



**Lake Forest Park Planning Commission
Regular Meeting
Tuesday, December 14, 2021
PROPOSED AGENDA**

Meeting to be Held Virtually

See second page for information about how to participate virtually

City Hall is Closed to the Public

1. **Call Meeting to Order—7:00 p.m.** (confirm recording start)
2. **Land Acknowledgement**
3. **Approval of Agenda**
4. **Approval of Meeting Minutes** – October 12, 2021
5. **Meeting Dates**
 - Next regular meeting is scheduled for January 11, 2022
6. **Citizen Comments** (Each speaker has three minutes to comment)

The Planning Commission accepts oral and written citizen comments during its regular meetings. Written comments are no longer being read during the meeting. Instructions for how to make oral Citizen Comments are available here: <https://www.cityofflp.com/617/Virtual-Planning-Commission-Meetings>
7. **Report from City Council Liaison**
8. **Old Business**
 - Review of 2021 Commission Work Plan (10 minutes)
9. **New Business**
 - Overview of current LFP sign code and legal issues surrounding sign regulation
 - Discussion of 2022 Commission Work Plan
10. **Reports and Announcements**
11. **Additional Citizen Comments**
12. **Agenda for Next Meeting**
13. **Adjournment**

Planning Commission's Land Acknowledgement

We'd like to acknowledge we are on the traditional land of a rich and diverse group of Native Peoples who have called this area home for more than 10,000 years. We honor, with gratitude, the land itself and the descendants of these Native Peoples who are still here today. In doing this we aim to illuminate the longer history of this land we call home, our relationship to this history, and the heritage of those peoples whose ancestors lived here before the European-American immigration that began in the 1800s.

Instructions for participating in this meeting virtually:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89054829949>

Or One tap mobile :

US: +12532158782,,89054829949# or +16699006833,,89054829949#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 669 900 6833 or +1 346 248 7799 or +1 408 638 0968
or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 890 5482 9949

International numbers available: <https://us06web.zoom.us/j/89054829949>

City of Lake Forest Park - Planning Commission
Draft Regular Meeting Minutes: October 12, 2021
Virtual/Zoom Meeting

Planning Commissioners present: Chair Maddy Larson, Vice Chair Rachael Katz, David Kleweno, Richard Saunders, T.J. Fudge, Ira Gross, Lois Lee, Melissa Cranmer

Staff and others present: Steve Bennett, Planning Director; Nick Holland, Senior Planner, Councilmember Lorri Bodi (Planning Commission Liaison)

Members of the Public: Mike Dee, Randi Sibonga

Planning Commissioners absent: n/a

Call to order: Chair Larson called the meeting to order at 7:00 pm.

Land Acknowledgement: Chair Katz read the land acknowledgement.

Approval of Agenda

CMR. Gross made a motion to approve the agenda, CMR. Kleweno seconded. CMR. Saunders mentioned he wanted to thank CMR. Katz for her service. All agreed to thank CMR. Katz at the end of the meeting for her service. All voted and the motion to approve the agenda as amended.

Approval of Meeting Minutes from September 27, 2021

CMR. Saunders made a motion to approve the September 27, 2021 meeting minutes as and CMR. Gross seconded.

CMR. Saunders suggested a change to page 6 line 9; where the language should be changed to reflect the "ADU siding requirement" instead of "complimentary appearance requirement."

CMR. Katz suggested a change to page 6 where the language should be changed to line 12 should read "short term rentals" instead of "long term rentals". Page 6; Line 13 should not indicate additional discussions at the Planning Commission level" It was decided to delete that sentence. She suggested a change to line 15 where the language should read, "alternatives to the owner occupancy requirement for ADUs". She also suggested a change to line 19 to read, "requiring a property owner to live in Lake Forest Park for at least six months."

CMR. Lee suggested adding the word "have" between "should" and "restriction" on Page 3, line 37.

CMR. Saunders moved to accept the minutes as amended, CMR. Gross seconded, all voted to accept the minutes as amended and it the vote was unanimous.

Meeting Dates: Next regular meeting is scheduled for November 9, 2021.

Citizen Comments: None.

Report from City Council Liaison

Councilmember Bodi said that there wasn't much new to report. She said that she was pleased to see that the Commission is performing good work. She thanked CMR. Katz for her service.

Councilmember Bodi said that the Parks and Rec board elected a chair and vice chair; and she said that they are looking for additional members including a high school student. She thanked everyone. CMR. Katz thanked her for her kind words.

1
2 **Old Business**
3

4 *Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch.*
5 *18.50.060)*

- 6 • *Review and discuss latest version of draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and*
7 *Accessory Building (LFPMC Ch. 18.50.060) code provisions and consider making recommendation to Council for*
8 *amending these code sections*
9

10 Chair Larson asked Director Bennett what changes were to be discussed. Director Bennett summarized his
11 understanding of the changes being considered. Chair Larson proposed to go through each item specifically.

12
13 For section 18.50.050 A, Chair Larson asked Commissioners for a “thumbs up” or “thumbs down” letting
14 her know if they agree or disagree with the section as drafted. All agreed with the changes that were drafted.

15
16 For section 18.50.050 B, Chair Larson asked the Commission to agree or disagree with the section as drafted.
17 All agreed with the changes that were drafted.

