



**Lake Forest Park Planning Commission  
Regular Meeting  
Tuesday, February 8, 2022  
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** – January 11, 2021
5. **Meeting Dates**
  - Next regular meeting is scheduled for March 8, 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**
  - Sign Code Update – review City Attorney’s draft amendments
  - Adoption of 2022 Commission Work Plan
9. **New Business**
  - Annual report
  - Election of officers
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/kqpwm4lQJ>**



## Memorandum

**To:** Planning Commission  
**From:** Steve Bennett, Planning Director  
**Date:** February 3, 2022  
**Re:** February 8, 2022 Meeting Agenda Materials  
**Attachment:** 1. Slides from City Attorney's 12/14/21 Presentation to Commission  
2. Draft Amendments to Ch. 18.52, Signage, LFPMC

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At the December 14, 2021 meeting, Commissioners received a presentation from City Attorney Kim Pratt (Attachment 1) about the nature of changes that were necessary to bring the signage regulations into compliance with federal case law regarding not regulating content. Attachment 2 is an initial draft of proposed changes to Ch. 18.52, Signage, LFPMC. As it turns out, a most sections of the existing sign regulations are regulating content, meaning you have to read the sign to determine how it will be regulated. Those sections must be amended or replaced with language that addresses the physical characteristics instead of the content of the sign. For example, on the first pages of Attachment 2 are stricken-through definitions of 'Celebration signs' and 'Construction signs,' both of which are defined in part by the kinds of words that would appear in the sign ('celebration of business anniversaries or announcing major sales' or '...that identify the architects, engineers, planners, contractors ... involved with a construction project'). Those definitions need to be replaced with more generic ones such as 'portable sign' or 'temporary sign,' both of which are included as proposed amendments in Attachment 2 for Commission review.

While the objective of the current draft is to maintain a similar level of control over signage in LFP as the current regulations, proposed amendments will inevitably change how the City regulates certain types of signs. Commissioners are encouraged to review Attachment 1 with the objective of formulating policy questions about how the proposed amendments might change the City's control over signs. The comment column also includes some policy questions for Commissioner consideration.

# Sign Code Amendments

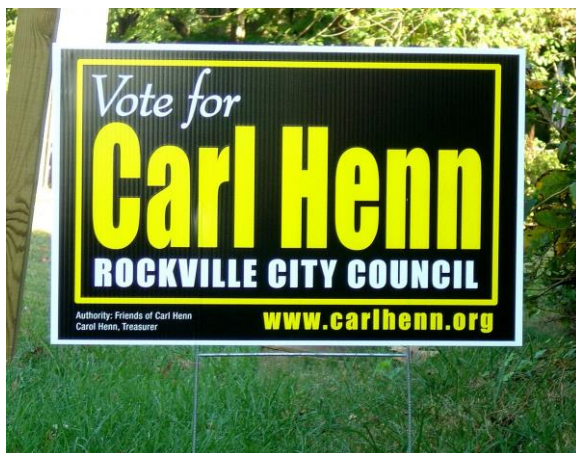
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# Non-Commercial Signs

LFPMC 18.52.020: signs that identify the City, parks, places of worship, schools, recreational clubs. Other examples: campaign signs and directional signs.





# Commercial Signs

Signs that advertise a business, propose a commercial transaction.







# Non-Commercial Signs Constitutional Test

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The U.S. Supreme Court in Reed v. Gilbert held that regulating signs based on their content, *in most cases*, is an unconstitutional violation of First Amendment right to free speech.

"Content Neutral Regulations" (regulate without reading the sign)

The Ninth Circuit, in which Washington is a part, held that the Reed decision only applies to non-commercial signs.



# Examples of regulations not related to content:

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- size/scale
- building material
- lighting
- moving parts
- font
- portability
- location
- free standing v. attached
- electronically changing v. fixed
- on-premises v. off-premises
- time restrictions for one-time events
- temporary v. permanent signs





# Non-Commercial signs Constitutional Test

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“**Strict scrutiny**” is applied if a code regulates the content of a non-commercial sign. Imposes a high burden to defend the regulation.

Content may be regulated if it is proven that there is:

- (1) a compelling government interest in regulating the **content**, and
- (2) the regulation is **narrowly tailored** to that end.

Examples of compelling government interest are **aesthetics, safety**.



# Why is that a high burden?

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# Commercial Signs Constitutional Test

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Constitutional test for commercial signs is “**Intermediate Scrutiny**”. Lower burden when defending the regulation.

Commercial content may be regulated:

- 1) to ensure speech on sign concerns a **lawful activity** and is not misleading,
- 2) if the government has a **substantial** interest in regulating sign content,
- 3) to the extent the regulation **directly advance** the government interest asserted, and
- 4) if the regulation is **not more restrictive than necessary** to serve the government interest / reasonable fit between ends and means.

Examples of substantial government interest: aesthetics, safety.

## Constitutionally Invalid Non-commercial Sign Code

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**Temporary Directional Signs for Event** may be no larger than 6 square feet, no more than 4 signs on one lot at a time, displayed for no more than 12 hours before and 1 hours after.

“Event” is defined assembly, gathering, activity or meeting sponsored, by a *religious, charitable, community service, educational or other similar non-profit organization.*





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**Temporary Political sign** (sign to influence outcome of public election) may be no larger than 16 feet residential/32 nonresidential, displayed 60 days before election and 15 days after.

**Ideological signs** (communicate message for noncommercial purposes) may be no larger than 20 square feet and may be displayed for any length of time.



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“Government regulation of speech is **content based** if a law applies to particular speech because of the topic discussed or the idea or message expressed.”

“The Town's Sign Code likewise singles out specific subject matter for differential treatment, even if it does not target viewpoints within that subject matter.”



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**Strict scrutiny** test was applied. Town's burden to demonstrate that the Code's differentiation between temporary directional signs and political signs and ideological signs, furthers a compelling governmental interest and is narrowly tailored to that end.

“The Town cannot do so.”

- Aesthetics – temporary directional signs no more an eyesore than ideological or political signs.
- Safety – directional signs pose no greater threat to safety than do ideological or political signs.





# Constitutionally Invalid Commercial Sign Code

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Mattress store hired people to stand on busy street corners wearing big yellow raincoats that had the name and phone number of the store on them.

