the business with effective signs; and

(c) The variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property to provide it with use rights and privileges permitted to other properties in the vicinity and zone in which the subject property is located; and

(d) The variance is not granted for the convenience of the applicant or for the convenience of regional or national businesses which wish to use a standard sign; and

(e) The special circumstances of the subject property are not the result of the actions of the applicant, the owner of the property or a self-induced hardship; and

(f) The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and in the zone in which the subject property is located.

(4) Conditions and Restrictions. As part of any variance approval, the City may impose any conditions, limitations or restrictions it considers appropriate under the circumstances. This may include, but is not limited to, requiring the owner of the property sign a covenant or other written document to be filed with the City and recorded by the County to run with the property by which, at a time certain or upon specific events, the signs would be brought into compliance with all applicable City regulations then in effect. The City may also require a performance bond to ensure compliance with any such condition or restriction. (Ord. 20-07 § 119; Ord. 42-02 § 2 (21A.19.090))



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City of Covington
Policy for the Regulation of Signs for Home Businesses

1.0 PURPOSE

The purpose of this policy is to regulate signs used with a city-approved home business conducted from a residential dwelling unit in a manner as to support and compliment the home business as well as to promote public health, safety, and welfare. Currently, the Covington Municipal Code (CMC) does not address or regulate signs associated with home businesses.

2.0 DEPARTMENTS & PERSONNEL AFFECTED

Community Development Department
Community Development Director
Principal Planner
Senior Planner
Permit Services Coordinator
Associate Planner/Code Enforcement Officer

3.0 DEFINITIONS

“Home business sign” means a permanent sign used to advertise a home occupation (CMC 18.20.610) or a home industry (CMC 18.20.605).

4.0 PERMITS/CONDITIONS

Except as otherwise provided for in the CMC and herein, home business signs do not require a permit and shall abide by the following requirements:

- 4.1 One (1) home business sign shall be allowed for a home occupation or home industry that either has a current City of Covington business license or is exempt from city business license requirements.
- 4.2 The maximum allowed size of home business signs shall be as follows:
 - 4.2.1 Four (4) square feet or less for signs located less than fifty (50) feet from a property line abutting a public ROW, private street, or access tract.
 - 4.2.2 Six (6) square feet or less for signs located more than fifty (50) feet from a property line abutting a public ROW, private street, or access tract.
- 4.3 For properties where the dwelling unit and accessory structures are not visible from public ROW, private street, or access tract, or are set back at a distance that a maximum sized sign pursuant to section 4.2 herein would not be seen from a public ROW, private street, or access tract, the Director of Community Development, or his/her authorized designee, may approve, at his/her sole discretion one of the following: a.) an alternative sign size up to eight (8) square feet; or an alternate sign placement location for visibility along the public ROW, private street, or access tract, subject to the same size requirement of section 4.2. A sign permit is required for any signs granted an alternative size or placement location

pursuant to this section. The sign permit fee will be based on the review time spent, with a two (2) hour minimum charge, based on the hourly review rate provided in the City Fee Notebook in effect at the time of the permit submittal.

- 4.4 Home business signs shall be affixed permanently to the exposed building face of the primary dwelling or an accessory structure.
- 4.5 Home business signs shall not extend above the eave or roofline of the structure to which it is attached.
- 4.6 Home business signs shall be permanent in nature, constructed of metal or other rigid material, and shall be professionally produced by a person skilled in the art of graphic design. Signs shall NOT be illuminated (either internal or external), animated, moving, flashing, hand painted (unless professionally painted by a person skilled in the art of graphic design), spray painted, taped, broken, weathered, incorporate translucent material, offend public decency, or advertise businesses or services not located on the property where the sign is located.

5.0 POLICY

This policy shall regulate all home business signs within the city and shall be in addition to other applicable CMC regulations. This policy shall remain in effect only until the city passes an ordinance to amend CMC 18.55-Signs to include regulations for home business signs.

6.0 VARIANCE PROCESS

Requests for a variance from the provisions of this policy document shall be made in accordance with CMC 18.55.090-Variance from sign code.

Richard Hart, Community Development Director

Date