18
19 For section 18.50.050 C, Chair Larson asked the Commission to agree or disagree with the section as drafted.
20 All agreed with the changes that were drafted.

21
22 For section 18.50.050 D, Chair Larson asked all for a “thumbs up” or “thumbs down” to agree or disagree
23 with the section as drafted. Cmr. Fudge said he thinks it is odd to have “ADU” instead of “Accessory
24 Dwelling Unit” as the subject language. Director Bennett responded that there is a definition of ADU so it
25 should not be confusing. Cmr. Fudge said he could live with the language. Cmr. Katz said that the square
26 footage range of 7200-9999 square feet could have advantages that a 10,000 square foot lot does not possess.
27 Discussion occurred. Cmr. Katz suggested the language read, “on lots of 7,200 square feet and less than
28 10,000 square feet.” Director Bennett asked for clarification on Cmr. Katz concerns. Cmr. Katz said that she
29 doesn’t want restrictions placed on lots above 10000 square feet. Chair Larson provided her perspective.
30 Director Bennett summarized his understanding of the Commission’s direction and suggested language to
31 address it. Cmr. Cranmer said that she would like the section broken into additional sentences with
32 punctuation. Director Bennett responded and suggested a format that could satisfy Cmr. Cranmer’s concerns.
33 Chair Larson summarized her understanding and Cmr. Saunders agreed. All agreed that the language as
34 amended.

35
36 For section 18.50.050 E, Chair Larson asked the Commission if there was agreement on this section. All
37 agreed with leaving the section as is.

38
39 For section 18.50.050 F, Chair Larson asked the Commission if there was agreement on the wording of this
40 section. All agreed with leaving the section as is.

41
42 For section 18.50.050 G, Chair Larson asked Commissioners if they agreed or disagreed with the section as
43 drafted. All agreed with the changes that were drafted.

44
45 For section 18.50.050 H, Chair Larson asked Commissioner if they agreed or disagreed with the section as
46 drafted. All agreed with leaving the section as is.
47

1 Chair Larson asked Councilmember Bodi if she understood the Commission's direction on the definition of
2 family and Councilmember Bodi confirmed that she would remember the context of the discussion.

3
4 For section 18.50.060 A, Chair Larson asked Commissioners if they agreed or disagreed with the section as
5 drafted. All agreed with the changes that were drafted.

6
7 Discussion on section 18.50.060 B began and Cmr. Fudge said that parking and storage of motor vehicles
8 may not need to be called out. Director Bennett replied and said that he's included the definition of floor
9 area, as it exists in the zoning code. He explained that the definition would not apply to areas like service
10 corridors and mechanical rooms. He said that the current definition includes parking and storage for
11 vehicles. He asked if Commissioners were comfortable with the way building floor area is being calculated.
12 Cmr. Lee asked about impervious surface limitations, and Director Bennett explained that there were existing
13 limitations in the residential zones. Chair Larson asked about impervious surface maximums and Director
14 Bennett explained how the maximums would be calculated and explained how the regulation is interpreted at
15 the staff level. Cmr. Lee suggested language that could read, "uses such as parking and storage of motor
16 vehicles."

17
18 Chair Larson suggested language for that section that could read, "includes all uses including parking and
19 storage of motor vehicles." Director Bennett provided an explanation to Cmr. Lee on the definition of "floor
20 area". He recited the definition as drafted and said "total floor area within the walls of all buildings on a lot
21 or building site, except those spaces therein devoted to vents, shafts, light courts and except for areas devoted
22 exclusively for loading and unloading and to parking of motor vehicles" He asked the Commission if they
23 wanted to accept the way to count the size of the buildings, as drafted. Cmr. Saunders and Cmr. Fudge said
24 the drafted version would suffice. Chair Larson asked what constitutes an accessory building and asked about
25 a carport as an example. Director Bennett replied and said that it would count as lot coverage but not as
26 floor area because it would not have walls. Councilmember Bodi said she is comfortable understanding and
27 explaining the draft regulation but could use the assistance of Chair Larson and Director Bennett in providing
28 clarity on the regulations.

29
30 For section 18.50.060 C, Chair Larson asked Commissioners if they agreed or disagreed with the section as
31 drafted. All agreed with the changes that were drafted.

32
33 For section 18.50.060 D, Chair Larson asked Commissioners if they agreed or disagreed with the section as
34 drafted. All agreed with the changes that were drafted.

35
36 For section 18.50.060 E, Chair Larson asked the Commission if there was agreement on the wording of this
37 section. All agreed with leaving the section as is.

38
39 Discussion on section 18.50.060 F began with Cmr. Fudge asking why the terms "primary or main building"
40 are used. Director Bennett replied that the definition in the zoning code uses the same terms, so to be
41 consistent, it is being proposed in this location as well. Chair Larson asked about the heights of the structures
42 and Director Bennett replied that if the structure includes a DADU it could be up to 25 feet in height. She
43 asked the Commission if the draft was what was expected. All indicated that they agreed.

