CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

1. Planning Commission Minutes for March 6, 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 – Action Required

2. Public Hearing on Downtown Design Standards for Building Façade Modulation and Recommendation to City Council (See Attachment A)

UNFINISHED BUSINESS – No Action Required

3. Discussion of Proposed Changes to City Sign Regulations for Civic, Government, Home Business and A-Frame Signs (See Attachment B)

NEW BUSINESS – Action Required

4. Public Meeting for Covington Draft Hazard Mitigation Plan with Comments Provided to City Consultant (Attachment C)

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) 480-2400
Web Page: www.covingtonwa.gov
CALL TO ORDER
Vice Chair Max called the regular meeting of the Planning Commission to order at 6:32 p.m.

MEMBERS PRESENT
Jennifer Gilbert-Smith, Ed Holmes, Bill Judd, Paul Max, and Alex White

MEMBERS ABSENT - Shawn Smith

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

APPROVAL OF CONSENT AGENDA

1. Commissioner Judd moved and Commissioner Gilbert-Smith seconded to approve the February 20, 2014 minutes and consent agenda. Motion carried 5-0.

CITIZEN COMMENTS - None

PUBLIC HEARING - None

UNFINISHED BUSINESS - None

NEW BUSINESS

2. Discussion of Scope and Specific changes to City Design Standards for Building Façade Modulations in the Town Center

Senior Planner, Ann Mueller took the suggestions that the Planning Commission made at the February 20th meeting and incorporated those into the proposed Design Standards. Alternative options regarding the use of landscaping or trellises will be added to the standards and will be provided to the Planning Commission at the Public Hearing.
Commissioner Holmes asked for clarification on some verbiage regarding vertical trellis structures and asked for more consistent language.

Vice Chair Max asked about outdoor storage allowances and whether it was appropriate to state a maximum percentage of storage allowed. Staff and the Planning Commission discussed scenarios that may require some flexibility to allow a business more outdoor storage as is currently being used by both Home Depot and Wall-Mart for their seasonal display and sales.

The Planning Commission discussed should vs. shall regarding the finished floor of the ground floor unit designated for ADA accessibility.

Commissioner Holmes asked about the minimum width of a commercial and retail use vs. a minimum average depth. Staff clarified the difference between the two terms.

The Planning Commission reached a consensus that they are ready to schedule the Public Hearing.

ATTENDANCE VOTE -

Commissioner Judd moved and Commissioner Holmes seconded to excuse Chair Smith’s absence. Motion carried 5-0.

PUBLIC COMMENT - None

COMMENTS AND COMMUNICATIONS FROM STAFF

ADJOURN

The March 6, 2014 Planning Commission Meeting adjourned at 7:17 p.m.

Respectfully submitted,

_____________________________________________
Kelly Thompson, Planning Commission Secretary
Memo

To: Planning Commission
From: Richard Hart, Community Development Director
Ann Mueller, Senior Planner
CC: Salina Lyons, Principal Planner
Date: March 28, 2014
Re: Amendments to the City of Covington Downtown Design Guidelines and Standards.

At the request of the City Council, the Planning Commission was asked to review and make recommendations on the city’s downtown design guidelines and standards to better address the perceived scale and bulk of buildings. Covington’s Municipal Code (CMC) section 18.31.05 adopts the downtown design guidelines and standards, which is a separate document not codified.

The current version of the Downtown Design Guidelines and Standards with photos and graphic to illustrate the various standards can be view on the city’s website here:


Exhibit 1 is a track change version of the text only and is not formatted for review purposes in to the template in the web link above with the photos and graphics. Some of the proposed changes included are correcting inconsistencies in terminology that were noted during the overall review of the document or including some cross references.

The major proposed changes in attachment 1 include:

B.1.e. (Design Standards: Site Design: Treatment of Outdoor Sales, Service and Storage Areas (where allowed)). Staff is recommending the addition of language to tighten up these standards and clarify that mechanical equipment located on a roof or wall, not just on the ground must be screen and cross references to a new section under Building Design call Mechanical and Utility Equipment, that further elaborates that all mechanical equipment regardless of location should be screened.

B.2.a (Design Standards: Building Design: Prominent Entrances). Staff is recommending expanding the language in the Intent statement to include street level residential units and the inclusion of specific standards for ground floor residential uses fronting on a street.
B.2.c (Design Standards: Building Design: Transparency Zone). Increased the percentage to 40% of the building façade adjacent to a street that must include windows with clear vision glass. Addressed the potential development of a parking garage on the ground floor abutting a street, clarifying that windows into a parking garage are not acceptable.

B.2.d. (Design Standards: Building Design: Treatment of Blank Walls). This section addresses exterior building walls that do not have windows. Additional language was added and amended to clarify that these should not just apply to walls facing a street but to all walls. Additional language was added to elaborate the types of landscaping features that could be included to soften the visual impact of a blank wall.

B.2.e (Design Standards: Building Design: Massing and Articulation). This section addresses methods and expectations of new development to be designed to reduce the apparent bulk of any building and maintain a pedestrian scale. Language has been added to indicate that all exterior walls should be designed with consistent building details and proportions. Additional guidelines and methods were provided with more details and options as to how the resulting building design should break up the building mass, add visual interest while maintain a pedestrian scale. Staff is also recommending that all of the methods listed shall be incorporated, not just two as was the prior requirement.

B.2.f (Design Standards: Building Design: Roofline and Roof-mounted Equipment). Additional language has been added to specify that no roofline ridge should run unbroken for more than 80 feet without some type of vertical or horizontal articulate being included to meet the intent to provide a distinctive profile and interest to the building’s appearance.

B.2.g (Design Standards: Building Design: Mechanical Equipment) This is a new section added to clarify that all mechanical equipment (on the roof, ground or wall mounted) shall be screened and details the measures that can be used to enhance the overall building’s appearance.

C.1. (Downtown Street Types Design Standards: Map of Downtown Street types) Exhibit 2 is a map that will be included here which is consistent with the more recently adopted map included in the Downtown Element of the city’s Comprehensive Plan.

C.2. d.i. (Downtown Street Types Design Standards : Type 1 Streets: Site Design: Street Relationship) Added specific standards for the minimum width of a commercial and retail space abutting a Type 1 street as well as clarifying the expected average depth, in an effort to ensure that a viable commercial or retail space is created when the building is designed.

C.2.e.vi. (Downtown Street Types Design Standards: Type 1 Streets: Site Design: Massing) & C. 3.e.vi. (Type 2 Streets: Site Design: Massing) Amended existing language to removed the over 100 feet long requirement and make this applicable to all facades regardless of how long the façade is. The intention is that all buildings regardless of size that front on a Type 1 or Type 2 street should be designed to reduce their apparent building. Smaller buildings as well as larger buildings can all incorporate architectural methods and building design features to reduce their apparent bulk and provide visual variety along the street face.
Staff Recommendation:

After considering public testimony and deliberating on the proposed changes, staff recommends that the Planning Commission forward the attached amendments to the Covington Downtown Design Guidelines and Standards to the City Council for their review and approval.

Exhibits:

1) Draft amendments to the Covington Downtown Design Guidelines and Standards (032414)
2) Updated map amending C. 1. Map of Downtown Street Types.
COVINGTON DOWNTOWN DESIGN GUIDELINES & STANDARDS

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      ii. Mixed Commercial (MC)
      iii. General Commercial (GC)
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      d. Pedestrian Pathways
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Proposed Amendments 032414  City of Covington Downtown Design Guidelines and Standards
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   iv. Ground Level Details
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A. DESIGN INTENT

1. Downtown Design Vision
Downtown Covington is envisioned to develop as an active social and economic center. An activated streetscape and public realm are the central design objectives to creating a lively and vibrant Downtown. Proposed development in the Downtown is expected to respond to the following design guidelines and standards in a matter that elevates the level of building and site design to promote a pedestrian-oriented community.

2. Relationship of Street Types and Districts.
There are four Districts within the Downtown Zone each with their own unique character, intensity of development and associated development regulations. There are also four street types that are expected to have varying levels of pedestrian activity and unique urban design attributes. These design guidelines and standards have been organized first with the applicable standards to all Downtown Districts and then by street types within the Downtown.

3. Districts - Key Design Objectives

i. Town Center (TC) The Town Center District is the pedestrian-oriented core of Downtown and allows the most intensive level of development in Downtown. The emphasis of this District is on mixed-use development that includes pedestrian-oriented retail, high density residential development, and civic uses. The development of a walkable street grid is a key objective of this District. Developments in this District are expected to have the highest degree of pedestrian orientation and design quality.

ii. Mixed Commercial (MC) The Mixed Commercial District is applied to the majority of the Covington Downtown Area. The District encourages a mix of commercial and multi-story residential uses, public uses, and allows for large-format and auto-oriented retail provided they meet pedestrian-oriented design standards that are more flexible than those applied to the Town Center District. Developments within this District are expected to achieve high design quality and a moderate to high level of pedestrian orientation.

iii. General Commercial (GC) The General Commercial District is applied to a limited area of the Downtown and is intended to allow the widest range of uses, coupled with more limited design standards than other areas of Downtown. Allowed uses include all commercial and some light industrial uses, as well as offices, major transportation and utility facilities, and residential uses that are appropriately buffered to ensure compatibility. Development and design standards are less prescriptive and provide greater flexibility to accommodate the intended uses. A high level of pedestrian orientation is not expected in this District.

iv. Mixed Housing Office (MHO) The Mixed Housing/Office District is applied to areas where infill development and redevelopment of low intensity areas with multi-family housing and office is encouraged. Residential uses that are encouraged in this District include townhouses, cottages, and low-rise multi-family. Office development and limited neighborhood retail is also allowed. Development and design
standards applied to this District require buffers, lower height limits and building scale that is appropriate to the size of the lot. Because of the increased density allowed in this District, developments are expected to achieve a higher design quality and be sensitively integrated into the existing neighborhood.

4. Should vs. Shall
When a standard uses the word “shall”, the standard is mandatory. When a standard uses the word “should”, the standard is mandatory unless the applicant can demonstrate, to the satisfaction of the Director, an equal or better means of satisfying the standard and objective.
B. DESIGN STANDARDS: ALL DOWNTOWN DISTRICTS

1. Site Design

a. Sidewalk Zones and Streetscape Features

*Intent: To produce a streetscape that is safe, convenient, comfortable and appealing for people on foot.*

1. Amenity Area: Signs, street furniture, lighting, landscaping, etc., shall be located in the amenity area. Requirements for this area are associated with street type and found in Section C of this document.
2. Clear Walkway Area: Sidewalk area shall maintain a clear 5 foot dimension for pedestrian travel. Signs, street furniture, planters and other amenities shall not encroach upon the clear walkway area.
3. Storefront Area: Sidewalk area outside the pedestrian travel area may be used for outdoor dining and/or display. Requirements for this area are associated with street type and found in Section C of this document.
1. Site Design

b. Parking Lot Screening and Landscaping

**Intent:** To diminish the amount of asphalt and parked cars visible from the street and to buffer it from other uses of lesser intensity and allow for infiltration of run-off, to offer shade to otherwise bare paved areas, and to visually soften expanses of parking.

1. Parking lots shall integrate main drive aisles to appear more like streets, and shall include sidewalks, landscaping including trees, and pedestrian scaled lighting.
2. Masonry walls and other structural screening features shall be used only for corner accents or where screening of headlights is necessary, and shall not be used as a substitute for landscaping.
3. Within any parking area located between the building façade and a street, there are shall be at least one tree planted for every 5 parking stalls.
4. Within any parking area located to the side of a building, there shall be at least one tree planted for every 8 stalls.
5. Within any parking area located behind a building, there shall be at least one tree planted for every 12 stalls.
6. Parking aisle shall be organized to create a central pedestrian access to building entries. Outer parking aisles shall incorporate at least a 4 foot drainage swales between parking rows.
7. Trees should be distributed throughout the parking area to provide ample shading and visually soften the parking area.
8. In addition to trees, shrubs and perennials shall be planted as understory at the base of tree planting beds.
9. Grouping trees may be allowed to accommodate natural features, so long as the equivalent number of trees are planted and so long as the grouping is within the parking area. Curbs or other methods of preventing vehicles from damaging the trees shall be installed.
10. Tree retention in parking lots is encouraged. Every tree over 6 inches in caliper that is retained is equivalent to one required new tree.
11. The Director may approve other approaches to screening, so long as the intent is satisfied.
1. Site Design

c. Site Lighting

Intent: To ensure that lighting contributes to the character of the streetscape and does not disturb adjacent developments and residences.