The sign code prohibited all offsite signs.

The constitution allows greater governmental regulation of commercial speech because commercial speech has a great potential to mislead, and because the state has an interest in protecting the public from those seeking to obtain the public's money.



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**Intermediate scrutiny** test was applied.

3) Does the ordinance directly and materially serve the governmental interest? Does the ordinance alleviate to problem to a material degree? “A minimal benefit will not support a restriction of free speech.”

“no evidence that the Mattress Outlet signs have any effect on traffic safety.”  
Speculation not enough. Raincoats not “visual blight.”

4) Does the code use no more extensive means than necessary? These off-site signs are no more aesthetically offensive than sign exempt from the ordinance like farm produce signs, yard sale signs, holiday bazaar signs. Total ban on off-site signs not a reasonable fit to achieve the safety and aesthetics goals.



# Signing Off





Attachment 1

**DRAFT AMENDMENTS TO CHAPTER 18.52 SIGNAGE,  
LFPMC**

**Planning Commission February 8, 2022**

Section 1. AMEND . The City Council of the City of Lake Forest Park hereby amends section 18.52.020 LFPMC, Definitions, as follows:

**18.52.020 Definitions**

~~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.~~

A. "Animated sign" means any sign, or any portion of the sign, affected by the movement of air or other atmospheric or mechanical means, or that uses natural or artificial changes of lighting, to depict action or create a special effect or scene. Animated signs include, but are not limited to, flashing signs, inflatable signs, rotating signs, pennants, streamers, balloons, searchlights, spinners, and propellers. Changeable message signs are not considered animated signs for the purposes of this chapter.

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

C. "Banner" means a sign composed of flexible material, such as fabric, pliable plastic, or other similar nonrigid material, with no enclosing framework or electrical components and that is supported or anchored on two or more edges or at all four corners, or along either one edge or two corners with weights installed that reduce the reaction of the sign to wind.

~~D.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. The display must also be monochromatic. No messages other than date, time and/or temperature are permitted on changing message signs.~~

E. "Copy" means the graphic content of a sign surface, including, but not limited to, graphics, letters, numbers, figures, symbols, and trademarks.

**Commented [KAP1]:** The definitions deleted are content based meaning you have to read the sign to determine how it will be regulated.

~~G. "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.~~

~~FD. "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.~~

~~G. "Illuminated sign" means a sign with an artificial light source incorporated internally or externally for illuminating the sign.~~

~~H. "Lawn sign" means a freestanding sign made of lightweight materials such as cardboard or vinyl that is supported by a frame, pole, or other support structure placed directly in the ground without foundation or other anchors.~~

~~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~~

1 ~~and residential communities within the city or provide public service, location or~~  
2 ~~educational information. Identity signs may not be directly illuminated but may have~~  
3 ~~indirect illumination on them. A noncommercial identity sign may not exceed 32 square~~  
4 ~~feet per side or have balloons, flags, festoons, pennants or the like attached. Such signs~~  
5 ~~must be placed upon the property which they identify except as provided in~~  
6 ~~LFPMC 18.52.040(A).~~

7 I. "Marquee sign" means any sign attached to or supported by a marquee, which is a  
8 permanent roof-like projecting structure attached to a building.

9 J. "Monument sign" means a freestanding sign having the appearance of a solid base  
10 that is 100 percent or greater of the sign face width, made of landscape construction  
11 materials such as brick, stucco, stonework, textured wood, tile, or textured concrete,  
12 which are harmonious with the materials of the primary structure on the subject  
13 property.

14 KH. "Off-premises signs" are any permanent sign, such as a billboard, pedestal, pole,  
15 monument, or marquee sign which displays a message which is not incidental to the  
16 current use of the property on which it is located.

17 L. "Pedestal sign" means freestanding signs supported permanently upon the ground by  
18 one or more solid bases, which base or bases shall be of a width equal to or greater  
19 than 50 percent of the sign width.

20 M. "Pole or pylon signs" means freestanding signs supported permanently upon the  
21 ground by one or more solid bases, which base or bases are less than 50 percent of the  
22 sign width.

23 N. "Portable sign" means a sign that is not permanently affixed and that is designed for  
24 or capable of being moved, except those signs explicitly designed for people to carry on  
25 their persons or that are permanently affixed to motor vehicles. Portable signs include,  
26 but are not limited to, A-frame signs, portable reader boards, lawn signs, and similar  
27 signs.

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

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

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

1 P. "Right-of-way" means land owned, dedicated, or conveyed to the public and used  
2 primarily for the movement of vehicles, wheelchair, and pedestrian traffic, and land  
3 privately owned and used primarily for the movement of vehicles, wheelchair, and  
4 pedestrian traffic, so long as such privately owned land has been constructed in  
5 compliance with all applicable laws and standards for a public right-of-way.

6 QL. "Sandwich board signs" are temporary advertising signs constructed of two boards  
7 or other flat-surfaced materials hinged or otherwise connected at one end (i.e., A-frame)  
8 which may not exceed six~~12~~ square feet per side and may not exceed four feet in  
9 height. Balloons, flags, festoons, pennants, and the like may not be attached to any  
10 sandwich board sign. Sandwich board signs must be placed on the ground; they cannot  
11 be elevated or suspended above the ground.

Commented [KAP2]: General prohibition now of animated signs.

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

15 RN. "Sign area" means the entire area of a sign on which copy is placed, excluding the  
16 sign's structure, architectural embellishments, and framework. Sign area is calculated  
17 by measuring the perimeter enclosing the extreme limits of the sign face containing  
18 copy; provided, however, for letters or symbols painted or mounted directly on walls and  
19 awnings, sign area shall be calculated by measuring the smallest single rectangle which  
20 will enclose the combined letters and symbols. Sign area for freestanding signs and  
21 signs contained entirely within a cabinet and mounted on a wall, roof or monument shall  
22 be calculated by measuring the entire area of the cabinet. When calculating sign square  
23 footage, the measurement of a sign's dimension shall be only with respect to its  
24 physical dimensions and not include the distance it hangs from the ground or the size of  
25 its supports.

26 SE. "Sign height" means the vertical distance, from the average level of the undisturbed  
27 soil at the base of the sign, measured to the highest point of the sign.