44
45 Discussion began on the definition section in 18.08.020. Director Bennett explained his rational for the
46 definitions drafted. He indicated that an ADU can be a part of an accessory structure. Chair Larson asked
47 Director Bennett about the language in lines 27. He replied that if an accessory building is entirely occupied
48 by an ADU, it is still an accessory building. He said that research of the codes of other jurisdictions didn't
49 reveal a better definition but that he welcomes any suggests making it clearer. Chair Larson asked about the
50 drafted language in lines 26-27. Director Bennett responded that there was discussion with the City Attorney

1 about whether a definition of subordinate was needed and that it could be addressed during the Council's
2 review.

3
4 Chair Larson asked if the Commission wanted to consider more changes on page 2. Cmr Saunders asked if
5 the word "detached" could be used or added when referring to accessory buildings. Director Bennett replied
6 that "accessory building" is a defined term that is used throughout the entire code that clearly indicates that it
7 is a building that is not attached to the primary building. After a follow up question from Cmr. Saunders,
8 Director Bennett explained that one zoning definition relies on another in addressing how an accessory
9 structure is differentiated from a primary structure. Cmr. Gross asked Director Bennett about a situation
10 where the primary structure could become an accessory structure if a larger structure was constructed.
11 Director Bennett responded that a scenario like that could occur. All agreed to accept the section as drafted.
12

13 Chair Larson congratulated all on their work. Cmr. Katz said that she had sent a suggested change to the
14 18.50.050 C language and requested that Director Bennett share a screen shot of the language. She provided
15 explanation of her suggested revision language. Director Bennett asked if Commissioners wanted to accept
16 the language as shown on the screen and all agreed. Cmr. Lee said she was in support of the ideas and
17 thanked Cmr. Katz.

18
19 Chair Larson asked the Commission if they would like to vote on recommending the draft discussed tonight
20 to the City Council. Cmr. Katz made a motion to recommend the amendments to Chapters 18.08, 18.50.050
21 and 18.50.060 of the municipal code as amended at this meeting to the City Council for consideration. Cmr.
22 Gross seconded and the motion passed unanimously.
23

- 24 • *Discuss and finalize draft Planning Commission memorandum to accompany recommendation to Council*
25

26 Chair Larson suggested discussion on the memorandum language. Cmr. Saunders recalled that the language in
27 line three of the memorandum should read, "community feedback demonstrated" instead of "the ADU
28 survey showed." Cmr. Fudge agreed. Cmr. Saunders suggested changing the language on line 5 to read the
29 "rear yard restriction." Cmr. Katz indicated that it could be a typo. Chair Larson asked about item two and
30 Cmr. Fudge suggested deleting it; all agreed. Cmr. Kleweno suggested including, as separate language, the
31 core principles of the Commission related to the regulation recommendations. Chair Larson shared her
32 screen with suggested language. Cmr. Lee noted that the entire community wasn't included in the research.
33 Cmr Fudge said that he was satisfied with the community input component. Chair Larson added that a public
34 hearing was conducted on the proposed changes. The Commission continued to refine the language of the
35 core principles. It was suggested to read:
36

- 37 • Ensuring long term, affordable and diverse housing options
38 • Respecting the LFP quality of life, e.g., privacy, environmental stewardship, safety
39 • Valuing community participation and input
40 • Importance of collaboration
41

42 All thanked Chair Larson for her leadership on this issue.
43

44 Chair Larson called for a vote. Cmr. Fudge made a motion to approve and forward the Planning Commission
45 memo to the City Council as amended at this meeting along with the recommended amendments to the code
46 sections. Cmr. Gross seconded. All voted and the motion passed unanimously.
47

48 Chair Larson thanked all for their work on this topic. Councilmember Bodi congratulated the Commission.
49 Chair Larson thanked Don Fiene and Jack Tonkin for their work on the project. Cmr. Saunders and Chair
50 Larson thanked staff for their help on the project. Chair Larson said that Director Bennett has been valuable
51 in his efforts for this project. Cmr. Kleweno complimented Director Bennett on his patience.
52

Councilmember Bodi said she plans to bring to the Council the idea of standardized plans for ADU structures. Chair Larson said that the Commission would like to be a part of that process. Chair Larson asked for Director Bennett to provide input. Director Bennett replied that information the Commission provided along with the minutes provide a great record of the process.

New Business

Chair Larson asked Director Bennett about the next steps for the Commission. Director Bennett replied that he would need to consult the Deputy Mayor and the Department of Ecology about the Shoreline Master Program (SMP) update. He said that the Town Center regulations had taken priority and delayed the completion of the SMP update process. He added that since the SMP is a rather technical document that has to be adopted jointly by the State and the City, the Commission may find it frustrating to review and it may make sense to just let the Council complete the review since they have to adopt it. He said that there are other projects like the sign code update, which are more suited for the Commission's role in molding the character of LFP. Director Bennett said in summary that the sign code and wireless code changes could be potential projects for the Commission.

Reports and Announcements

None from staff.

Comr. Kleweno said that Councilmember Bodi mentioned a commitment to generating more business in LFP. Councilmember Bodi said she didn't remember making a comment like that but said that the Town Center should be maintained as a goal. She suggested that she was referring to the new comprehensive plan policies given by King County and said she was talking about capacity for housing units and job targets. Comr. Kleweno suggested that LFP strive to be at the cutting edge for teleworking policies. Councilmember Bodi asked about when the next set of comprehensive plan updates would occur, and Director Bennett said that it would be in 2024.