1. Use City-approved standardized fixtures for sidewalk lighting.
2. Lighting elements throughout and surrounding the site should be complementary, including pedestrian pathway, accent and parking lot lighting, lighting of adjacent developments and the public right-of-way.
3. All lighting shall be shielded from the sky and adjacent properties and structures, either through exterior full cut-off shields or through optics within the fixture.
4. Lighting used in parking lots shall not exceed a maximum of 30 feet in height. Pedestrian scale lighting shall be a maximum of 16 feet in height.
5. Parking lot lighting shall be appropriate to create adequate visibility at night and evenly distributed to increase security.

d. Pedestrian Pathways through Parking Lots and to Adjacent Development

Intent: To ensure that there is a clear route of movement for pedestrians from the public street to a building entrance.

1. Each development should include at least one paved walkway connecting the sidewalk along each street frontage to the entrance(s) of building(s) on the site.
2. The walkway shall be a minimum of 5 feet in width.
3. Where the walkway crosses a parking lot, a color, paving pattern or “ladder” striping shall be used to differentiate it from driving surfaces.
4. Landscaping shall be provided along one side of the walkway, except where it crosses a drive lane.
1. Site Design

   e. Treatment of Outdoor Sales, Equipment, Service and Storage Areas (where allowed)

   **Intent:** To reduce the visual impacts of storage, trash, and service areas.

   1. The total area allowed for outdoor storage and/or merchandise display shall be less than five percent (5%) of the total gross square footage of building occupied by the use; provided, however, that such area may exceed five (5%) percent if it is fenced and screened. This standard does not apply to temporary uses such as material storage during construction or street vendors.

   2. Any storage, service and truck loading areas, utility structures, storage tanks, elevator and mechanical equipment on the ground or roof shall be screened from public view in such a manner that they are not visible from public streets, sidewalks, or residential areas located adjacent to the Town Center.

   3. Loading docks, trash collection, and other service areas shall include roofs or overhead protection to appropriately meet required stormwater standards. Drainage shall be designed to meet applicable NPDES standards.

   4. Other mechanical equipment located on the ground, roof, or wall-mounted and visible from the street, common areas, or public vantage point should be screened in a similar manner. ([Also see Design Standards: All Downtown Districts, Building Design, Mechanical and Utility Equipment, B.2.h.)](#)

   5. All on-site service areas, loading zones, outdoor storage areas, garbage collection and recycling areas and similar activities shall be located in an area not visible from public streets. Consideration shall be given to developing common service courts at the interior of blocks. Service areas should accommodate loading, trash bins, recycling facilities, storage areas, utility cabinets, utility meters, transformers, etc. Service areas shall be located and designed for easy access by service vehicles and for convenient access by each tenant. Any emissions of noise, vapor, heat or fumes shall be mitigated.

   6. Trash collection and outdoor storage tank areas shall be located within enclosed structures constructed of similar materials and quality of the associated buildings, with a gate that can be closed. The gate shall be similarly treated or located in an area not visible from the street.
1. Site Design

f. Treatment of Drive-Through Areas (where allowed)

(Intent: To reduce vehicle/pedestrian conflicts and improve the pedestrian environment.)

1. Drive-through facilities and stacking lanes shall not be located along the street frontage of a building that faces a right-of-way. Stacking lanes shall be designed so as to be able to accommodate all vehicles on-site, and no part of a vehicle using a drive-through facility shall project into the public right-of-way.

g. Buffers and Transitions to MHO and Zones Outside Downtown

(Intent: To require additional features to be incorporated into higher density residential development when located adjacent to properties zoned for lower density single-family use in order to enhance the compatibility between uses.)

1. Incorporate at least two of the following site features between different zones (per development standards):
   i. increased setback
   ii. evergreen buffer of dense trees or hedge
   iii. vegetated fencing or wall
   iv. A feature not on the list that meets the intent and is approved by Director

2. Existing non-hazardous trees within the site and adjacent to the neighboring development should be retained.

h. Connections to Future Trails

(Intent: To increase the connectivity and provide for alternative modes of transportation through and around the Town Center District.)

1. Developments adjacent to existing and future mapped trails shall incorporate pedestrian/bicycle connections that are visible from public rights-of-way and/or building entrances.)
1. Site Design

i. Public Spaces

**Intent:** To provide an enhanced pedestrian experience by linking public plazas, courtyards and other gathering spaces.

1. If plazas, courtyards and other pedestrian areas are included in the project as part of a FAR (Floor Area Ratio) Bonus Program or other development requirement the following guidelines shall be addressed:
   a) Spaces shall include additional landscape conducive to pedestrian use, accent lighting, public art, benches and/or low seating walls, and brick or other special paving.
   b) Public space shall not be occupied by driveways, service areas, or any other vehicular use. This does not preclude occasional access to the space for service vehicles or temporary events.
   c) Public spaces should be oriented toward the south (for solar exposure) when possible to create a more comfortable micro-climate.

2. Public spaces shall be directly linked both visibly and physically from public sidewalks and walkways.

3. Intersections of type I and II streets should be marked with setbacks that allow for public spaces. Rather than meeting the corner, new buildings should incorporate forecourts, plazas, or gardens that welcome the public and offer a dramatic statement at the corner.
2. Building Design

a. Prominent Entrances

*Intent: To ensure that entrances are easily identifiable and accessible from streets and sidewalks.*

1. Locate primary entrances so that they are visible from the public right-of-way. The entry shall be marked by architectural elements such as canopies, ornamental lighting fixtures and/or fixed seating that offer visual prominence.
2. Residential uses should incorporate a porch or stoop as a transition between the sidewalk and entry.

b. Ground Level Details

*Intent: To reinforce the character and attractiveness of the streetscape and provide pedestrian-friendly amenities and ensure that dwelling units at street level are safe and comfortable for the unit occupants.*

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of at least four of the following elements:
   i. Kick plates for storefront windows
   ii. Projecting window sills
   iii. Pedestrian-scale signage
   iv. Exterior lighting sconces
   v. Containers for seasonal plantings
   vi. Window box planters
   vii. Benches and seat walls along 30% of the length of the façade
   viii. Decorative paving in the sidewalk
   ix. Decorative brick, tile or stone work on the ground floor façade
   x. A feature not on the list that meets the intent and is approved by Director.

2. Ground floor residential uses fronting on a street shall be designed to comply with all of the following elements:
   i. The finished floor of the ground floor residential units shall be elevated at least 2 feet above sidewalk grade to provide additional privacy for the residences at the street level.
   ii. The finished floor of the ground floor unit if designated for ADA (Americans with Disabilities Act) accessibility may have a front door at the same grade as the street sidewalk.
   iii. Primary or secondary access shall be provided to the unit via a front door to the street sidewalk or a walkway to a patio/porch along the street sidewalk.
2. Building Design

c. Transparency Zone

**Intent:** To provide a visual connection between activities inside and outside of buildings.

1. On all streets: buildings shall include windows with clear vision glass on at least 25\% of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street. Increased requirements for transparency are associated with street type and found in Section C of this document. Windows into parking garage space shall not qualify as part of the transparency requirement. If windows are not appropriate, decorative art (such as non-commercial murals or relief sculpture), significant architectural detailing, or wall-covering landscaping may be used, as approved by the Director.

d. Treatment of Blank Walls

**Intent:** To soften the visual impact of any wall that does not have windows.

1. Any blank wall that faces a street shall incorporate at least five of the following features:
   i. An architectural plinth (a stone or masonry base at least 36” high)
   ii. Belt course(s) of masonry
   iii. Trellis with vines planted that will grow vertically
   iii. A Green Wall. For the purposes of this subsection, a “Green Wall” is defined as a vertical trellis or cable/wire net systems installed as part of the building envelope system where climbing plants or cascading groundcovers are trained to cover these specially designed supporting structures (also commonly referred to as biowalls, vertical gardens, modular living walls). A Green Wall should be located in association with a raised planter at least 2 feet high and 3 feet wide integrated into the building design. A Green Wall shall be planted with climbing vines or plant materials sufficient to obscure or screen at least 60% of the wall surface within 3 years.
   iv. Recesses at least 4 feet wide and 2 feet deep
   v. Overhanging roof
   vi. Decorative tile work
   vii. Accent lighting
   viii. Artwork that does not contain a commercial message
   ix. Evergreen hedge
   ix. Landscape planting bed at least 5 feet wide, or raised planter bed at least 2 feet high and three feet wide, in front of the wall. Such planting areas shall include plant materials sufficient to obscure or screen at least 60% of the wall surface within 3 years. The applicant shall utilize plant materials that complement the natural character of the Pacific Northwest; are adaptable to the climatic, topographic, and hydrologic characteristics of the site; and should include native species.
   x. Seating (benches or ledges)
   xi. A feature not on the list that meets the intent, as approved by the Director.

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**Proposed Amendments 032414** City of Covington Downtown Design Guidelines and Standards
2. If a blank wall is on a building within a phased development in which other buildings are indicated on an approved plan to be built between the blank wall and the street, the Director may waive this requirement.
2. Building Design

e. Massing and Articulation

**Intent:** To reduce the apparent bulk of larger buildings and maintain a pedestrian scale, achieved through consistent building details and proportions on all sides to ensure a “four-sided” quality to a building and upper-story features that improve the relationship between the upper stories and the street.

1. Buildings 30 feet in height and taller shall distinguish a “base” at ground level using articulation and materials such as stone, masonry, or decorative concrete.

2. The “top” of the building will emphasize a distinct profile or outline with elements such as a projecting parapet, cornice, upper level step back or pitched roofline.

3. The “middle” of the building should be distinguished by a change in materials or color, windows, balconies, step backs and signage.

4. The design of the building shall provide consistent architectural details; colors and materials shall be consistent on all building walls.

5. Upper stories of buildings should maintain an expression line along the façade--such as a change of material, projections, or setbacks--to reduce the perceived building mass. Upper floor windows should be divided into individual units and not consist of a “ribbon” of glass.

6. Buildings shall include articulation along all façades facing and visible from streets. Façade details and elements should be integral to the overall building design and should not appear added on. The purpose is not to create a regular rigid solution but rather to break up the mass in creative ways. At least two of the following methods shall be included to add visual interest and to reduce a building’s apparent scale. To provide interest and variation appropriately scaled to the building, all facades shall incorporate all of the following methods:

   i. distinctive roof forms,

   ii. changes in integrally textured, colored, or patterned materials, such as stone or other masonry

   iii. window patterns,

   iv. different colors

   v. A feature not on the list that meets the intent, as approved by the Director.

   (a) Preferred: A Green Wall. For the purposes of this subsection, a “Green Wall” is defined as a vertical trellis or cable/wire net system installed as part of the building envelope system where climbing plants or cascading groundcovers are trained to cover these specially designed supporting structures (also commonly referred to as biowalls, vertical gardens, modular living walls). A Green Wall should be located in association with a raised planter at least 2 feet high and 3 feet wide integrated into the building design. A Green Wall shall be planted with climbing vines or plant materials sufficient to obscure or screen at least 60% of the wall surface within 3 years.

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**Proposed Amendments 032414**  City of Covington Downtown Design Guidelines and Standards

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(b) Alternative if the applicant can demonstrate to the satisfaction of the Director that a Green Wall is not appropriate, alternative landscaping, architectural, or site design feature(s) of equal or better means of satisfying the intent may be allowed.

v. Architectural methods of breaking down the façade, such as changes of plane or vertical fins

vi. In lieu of i-v above, a façade design that provides an alternative method for creating visual interest at the pedestrian level, reducing the perceived building mass, and meets the intent, may be approved by the Director.

f. Roofline and Roof-mounted Equipment

Intent: To ensure that roof forms provide distinctive profiles and interest and to screen rooftop mechanical and communications equipment from the ground level of nearby streets and residential areas.

1. Mechanical equipment shall be screened by an extended parapet wall or other roof form that is integrated with the architecture of the building.

2. No roofline ridge should run unbroken for more than 80 feet.

g. Mechanical Equipment

Intent: To ensure that a building’s mechanical equipment and/or other utility hardware is well-screened from public view to enhance the building’s appearance.

1. Mechanical equipment and/or other utility hardware for a building, located on the roof, ground, or wall-mounted on the building, shall be screened from public view with architectural and/or landscape materials, or they shall be located so as to not be visible from any street, common areas, or public vantage point.

2. Screening shall be compatible with the building architecture (materials, color, and scale) and the surrounding landscaping.