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

Commented [KAP3]: Deleted because duplicative with definition of sign area.

38 U. "Temporary sign" means any sign not permanently affixed or attached to the ground  
39 or a structure.



1 V. "Wall sign" means a sign applied with paint or similar substance on the surface of a  
2 wall, a sign attached essentially parallel to and extending not more than 12 inches from  
3 the wall of a building, or a sign attached to a roof gable of a building.

4 W. "Window signs" mean all signs located inside and affixed to a window and intended  
5 to be viewed from the exterior of the structure.

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

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

Commented [KAP4]: Repealed by Ord 935 in 2007.

12 S. "Yard sale signs" are any signs which may not exceed six square feet on each of two  
13 sides of a temporary nature advertising a garage or yard sale of personal belongings.  
14 Home occupations permitted by this title may not utilize yard sale signs to advertise,  
15 promote or sell their goods or services.

16 Section 2. AMEND . The City Council of the City of Lake Forest Park hereby  
17 amends section 18.52.030 LFPMC, Illegal signs and removal, as follows:

18  
19 **18.52.030 Prohibitedlegal signs and removal.**

20 A. General prohibition. Any sign not expressly provided for in this chapter shall be  
21 prohibitedlegal. All prohibitedlegal signs must be removed by the person placing them  
22 or by the person, business or entity benefited by the prohibitedlegal sign. However, the  
23 city of Lake Forest Park may remove any prohibitedlegal sign within its jurisdiction.  
24 Signs so removed may be released to the sign owner or other responsible person upon  
25 payment of a \$25.00 removal fee. Removed signs which are unclaimed after 30 days  
26 may be destroyed by the city. Removal of a prohibitedn-legal sign by the city does not  
27 relieve the person responsible for paying accrued fines therefor.

28 B. Specific prohibitions. Unless otherwise provided for in this chapter, no person shall  
29 erect, alter, maintain, or relocate any of the following signs in the City:

30 1. Any animated sign as defined in LFPMC 18.52.020.

31 2. Any signs that emit smoke, visible particles, odors, and/or sound, except that  
32 speakers in signs on the premises of a drive-through facility shall be allowed.

1 3. Any sign that is dangerous or confusing to motorists and pedestrians,  
2 including any sign that by its color, wording, design, location, or illumination resembles  
3 or conflicts with any official traffic control device or that otherwise impedes the safe and  
4 efficient flow of traffic.

5 4. No sign may impede free ingress and egress from any sidewalk, pedestrian  
6 walkway, door, window, or exit way required by building and fire regulations.

7 5. Portable signs on wheels (trailer signs) and outdoor electric portable signs.

8 6. Signs within public property, public easements or structures, including, but not  
9 limited to, medians, roundabouts, sidewalks, utility poles and cabinets, street light poles,  
10 traffic poles and signals, and street trees, except as allowed pursuant to LFPMC  
11 18.52.080.

12 7. Signs placed on or painted on a motor vehicle or trailer parked with the  
13 primary purpose of serving as a sign not otherwise allowed by this chapter.

14 8. Signs erected, constructed, or structurally altered that are required to have a  
15 permit for such action and that were erected, constructed, or altered without obtaining a  
16 permit for such action.

17 9. Off-premises signs.

18 Section 3. AMEND . The City Council of the City of Lake Forest Park hereby  
19 amends section 18.52.040 LFPMC, Exemptions, as follows:

20  
21 **18.52.040 Exemptions.**

22  
23 The following signs and sign related activities are exempt from obtaining a permit  
24 pursuant to 18.52.090 LFPMC, ~~except as set forth in LFPMC 18.52.050, and except for~~  
25 ~~signs in the right-of-way, exempt from regulation:~~

26  
27 A. Changes to the copy of changeable message signs, provided such changes do not  
28 change the material or appearance of the sign as originally permitted by the City.

29  
30 B. The normal repair and maintenance of conforming or legal nonconforming signs.

31  
32 C. Temporary signs with a sign area no greater than three square feet in area per side  
33 and no more than four feet in height.

34  
35 D. Any signs required to be posted pursuant to the LFPMC or any other local, State, or  
36 Federal regulation.

37  
38 E. Any sign on a vehicle, unless such vehicle sign is prohibited pursuant to LFPMC  
39 18.52.030.

**Commented [KAP5]:** This allows a temporary sign 18 inches X 24 inches to be displayed without a sign permit.

1  
2 F. Traffic and pedestrian signs and signals, signs required by law, street and  
3 governmental directional signs, official public notices and governmental flags.  
4

5  
6 ~~A. Incidental signs and noncommercial identity signs; provided, that noncommercial~~  
7 ~~identity signs which identify the city or its public parks may be placed in the public right-~~  
8 ~~of-way.~~  
9

**Commented [KAP6]:** A. thorough K, except poles/flags, were exempt from regulation based on their content.

10 ~~B. Political signs in all zones except public rights of way; provided, that all political signs~~  
11 ~~must be removed within five days of the election in which the political candidate or~~  
12 ~~public issue or ballot issue is decided; and provided further, that political signs~~  
13 ~~advertising or promoting a political party must be removed within five days after each~~  
14 ~~general election.~~  
15

16 ~~C. Seasonal signs.~~  
17

18 ~~D. Construction signs; provided, that there may not be more than one construction sign~~  
19 ~~on each public right-of-way upon which the project fronts and not more than two~~  
20 ~~construction signs in total; and provided further, that no construction sign shall exceed~~  
21 ~~12 square feet in area per side and not more than six feet in height. All construction~~  
22 ~~signs must be removed within one day of initial occupancy or one day of completion of~~  
23 ~~the project; whichever is the last to occur.~~  
24

25 ~~E. Land use action notice signs.~~  
26

27 ~~F. Exterior and interior signs or displays not intended to be visible from streets or public~~  
28 ~~rights-of-way, signs in the interior of a building not facing a window, window displays,~~  
29 ~~and point of purchase advertising displays such as vending machines.~~  
30

**Commented [KAP7]:** Not content except advertising. But these don't meet the definition of sign because they are not visible from a right of way.