Chair Larson mentioned the potential state legislation aimed at the elimination of single-family zoning and asked the Commission about interest in that topic.

Comr. Saunders congratulated Comr. Katz, all thanked her for her service. Comr. Katz said that she is thankful for all the comments.

Chair Larson asked about having a youth representative on the Commission. Director Bennett replied that City code states that there be a youth member for the parks board but that the Mayor would have the final decision. Councilmember Bodi provided background on the history of the youth member for the parks board.

Agenda for Next Meeting: Similar to this agenda.

Citizen Comments: None

Adjournment:

Comr. Katz moved to adjourn the meeting, Comr. Cranmer seconded, and the motion carried unanimously. The meeting was adjourned at 8:42 pm.

APPROVED:

Maddy Larson, Chair

Planning Commission Work Plan— 2021

Project Summary	Focus as a % of estimated time that will be devoted to each project.
1. Shoreline Master Program (SMP) <ul style="list-style-type: none"> Complete review of updates proposed in 2019 	15%
2. Title 18 PLANNING AND LAND USE REGULATION General Update Recommendation <ul style="list-style-type: none"> Sign code* Wireless communication facilities* <i>*Necessary to comply with new Federal standards and to reflect current case law</i>	25%
3. The Missing Middle - Housing <ul style="list-style-type: none"> Engage in a learning session to understand housing options that address the missing middle Consider potential amendment of ADU regulations to increase affordable housing options Generate recommendations for continued work in PC 2022 work plan 	40%
4. Tree Regulations Updates Recommended by Tree Board	10%
5. Pedestrian & Access Standards for SR 522 Corridor	10%
Note: The Planning Commission will consider environmental and equity impacts in all of its recommendations.	

Staff Liaison Review: _____
Date: _____
Mayor Review: _____
Date: _____

City Council Approval Date: _____



Staff Memorandum

To: Planning Commission
From: Steve Bennett, Planning Director
Date: December 10, 2021
Re: December 14, 2021 Meeting Materials

The text of the City's current sign regulations along with some comments on sections that may need to be updated is included below. Comments referring to 'regulating content' are referencing guidance from Supreme Court decision REED v. TOWN OF GILBERT, ARIZONA which changed the way local governments could regulate signage. After that decision, cities could no longer regulate the content of signs. You can find more about that case at the MRSC webpage on sign regulation (<https://mrsc.org/Home/Explore-Topics/Planning/Development-Regulations/Sign-Control.aspx#examples-comprehensive-sign-codes>).

Chapter 18.52 SIGNAGE

Sections:

- 18.52.010 Purpose.
- 18.52.020 Definitions.
- 18.52.030 Illegal signs and removal.
- 18.52.040 Exemptions.
- 18.52.050 Signs in RM and RS zones.
- 18.52.060 Signs permitted in CC and BN zones.
- 18.52.070 Signs permitted in TC zones.
- 18.52.080 Signs in the public right-of-way.
- 18.52.090 Permit application and fees.
- 18.52.100 Violations.

18.52.010 Purpose.

The purpose of this chapter is to provide regulation of all signage in Lake Forest Park in order to promote and protect the public health, welfare and safety, to protect and promote property values, to protect and promote an aesthetically pleasing physical appearance of the city, to provide for more open space, to protect and promote an attractive business climate in the city and to provide uniformity of appearance in signage and in regulation of signage where appropriate. It is further intended to reduce sign and advertising obstructions and distractions that may contribute to traffic accidents, to reduce visual clutter and to curb the deterioration of natural beauty and community environment. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 773 § 3, 1999)

18.52.020 Definitions.*

For purposes of this chapter, the definitions of words and terms shall be as provided in this title, this chapter and as defined in the International Building Code, current edition, as adopted by the state of Washington.

A. “Celebration displays” are temporary signs, banners, posters, fluttering devices, balloons, and pennants used solely for the purpose of announcing the opening of a new business, celebration of business anniversaries or announcing major sales. No balloon may exceed three cubic feet. No celebration shall commence prior to the start of the celebration. The notice shall specify the first and last days of the celebration.

B. “Changing message signs” are signs in which a change of message is made by means of moving or digitally changing letters or numbers or combinations thereof, such as clocks and electronic signs indicating time, date and temperature. No messages other than date, time and/or temperature are permitted on changing message signs.

Commented [SB1]: Is this regulating content?

C. “Construction signs” are nonilluminated signs which identify the architects, engineers, planners, contractors or other professional individuals or firms involved with a construction or remodel project or which announce the character or purpose of a project but which do not advertise any product.

Commented [SB2]: Is this regulating content?

D. “Freestanding sign” means a sign standing directly on the ground or having one or more supports standing directly on the ground, and being detached from any building or fence.

E. “Incidental signs” are signs of a noncommercial nature, without advertising, intended primarily for the convenience of the public, that do not exceed a maximum area of two square feet. Incidental signs include:

1. Nonflashing signs designating street addresses, restrooms, hours of operation, entrances and exits to buildings and parking lots, help wanted signs, bus stop and bus route signs, public telephones and the like;

2. Property control signs such as “no trespassing” signs, “no soliciting” signs, towing signs, “no dumping” signs and the like;

3. Plaques, tablets or inscriptions of an historical character which are an integral part of a building or are attached flat to the face of a building, walkway or street;
4. Newspaper boxes attached to mailbox posts which include the name of the newspaper; and
5. Temporary signs in RM and RS zones identifying noncommercial events such as private picnics, birthdays and the like.