3. When using landscaping to screen equipment, plants shall be arranged with a minimum of 50% coverage at time of installation and be able to grow to fully screen or shield the equipment within 3 years.

4. Screening with landscaping shall utilize plant materials that complement the natural character of the Pacific Northwest; are adaptable to the climatic, topographic, and hydrologic characteristics of the site; and that include native plant species whenever possible.
2. Building Design

gh. Transitions to MHO and Zones Outside Downtown

Intent: To require additional features to be incorporated into higher density residential development when located adjacent to properties zoned for lower density single-family use in order to enhance the compatibility between uses.

1. Incorporate at least four of the following architectural features:
   i. recessed entry
   ii. dormers
   iii. higher quality material
   iv. distinctive roof forms
   v. upper level balconies
   vi. gables
   vii. window patterns
   viii. A feature not on the list that meets the intent and is approved by Director.

2. Flat, blank walls shall not be visible from the street or common areas, or public vantage point. (See Blank Wall Standard B(2)d)

bj. Design of Allowed Light Industrial Uses

Intent: To ensure a variety of compatible uses are designed with pedestrian-oriented features.

1. Allowed light industrial uses shall maintain a pedestrian-scale and street activation by incorporating at least two of the following features:
   i. Base, middle, top building features
   ii. Street-level transparency
   iii. Weather protection
   iv. A feature not on the list that meets the intent and is approved by the Director.
1. Map of Downtown Street Types
2. Type I Streets

a. Description
These streets are intended to function as the “primary pedestrian street” in terms of the building-street relationship and the high degree to which pedestrian comfort and safety are addressed through streetscape design and minimization of vehicle-pedestrian conflict points. Although vehicular traffic is not excluded, its movement should be slow and “calmed” through devices such as curb bulbs, on-street parking, and frequent crossings. Sidewalks should be very wide, street trees and understory vegetation should be plentiful, incorporating pedestrian-scaled lighting and abundant street furnishings. Buildings facades along these streets are expected to reinforce the pedestrian experience by providing certain types of uses and architectural features.

b. Street Standards
i. Sidewalks shall accommodate a minimum 5-foot wide amenity area behind the curb for plantings and furnishings and a minimum 9-foot wide clear passageway for walking. Although additional, modest setbacks to accommodate a storefront area within a sidewalk are encouraged to allow for café seating, generally building facades shall be located at the back of the sidewalk.
ii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts (driveway openings) should:
   a) Be no more than 30 feet wide.
   b) A minimum of 200 feet apart from any other curb cut or street intersection. (This shall not preclude access to a property, however.)
   c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving should be continuous.
iii. Curb bulbs at intersections are required.
iv. Special lighting and furnishings are required within the amenity area behind the curb.
v. Trees should be planted within the street right-of-way or utility easement at the rate of one tree every 25 feet of street frontage. Trees may be spaced at irregular intervals to accommodate sight distance requirements for driveways and intersections. Trees shall be a species approved by the City and compatible with overhead utility lines, if present.
vi. The roadway should consist of one travel lane in each direction and on-street parking on both sides.
vii. Where left turn movements need to be specifically accommodated, planted medians with turn pockets are encouraged rather than a continuous center turn lane.

c. Street Section Diagram
2. Type I Streets

d. Site Design

i. Street Relationship

*Intent: To reinforce an active pedestrian experience.*

1. 80% of the lot frontage shall be occupied by a building or other structure approved by the Director as meeting the intent of this standard.

2. Required building frontage shall be located at the back of sidewalk or adjacent to public plaza, courtyard, seating area or other space intended for public use.

3. **Commercial and Retail Uses.** Minimum average depth of 20 feet measured from the wall abutting the street frontage to the rear wall of the commercial/retail use and a minimum width of 20 feet measured from the interior walls of the commercial/retail use.

ii. Sidewalk and Streetscape Features

*Intent: To produce a streetscape that is safe, convenient, comfortable and cohesive for people on foot.*

1. Use City-approved standardized fixtures for benches, trash receptacles and bike racks located in the public right-of-way shall be used.

iii. Parking Location

*Intent: To reduce the visual impact of parking and enhance the pedestrian experience.*

1. Parking should be located under, behind, or to the side of buildings.
2. Type I Streets

e. Building Design

i. Entrances on Public Sidewalk

*Intent: To ensure that entrances are easily identifiable and accessible from streets and sidewalks.*

1. A primary entrance shall be located so that it is visible from the public right of way.
2. The primary entrance shall have direct pedestrian access to a public sidewalk.
3. Retail space that is adjacent to a public sidewalk shall have entrances that directly connect to that public sidewalk.
4. Major entrances shall be located at the corners and highlighted by elements like higher or more expressive canopies, cropped or curved building corners, turret-like features, higher bays, larger windows and doors, projections, different window designs, a raised tower form, or other physical features.

ii. Transparency

*Intent: To provide a visual connection between activities inside and outside of buildings.*

1. Buildings shall include windows with clear vision glass on at least 60% of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street.

iii. Weather Protection

*Intent: To improve comfort and pedestrian activity.*

1. Buildings shall provide weather protection over all adjacent sidewalks and pedestrian connections so that 75% of the length of the building frontage has overhead weather protection.
2. All overhead weather protection shall be placed between 8 and 12 feet above the walkway level and be a minimum of 6 feet in depth.
2. Type I Streets

e. Building Design

iv. Ground Level Details

*Intent: To reinforce the character of the streetscape and provide pedestrian amenities.*

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of at least two additional (for a total of six) of the following elements:
   a) Kick plates for storefront windows
   b) Projecting window sills
   c) Pedestrian-scale signage
   d) Exterior lighting sconces
   e) Containers for seasonal plantings
   f) Window box planters
   g) Benches and seat walls along 30% of the length of the façade
   h) Decorative paving in the sidewalk
   i) Decorative brick, tile or stone work on the ground floor façade
   j) A feature not on the list that meets the intent and is approved by Director.

v. Higher Quality Building Materials

*Intent: To encourage high quality buildings.*

1. Buildings shall employ durable and high-quality materials that show permanence and quality, such as glass, steel, brick, stone, wood, etc.
2. The use of sustainably harvested, salvaged, recycled or reused products is encouraged wherever possible.
1. **Type I Streets**

   **e. Building Design**

   vi. Massing

   **Intent:** To reduce the apparent bulk of buildings by breaking them down into smaller components while providing visual variety along the street face.

   1. Facades of buildings over 100 feet along the street shall be divided into smaller masses, such as narrow storefronts, bays, and separated roof forms. Also see Design Standards: All Downtown Districts, Building Design, Massing and Articulation B.2. e.

   vii. Upper Story Step Back

   **Intent:** To provide relief to perceived building mass through an upper-story step back.

   1. Along pedestrian-oriented streets, building facades shall step back on any floor above the third story. The following alternatives are acceptable:
      a) The top floor steps back at least 10 feet.
      b) All floors above the third floor step back at least 10 feet.
      c) Progressive step backs on several floors to a total of at least 10 feet.
   2. Facades of floors that step back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and organized combination of features that face the street. Balconies may extend into the step back areas.
   3. Alternatives to this guideline may be proposed; so long as the effect is that the upper floor(s) appear to recede from view as approved by the Director.
2. Type I Streets

f. Sign Design

i. Integration with Architecture

*Intent: To ensure that signage is a part of the overall design approach to a project and not added as an afterthought element.*

1. The design of buildings and sites shall identify location and sizes for future signs. As tenants install signs, it is expected that such signs shall be in conformance with an overall sign program that allows for advertising which fits the architectural character, proportions, and details of the development.

ii. Creativity / Unique Expressions

*Intent: To encourage interesting, creative and unique approaches to the design of signs.*

1. The design of signs are encouraged to use color, graphics, and handcrafted elements.

iii. Pedestrian Orientation

*Intent: To provide signs that will complement and strengthen the pedestrian realm.*

1. Pedestrian signs include projecting signs (blade signs), window signs (painted on glass or hung behind glass), logo signs (symbols, shapes), wall signs over entrance, and monument signs.
3. **Type II Streets**

a. **Description**

These streets or street segments support pedestrian, transit and bicycle circulation while also fully accommodating vehicles. Some traffic calming devices might be used and speed limits would be relatively low. These streets should have one travel lane in each direction, with turning pockets at intersections. On-street parking should be present where there are commercial uses. Sidewalks would be moderate in width and contain street trees between the curb and clear walking zone. Pedestrian-scale lighting would also be present. As with Type I Streets, buildings facades along these streets are expected to reinforce the pedestrian experience by providing certain types of architectural features.

b. **Street Standards**

i. Sidewalks shall accommodate a minimum 5-foot wide zone behind the curb for plantings and furnishings and a minimum 8-foot wide clear passageway for walking.

ii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts shall:
   a) Be no more than 30 feet wide.
   b) Be spaced a minimum of 200 feet apart from another curb cut or street intersection (This shall not preclude access to a property, however.)
   c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving shall be continuous.

iii. Curb bulbs at intersections are encouraged.

iv. Sidewalk lighting and furnishings are required within the amenity zone behind the curb.

v. A minimum 5-foot bicycle lane shall be included on both sides of street.

vi. Within the Town Center, the roadway should consist of one travel lane in each direction, it may also include a center median consisting of a landscaped areas with turn pockets.

vii. A parking lane shall be incorporated on both sides of the street, unless determined to be unnecessary by the Director.

c. **Street Section Diagram**
2. **Type II Streets**

**d. Site Design**

i. **Street Relationship**

*Intent: To reinforce an active pedestrian experience.*

1. 50% of the lot frontage shall be occupied by a building or other structure approved by the Director as meeting the intent of this standard.
2. Required building frontage shall be located at the back of sidewalk or adjacent to public plaza, courtyard, seating area or other space intended for public use.
3. Parking between the building and the sidewalk shall not be allowed.

ii. **Sidewalk and Streetscape Features**

*Intent: To produce a streetscape that is safe, convenient, comfortable and cohesive for people on foot.*

1. Use City-approved standardized fixtures for benches, trash receptacles and bike racks located in the public right-of-way.

iii. **Parking Location**

*Intent: To reduce the visual impact of parking and enhance the pedestrian experience.*

1. Parking should be located under, behind, or to the side of buildings.
3. Type II Streets

e. Building Design

i. Entrances on Public Sidewalk

*Intent: To have commercial and pedestrian activity visible from streets.*

1. Main entrances to buildings shall be visually prominent and located where they are seen from the street. Building entrances shall incorporate at least one of the following:
   a) Create a visually prominent entrance with pedestrian connection from the street
   b) If the doorway does not face the street, create an architecturally prominent overhang over a clearly marked and well-maintained path that connects the entry to the sidewalk.
2. Techniques for making entrances prominent include a projecting canopy, a roof form over the entrance, a tower form, a landscaped forecourt or some combination of these elements.

ii. Transparency

*Intent: To provide a visual connection between activities inside and outside of buildings.*

1. Buildings shall include windows with clear vision glass on at least 50% of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street.

iii. Weather Protection

*Intent: To improve comfort and pedestrian activity.*

1. Buildings that have retail at the ground level shall provide weather protection over all adjacent sidewalks and pedestrian connections so that at least 50% of the length of the building frontage has overhead weather protection.
2. All overhead weather protection shall be placed between 8 and 12 feet above the walkway level and be a minimum of 6 feet in depth.
3. Type II Streets

e. Building Design

iv. Ground Level Details

*Intent: To reinforce the character of the streetscape and provide pedestrian amenities.*

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of an additional feature (for a total of five) of the following elements:
   a) Kick plates for storefront windows
   b) Projecting window sills
   c) Pedestrian-scale signage
   d) Exterior lighting sconces
   e) Containers for seasonal plantings
   f) Window box planters
   g) Benches and seat walls along 30% of the length of the façade
   h) Decorative paving in the sidewalk
   i) Decorative brick, tile or stone work on the ground floor façade
   j) A feature not on the list that meets the intent and is approved by the Director.

v. Higher Quality Building Materials

*Intent: To encourage high quality, lasting buildings.*

1. Buildings shall employ durable and high-quality materials that show permanence and quality, such as glass, steel, brick, stone, wood, etc.
2. The use of sustainably harvested, salvaged, recycled or reused existing products is encouraged wherever possible.
3. Type II Streets

e. Building Design

vi. Massing

Intent: To reduce the apparent bulk of buildings by breaking them down into smaller components while providing visual variety along the street face.