31 ~~G. Sculptures, fountains, benches, lighting, mosaics, landscaping and other street~~  
32 ~~furniture which do not incorporate advertising or identification.~~  
33

34 ~~G.H. Poles erected for the purpose of displaying patriotic flags and such flags if the flag~~  
35 ~~does not meet the definition of Sign in LFPMC 18.52.020.~~  
36

37 ~~I. Real estate and open house signs on private property; provided, that there may not be~~  
38 ~~more than one real estate sign and one open house sign on each public right-of-way~~  
39 ~~upon which the property fronts and not more than two real estate signs and two open~~  
40 ~~house signs on such property in total; and provided further, that no real estate sign or~~  
41 ~~open house sign shall exceed six square feet in area per side and not more than six feet~~  
42 ~~in height in RM and RS zones and 16 square feet in area per side and not more than six~~  
43 ~~feet in height in CC, BN and TC zones; and provided further, that all real estate signs~~  
44 ~~must be removed within five days of the property being closed, leased or rented, as the~~  
45 ~~case may be, and all open house signs must be removed by 7:00 p.m. of the last day~~  
46 ~~that the property is being shown.~~

~~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.~~

Section 4. ADDITION . The City Council of the City of Lake Forest Park hereby add section 18.52.045 LFPMC, Temporary signs, as follows:

**18.52.045 Temporary sign.**

The following provisions apply to all temporary signs placed within the City, unless otherwise provided in this chapter:

A. All temporary signs must be placed totally within the site/property pursuant to the requirements of this chapter, except when allowed to be placed within the right-of-way under LFPMC 18.52.080.

B. Temporary signs may be made of any durable material; provided, that the temporary sign otherwise conforms to the requirements of this chapter. A temporary sign may be of rigid or nonrigid construction.

C. Temporary signs that have either internal or external illumination shall not be displayed from the hours of 11:00 p.m. to 8:00 a.m.

D. In addition to the limitations on the placement of temporary signs within the public right-of-way pursuant to 18.52.080 , except as otherwise provided for in this chapter, temporary signs are prohibited from being in the following places:

1. No temporary sign may be placed on a roof of a building or structure.

2. No temporary sign may be placed on fences.

3. No temporary sign shall be so located as to physically obstruct any door or exit from a building.

4. No temporary sign shall be located to be hazardous to a motorist's or pedestrian's ingress and egress from buildings or parking areas.

5. No temporary sign shall be in the sight-distance triangle, or in any other area which may obstruct the vision of motorists to create a safety hazard.

1  
2 E. Temporary signs shall not exceed six square feet in area per side and not more than  
3 four feet in height in RM and RS zones and six feet in area per side and not more than  
4 four feet in height in CC, BN, and TC zones. Temporary signs placed on the inside of  
5 windows shall, in the aggregate, not exceed 50 percent of the area of the window on  
6 which they are displayed.

**Commented [KAP8]:** Does Planning Committee think that temporary signs in the CC, BN and TC zones should be allowed to be bigger?

7  
8 F. No more than two temporary signs shall be displayed on each side of the property  
9 fronting a right-of-way, and no more than four in total on the property at any time, unless  
10 provided otherwise in this chapter.

**Commented [KAP9]:** Currently, the BN and CC zones allow one temporary sign (18.52.060.E) and TC allows 8 temporary signs in the shopping center (18.52.070I.2.)

11  
12  
13  
14 Section 5. AMEND. The City Council of the City of Lake Forest Park hereby  
15 amends section 18.52.050 LFPMC. Signs in RM and RS zones, as follows:

16  
17 **18.52.050 Signs in RM and RS zones.**

18  
19 In all Residential-multifamily and Residential single-family zones, the following sign  
20 regulations apply.

21  
22 A. All residences shall display the postal address of that property. The display may be  
23 lighted but not flashing and shall be clearly visible from the public right-of-way. If the  
24 display is to be placed upon the residence, the numbers must be no less than four  
25 inches in height and of a contrasting color to the residence.

**Commented [KAP10]:** A safety issue. Emergency vehicles.

26  
27  
28 B. Temporary signs are permitted that do not exceed six square feet in area per side  
29 and not more than four feet in height. Yard sale signs on private property; provided, that  
30 yard sale signs may only be erected one day prior to the first day of the sale and must  
31 be removed within 24 hours of the end of the last day of the sale; and provided further,  
32 that yard sale signs to be held on any property may not be posted for more than a total  
33 of six days per month.

34  
35 C. No home occupation otherwise permitted by this title may erect or post any sign  
36 advertising or promoting that home occupation.

37  
38 D. The following additional signs are permitted in the RM and RS zoned properties  
39 zoned nonresidential uses: -

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

**Commented [KAP11]:** Flashing prohibited as an animated sign.

44  
45 2. One monument, pole, or pedestal, detached sign, lighted or unlighted, nonflashing,  
46 having an area not greater than 30 square feet per side and a sign height of not more

1 than six feet on which both faces may be utilized. Such signs must be securely mounted  
2 on the ground on which they rest. On corner lots, one such sign may be placed facing  
3 each street.

4  
5 3. One changing message sign that is included within one sign allowed by subsection  
6 D.1 or D.2 above. .

7  
8 ~~E. Fluttering signs, including balloons, festoons, pennants and flags (other than official~~  
9 ~~flags of political entities and a single flag identifying the project or owner), and off-~~  
10 ~~premises signs are prohibited; provided, that such fluttering signs are permitted on~~  
11 ~~temporary incidental signs in RM and RS zones identifying noncommercial events such~~  
12 ~~as private picnics, birthdays and the like.~~

Commented [KAP12]: The exception is content based.

13  
14 ~~F. Churches are permitted to attach readerboard signs to their outside walls and to~~  
15 ~~place sandwichboard-type signs on their property on days of service.~~

Commented [KAP13]: Content, noncommercial

16  
17 ~~G. For any zone, the city shall determine the square footage of a sign that is painted on~~  
18 ~~or attached directly to a wall, roof, monument, or support column by its sign area as~~  
19 ~~defined herein. Where a sign is limited to square feet, on one or both sides, square~~  
20 ~~footage shall be determined by sign area.~~

Commented [KAP14]: This is taken care of in definitions.