A maximum of two incidental signs per business can include the names and/or logo of the business. Political signs and commercial signs such as yard sale signs, real estate signs and the like are subject to the specific provisions of this chapter relating to them.

F. “Land use notice action signs” are signs notifying the public of proposed site alterations and which are required to be posted.

G. “Noncommercial identity signs” are signs which identify the city, parks, public utility or service districts, places of worship, schools, community recreational clubs and areas and residential communities within the city or provide public service, location or educational information. Identity signs may not be directly illuminated but may have indirect illumination on them. A noncommercial identity sign may not exceed 32 square feet per side or have balloons, flags, festoons, pennants or the like attached. Such signs must be placed upon the property which they identify except as provided in LFPMC [18.52.040\(A\)](#).

H. “Off-premises signs” are any sign, such as a billboard, which displays a message which is not incidental to the current use of the property on which it is located.

I. “Open house signs” are signs of an A-frame or sandwich-type construction, which may include a real estate company’s name and logo and the words “open house” and having a directional symbol, not exceeding six square feet in size.

J. “Political signs” are signs which advertise or promote a political candidate(s) for public elective office, promote a political party, or promote a position on a public issue or ballot issue. A sign which advertises or promotes a negative position of a political candidate, political party or public issue or ballot issue is a political sign.

K. “Real estate signs” are temporary signs not to exceed six square feet per side, which may be one- or two-sided, advertising the real estate upon which it is located, or a portion thereof, for sale, lease or rent.

L. “Sandwich board signs” are advertising signs constructed of two boards or other flat-surfaced materials hinged or otherwise connected at one end (i.e., A-frame) which may not exceed 12 square feet per side. Balloons, flags, festoons, pennants, and the like may not be attached to any sandwich board sign. Sandwich board signs must be placed on the ground; they cannot be elevated or suspended above the ground.

M. “Seasonal signs” means reasonable seasonal decorations of a noncommercial nature within an appropriate holiday season or during a festival as long as such seasonal signs are removed promptly at the end of the holiday season or festival.

N. “Sign area” for letters or symbols painted or mounted directly on walls and awnings shall be calculated by measuring the smallest single rectangle which will enclose the combined letters and symbols. Sign area for freestanding signs and signs contained entirely within a cabinet and mounted on a wall, roof or monument shall be calculated by measuring the entire area of the cabinet. When calculating sign square footage, the measurement of a sign’s dimension shall be only with respect to its physical dimensions and not include the distance it hangs from the ground or the size of its supports.

O. “Sign height” means the vertical distance, from the average level of the undisturbed soil at the base of the sign, measured to the highest point of the sign.

P. “Signs” are any visible communication device, structure or fixture, stationary or mobile, including supporting and component parts, which are visible from any right-of-way, using graphics, letters, figures, symbols, trademarks, pennants, moving or fluttering devices, including balloons, or written copy. Painted wall designs or patterns which do not represent a product, commodity, service or registered trademark, and which do not identify the user, are not signs. Official notices and informational materials erected and maintained in the discharge of a governmental function are not considered signs for the purposes of this chapter. When calculating sign square footage, the measurement of a sign’s dimension shall be only with respect to its physical dimensions and not include the distance it hangs from the ground or the size of its supports.

Q. “Special event signs” are signs advertising the occurrence of a community event such as a school bazaar, fundraising car wash, community picnic, etc. There are no size limitations on special event signs. Yard sale signs are not special event signs.

R. “Street light banner” is a sign that is made of nonrigid material secured in a rigid frame on all four corners which is placed upon or attached to a street light pole or utility pole in a manner that does not create a traffic or other safety hazard.

S. “Yard sale signs” are any signs which may not exceed six square feet on each of two sides of a temporary nature advertising a garage or yard sale of personal belongings. Home occupations permitted by this title may not utilize yard sale signs to advertise, promote or sell their goods or services. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 810 § 1, 2000; Ord. 773 § 3, 1999)

*Code reviser’s note: Section 2 of Ord. 935 provides as follows: “Sections [18.52.020\(R\)](#), [18.52.070\(K\)](#) and [18.52.070\(L\)](#) shall be repealed effective midnight, December 31, 2007.”