1. The facades of buildings over 100 feet along the street should be divided into smaller masses, such as narrow storefronts, bays, and separated roof forms. Also see Design Standards: All Downtown Districts, Building Design, Massing, Articulation and Modulation B.2. e.

vii. Upper Story Step Back

Intent: To provide relief to perceived building mass through upper-story step backs.

1. Building facades shall be stepped back above the third story. The following alternatives are acceptable:
   a) The top floor steps back at least 5 feet.
   b) All floors above the third floor step back at least 5 feet.
   c) Progressive step backs on several floors to a total of at least 5 feet.

2. Facades of floors that step back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and organized combination of features that face the street. Balconies may extend into the step back areas.

3. Alternatives to this guideline may be proposed; so long as the effect is that the upper floor(s) appear to recede from view as approved by the Director.
4. Type III Streets

a. Description
This type of street contains elements that screen from public right-of-way any undesirable views such as loading docks, open air storage, or the back sides of buildings. They also should accommodate low impact development features such as vegetated swales, rain gardens, native landscaping species, stands of mature trees, and retention of other natural elements of a site. This street type is used along key zone boundary transitions. Although there would not generally be active uses fronting on the street, there would be sidewalks, street trees and understory vegetation. The sidewalk could meander away from the curb line and be “park-like” in nature. If the density and size of planting is at a very high level, there might be less of a need to incorporate architectural features into buildings or walls. Otherwise, well-detailed walls and facades are still required.

b. Street Standards
i. Within the 15 foot meandering walk/amenity zone, sidewalks shall accommodate a minimum 5-foot wide zone behind the curb for plantings and furnishings and a minimum 5-foot wide clear passageway for walking.
ii. Street improvements should include LID components such as drainage swales, rain gardens, etc to address storm water infiltration.
iii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts shall:
   a) Be no more than 30 feet wide.
   b) Be spaced a minimum of 300 feet apart from another curb cut or street intersection (This shall not preclude access to a property, however.)
   c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving shall be continuous.
   d) Appropriate transitions in lane configuration may be necessary north of SE 275th Street to accommodate vehicle movement at intersections.

c. Street Section Diagram
d. Site Design

i. Low impact development.

*Intent: To encourage the collection and infiltration of storm water runoff.*

1. The area between the building or use and the street should contain planted LID features such as bio swales, rain gardens, or another technique that reflect principles of collecting and filtering run-off.

i. Enhanced Landscaping.

*Intent: To soften the edge between building and street.*

1. The area between the building or use and the street is expected to contain arrangements of evergreen and deciduous plantings either native or locally suitable non-invasive species. Groomed lawns requiring high maintenance are neither required nor desirable. But there may be pockets of ornamental seasonal planting.

e. Building Design

i. Building Placement

*Intent: To encourage a more passive built edge along the street.*

1. Building facades should not be located at the back of the sidewalk.
5. Type IV Streets

a. Description
These streets or street segments support pedestrian, transit and bicycle circulation while also fully accommodating vehicles. These streets may have two travel lanes in each direction, with turning pockets at intersections. Sidewalks would be moderate in width and contain street trees between the curb and clear walking zone. Pedestrian-scale lighting would also be present. As with Type I Streets, buildings facades along these streets are expected to reinforce the pedestrian experience by providing certain types of architectural features.

b. Street Standards
i. Sidewalks shall accommodate a minimum 5-foot wide zone behind the curb for plantings and furnishings and a minimum 8-foot wide clear passageway for walking.
ii. To ensure smoother, more organized traffic movements and less disruption of pedestrian movement, curb cuts shall:
   a) Be no more than 30 feet wide.
   b) No additional curb cuts shall be allowed. Consolidation of curb cuts shall take place where possible and access should be off secondary streets where possible. This shall not preclude access to a property, however.
   c) Not interrupt the paving material of the sidewalk with another material. The sidewalk paving shall be continuous.

c. Street Section Diagram
4. **Type IV Streets**

**d. Site Design**

i. Street Relationship

**Intent:** To reinforce an active pedestrian experience.

1. At least 40% of the lot frontage shall be occupied by a building or other structure approved by the Director as meeting the intent of this standard.
2. Required building frontage shall be located at the back of sidewalk or adjacent to public plaza, courtyard, seating area or other space intended for public use.
3. Parking and drive-through lanes between the building and the sidewalk shall not be allowed.

ii. Sidewalk and Streetscape Features

**Intent:** To produce a streetscape that is safe, convenient, comfortable and cohesive for people on foot.

1. Use City-approved standardized fixtures for benches, trash receptacles and bike racks located in the public right-of-way within the amenity zone.
5. Type IV Streets

Building Design

i. Entrances on Public Sidewalk

Intent: To have commercial and pedestrian activity visible from streets.

1. Main entrances to buildings shall be visually prominent and located where they are seen from the street. Building entrances shall incorporate at least one of the following:
   a) Create a visually prominent entrance with pedestrian connection from the street
   b) If the doorway does not face the street, create an architecturally prominent overhang over a clearly marked and well-maintained path that connects the entry to the sidewalk.

2. Techniques for making entrances prominent include a projecting canopy, a roof form over the entrance, a tower form, a landscaped forecourt or some combination of these elements.

ii. Transparency

Intent: To provide a visual connection between activities inside and outside of buildings

1. Buildings shall include windows with clear vision glass on at least 50% of the area between two and twelve feet above grade for all ground floor building facades that are visible from an adjacent street.

iii. Weather Protection

Intent: To improve comfort and pedestrian activity.

1. Buildings that have retail at the ground level shall provide weather protection over all adjacent sidewalks and pedestrian connections so that at least 40% of the length of the building frontage has overhead weather protection.

2. All overhead weather protection shall be placed between 8 and 12 feet above the walkway level and be a minimum of 6 feet in depth.
5. Type IV Streets
   e. Building Design
      iv. Ground Level Details

Intent: To reinforce the character of the streetscape and provide pedestrian amenities.

1. Facades of commercial and mixed-use buildings that face the street shall be designed to be pedestrian friendly through the inclusion of an additional feature (for a total of five) of the following elements:
   a) Kick plates for storefront windows
   b) Projecting window sills
   c) Pedestrian-scale signage
   d) Exterior lighting sconces
   e) Containers for seasonal plantings
   f) Window box planters
   g) Benches and seat walls along 30% of the length of the façade
   h) Decorative paving in the sidewalk
   i) Decorative brick, tile or stone work on the ground floor façade
   j) A feature not on the list that meets the intent and is approved by the Director.

v. Higher Quality Building Materials

Intent: To encourage high quality, lasting buildings in the Downtown.

1. Buildings shall employ durable and high-quality materials that show permanence and quality, such as glass, steel, brick, stone, wood, etc.
2. The use of sustainably harvested, salvaged, recycled or reused existing products is encouraged wherever possible.

vi. Massing

Intent: To reduce the apparent bulk of buildings by breaking them down into smaller components while providing visual variety along the street face.
5. Type IV Streets

e. Building Design

vii. Upper Story Step Back

Intent: To provide relief to perceived building mass through an upper-story step back.

1. Building facades shall step back above the third story. The following alternatives are acceptable:
   a) The top floor steps back at least 5 feet.
   b) All floors above the third floor step back at least 5 feet.
   c) Progressive step back on several floors to a total of at least 5 feet.

2. Facades of floors that step back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and organized combination of features that face the street. Balconies may extend into the step back areas.

3. Alternatives to this guideline may be proposed; so long as the effect is that the upper floor(s) appear to recede from view as approved by the Director.
The information included on this map has been compiled by Covington staff from a variety of sources and is subject to change without notice. Covington makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a survey product. Covington shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of Covington.
Memo

To: Planning Commission
From: Sara Springer, City Attorney
       Brian Bykonen, Associate Planner
       Richard Hart, Community Development Director
CC: Salina Lyons, Principal Planner
Date: March 27, 2014
Re: Amendments to the City of Covington Sign Code for Government,

At the request of the City Council as part of the 2013 and 2014 Work Program, the
Planning Commission was asked to review and make recommendations on the
city's sign code for possible amendments related to government and civic signs.
While conducting our research, the city staff and Planning Commission discovered
some inconsistencies, some need for restructuring and reformatting, and some
code provisions that historically caused enforcement difficulties in two other
areas: Home Business Signs and Portable A-Frame Signs. Covington’s Municipal
Code (CMC) Section 18.55 governs all types of signs including Real Estate,
Political, Home Business, Civic, Institutional, Portable and Temporary Signs.
Section 18.55 also addresses Permits, Prohibited Signs, Exempt Signs,
Construction Standards, Variances, Maintenance and Removal, Nonconforming
Signs, Compliance and Enforcement, and Liability.

The current version of the Sign Code Regulations with graphics to illustrate the
various standards can be viewed on the city’s website here:

http://www.codepublishing.com/wa/covington/?Coving18/Coving1855.html
Exhibit 1 to this memo is a clean copy of the proposed restructuring, reformatting and reorganization of the sign code into a more user-friendly version with some new additions for home business, portable A-frame, and pole banner signs. Some of the proposed changes include language correcting inconsistencies and providing definable standards for enforcement where none existed in the current code. These changes will make administration and code enforcement much easier.

Major proposed changes in Exhibit 1 include:

1.) 18.55.040 Signs Exempt from this Chapter: Reorganization of all exempt signs under one heading for ease of administration.

2.) 18.55.050 Prohibited Signs: Reorganization of the section and adding feather flags to prohibited signs to address current enforcement issues.

3.) 18.55.060 General Restrictions for All Signs: Addition of a new general restrictions section for all signs.

4.) 18.55.070 Permits: Restructured the permits section into two different areas for signs requiring permits and signs not requiring permits for ease of administration.

5.) 18.55.080 Temporary Signs: Reorganized this section into separate areas for noncommercial and commercial temporary signs for ease of administration. This section would include civic signs as a noncommercial temporary sign located on city property.

6.) 18.55.120 Portable Signs: Added a new chapter to address portable or A-frame signs for ease of administration and enforcement where none existed. This would allow one city portable signs as a noncommercial sign.

7.) 18.55.130 Street Pole Banners: Added a new section for street pole banners to accommodate the needs of the city for banners, marketing of events and branding.

8.) 18.55.140 Service Organization Signs: Added a separate section with standards instead of reviewing on a case by case basis.
9.) 18.55.150 Home Business Signs: Reorganized the section with standards for home businesses or home occupations where very few standards existed for ease of administration and enforcement and rather than reviewing these types of signs on a case by case basis.

10.) 18.55.160 Sign Standards for Institutional Uses: Reorganized the section and reduced the maximum height to 12 feet for consistency with other sections.

11.) 18.55.170 Scoreboard Signs: Added a separate section for scoreboard signs with specific standards where none existed and where signs were reviewed on a case by case basis.

12.) 18.55.180 Signs in Residential Zoning Districts: Rewrote Table 1 with adjusted standards for ease of administration and enforcement to reflect changes for civic, government, institutional, residential, religious, home business and portable signs.

Staff Recommendation:

After discussion and consideration the Planning Commission should provide staff with any final comments and direction on the proposed sign code so we can then prepare for the public hearing on April 17.

Exhibits:

1) Draft amendments to the Covington Sign Code Regulations CMC 18.55.
Chapter 18.55
SIGNS*

Sections:

*Prior legislation: Ords. 2-99, 6-99, 18-99 and 20-01.

18.55.010 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.

18.55.020 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 the application of Chapter 18.31 CMC in the downtown zone, the standards contained in Chapter 18.31 CMC shall apply.

1 of 35
18.55.030 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. “Administrator” means the Community Development Director or his/her designee.
2. “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.
3. “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.
4. “Banner” means a sign made of fabric or any non-rigid material with or without an enclosed framework. (See Figure A-1.)
5. “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.
6. “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.
7. “Canopy sign.” See “awning or canopy sign.” (See Figure A-2.)
8. “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.
9. “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 (8) 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.
10. “City” means the City of Covington, a Washington municipal corporation, unless the context clearly indicates otherwise.
11. “Community service event” or “civic event” means a community event open to the public (such as a food festival, concert, fun run and/or meeting) sponsored by a non-profit organization, institution (including a school, church or civic fraternal organization), or commercial business, not primarily for the purpose of selling or promoting merchandise or services.
12. “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.
13. “Copy” means the graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.
14. “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).
“Drive-up window sign (menu, service, etc.)” means an advertising structure listing services, or items to purchase, from a drive-up window.

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

“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.

“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 plan 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.

“Facade” means the entire building face including the parapet.

“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.