21  
22  
23  
24 Section 6. AMEND. The City Council of the City of Lake Forest Park hereby  
25 amends section 18.52.060 LFPMP. Signs permitted in CC and BN zones, as follows:

26  
27  
28 **18.52.060 Signs permitted in CC and BN zones.**

29  
30 In Neighborhood Business (BN) and Corridor Commercial (CC) zones, the following  
31 sign regulations apply.

32  
33 A. In BN zones, two single-faced or one double-faced wall sign, marquee sign, pole  
34 sign, or pedestal sign is permitted, not to exceed a total of 60 square feet per side,  
35 ~~attached to the building wall and advertising the business conducted therein, or the~~  
36 ~~goods and services available therein.~~

Commented [KAP15]: content

37 B. In the CC zone, for each street or parking lot on which a business fronts, a single-  
38 faced wall sign on the exterior wall, or marquee sign, gable or awning sign fronting or  
39 that business is permitted (Exterior Sign). If the exterior sign is on the exterior wall, its  
40 size must be the lesser of: (1) 150 square feet per side; or (2) the greater of that amount  
41 in square footage which is a factor of eight tenths (0.8) of that business' linear street or  
42 parking lot frontage or 75 square feet per side; provided, that stand-alone buildings in  
43 the CC zone are entitled to signs of not more than 75 square feet per side irrespective  
44 of linear frontage; and provided further, that businesses which occupy in excess of

1 20,000 square feet of space may have a single exterior sign of not more than 250  
2 square feet per side on each street or parking lot frontage. If the exterior sign is on a  
3 gable or awning, its size must be less than 40 square feet. Signage entitlements under  
4 the foregoing sentence for any frontage may not be counted for entitlement on any other  
5 frontage. Businesses that share space must share signage entitlements under this  
6 provision.

7 C. In both CC and BN zones, one monument sign, pole sign or pedestal  
8 sign~~freestanding~~, single-faced or one double-faced sign not exceeding 30 square feet in  
9 area per side and a sign height not exceeding 20 feet is permitted, ~~securely fastened to~~  
10 ~~the ground~~.

11 D. In both CC and BN zones, one changing message sign is permitted that is included  
12 within one sign allowed by subsections A. – C. above.

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

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

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

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

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

34 ~~J. Off-premises signs are prohibited.~~

35 Section 7. AMEND. The City Council of the City of Lake Forest Park hereby  
36 amends section 18.52.070 LFPMP. Signs permitted in TC zone, as follows:  
37

**Commented [KAP16]:** If delete then not based on content.

**Commented [KAP17]:** Not needed any more because pole or pedistal signs are allowed in C.

**Commented [KAP18]:** These are Animated signs now prohibited everywhere.

**Commented [KAP19]:** All animated signs are now prohibited and celebration signs are based on content, but can regulate as temporary signs.

**Commented [KAP20]:** Safety

**Commented [KAP21]:** Content. Only need safety in some instances.

**Commented [KAP22]:** General prohibition now in 18.52.030.



1  
2 **18.52.070 Signs permitted in TC zones.**  
3

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

10  
11 A. In the TC zone, for each street or parking lot on which a business fronts, a  
12 single-faced ~~wall sign on the exterior wall, marquee sign, gable or awning sign~~ fronting  
13 ~~of~~ that business is permitted ("**Exterior Sign**"). If the exterior sign is on the exterior wall,  
14 its size must be the less of (1) 150 square feet per side or (2) the greater of that amount  
15 in square footage which is a factor of eight tenths (0.8) of that business' linear street or  
16 parking lot frontage or 75 square feet per side; provided, that stand-alone buildings in  
17 the TC are entitled to signs of not more than 75 square feet per side irrespective of  
18 linear frontage; and provided further, that businesses which occupy in excess of 20,000  
19 square feet of space may have a single exterior sign or not more than 250 square feet  
20 per side on each street or parking lot frontage. If the exterior sign is on a gable or  
21 awning, its size must be less than 40 square feet. Signage entitlements under the  
22 foregoing sentence for any frontage may not be counted for entitlement on any other  
23 frontage. Businesses that share space must share signage entitlements under this  
24 provision.

25  
26 B. For businesses that do not front either a right-of-way or parking lot, one single-  
27 faceted exterior sign per such business shall be allowed. If the exterior sign is on an  
28 exterior wall, its size must be seventy-five (75) square feet or less. If the exterior sign is  
29 on a gable or awning, its size must be less than forty (40) square feet.  
30

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

35  
36 **DC.** Each business in the TC zone may have a nonilluminated awning on which  
37 may be placed signs for that business so long as the total area of those signs does not  
38 exceed 45 percent of the facing of the awning.

39  
40 **ED.** Signs of any kind in windows viewable from any public right-of-way may not  
41 cover more than 50 percent of the window area ~~except for celebration displays~~.

42  
43 **FE.** A ~~planned~~ shopping center in the TC zone may display up to two  
44 freestanding ground signs, not in excess of 25 square feet in area per side, identifying  
45 the name of the shopping center but not the businesses located therein at Northeast  
46 175<sup>th</sup> and Ballinger Way Northeast, plus one nonilluminated freestanding ground sign at

**Commented [KAP23]:** B. adds the interior business sign provision in the Mayor's emergency order 2020-2 (confirmed Resolution 1773, extended in 2021). No change has been proposed for other provisions in the emergency order for temporary sandwich boards and temporary banners. Those would, however, continue through the pandemic.

1 or near Northeast 175<sup>th</sup> and Ballinger Way Northeast, not to exceed a sign height of 10  
2 feet and 60 square feet in area per side identifying the businesses located therein, plus  
3 a single illuminated <sup>or</sup> nonilluminated freestanding sign at the main entrance off Bothell  
4 Way Northeast, not to exceed a sign height of 30 feet and not more than 300 square  
5 feet in area per side, which may include identities of one or more of the businesses  
6 located in the shopping center. Any nonilluminated sign permitted in this subsection  
7 may, notwithstanding the foregoing, be illuminated by one or more separate light(s) cast  
8 on it from the ground below. The ground signs shall be of a style, material and design  
9 as are compatible with the associated buildings. All ground signs and support elements  
10 are to be integrated into a single design.