18.52.030 Illegal signs and removal.

Any sign not expressly provided for in this chapter shall be illegal. All illegal signs must be removed by the person placing them or by the person, business or entity benefited by the illegal sign. However, the city of Lake Forest Park may remove any illegal sign within its jurisdiction. Signs so removed may be released to the sign owner or other responsible person upon payment of a \$25.00 removal fee. Removed signs which are unclaimed after 30 days may be destroyed by the city. Removal of an illegal sign by the city does not relieve the person responsible for paying accrued fines therefor. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 773 § 3, 1999)

18.52.040 Exemptions.

The following signs are, except as set forth in LFPMC [18.52.050](#), and except for signs in the right-of-way, exempt from regulation:

- A. Incidental signs and noncommercial identity signs; provided, that noncommercial identity signs which identify the city or its public parks may be placed in the public right-of-way.
- B. Political signs in all zones except public rights-of-way; provided, that all political signs must be removed within five days of the election in which the political candidate or public issue or ballot issue is decided; and provided further, that political signs advertising or promoting a political party must be removed within five days after each general election.
- C. Seasonal signs.
- D. Construction signs; provided, that there may not be more than one construction sign on each public right-of-way upon which the project fronts and not more than two construction signs in total; and provided further, that no construction sign shall exceed 12 square feet in area per side and not more than six feet in height. All construction signs must be removed within one day of initial occupancy or one day of completion of the project; whichever is the last to occur.
- E. Land use action notice signs.
- F. Exterior and interior signs or displays not intended to be visible from streets or public rights-of-way, signs in the interior of a building not facing a window, window displays and point of purchase advertising displays such as vending machines.
- G. Sculptures, fountains, benches, lighting, mosaics, landscaping and other street furniture which do not incorporate advertising or identification.
- H. Poles erected for the purpose of displaying patriotic flags and such flags.
- I. Real estate and open house signs on private property; provided, that there may not be more than one real estate sign and one open house sign on each public right-of-way upon which the property fronts and not more than two real estate signs and two open house signs on such property in total; and provided further, that no real estate sign or open house sign shall exceed six square feet in area per side and not more than six feet in height in RM and RS zones and 16

square feet in area per side and not more than six feet in height in CC, BN and TC zones; and provided further, that all real estate signs must be removed within five days of the property being closed, leased or rented, as the case may be, and all open house signs must be removed by 7:00 p.m. of the last day that the property is being shown.

J. Traffic and pedestrian signs and signals, signs required by law, street and governmental directional signs, official public notices and governmental flags. Other than as set forth, signs of governmental agencies and facilities, including the city of Lake Forest Park, shall comply with this chapter.

K. Service, fraternal, religious and similar organizations located in the city may erect signs at their cost at the entrances to the city as follows: there shall be one standard jointly shared by all such subject organizations no higher than 10 feet that shall carry all the signs for each subject organization at each principal arterial entrance, and each subject organization's sign, emblem or symbol shall be no more than two square feet per side in sign area. Placement of such standards must be approved in advance by the city's engineer and by the planning director. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 810 § 2, 2000; Ord. 773 § 3, 1999)

18.52.050 Signs in RM and RS zones.

A. All residences shall display the postal address of that property. The display may be lighted but not flashing and shall be clearly visible from the public right-of-way. If the display is to be placed upon the residence, the numbers must be no less than four inches in height and of a contrasting color to the residence.

B. Yard sale signs on private property; provided, that yard sale signs may only be erected one day prior to the first day of the sale and must be removed within 24 hours of the end of the last day of the sale; and provided further, that yard sale signs to be held on any property may not be posted for more than a total of six days per month.

C. No home occupation otherwise permitted by this title may erect or post any sign advertising or promoting that home occupation.

D. The following additional signs are permitted in RM zoned properties:

1. One sign, lighted or unlighted, nonflashing, on the outside wall of the main building, which shall be flat against the wall and have an area of not greater than 40 square feet.

2. A detached sign, lighted or unlighted, nonflashing, having an area not greater than 30 square feet per side and a sign height of not more than six feet on which both faces may be utilized. Such signs must be securely mounted on the ground on which they rest. On corner lots, one such sign may be placed facing each street.

E. Fluttering signs, including balloons, festoons, pennants and flags (other than official flags of political entities and a single flag identifying the project or owner), and off-premises signs are prohibited; provided, that such fluttering signs are permitted on temporary incidental signs in

Commented [SB3]: This is pretty restrictive from the perspective of churches who would like to light their signs. Could add this language: Any nonilluminated sign permitted in this subsection may, notwithstanding the foregoing, be illuminated by one or more separate light(s) cast on it from the ground below

RM and RS zones identifying noncommercial events such as private picnics, birthdays and the like.

F. Churches are permitted to attach readerboard signs to their outside walls and to place sandwichboard-type signs on their property on days of service.

G. For any zone, the city shall determine the square footage of a sign that is painted on or attached directly to a wall, roof, monument, or support column by its sign area as defined herein. Where a sign is limited to square feet, on one or both sides, square footage shall be determined by sign area. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 773 § 3, 1999)

18.52.060 Signs permitted in CC and BN zones.

A. In BN zones, two single-faced or one double-faced sign is permitted, not to exceed a total of 60 square feet per side, attached to the building wall and advertising the business conducted therein, or the goods and services available therein.

B. In the CC zone, for each street or parking lot on which a business fronts, a single-faced sign on the exterior wall, gable or awning fronting of that business is permitted. If the exterior sign is on the exterior wall, its size must be the lesser of: (1) 150 square feet per side; or (2) the greater of that amount in square footage which is a factor of eight tenths (0.8) of that business' linear street or parking lot frontage or 75 square feet per side; provided, that stand-alone buildings in the CC zone are entitled to signs of not more than 75 square feet per side irrespective of linear frontage; and provided further, that businesses which occupy in excess of 20,000 square feet of space may have a single exterior sign of not more than 250 square feet per side on each street or parking lot frontage. If the exterior sign is on a gable or awning, its size must be less than 40 square feet. Signage entitlements under the foregoing sentence for any frontage may not be counted for entitlement on any other frontage. Businesses that share space must share signage entitlements under this provision.