“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.)

“Frontage, building” means the length of an outside building wall.

“Frontage, property” means the length of the property line along the public right-of-way on which it borders.

“Graffiti” means an inscription of symbols, works, or pictures by painting, spray painting or other means of defacing public or private property.

“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.

“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.

“Home Business Sign” means a permanent sign used to advertise a home occupation, as defined in CMC 18.20.610, or a home industry, as defined in CMC 18.20.605.

“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.
(29) “Identification sign (subdivision)” means a freestanding or wall sign identifying a recognized subdivision, condominium complex, or residential development.

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

(31) “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.).

(32) “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.

(33) “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.

(34) “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.

(35) “Logo” means a distinctive name, symbol or trademark of a company designed for easy recognition.

(36) “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.

(37) “Marquee sign” means any sign attached to or supported by a marquee, which is a permanent roof-like projecting structure attached to a building.

(38) “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.)

(39) “Multi-tenant complex” means a complex containing two or more uses or businesses.

(40) “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.

(41) “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.

(42) “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.

(43) “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.

(44) “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.

(45) “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.

(46) “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.

(47) “Person” means any individual, corporation, association, firm, partnership, or other legal entity.

(48) “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.)

(49) “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.)

(50) 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.)

(51) “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.

(52) “Portable sign” means a sandwich board 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.)

(53) “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.)

(54) “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.

(55) “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.)

(56) “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.)

(57) “Roof sign” means any sign erected above the eaves or on the roof of a building or structure.

(58) “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.

(59) “Sight distance requirements” means the area at intersections and site access points where the height of all structures and landscaping is regulated.

(60) “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.)

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

(62) “Street pole banner sign” means a banner mounted on a city-owned streetlight pole with preinstalled, permanent metal brackets.

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

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

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

(66) “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.

(67) “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 twenty-four (24) inches from the wall of a building with no copy on the side or edges. (See Figure A-10.)

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

(69) “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.)

18.55.040 Signs exempt from this chapter.
The following signs are exempt from regulation under this chapter but must still comply with all other applicable City ordinances:

(1) Regulatory, identification, or directional signs installed by, or at the direction of, a government entity.

(2) Signs required by law.

(3) Official public notices or official court notices.

(4) Signs or displays not visible from streets, rights-of-way, sidewalks, or parking areas open to the public.

(5) Flags of any nation, government, or noncommercial institution not exceeding twenty (20) square feet in surface area unless it is a federal, state, or city flag. Flags must be displayed on permanent flag poles.

(6) 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 twenty (20) square feet in surface area. Flags must be displayed on permanent flag poles.

(7) Point-of-purchase advertising displays such as product dispensers.

(8) “No trespassing,” “no dumping,” “no parking,” “private,” and other informational warning signs that do not exceed six (6) square feet in surface area.
(9) Structures intended for separate use such as phone booths and recycling containers; provided that no advertising oriented to the public right-of-way is attached to such structures.

(10) Reasonable seasonal decorations on private property within the appropriate public holiday season. Such displays shall be removed promptly at the end of the season.

(11) Sculptures, fountains, mosaics, murals, and design features that do not incorporate advertising or identification.

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

(13) Historical site plaques and signs integral to an historic building or site that are non-illuminated and that do not exceed two (2) square feet in area.

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

(15) Address numbers mounted flush on the wall of a building and not exceeding eighteen (18) inches in height.

(16) Lettering or symbols painted directly onto or flush-mounted magnetically onto a licensed and operable motor vehicle operating in the normal course of business.

18.55.050 Prohibited signs.
The following signs are prohibited in all zones within the City:

(1) Signs or sign structures that by coloring, shape, working, or location resemble or conflict with traffic control signs or devices.

(2) Revolving signs or signs with flashing, rotating, or blinking lights or animation that contain no copy, logo, or written text but are used to attract attention to a person, institution, business, event, product, goods, or services, except seasonal decorations.

(3) Electronic changeable message signs where the message changes more frequently than every three (3) minutes.

(4) Billboards.

(5) Inflatable signs or signs that move by force of wind, electrical power, or mechanical means.

(6) 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).

(7) Banners, clusters of flags, feather flags, posters, pennants, ribbons, streamers, strings of lights, spinners, twirlers or propellers, flashing, rotating or blinking lights, strobe lights, flares, balloons or inflated signs, searchlights, beacons and similar devices of a carnival nature; except those signs that are permitted in accordance with CMC 18.55.XXX (See Figure A-1).

(8) Roof signs.

(9) Roof-mounted statues, figures, or objects such as antennas used to attract attention to a particular business.
(10) Off-premises signs, except that uses located on lots without public frontage in commercial and industrial zones may have one (1) off-premises directional sign of no more than sixteen (16) square feet in area.

(11) Any sign that is not specifically permitted by this chapter.

18.55.060 General restrictions for all signs.
The following restrictions apply to all signs in all zones, unless specifically otherwise authorized by another provision in this chapter:

(1) No sign shall be located in or on public right-of-way, including medians, sidewalks, and roundabouts, except for signs on bus benches provided by Chapter 12.45 CMC.

(2) No sign shall be attached to utility poles, fences, street lights, trees, or other natural features.

(3) No sign shall be located on any public property or facility without permission of the government agency of the same.

(4) No sign shall be so designed or constructed as to interfere with the sight distance of motorists proceeding on or approaching adjacent streets, alleys, driveways, or parking areas, or of pedestrians proceeding on or approaching adjacent sidewalks or pedestrian ways.

(5) No sign shall be so designed or constructed as to obstruct or interfere with free access to or egress from a required exit from a building or structure.

18.55.070 Permits.
(1) Required. 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 (2) of this section.

   (a) An applicant shall pay the permit fees set forth in the City's fee schedule.

   (b) 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.

   (c) No new permit is required for signs that have valid existing permits and that conform with the requirements of this code on the date of its adoption unless the size, shape, or location of the sign is altered.

(2) Signs Not Requiring Permits. The following types of signs shall not require a sign permit; these exemptions shall not be construed as relieving the owner of a sign from the responsibility of its erection and maintenance and its compliance with the provisions of this chapter or any other law or ordinance regulating the same:

   (a) Temporary signs meeting the requirements of CMC 18.55.XXX.

   (b) Political signs meeting the requirements of CMC 18.55.XXX.

   (c) Real estate signs meeting the requirements of CMC 18.55.XXX.

   (d) Construction signs meeting the requirements of CMC 18.55.XXX.

   (e) Home business signs meeting the requirements of CMC 18.55.XXX.
(f) Incidental signs attached to a structure or building, providing that the total of such signs per use or business shall not exceed two (2) square feet.

(g) On-premises directional signs, the sole purpose of which is to provide for pedestrian and vehicular traffic direction, not exceeding four (4) square feet in sign area if the directional sign is indicating one direction and eight (8) 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 twenty percent (20%) of the total area of the directional sign.

(h) Drive-up window signs not exceeding sixty (60) square feet or no more than two (2) signs having a total of ninety (90) square feet. Landscaping is required to obscure the sign from the public right-of-way.

(i) Fuel price signs, limited to one (1) monument sign per street frontage, located on the property where fuel is sold, and not exceeding five (5) feet in height with a sign area not exceeding twenty (20) square feet per sign face (See Figure A-5.).

(j) Instructional signs.

(k) Barber poles not exceeding six (6) feet in length or a height of eight (8) feet above grade.

(l) 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.

(m) Under canopy signs not exceeding the width of the canopy and eight (8) square feet in area and, provided, that a minimum separation exists between such signs equal to twenty (20) linear feet or more.

(n) Window signs not exceeding fifty percent (50%) of the window area per building frontage.

(3) 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 City may require to ensure compliance with this code.

(4) The Community Development Director or his/her designee shall make the final decision to either grant or deny a sign permit application submitted pursuant to this chapter. Permit decisions are a Type 2 land use decision and are appealable to the City’s hearing examiner pursuant to the requirements of CMC 18.XX.XXX and the appeal provisions of CMC 18.XX.XXX.

18.55.080 Temporary signs.
(1) Noncommercial Temporary Signs. Noncommercial temporary signs are allowed in all zones pursuant to the following restrictions:

(a) Not more than two (2) noncommercial temporary signs are allowed per organization/institution/residence per 100 feet of street frontage.

(b) The total area in the aggregate for noncommercial temporary signs shall not exceed twelve (12) square feet per building/residence in residential zones and thirty-two (32) square feet per building in all other zones.

(c) Each organization/institution/residence may only display noncommercial temporary signs for a period not to exceed a total of 180 days within any consecutive 365-day period.
(2) Commercial Temporary Signs. Commercial signs are only allowed in commercial and industrial zones pursuant to the following restrictions:

(a) Not more than one (1) commercial temporary sign is allowed per business per 100 feet of street frontage.

(b) Commercial temporary signs shall be limited to thirty-two (32) square feet in area.

(c) Each business may only display commercial temporary signs for a period not to exceed a total of ninety (90) days within any consecutive 365-day period.

(3) Restrictions on All Temporary Signs. All noncommercial and commercial temporary signs are subject to the following restrictions:

(a) Temporary signs must be fabric signs, rigid signs, or flags and be made of a material durable enough to be maintained in a safe, neat, and attractive condition for the time said sign is displayed provided they are not painted with light-reflecting paint or illuminated.

(b) Signs shall be designed to be stable under all weather conditions, including high winds.

(c) Temporary signs must be erected with the consent of the occupant of the property on which the sign is located.

(d) Temporary signs must be removed within two (2) days of the conclusion of the sale/event/purpose for which it was intended.

(e) The city shall have the authority to require a temporary sign to be immediately removed by the building and/or property owner at their sole expense if it does not comply with this section and, in the opinion of the city’s building official, endangers public safety.

18.55.090 Real estate signs.

Real estate signs. Temporary real estate signs may be displayed according to the following restrictions.

(1) Off-Site real estate signs.

(a) The number of off-site real estate signs shall be limited to six (6) per property per agent;

(b) The area of such signs shall be no greater than six (6) square feet per sign face;

(c) 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;

(d) All off-site real estate signs are permitted only between sunrise and sunset when the seller or the agent are in attendance at the property and must be removed each day at the conclusion of the open house or other sales event;

(e) No off-site real estate sign may be placed on, or attached to, street medians, roundabouts, sidewalks, utility poles, lampposts, traffic signs and signals, trees, shrubs, or public structures. No off-site real estate sign may be placed in the public right-of-way in any manner that restricts or obstructs required sight distances; vehicular, pedestrian, wheel chair or bicycle travel; nor in any manner that blocks driveways, ramps, or curb cuts.
(2) On-Site.

   (a) The number of on-site real estate signs shall be limited to one (1) per agent per street
       frontage or public entrance if no street frontage exists.

   (b) For dwelling units, the area of the sign shall be no greater than six (6) square feet per sign
       face. For other uses and developments, the size shall not exceed thirty-two (32) square feet
       per sign face.

   (c) 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.

(3) Subdivision Signs.

   (a) Signs advertising subdivisions shall be limited to one (1) single-faced or double-faced sign
       per street frontage. Such signs shall not exceed thirty-two (32) square feet per face and shall
       not exceed eight (8) feet in height.

   (b) Such signs shall be set back at least ten (10) feet from any abutting interior property line and
       shall be wholly on the property being subdivided and sold.

18.55.100 Political signs.
Political Signs. Political signs may be displayed according to the following restrictions:

   (1) The maximum area per sign is limited to six (6) square feet;

   (2) No signs shall be posted on medians, roundabouts, utility poles, lampposts, traffic signs and
       signals, or public structures other than a public right-of-way;

   (3) No signs shall create a sight distance problem, obstruction, or hazard for vehicles or pedestrians as
       determined by the City;

   (4) No signs shall be placed in the right-of-way within an improved planting strip as defined in CMC
       18.55.XXX without the permission of the abutting property owner; and

   (5) Political sign shall be removed within seven (7) calendar days after the final election for which the
       signs are intended.

18.55.110 Construction signs.
Construction Signs. Construction signs identify the architects, engineers, contractors, or other individuals
or firms involved with the construction of a building and announce the character of the building or the
purpose for which the building is intended. Such signs are permitted to be displayed according to the
following restrictions:

   (1) Construction signs shall only be displayed on the construction site during the period of construction;

   (2) Only one (1) such sign is permitted per street frontage;

   (3) No construction sign shall exceed thirty-two (32) square feet per face or eight (8) feet in height;

   (4) Construction signs shall be removed by the date of first occupancy of the premises, or upon
       expiration of the building permit, whichever first occurs.
18.55.120 Portable signs.
Portable signs are permitted to be displayed pursuant to the following restrictions:

(1) Portable signs shall be subject to an annually renewable permit.