11  
12 ~~G.F. Entrances to buildings in the planned shopping center in the TC zone may~~  
13 ~~have a changing message signreaderboard signs placed on the walls adjacent to the~~  
14 ~~entrance wall or support columns not to exceed 13.5 square feet identifying only the~~  
15 ~~businesses in that building. Such changing message Readerboard signs shall be limited~~  
16 ~~to two per major public entrance.~~

**Commented [KAP24]:** Readerboard was an undefined term.

17  
18 ~~G. For automobile service stations, a single freestanding fuel price and fuel brand~~  
19 ~~identification sign, which may be lighted but nonflashing, securely anchored to the~~  
20 ~~ground. Additional advertising of car wash services and other fuels sold may be added~~  
21 ~~to the fuel price and fuel brand identification sign but no other message or device may~~  
22 ~~be attached to the fuel price and fuel brand identification sign.~~

**Commented [KAP25]:** Not needed now because allow monument, pedestal and pole signs.

23  
24 ~~H. All signs permitted by this section shall be nonflashing, with no movement or~~  
25 ~~simulated movement, except for changing message signs, and shall be located as not~~  
26 ~~to produce glare on neighboring residential properties or interfere with traffic, traffic~~  
27 ~~signals or traffic signs.~~

28  
29 ~~I. Fluttering signs, including balloons, festoons, pennants and flags (other than~~  
30 ~~official flags of political entities of a permanent nature) are prohibited. However,~~  
31 ~~celebration displays are permitted for periods of no more than 14 consecutive days and~~  
32 ~~a total of four times a year. Celebration displays must be used at the site of the~~  
33 ~~shopping center and must be removed at the end of the event or 14 consecutive-day~~  
34 ~~period, whichever is shorter.~~

**Commented [KAP26]:** content

35  
36 ~~J. Off-premises signs are prohibited.~~

**Commented [KAP27]:** General prohibition in code now.

37  
38 ~~I.K. Temporary sandwich board signs relating to a farmer's market may be~~  
39 ~~permitted for a period not to exceed the operation of the farmer's market, subject to the~~  
40 ~~following requirements:~~

**Commented [KAP28]:** Content.

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

44 ~~2. A maximum of two temporary signs are allowed at each vehicular entrance of~~  
45 ~~the town center zone, not to exceed a total of seven; and one temporary sign is allowed~~

1 at the pedestrian entrance at the perimeter of the parking lot adjacent to Bothell Way  
2 Northeast and Ballinger Way Northeast;

3 3. Signs shall not be directly or indirectly illuminated;

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

7  
8 L. Streetlight banners may be permitted upon the private light poles within the  
9 ~~TC town center zone. Such streetlight banners may not be used to advertise individual~~  
10 ~~businesses, but may be used year-round to highlight seasonal events such as a farmer's~~  
11 ~~market, holiday seasons or other special events within the town center zone are~~ subject  
12 to compliance with the following requirements:

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

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

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

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

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

23 6. Application requirements for a banner permit include:

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

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

29 c. A schedule that indicates when banners will be installed and changed, ~~which~~  
30 ~~gives preference to farmers' market banners during the farmers' market season.~~

31  
32  
33  
34 Section 8. ADDITION. The City Council of the City of Lake Forest Park hereby  
35 adds section 18.52.075 LFPMC, Signs in Southern Gateway zones.

36  
37 **18.52.075 Signs in Southern Gateway zones.**

38  
39 A. Signs in the Southern Gateway – Single-family residential zone are governed by  
40 this chapter and specifically LFPMC 18.52.050 for RM and RS zones.

41  
42 B. Signs in the Southern Gateway - Corridor zone and Transition zone are governed  
43 by this chapter and specifically LFPMC 18.52.070 for the TC zone, as well as the  
44 southern gateway – corridor and transition zones design guidelines. In the event  
45 of a conflict, the design guidelines shall govern.  
46

Commented [KAP29]: Content based.

1        Section 9. AMEND. The City Council of the City of Lake Forest Park hereby  
2 amends section 18.52.080 LFPMP, Signs in the public right-of-way, as follows:

3  
4  
5        **18.52.080 Signs in the public right-of-way.**  
6

7 A. ~~The following Temporary~~ signs are permitted in the public right-of-way, ~~except as~~  
8 ~~prohibited in 18.52.030, in Lake Forest Park upon making application for a permit to the~~  
9 ~~planning director; provided, that no sign in a public right-of-way shall create a traffic or~~  
10 ~~other safety hazard; and upon meeting~~ the following conditions:  
11

- 12        1. ~~Temporary signs to be displayed for 7 or more calendar days require a permit~~  
13        ~~under LFPMP 18.52.090;~~
- 14        2. ~~Only temporary lawn and portable signs are allowed;~~
- 15        3. ~~The sign shall not be placed in medians, traffic islands, roundabouts, or other~~  
16        ~~areas within the roadway;~~
- 17        4. ~~The sign shall not be placed on a sidewalk or obstruct pedestrian or wheelchair~~  
18        ~~access to the sidewalk;~~
- 19        5. ~~The sign shall be placed entirely outside of the sight-distance-triangle of a right-~~  
20        ~~of-way corner, curb-cut, or drive entrance and where no curb exists, the sign~~  
21        ~~must be placed outside the roadway at least five feet from the edge of the~~  
22        ~~roadway;~~
- 23        6. ~~The sign shall be no larger than 12 square feet in size, with no single sign face~~  
24        ~~larger than six square feet in size, and no portion of the sign shall exceed four~~  
25        ~~feet in height;~~
- 26        7. ~~The sign shall remain unanchored in any way to trees or to public property~~  
27        ~~including, but not limited to, utility or light poles, utility boxes, street signs, parking~~  
28        ~~meters, fences, or pavement; and~~
- 29        8. ~~There is a limit of no more than six signs for the same purpose at any time.~~

30  
31        ~~1. Special Event Signs. A maximum of four special event signs may be posted for~~  
32 ~~a maximum of seven days prior to the event's commencement and upon such other~~  
33 ~~conditions as may be imposed by the planning director. Special event signs must be~~  
34 ~~removed within 24 hours of the termination of the special event.~~  
35

36 B. ~~The following signs are permitted in the public right-of-way in Lake Forest Park~~  
37 ~~without a permit being required:~~  
38

- 39        1. ~~Yard Sale Signs. A maximum of two yard sale signs may be posted for a~~  
40        ~~maximum of two days prior to the event's commencement and upon such~~  
41        ~~other conditions as may be imposed by the planning director. Yard sale signs~~  
42        ~~shall be removed within 24 hours of the termination of the yard sale.~~
- 43  
44        2. ~~Real Estate Open House Signs. A maximum of four open house signs per~~  
45        ~~property advertised for a period not to exceed two consecutive days in a~~  
46        ~~calendar month. Such open house signs shall be placed at least three feet~~

Commented [KAP30]: Content based

Commented [KAP31]: 1 - 4 below are content based

1 from the traveled portion of the right-of-way, shall not be placed on an island,  
2 median strip or sidewalk, and shall not create a hazard to traffic. Open house  
3 signs shall be permitted to be in place only between the hours of 8:00 a.m.  
4 and 7:00 p.m.