Commented [SB4]: Very difficult to interpret – could be clarified

C. In both CC and BN zones, one freestanding, single-faced or one double-faced sign not exceeding 30 square feet in area per side and a sign height not exceeding 20 feet, securely fastened to the ground.

D. In both CC and BN zones, one changing message.

E. In both CC and BN zones, one sandwich board sign may be placed on the business' property advertising special sale commodities or services and displayed only when the advertised business is open for business.

F. In both CC and BN zones, signs of any kind in windows viewable from any public right-of-way may not cover more than 50 percent of the window area except for celebration displays.

G. For automobile service stations, a single freestanding fuel price and fuel brand identification sign, which may be lighted but nonflashing, securely anchored to the ground. Additional advertising of car wash services and other fuels sold may be added to the fuel price and fuel

brand identification sign but no other message or device may be attached to the fuel price and fuel brand identification sign.

H. All signs permitted by this section shall be nonflashing, with no movement or simulated movement, except for changing message signs, and shall be located as not to produce glare on neighboring residential properties or interfere with traffic, traffic signals or traffic signs.

I. Fluttering signs, including balloons, festoons, pennants and flags (other than official flags of political entities and a single flag identifying the project or owner) of a permanent nature are prohibited. However, in CC zones, celebration displays are permitted for periods of no more than 14 consecutive days and a total of four times a year. Celebration displays must be used at the site of the business and must be removed at the end of the event or 14-consecutive-day period, whichever is shorter.

J. Off-premises signs are prohibited. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 810 § 3, 2000; Ord. 773 § 3, 1999)

18.52.070 Signs permitted in TC zones.

The planned shopping center in the TC zone is a unique and visible community resource and structure. It is the city's desire that signs in the planned shopping center in the TC zone be aesthetically pleasing, architecturally cohesive with the planned shopping center in the TC zone and with signs of other tenants in the planned shopping center in the TC zone, of superior construction, safe for both pedestrian and vehicular traffic and commercially reasonable.

Commented [SB5]: Very much out of date

A. In the TC zone, for each street or parking lot on which a business fronts, a single-faced sign on the exterior wall, gable or awning fronting of that business is permitted. If the exterior sign is on the exterior wall, its size must be the less of (1) 150 square feet per side or (2) the greater of that amount in square footage which is a factor of eight tenths (0.8) of that business' linear street or parking lot frontage or 75 square feet per side; provided, that stand-alone buildings in the TC are entitled to signs of not more than 75 square feet per side irrespective of linear frontage; and provided further, that businesses which occupy in excess of 20,000 square feet of space may have a single exterior sign or not more than 250 square feet per side on each street or parking lot frontage. If the exterior sign is on a gable or awning, its size must be less than 40 square feet. Signage entitlements under the foregoing sentence for any frontage may not be counted for entitlement on any other frontage. Businesses that share space must share signage entitlements under this provision.

Commented [SB6]: Difficult to interpret.

B. Each business in the TC zone may have nonilluminated projecting signs hanging from the soffits but each such sign must provide a minimum of seven feet of clearance from the underlying walkway to the bottom of the sign and no such sign may exceed five square feet per side.

C. Each business in the TC zone may have a nonilluminated awning on which may be placed signs for that business so long as the total area of those signs does not exceed 45 percent of the facing of the awning.

D. Signs of any kind in windows viewable from any public right-of-way may not cover more than 50 percent of the window area except for celebration displays.

E. A planned shopping center in the TC zone may display up to two freestanding ground signs, not in excess of 25 square feet in area per side, identifying the name of the shopping center but not the businesses located therein at Northeast 175th and Ballinger Way Northeast, plus one nonilluminated freestanding ground sign at or near Northeast 175th and Ballinger Way Northeast, not to exceed a sign height of 10 feet and 60 square feet in area per side identifying the businesses located therein, plus a single illuminated or nonilluminated freestanding sign at the main entrance off Bothell Way Northeast, not to exceed a sign height of 30 feet and not more than 300 square feet in area per side, which may include identities of one or more of the businesses located in the shopping center. Any nonilluminated sign permitted in this subsection may, notwithstanding the foregoing, be illuminated by one or more separate light(s) cast on it from the ground below. The ground signs shall be of a style, material and design as are compatible with the associated buildings. All ground signs and support elements are to be integrated into a single design.

F. Entrances to buildings in the planned shopping center in the TC zone may have readerboard signs placed on the walls adjacent to the entrance wall or support columns not to exceed 13.5 square feet identifying only the businesses in that building. Readerboard signs shall be limited to two per major public entrance.

G. For automobile service stations, a single freestanding fuel price and fuel brand identification sign, which may be lighted but nonflashing, securely anchored to the ground. Additional advertising of car wash services and other fuels sold may be added to the fuel price and fuel brand identification sign but no other message or device may be attached to the fuel price and fuel brand identification sign.

Commented [SB7]: Regulating content?