(2) Noncommercial portable signs are allowed in all zones.

(3) Commercial portable signs are only allowed in commercial and industrial zones.

(4) No more than one (1) portable sandwich sign may be displayed per business/organization/institution.

(5) Portable sandwich signs shall not exceed six (6) square feet per side or forty-two (42) inches in height.

(6) Portable sandwich signs shall be constructed of a rigid material and shall be professionally produced. Signs shall not be illuminated (either internal or external), moving, hand painted (unless professionally painted by a person skilled in the art of graphic design), spray painted, taped, broken, weathered, incorporate translucent material, or offend public decency.

(7) Portable signs must be located on private property and within twenty-five (25) feet of the building in which the business/organization/institution is located and to which the sign pertains.

(8) The minimum spacing between portable signs shall be twenty (20) feet.

(9) Portable signs shall be located so as not to create a safety hazard, obstruct pedestrians, and/or obstruct the vision of motorists.

(10) Portable signs are only permitted during business/organization/institution hours and must be removed each day upon the close of the business/organization/institution.

18.55.130 Street pole banners.

(1) All street pole banner signs are permitted to be displayed pursuant to the following restrictions:

   (a) Signs shall either identify a geographic place of interest or promote a civic event within the City.

   (b) Signs shall not exceed thirty (30) inches horizontal by sixty (60) inches vertical and in no case shall they adversely affect visibility of any traffic signal or sign.

   (c) Signs shall be constructed of lightweight, pliable, and durable fabrics especially designed for outdoor display and use.

   (d) Signs shall contain no advertisements. Street pole banners may display corporate or organization logos or similar endorsements for civic event sponsors provided that no more than twenty percent (20%) of the total sign area shall be dedicated for sponsor recognition. The font of the sponsorship endorsement shall not be larger than the font of the civic event name.

   (e) Signs shall only be allowed in commercial and industrial zones, or adjacent to institutions or city-owned parks and open space located in residential zones, and on city-owned poles with permanently installed banner brackets.
(f) Signs to promote civic events may be installed up to thirty (30) days prior to the event and must be removed within five (5) days after the conclusion of the event.

(g) Geographic identification signs may be displayed year round.

(h) Any sign that becomes faded, torn, soiled, tagged with graffiti, or damaged in any way must be removed or repaired immediately.

(2) Street pole banner signs require a sign permit and are only allowed to be installed and uninstalled by the City.

18.55.140 Service organization signs.
Service organization signs are allowed to be displayed in all zones according to the following restrictions:

(1) Service organization signs are only permitted to be located on principal arterials in public right-of-way (not on planter strips) or on private property.

(2) Must be a monument, pedestal, or pole (wood or metal) sign.

(3) No more than two (2) service organization signs are permitted per organization.

(4) The maximum sign area is limited to five (5) square feet including secondary sign plate.

(5) Service organization signs shall be limited to a maximum height of ten (10) feet and a minimum clearance of seven (7) feet).

18.55.150 Home business signs.
(1) Home business signs shall be displayed according to the following restrictions:

(a) 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.

(b) The maximum allowed sign size shall be:

(i) Four (4) square feet or less for signs located less than fifty (50) feet from a property line abutting a public right-of-way, private street, or access tract; and

(ii) Six (6) square feet or less for signs located more than fifty (50) feet from a property line abutting a public right-of-way, private street, or access tract.

(c) The sign shall be affixed permanently to the exposed building face of the primary dwelling or an accessory structure and shall not extend above the eave or roofline of the structure to which it is attached.

(d) The sign shall be permanent in nature, constructed of metal or other rigid material, professionally produced, and 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.

(2) Alternative Sign Placement. For properties where the dwelling unit and accessory structures are not visible from a public right-of-way, private street, or access tract, or are set back at a distance that a maximum sized sign pursuant to subsection (1)(b) herein would not be seen from a public right-of-way, 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

(b) An alternate sign placement location for visibility along the public right-of-way, private street, or access tract, subject to the same size requirement of subsection (1) (b) herein.

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 time spent by staff to review the proposed alternative placement, with a two (2) hour minimum charge based on the hourly review rate provided for in the fee schedule in effect at the time of the permit submittal.

18.55.160 Sign standards for institutional uses.
In addition to the requirements of CMC 18.55.XXX, Table 1, Institutional Land Uses, institutional signs are allowed in residential and commercial zones pursuant to the following restrictions:

(1) No institutional sign shall exceed a height of twelve (12) feet.

(2) For changeable message signs in residential zones, 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.

18.55.170 Scoreboard signs.
Scoreboard signs are allowed in all zones pursuant to the following restrictions:

(1) Scoreboard signs may be a monument, pedestal, or pole sign.

(2) Scoreboard signs are limited to two (2) per property.

(3) The maximum area allowed for a scoreboard sign is 180 square feet.

(4) The maximum height allowed for a scoreboard sign is twenty (20) feet.

(5) Scoreboard signs shall be located at least thirty (30) feet from both interior and street property lines.

18.55.180 Signs in residential zoning districts.
No sign located in a residential zone shall be permitted 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 1, Sign Allowances for Residential Zones – Permit Required.
Table 1

Sign Allowances for Residential Zones – Permit Required

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Applicable Zone</th>
<th>Sign Type Allowed</th>
<th>Maximum Number</th>
<th>Maximum Sign Area</th>
<th>Maximum Height</th>
<th>Location</th>
<th>Additional Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURAL</td>
<td>R-1 or less dense</td>
<td>Canopy sign, Monument sign, Wall sign</td>
<td>One (1) sign for each street frontage providing direct vehicle access</td>
<td>The total sign area of monument signs shall not exceed thirty-two (32) square feet for the total of all faces and no one face shall exceed sixteen (16) square feet. Wall signs and canopy signs shall not exceed seven percent (7%) of the exposed building face to which it is attached</td>
<td>Wall and canopy signs: Cannot project above the roofline. Monument signs: Six (6) feet</td>
<td>Subject property; setback five foot (5 ft) minimum</td>
<td>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</td>
</tr>
<tr>
<td>INSTITUTIONAL</td>
<td>All residential zones</td>
<td>Canopy sign, Monument sign, Pedestal sign, Wall sign</td>
<td>One (1) sign for each public entrance providing direct vehicle access</td>
<td>Monument signs: Sixty-four (64) square feet for the total of all faces and no one face shall exceed thirty-</td>
<td>Wall and canopy signs: Cannot project above the roofline. Monument signs: Six (6) feet</td>
<td>Subject property; setback five-foot (5 ft) minimum</td>
<td>Electronic changeable message signs, internally illuminated signs, and changeable copy signs are</td>
</tr>
</tbody>
</table>
### RECREATION

- Golf course
- Recreation area or clubhouse
- Sports field, private, noncommercial

#### All residential zones
- Canopy sign
- Monument sign
- Pedestal sign
- Wall sign

#### One (1) sign for each street frontage providing direct vehicle access

- Monument signs: 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; provided, 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.

**Note:** City may impose additional limitations on signs to be compatible with nearby residential areas.
<table>
<thead>
<tr>
<th>Identification Type</th>
<th>Zones</th>
<th>Monument Sign</th>
<th>Wall Sign</th>
<th>Entrance Count</th>
<th>Area per Entrance</th>
<th>Subject Property setback</th>
<th>Commercial Messages Allowed</th>
<th>Internal Illuminated or Electrical Signs Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subdivision</strong></td>
<td>All residential zones</td>
<td>Monument sign</td>
<td>Wall sign</td>
<td>2 per major entrance</td>
<td>32 square feet per entrance</td>
<td>Subject property; setback 5-foot minimum</td>
<td>Commercial messages not allowed. Internally illuminated or electrical signs not allowed</td>
<td></td>
</tr>
<tr>
<td><strong>Manufactured home park identification</strong></td>
<td>All residential zones</td>
<td>Monument sign</td>
<td>Wall sign</td>
<td>2 per major entrance</td>
<td>32 square feet per entrance</td>
<td>Subject property; setback 5-foot minimum</td>
<td>Commercial messages not allowed. Internally illuminated or electrical signs not allowed</td>
<td></td>
</tr>
<tr>
<td><strong>Multifamily complex identification</strong></td>
<td>R-8, CC, NC, CD, CR</td>
<td>Monument sign</td>
<td>Wall sign</td>
<td>2 per major entrance</td>
<td>32 square feet per entrance</td>
<td>Subject property; setback 5-foot minimum</td>
<td>Commercial messages not allowed. Internally illuminated or electrical signs not allowed</td>
<td></td>
</tr>
<tr>
<td><strong>UNIQUE</strong></td>
<td>All residential zones</td>
<td>Canopy sign</td>
<td>Monument sign</td>
<td>1 sign for each street frontage providing direct vehicle access</td>
<td>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 Wall signs and</td>
<td>Subject property; setback 5-foot minimum</td>
<td>Electronic changeable message signs and changeable copy signs are allowed. City may impose additional limitations on signs to be compatible with nearby</td>
<td></td>
</tr>
<tr>
<td><strong>Church, synagogue, or other place of worship</strong></td>
<td>All residential zones</td>
<td>Canopy sign</td>
<td>Monument sign</td>
<td>1 sign for each street frontage providing direct vehicle access</td>
<td>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 Wall signs and</td>
<td>Subject property; setback 5-foot minimum</td>
<td>Electronic changeable message signs and changeable copy signs are allowed. City may impose additional limitations on signs to be compatible with nearby</td>
<td></td>
</tr>
</tbody>
</table>

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18.55.190 Signs in nonresidential zoning districts.

(1) Freestanding Signs. All permit applications for freestanding signs will be designated as 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 Features. Pedestal or monument signs 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: twelve (12) feet.

(B) Tenant directory or kiosk sign: six (6) feet unless the sign is set back a minimum of fifty (50) feet from any public right-of-way, in which case it may be ten (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 eighty (80) square feet.

(B) Tenant directory or kiosk signs: fifteen (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 Features. 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 Features. 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 dependent on the surface area of the largest single exposed building face of the building as follows:

<table>
<thead>
<tr>
<th>Largest Exposed Building Face</th>
<th>Maximum Number of Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 999 square feet</td>
<td>2</td>
</tr>
<tr>
<td>1,000 – 2,999 square feet</td>
<td>3</td>
</tr>
<tr>
<td>3,000 – 3,999 square feet</td>
<td>4</td>
</tr>
<tr>
<td>4,000 and over square feet</td>
<td>5</td>
</tr>
</tbody>
</table>

(e) 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.

(f) 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.

(g) 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.XXX.

(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.

18.55.200 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 (5) feet from the property line in residential zones and not less than three (3) 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.

18.55.210 Maintenance and removal.

(1) All signs and components thereof must be maintained in good repair and in a safe, neat, clean, and attractive condition. The premises surrounding a freestanding sign shall be kept free of litter and debris at all times. The owner of the lot upon which the sign is located shall be responsible for sign maintenance.

(2) Every person maintaining a sign must, upon vacating the premises where a sign is maintained, remove or cause to be removed said sign within thirty (30) days from the date of vacating the premises. The foundations and posts of a sign, with all copy removed, may remain on the premises for up to one (1) year with the owner’s written consent, on the condition that the same must be continuously maintained pursuant to this chapter. However, at such time that the premises are reoccupied; all signs shall comply with the requirements of this chapter.

18.55.220 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.

18.55.230 Nonconforming signs.
(1) Except as otherwise provided in this chapter, signs in existence on the effective date of Ordinance XX-14 which do not conform to the provisions of this chapter but which were constructed, erected, or maintained in compliance with previous regulations will be regarded as legal and nonconforming.

(2) Except for pole signs located on SE 272nd Street west of SR 18 and pole signs located on SE 272nd Street east of SE Wax Road, and except as otherwise provided in subsection (1) of this section, any sign which does not conform to the requirements of this chapter must either be removed or brought into compliance with the chapter requirements. Enforcement of this section shall be in accordance with CMC 18.55.XXX.

(3) Any legal nonconforming sign which is structurally altered, relocated, or replaced must immediately be brought into compliance with all of the provisions of this chapter, except the repairing and restoration of any on-site sign to a safe condition. Any part of a sign or sign structure may be repaired, as normal maintenance, without loss of nonconforming status. Damage from acts of God or vandalism to a nonconforming sign will keep its nonconforming status if the cost of the repair is less than fifty percent (50 %) of the cost of replacing the nonconforming sign with a conforming sign. However, the sign must be restored to its original design or a more conforming design.