5  
6 3. Political Signs. Political signs; provided, that all political signs must be  
7 removed within five days of the election in which the political candidate or  
8 public issue or ballot issue is decided.

9  
10 4. Churches may place sandwich-type signs concerning their service on  
11 sidewalks on the days of their service.  
12

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

16  
17 ~~B.D. Signs are not permitted on other city-owned property or property leased by the city~~  
18 ~~for public purposes such as public parks, trails, open space, or other public space,~~  
19 ~~except those signs placed by the City, which signs shall only display noncommercial~~  
20 ~~copy, without the permission of the city.~~

21  
22 Section 10. AMEND. The City Council of the City of Lake Forest Park hereby  
23 amends section 18.52.090 Permit application and fee.

24  
25 **18.52.090 Permit application and fees.**

26  
27 A. Except as provided in the chapter, no person shall erect, alter, or relocate any sign  
28 without first receiving an approved sign permit from the City pursuant to the  
29 requirements herein. All applications for issuance of permits required by this chapter  
30 shall be made to the planning director on forms furnished for that purpose and shall be  
31 accompanied by the required fee. The applicable fee shall be as provided in the city's  
32 fee schedule. ~~The application shall include the applicant's full name, address, signature,~~  
33 ~~location of the signs, types of goods proposed to be sold if applicable, duration of sale if~~  
34 ~~applicable, together with such other information as the planning director deems~~  
35 ~~appropriate.~~

36  
37 B. The review and approval of sign permits is a ministerial administrative decision  
38 pursuant to Chapter 16.26 LFPMP, as amended.

39  
40 C. Application Form.

41  
42 1. Owner permission. If the applicant is not the property owner, then the property owner  
43 must be identified and the application must include an affidavit from the property owner,  
44 verifying that the property owner has given permission to the applicant for the  
45 submission of the sign permit application and for the installation/posting of the sign on  
46 the property owner's property.

Commented [KAP32]: Kap look so it deals with  
Temporary also.

Commented [KAP33]: More details provided below  
instead of here.

Commented [KAP34]: Sign permits would be added to  
16.26.E.2.

- 1  
2 2. Building Elevation/Site Plan. Signs proposed to be mounted on a building require a  
3 building elevation drawn to scale that specifies the location of the sign and drawings or  
4 photographs that show the scale of the sign in context with the building. Freestanding  
5 signs require a site plan indicating the proposed sign location as it relates to property  
6 lines, adjacent streets, and adjacent buildings.  
7  
8 3. Scaled Design Drawing. A colored rendering or scaled drawing, including dimensions  
9 of all sign faces, and descriptions of materials to be used, including color samples.  
10  
11 4. Scaled Installation Drawing. A scaled drawing that includes the sign description,  
12 proposed materials, size, weight, a manner of construction, and method of attachment,  
13 including all hardware necessary for proper sign installation.  
14  
15 5. Lighting. A drawing indicating the location and fixture type of all exterior lighting for  
16 the proposed sign. The drawing shall specify wattage and bulb type to ensure  
17 compatibility with the lighting standards in this chapter.  
18  
19 6. Expiration of Permit. A permanent sign approved under a permanent sign permit  
20 must be installed within 180 days of issuance of the permit or the sign permit will expire.  
21 No sign may be erected if a sign permit has expired.  
22

23 Section 11. AMEND. The City Council of the City of Lake Forest Park hereby  
24 amends section 18.52.100, Violations.  
25

26  
27 **18.52.100 Violations.**  
28

- 29 A. A violation of LFPMC 18.52.080, Signs in public right-of-way, -shall be enforced as  
30 a civil ~~an~~ infraction subject to a fine of \$100.00 a day or portion thereof, and subject to  
31 code enforcement pursuant to Chapter 1.25 LFPMC.  
32  
33 B. A violation of any other section of this chapter shall be a civil ~~a~~ infraction subject to a  
34 fine of \$25.00 a day or portion thereof, and subject to code enforcement pursuant to  
Chapter 1.25 LFPMC.

**City of Lake Forest Park - Planning Commission**  
**Draft Regular Meeting Minutes: January 11, 2022**  
**Virtual/Zoom Meeting**

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

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

**Members of the Public:** Randi Sibonga, Jim Bourey, Walter Hicks, Mike Dee

**Planning Commissioners absent:** n/a

**Call to order:** Chair Larson called the meeting to order at 7:03 pm.

**Land Acknowledgement:**

Cmdr. Cranmer read the land acknowledgement.

**Approval of Agenda**

Cmdr. Saunders made a motion to approve the agenda, Cmdr. Fudge seconded, and the motion to approve the agenda passed unanimously.

**Approval of Meeting Minutes from December 14, 2021**

Cmdr. Saunders made a motion to approve the December 14, 2021, meeting minutes as drafted and Cmdr. Cranmer seconded.

Cmdr. Kleweno asked about the content on page 2, line 47 regarding the meaning of “missing middle.” Director Bennett responded that the term refers to the lack of housing types between single family and multifamily apartments such as townhouses and duplexes.

Cmdr. Kleweno also asked about the page two regarding tree regulations. Director Bennett’s responded that the Council will be discussing recommendations from the Tree Board that were presented last year.

Cmdr Lee requested a clarification of her statement on page 4, line 46. She indicated that the line should read, “changes coming down the pipeline.”

Cmdr. Fudge complimented staff for their work on the minutes and expressed his appreciation for the level of detail and the content of the minutes.