H. All signs permitted by this section shall be nonflashing, with no movement or simulated movement, except for changing message signs, and shall be located as not to produce glare on neighboring residential properties or interfere with traffic, traffic signals or traffic signs.

I. Fluttering signs, including balloons, festoons, pennants and flags (other than official flags of political entities of a permanent nature) are prohibited. However, celebration displays are permitted for periods of no more than 14 consecutive days and a total of four times a year. Celebration displays must be used at the site of the shopping center and must be removed at the end of the event or 14-consecutive-day period, whichever is shorter.

J. Off-premises signs are prohibited.

K. Temporary sandwich board signs relating to a farmer's market may be permitted for a period not to exceed the operation of the farmer's market, subject to the following requirements:

1. Signs shall only be displayed during the hours the farmer's market is open to the general public, but in any event no earlier than 8:00 a.m. or later than 7:00 p.m. on the day of the market;

2. A maximum of two signs are allowed at each vehicular entrance of the town center zone, not to exceed a total of seven; and one sign is allowed at the pedestrian entrance at the perimeter of the parking lot adjacent to Bothell Way Northeast and Ballinger Way Northeast;

3. Signs shall not be directly or indirectly illuminated;

4. Signs may not block sidewalks or driveways, impede pedestrian or vehicular traffic, or create a hazard to traffic, such as, but not limited to, impeding visibility of oncoming traffic.

L. Streetlight banners may be permitted upon the private light poles within the town center zone. Such streetlight banners may not be used to advertise individual businesses, but may be used year- round to highlight seasonal events such a farmer's market, holiday seasons or other special events within the town center zone subject to compliance with the following requirements:

1. Banners may be mounted on a total of 25 streetlight poles;

2. Two banners may be mounted on each pole and each banner must not exceed the dimensions of two feet by four feet;

3. All banners must be the same size, thematically consistent, and mounted in identical configurations;

4. Banners shall be installed with the bottom of the banner a minimum of 10 feet above the ground;

5. A banner permit may remain valid as long as the locations and the specifications of the banners and the mounting systems do not change, and so long as the banners are maintained in good condition;

6. Application requirements for a banner permit include:

a. Information on the design and construction of the mounting system including any engineering calculations demonstrating the mounting system will support the banner;

b. Identification of the location of the private light poles on which the banners will be placed; and

c. A schedule that indicates when banners will be installed and changed, which gives preference to farmers' market banners during the farmers' market season. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 810 § 4, 2000; Ord. 773 § 3, 1999)

18.52.080 Signs in the public right-of-way.

A. The following signs are permitted in the public right-of-way in Lake Forest Park upon making application for a permit to the planning director; provided, that no sign in a public right-of-way shall create a traffic or other safety hazard; and upon the following conditions:

1. Special Event Signs. A maximum of four special event signs may be posted for a maximum of seven days prior to the event's commencement and upon such other conditions as may be imposed by the planning director. Special event signs must be removed within 24 hours of the termination of the special event.

B. The following signs are permitted in the public right-of-way in Lake Forest Park without a permit being required:

1. Yard Sale Signs. A maximum of two yard sale signs may be posted for a maximum of two days prior to the event's commencement and upon such other conditions as may be imposed by the planning director. Yard sale signs shall be removed within 24 hours of the termination of the yard sale.

2. Real Estate Open House Signs. A maximum of four open house signs per property advertised for a period not to exceed two consecutive days in a calendar month. Such open house signs shall be placed at least three feet from the traveled portion of the right-of-way, shall not be placed on an island, median strip or sidewalk, and shall not create a hazard to traffic. Open house signs shall be permitted to be in place only between the hours of 8:00 a.m. and 7:00 p.m.

3. Political Signs. Political signs; provided, that all political signs must be removed within five days of the election in which the political candidate or public issue or ballot issue is decided.

4. Churches may place sandwich-type signs concerning their service on sidewalks on the days of their service.

C. Signs shall not be located in the right-of-way or placed upon or in any way attached to any street or traffic control sign or utility pole in such a manner as to create a traffic or other safety hazard.

D. Signs are not permitted on city-owned property or property leased by the city for public purposes without the permission of the city. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 916, 2004; Ord. 905 § 1, 2004; Ord. 877 § 1, 2002; Ord. 810 § 5, 2000; Ord. 773 § 3, 1999)

18.52.090 Permit application and fees.

All applications for issuance of permits required by this chapter shall be made to the planning director on forms furnished for that purpose and shall be accompanied by the required fee. The applicable fee shall be as provided in the city's fee schedule. The application shall include the applicant's full name, address, signature, location of the signs, types of goods proposed to be sold if applicable, duration of sale if applicable, together with such other information as the planning director deems appropriate. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005; Ord. 905 § 1, 2004; Ord. 773 § 3, 1999)

18.52.100 Violations.

Commented [SB8]: Needs updating to reference Ch. 1.25 Code Enforcement

A. A violation of LFPMC [18.52.080](#) shall be an infraction subject to a fine of \$100.00 a day or portion thereof.

B. A violation of any other section of this chapter shall be an infraction subject to a fine of \$25.00 a day or portion thereof. (Ord. 935 § 1, 2005; Ord. 923 § 1, 2005)