(4) A sign face or message change on a legal nonconforming sign is not allowed when the affected property and sign structure have been abandoned for greater than ninety (90) days.

(5) No sign permit will be required for allowable sign face or message changes.

(6) Signs in existence on the effective date of the ordinance codified in this chapter which do not comply with provisions regulating flashing signs, use of spotlights or rotating beacons, rotating and revolving signs, flags, banners, streamers or strings of lights, balloons, or temporary or incidental signs shall be made to comply or be abated in accordance with the procedure established in Chapter 1.30 CMC.

(7) Any legal nonconforming sign used by a business, shopping center, or business complex must be brought into conformance prior to any expansion or change in use which requires a site review or conditional use permit. All nonconforming signs must be brought into conformance with the same provisions as are required for new signs. No building permits for new construction may be issued until compliance with this provision is assured.

(8) Variances can be granted using the variance procedure of this chapter to alleviate unusual hardships or extraordinary circumstances which exist in bringing nonconforming signs into conformity. The variance granted would be the minimum required to alleviate the hardship or extraordinary circumstance.

18.55.240 Compliance and enforcement.
(1) Compliance with Other Applicable Codes. All signs erected or altered under this chapter must comply with all applicable federal, state, and local regulations relating to signs, including, without limitation, the provisions of this chapter and the International Building Code. If any provision of this chapter is found to be in conflict with any provision of any zoning, building, fire, safety, or health ordinance or code of the City, the provision that establishes the more restrictive standard shall prevail.

(2) Inspection. The City is empowered to enter or inspect any building, structure, or premises in the City upon which any sign is located for the purpose of inspection of the sign, its structural and electrical connections, and to ensure compliance with the provisions of this chapter. Such inspections shall be
carried out during business hours, unless an emergency exists.

(3) Hazardous Signs. Signs that constitute a safety hazard to the public shall be immediately removed or made safe. The building official and code enforcement officer shall have the authority to determine whether a sign constitutes a safety hazard. The City shall have the authority to order the owner of a hazardous sign to have the sign immediately removed or made safe, to do such work as is necessary using City personnel, or to contract to have the hazardous sign immediately removed or made safe. The sign owner and/or property owner shall be responsible for any costs incurred by the City in removing or repairing a hazardous sign.

(4) Summary Sign Removal Authorized.

(a) Any sign posted in violation of this chapter on public property or on public rights-of-way shall be subject to summary removal by the City.

(b) Any person responsible for any posting made in violation of this chapter shall be liable to the City for the costs incurred by the City in removal thereof and, in event of failure to pay, for billing and collection charges, including reasonable attorneys’ fees.

(c) The Community Development Director or his/her designee is authorized to effect the collection of the removal costs incurred by the City, and, if the charge is not paid promptly, interest and the costs of collection, including reasonable attorneys’ fees. Costs include, but are not limited to, direct labor, material and equipment costs, as well as department and general City overhead costs attributable to the removal of signs and to identifying the responsible person or persons and collecting from them the costs of removal.

(d) For the purpose of recovering said costs of removal, there is a rebuttable presumption that:

(i) A real estate agent, broker, brokerage firm, auctioneer or other person whose name or telephone number appears on a sign is the person responsible for posting the sign advertising the property for sale, lease or rent;

(ii) A candidate seeking office is the person responsible for posting a sign promoting his or her candidacy for public office;

(iii) A person conducting a yard, garage, estate or moving sale is the person responsible for posting a sign advertising the sale and, unless the sale is advertised as that of a merchant or liquidator engaged in the business of selling personal property, that the owner, or lessee if the property is leased, of the premises where the sale occurs is responsible for conducting the sale;

(iv) An owner, or lessee if the property is leased, of property used for a commercial activity or event is the person responsible for posting a sign advertising the commercial activity or event;

(v) A person whose name, telephone number or address appears as the sponsor of a sporting event, concert, theatrical performance or similar activity is the person responsible for posting a sign advertising the activity or event;

(vi) A person whose name, telephone number or address appears as the person to contact on any sign is the person responsible for posting the sign.

(vii) A person presumed to be responsible for posting a sign under the presumptions in this section may rebut the presumption by declaring under penalty of perjury or swearing under oath that the person did not cause, authorize or permit the posting of the sign.
(viii) The presumptions in this subsection for recovering the costs of removal of signs do not apply to proceedings to collect a civil fine or enforce criminal violations under CMC 18.55.XXX.

(5) Violation – Penalty.

(a) It is a violation of this chapter for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use or maintain any sign or sign structure in the City, or cause or permit the same to be done contrary to the provisions of this chapter.

(b) Each day any person allows a violation of this chapter to continue shall be considered a separate offense.

(c) Whenever the City has determined that a violation of this chapter has occurred or is occurring, the City shall remedy said violation as follows:

(i) The first violation of this chapter within a 12-month period by a person shall be a civil infraction punishable by a monetary penalty in the amount of $100.00, not including statutory assessments;

(ii) The second violation of this chapter within a 12-month period by a person shall be a civil infraction punishable by a monetary penalty in the amount of $200.00, not including statutory assessments;

(iii) The third or any successive violation of this chapter within a 12-month period shall be a misdemeanor, punishable by up to a $1,000 fine and/or imprisonment for up to 90 days.

(d) Any sign or sign structure that is erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, demolished, equipped, used or maintained in violation of this chapter is declared to be a public nuisance.

(e) In addition to the other remedies provided by this chapter, the City may abate said public nuisance, or seek any other equitable relief authorized by the Covington Municipal Code and the laws and regulations of the State of Washington.

(f) All signs abated by the City shall be available for recovery by the owner of said sign for a period of two (2) weeks, upon payment of the costs of removal and storage, after which time the sign will be destroyed. The City shall not be responsible for damages or loss incurred during removal and/or storage of any sign.

(6) Joint and Several Liability. The property owner(s) and each tenant or occupant shall be jointly and severally liable for violations of and penalties imposed pursuant to this chapter.

18.55.250 City not liable.

This chapter shall not be construed to relieve from or lessen the responsibility of any person owning, building, altering, constructing, or removing any sign in the city for damages to anyone injured or damaged either in person or property by any defect or action therein, nor shall the City, or any agent thereof, be held as assuming such liability by reason of permit or inspection authorized in this chapter or a certificate of inspection issued by the City or any of its agents.
Figure A-1
Pennants/Banners

Figure A-2
Canopy/Awning Sign

Figure A-2
Canopy Sign
Figure A-2
Canopy Sign

Figure A-3
Freestanding Sign
Figure A-3
Freestanding Sign

Figure A-4
Monument Sign

Figure A-5
Mobile Sign
Figure A-5
Portable Fuel Sign

Figure A-5
Portable Sign

Figure A-7
Projecting Sign
Figure A-7
Projecting Sign

Figure A-7
Projecting Sign
Figure A-8
Real Estate Sign

Figure A-9
Sign Area

Figure A-10
Wall Sign
Figure A-10
Wall Sign

Figure A-11
Window Sign

Figure A-13
Vehicle Sign
Figure A-15
Pedestal Type A Sign

Figure A-16
Monument Sign

Figure A-17
Pole Sign
Memo

To: Planning Commission
From: Ann Mueller, Senior Planner
Shellie Bates, Public Works Programs Supervisor

CC: Richard Hart, Community Development Director
Don Vondran, Public Works Director

Date: April 3, 2014
Re: Covington Draft Hazard Mitigation Plan Public Meeting

For over a year city staff and community representatives have been working with our consultant, Tetra Tech, Inc, to develop a Hazard Mitigation Plan for the City of Covington. A draft of the full text of the Hazard Mitigation Plan is posted on the city’s website: http://www.covingtonwa.gov/docs/CovingtonHMP_PublicReview_2014_03_21__reduced__.pdf

Exhibit 1 is the Executive Summary of the draft Hazard Mitigation Plan.

The purpose of developing this Hazard Mitigation Plan is to identify policies and actions that can be implemented over the long term to reduce risk and future losses. This plan creates a framework for risk-based decision making to reduce damages to lives, property, and the economy from future disasters.

Benefits to the city from mitigation planning include:
- Identifying cost effective actions for risk reduction that are agreed upon by stakeholders and the public
- Focusing resources on the greatest risks and vulnerabilities
- Building partnerships by involving people, organizations, and businesses
- Increasing education and awareness of hazards and risk
- Communicating priorities to state and federal officials
- Aligning risk reduction with other community objectives

Public comments are currently being accepted on the draft Hazard Mitigation Plan between March 21, 2014- April 25, 2014. Any member of the public that wishes to comment on the draft Hazard Mitigation Plan may do so orally at the Planning Commission’s meeting on April 3, 2014. Written comments may be submitted by the public to Shellie Bates, Public Works Programs Supervisor, City of Covington 16720 SE 271 Street, Suite 100, Covington, WA 98042 or sbates@covingtonwa.gov.

The Planning Commission may ask questions and provide feedback on the document but no formal action is required from the commission on the draft Hazard Mitigation Plan.
EXECUTIVE SUMMARY
EXECUTIVE SUMMARY

Hazard mitigation is the use of long- and short-term strategies to reduce or alleviate death, injury and property damage that can result from a natural disaster. It is impossible to predict exactly when and where disasters will occur or the extent to which they will impact an area. However, with careful planning and collaboration among public agencies, stakeholders and citizens, it is possible to minimize losses due to disasters. The responsibility for hazard mitigation lies with many, including private property owners; business and industry; and local, state and federal government.

The Disaster Mitigation Act (DMA) is federal legislation that encourages state and local authorities to plan for disasters before they occur. The DMA requires proactive pre-disaster planning as a prerequisite for certain types of federal financial assistance. It promotes “sustainable hazard mitigation,” which recognizes that hazard mitigation must be understood in the largest possible context and must include the sound management of natural resources, along with local economic and social resiliency.

To reduce future loss of life and property resulting from disasters, the City of Covington has developed a hazard mitigation plan in compliance with the DMA. The plan outlines planning efforts, policy changes, programs, projects, and other activities to mitigate hazard impacts on the City of Covington.

PLANNING METHODOLOGY

Development of the hazard mitigation plan included five phases:

• **Phase 1, Organize Resources**—In Phase 1, a nine-member steering committee was assembled to oversee development of the plan. The committee includes City staff, citizens and other stakeholders. Technical support to the steering committee was provided by a planning team consisting of key City staff and a technical consultant. Coordination with other local, state and federal agencies involved in hazard mitigation occurred from the outset of this plan’s development through its completion. A multi-media public involvement strategy centered on a hazard preparedness questionnaire was also implemented under this phase. Also occurring under this phase was a comprehensive review of the State Hazard Mitigation Plan and of existing City programs that may support or enhance hazard mitigation measures.

• **Phase 2, Perform the Risk Assessment**—Risk assessment is a way to measure potential loss of life, personal injury, economic loss, and property damage resulting from natural hazards. This process encompasses the following steps:
  – Hazard identification and profiling
  – Evaluation of the impact of hazards on physical, social and economic assets
  – Vulnerability identification
  – Estimates of the cost of damage or costs that can be avoided through mitigation.
  – The risk assessment for this hazard mitigation plan occurred simultaneously with Phase 1 activities, with the two efforts using information generated by one another to create the best possible risk assessment.

• **Phase 3, Engage the Public**—A public involvement strategy developed by the Steering Committee and implemented by the Planning Team included the following:
  – A public meeting early in the plan process
A public meeting to review the draft plan
- A hazard mitigation survey
- A City-sponsored website dedicated to the planning process
- Multiple media releases throughout the process.

**Phase 4, Assemble the Plan**—The planning team and steering committee assembled key information from Phases 1 and 2 into a document to meet DMA requirements. Federal regulations require that a local hazard mitigation plan include the following:
- A description of the planning process
- Risk assessment
- A mitigation strategy defining goals, reviewing alternative mitigation approaches, and outlining a prioritized action plan
- A strategy for maintaining the hazard mitigation plan
- Documentation of adoption.

**Phase 5, Plan Adoption/Implementation**—Final adoption of the hazard mitigation plan will follow pre-adoption approval by both Washington’s Emergency Management Division and the Federal Emergency Management Agency (FEMA) Region X. This plan’s strategy for implementation and maintenance details the formal process for ensuring that the plan remains an active and relevant document. The plan maintenance process includes a schedule for monitoring and evaluating the plan’s progress annually and producing a plan revision every five years. This process seeks to keep a steering body that meets the criteria of the original steering committee intact to perform this annual review. Implementation will include continued public involvement and incorporation of the plan recommendations into other City planning mechanisms, such as the comprehensive plan, capital improvement plan, municipal code, and stormwater management plan.

**MITIGATION GUIDING PRINCIPLE, GOALS AND OBJECTIVES**

The following guiding principle guided the Steering Committee in selecting mitigation actions contained in this plan:

Leverage partnerships and available resources and mitigate known risks to preserve the quality of life within the City of Covington.

The following goals were identified to help achieve the guiding principle:

1. Protect life and property.
2. Maintain economic viability during and after a hazard event.
3. Maintain, enhance and restore the natural environment’s capacity to deal with impacts of natural hazard events.
4. Promote the development and implementation of cost-effective hazard mitigation projects.
5. Increase the public’s awareness of the impacts from hazard events.
6. Improve the community’s emergency management capability.
7. Promote hazard-resilient development through the use of best available data and science.

Table ES-1 lists 12 objectives identified to be used in prioritizing actions identified by this plan.
TABLE ES-1.
CITY OF COVINGTON HAZARD MITIGATION PLAN OBJECTIVES

<table>
<thead>
<tr>
<th>Objective Number</th>
<th>Objective Statement</th>
<th>Goals to Which It Can Be Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>O-1</td>
<td>Educate the public on the risk from natural hazards and increase awareness, preparation, mitigation, response and recovery activities.</td>
<td>1, 4, 5, 6</td>
</tr>
<tr>
<td>O-2</td>
<td>Consider the use of incentives for hazard mitigation to minimize the impacts of natural hazards on current and future land uses.</td>
<td>1, 3, 5, 7</td>
</tr>
<tr>
<td>O-3</td>
<td>Establish a partnership among all levels of government and the business community to improve and implement methods to protect private property and delivery of services.</td>
<td>1, 2, 5, 6</td>
</tr>
<tr>
<td>O-4</td>
<td>Integrate hazard mitigation goals and policies into the City’s Comprehensive Plan.</td>
<td>1, 3, 7</td>
</tr>
<tr>
<td>O-5</td>
<td>Create a public outreach strategy that informs the public on the risk exposure to natural hazards and ways to increase the public’s capability to prepare for, respond to, recover from and mitigate the impacts of these events.</td>
<td>1, 5, 6</td>
</tr>
<tr>
<td>O-6</td>
<td>Pursue implementation of all feasible risk reduction measures that reduce the natural hazard risk exposure to both public and private property.</td>
<td>1, 4, 7</td>
</tr>
<tr>
<td>O-7</td>
<td>Use the best available data, science and technologies to improve understanding of the location and potential impacts of natural hazards, the vulnerability of building types and community development patterns and the measures needed to protect life safety and critical facilities.</td>
<td>1, 3, 7</td>
</tr>
<tr>
<td>O-8</td>
<td>Retrofit, purchase or relocate at-risk properties, based on one or more of the following criteria: level of exposure, repetitive loss history, and previous damage from natural hazards.</td>
<td>1, 3, 4, 7</td>
</tr>
<tr>
<td>O-9</td>
<td>Seek natural hazard mitigation projects that minimize or mitigate their impacts on the environment.</td>
<td>1, 3, 7</td>
</tr>
<tr>
<td>O-10</td>
<td>Strengthen codes, land use planning and their enforcement, so that developments avoid or withstand the impacts of natural hazards.</td>
<td>1, 6, 7</td>
</tr>
<tr>
<td>O-11</td>
<td>Maintain and restore critical functions of identified critical facilities through proactive planning.</td>
<td>1, 2, 6</td>
</tr>
<tr>
<td>O-12</td>
<td>Seek ways to improve emergency management capacity and capability within the whole community.</td>
<td>1, 5, 6</td>
</tr>
</tbody>
</table>

MITIGATION INITIATIVES

The hazard mitigation action plan was developed based on an assessment of the capabilities of the City to implement hazard mitigation initiatives and a review of alternatives. Although grant funding eligibility was one consideration in development of this plan, not all identified mitigation actions are grant-eligible. The focus for some initiatives is their effectiveness in achieving the goals of the plan and whether they are within the City’s capabilities. Table ES-2 presents a summary of the hazard mitigation initiatives identified by this plan and their priority.
### TABLE ES-2.
**SUMMARY OF HAZARD MITIGATION INITIATIVES**

<table>
<thead>
<tr>
<th>Initiative #</th>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
</table>
| C-1          | Work with FEMA to get the City of Covington converted to the regular phase of the National Flood Insurance Program. Once this takes place, the City will continue to maintain compliance and good standing under the National Flood Insurance Program. This will be accomplished through the implementation of floodplain management programs that, at a minimum, will meet the minimum requirements of the National Flood Insurance Program, which include the following:
  - Enforcement of the adopted flood damage prevention ordinance
  - Participating in floodplain identification and mapping updates
  - Providing public assistance/information on floodplain requirements and impacts.                                                                 | High     |
| C-2          | Evaluate flooding potential of publicly owned culverts and prioritize for replacement within the capital improvement program. Pursue grant funding for culvert replacements that are feasible and cost-effective to leverage available city funding. | High     |
| C-3          | Identify and evaluate privately owned culverts that contribute, or could contribute, to flooding. Pursue grant funding for culvert replacements that are feasible and cost-effective to leverage available city funding. | High     |
| C-4          | Strategize a program of regulations and/or incentives for owners to replace flood-contributing culverts.                                                                                                    | Medium   |
| C-5          | Conduct a hazardous tree assessment and develop a plan to remove hazardous trees on all city-owned property.                                                                                                  | Medium   |
| C-6          | Remove hazardous trees on city-owned property.                                                                                                                                                               | Medium   |
| C-7          | Actively promote and raise awareness of the Community Emergency Response Team training program to staff, council and citizens.                                                                             | High     |
| C-8          | Evaluate the feasibility and interest level of a sub-regional emergency coordinator to serve southeast King County cities and utility districts.                                                              | Medium   |
| C-9          | If feasible, acquire a sub-regional emergency coordinator position.                                                                                                                                          | Medium   |
| C-10         | Conduct a feasibility study for a sub-regional Emergency Coordination Center.                                                                                                                                | Low      |
| C-11         | Evaluate the current Surface Water Management utility rates and establish funding levels for surface water capital projects and operation and maintenance programs.                                              | High     |
| C-12         | Partner with utility districts (Covington Water District, Soos Creek Water and Sewer District) on emergency response and continuity of operation plans.                                                        | High     |
| C-13         | Survey and delineate the floodplain of Little Soos Creek to identify known and potential flood limits.                                                                                                       | Medium   |
| C-14         | Update Comprehensive Emergency Management Plan and include terrorism and catastrophic events.                                                                                                                 | High     |
| C-15         | Establish an accessible backup fuel supply to maintain emergency power during long-term power disruptions caused by all hazards of concern.                                                                 | Medium   |
| C-16         | Acquire a backup mobile emergency 30-KW generator for warming shelters, emergency triage, hospital, etc.                                                                                                   | Medium   |
| C-17         | Establish linkage between comprehensive plan and hazard mitigation plan.                                                                                                                                      | High     |
| C-18         | Rehabilitate and restore drainage facilities back to designed capacities.                                                                                                                                   | Medium   |
TABLE ES-2.
SUMMARY OF HAZARD MITIGATION INITIATIVES

<table>
<thead>
<tr>
<th>Initiative #</th>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-19</td>
<td>Design and construct the Woodlands drainage project to mitigate erosion and</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>groundwater seepage.</td>
<td></td>
</tr>
<tr>
<td>C-20</td>
<td>Conduct a drainage study for the 204th Avenue SE corridor.</td>
<td>Low</td>
</tr>
<tr>
<td>C-21</td>
<td>Design and retrofit the regional stormwater facility (The Reserve) to increase</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>storage capacity and stability from seismic events.</td>
<td></td>
</tr>
<tr>
<td>C-22</td>
<td>Design and construct the Clements drainage pipe upgrade to increase capacity.</td>
<td>Medium</td>
</tr>
<tr>
<td>C-23</td>
<td>Design and construct Emerald Downs open space channel rehabilitation.</td>
<td>Medium</td>
</tr>
<tr>
<td>C-24</td>
<td>Expand the City’s existing 800 MHz radio communication system.</td>
<td>Medium</td>
</tr>
<tr>
<td>C-25</td>
<td>Acquire property to stockpile bulk response materials.</td>
<td>Low</td>
</tr>
<tr>
<td>C-26</td>
<td>Design and construct Jenkins Creek Park bridge and pedestrian path resistant</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>to future flooding.</td>
<td></td>
</tr>
<tr>
<td>C-27</td>
<td>Establish mutual aid agreements with local agencies for equipment, materials</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>and supplies.</td>
<td></td>
</tr>
<tr>
<td>C-28</td>
<td>Establish an emergency on call contract with a general contractor to provide</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>assistance with equipment and operators.</td>
<td></td>
</tr>
<tr>
<td>C-29</td>
<td>Reach out to vulnerable populations (adult family homes, senior apartments)</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>and identify plans to track needs during an emergency.</td>
<td></td>
</tr>
<tr>
<td>C-30</td>
<td>Improve the maintenance facility to enable use as backup emergency coordination</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>center and City datacenter.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide redundant high speed internet connections with static IP addresses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Improve firewall to handle redundancy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Upgrade server capability in order to run critical city systems.</td>
<td></td>
</tr>
<tr>
<td>C-31</td>
<td>Improve data connectivity and redundancy at City Hall to make it more resilient</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>to disruption.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide redundant network attached storage to provide failover</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide redundant high-speed internet connections with static IP addresses</td>
<td></td>
</tr>
<tr>
<td>C-32</td>
<td>Use cloud services to provide for out-of-area storage of City data.</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>• Provide automated duplication of backup data to a cloud storage provider</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Create ability to restore data directly from the cloud copy.</td>
<td></td>
</tr>
<tr>
<td>C-33</td>
<td>Use cloud services to provide continuity of service for critical city software</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>systems in the event of an emergency.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide automated copying of critical systems to a cloud provider</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Create the ability to turn on the cloud copy of critical systems in the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>event on-premise systems were down.</td>
<td></td>
</tr>
<tr>
<td>C-34</td>
<td>Evaluate geographic information technology needs related to emergency</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>management.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Purchase Spatial Analyst in order to run the HAZUS model</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Purchase ArcServer to host dynamic web maps relating to emergency management.</td>
<td></td>
</tr>
<tr>
<td>C-35</td>
<td>Partner with local homeowners associations and block watch groups to provide</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>training and coordination for ATC 20-21 (rapid visual inspection of disaster-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>damaged buildings) and disaster preparedness.</td>
<td></td>
</tr>
<tr>
<td>C-36</td>
<td>Update and work on improvements to the City’s emergency permitting process.</td>
<td>Medium</td>
</tr>
</tbody>
</table>
TABLE ES-2.  
SUMMARY OF HAZARD MITIGATION INITIATIVES

<table>
<thead>
<tr>
<th>Initiative #</th>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-37</td>
<td>Provide Community Emergency Response Team training to all city staff.</td>
<td>High</td>
</tr>
<tr>
<td>C-38</td>
<td>Provide ATC 20-21 (rapid visual inspection of disaster-damaged buildings) to all city staff, particularly the field staff.</td>
<td>Low</td>
</tr>
<tr>
<td>C-39</td>
<td>Use information and principles identified in this plan to support other planning initiatives in Covington, including development and redevelopment plans.</td>
<td>Medium</td>
</tr>
<tr>
<td>C-40</td>
<td>Seek opportunities to retrofit vulnerable structures when information identifies them as being a risk to hazards.</td>
<td>Low</td>
</tr>
</tbody>
</table>

IMPLEMENTATION

The Covington City Council will assume responsibility for committing City resources toward implementation of this plan. The plan identifies a strategy that maximizes the potential for implementation based on available and potential resources. It commits the City to pursue initiatives when the benefits of a project exceed its costs. The City used public input through all phases of plan development, which will set the stage for successful implementation of the recommended actions.

Full implementation of the recommendations of this plan will require time and resources. Protocols are provided to evaluate changes in hazard vulnerability and action plan priority after the plan has been adopted. Funding resources and programs are always evolving, based on new state or federal mandates. The true measure of the plan’s success will be its ability to adapt to the ever-changing climate of hazard mitigation.