Cmdr. Saunders revised his motion to approve the meeting minutes for December 14, 2021, as amended, Cmdr. Fudge seconded, and the motion passed unanimously.

**Meeting Dates:**

Chair Larson noted that the next regular meeting is scheduled for February 8, 2022.

**Citizen Comments:**

Randi Sibonga said that the LFP Stewardship Foundation wishes a Happy New Year to the Planning Commission and that she appreciates the work of the Commission. She stated the Stewardship Foundation’s mission and that her organization wants to continue to partner with the City. She said that the Foundation is concerned with the use of pesticides in LFP and the approval of RUEs in sensitive areas. She said that the Council should direct the Planning Commission to research and deliberate on these issues.



1  
2 **Report from City Council Liaison**

3 Councilmember Bodi wished a Happy New Year to all and announced that there are three new Council  
4 members. She said a Council retreat will occur soon and the election of officers will also be discussed. She  
5 said that the Council will consider the nomination of the two new Planning Commission members soon and  
6 added that the Mayor will be looking for members for a new climate action committee.  
7

8 Councilmember Bodi talked about new state legislation on ADUs. She spoke about the timeline for adoption  
9 of LFPs regulations. She said that the Council is committed to acting on the Planning Commission's  
10 recommendations. She added that the Council has received the Stewardship Foundation's comments on the  
11 issue of herbicides in LFP and that the Council will be having a presentation from King County Conservation  
12 District at a future council meeting on the topic.  
13

14 Councilmember Bodi said that the city of LFP will be in the 1st Legislative District starting in 2023. She said  
15 that there are many changes to come including hybrid meetings where some participants would be physically  
16 present but other would not have to be. She added that it may take a while to work out the technical issues so  
17 Council meetings are going to be the future for some time to come.  
18

19 Cmr. Cranmer asked about the state legislation related to zoning regulations for cities with a population of  
20 under twenty-five thousand. Councilmember Bodi responded that the Governor was coming up with his own  
21 proposal, but that she didn't know about a population threshold. She asked Director Bennett about his  
22 perspective and he responded that a city's population could determine whether duplexes would have to be  
23 allowed in single family zones.  
24

25 Cmr. Fudge asked about the hybrid meetings and if wireless service would be available if people were to  
26 attend in person. Councilmember Bodi said that she didn't know but would ask. Cmr. Fudge said that he  
27 will not attend any meetings without wireless access.  
28

29 Cmr. Saunders asked about the status of Sound Transit's development. Councilmember Bodi responded that  
30 Sound Transit is moving forward with its design and preparation for the permit application process and that  
31 the City didn't agree with the short timelines proposed by Sound Transit. She went onto talk about her  
32 opinions on the Sound Transit designs and said that negotiations could be difficult.  
33

34 Chair Larson asked about the update to the Comprehensive Plan and asked if the Council would like the  
35 Planning Commission to deliberate on RUE policy. Councilmember Bodi said that the Council has not had a  
36 chance to discuss the two issues. She said that she would relay the concerns of the Commission to the  
37 Council on both topics. Chair Larson said that there should be a priority put on these issues.

38 Councilmember Bodi suggested that the City Attorney should be consulted on the topics. She said that the  
39 need for changes to the Comprehensive Plan should not be major given current state mandates. Chair Larson  
40 asked about the membership composition of the climate action committee. Councilmember Bodi responded  
41 with her perspective on representation for the newly formed committee.  
42

43 **Old Business**  
44

- 45
  - *Sign code update- Status report*  
46

47 Chair Larson indicated that the city attorney is working on identifying areas of the current sign code which  
48 are out of compliance with federal law. She asked Director Bennett's update on the task. Director  
49 Bennett responded that the main task would be to bring the sign code into compliance with areas that need to  
50 be changed to comply with federal law and cases such as Reed vs. Gilbert.  
51

1 Chair Larson asked the other Planning Commission members what they viewed as the main issues in the sign  
2 code. Cmr. Saunders said that the current town center regulations are not addressing the internal businesses  
3 don't have signage outdoors. He said there might be a need to have permanent rules for signage to advertise  
4 those types of businesses.

5  
6 Cmr. Fudge asked if businesses have been consulted for input on revisions to the sign code. Chair Larson  
7 asked for Cmr. Saunders to elaborate on his perspective of needed updates. Cmr. Saunders provided  
8 additional reflection on the needed changes. Cmr. Lee said that the Commission's work plan for 2022 should  
9 be prioritized. Cmr. Fudge provided his opinion on changing the sign code. Chair Larson asked if the  
10 Planning Commission wants to spend a significant amount of time exploring changes to the sign code. Cmr.  
11 Kleweno asked if the Planning Commission is trying to come to a decision on a direction for the sign code.  
12 Chair Larson replied and provided her opinion on the issue. Cmr. Kleweno asked how the community feels  
13 about changes to the sign code. Cmr. Saunders said that he has heard that there is a lot of support for  
14 changes to commercial signage regulations. Director Bennett provided his perspective on the interim signage  
15 regulations that had been recently developed during the pandemic and talked about a potential strategy  
16 involved business owners in potential changes to the sign code. Chair Larson summarized action for the next  
17 meeting on this topic.

18  
19 Councilmember Bodi said that the emergency ordinance change for outdoor signs were easy changes. She  
20 said that the size and magnitude of signs should be used to support small business. She said she agreed with  
21 Director Bennett's idea to involve business owners in the potential for signage code updates.

22  
23 • *Adoption of 2022 PC work plan*  
24

25 Chair Larson called for Commissioners to comment on the draft work plan. Director Bennett explained how  
26 the work plan functions as a communication tool between the Commission and the City Council. He said  
27 that the draft was intended to generate discussion on all the work plan items. He summarized his perspective  
28 on the potential comprehensive plan changes based on current policy direction of the City. He also said that  
29 a growth management gap analysis is always performed as one of the initial steps of comprehensive plan  
30 updates. He suggested that this was an opportunity for Commissioners to talk about what their priorities  
31 would be for the comprehensive plan updates. Director Bennett concluded by mentioning topics where  
32 consultants may need to be involved.

33  
34 Chair Larson asked how the gap analysis would take place. Director Bennett responded and explained his  
35 strategy for presenting the gap analysis. Cmr. Saunders provided some ideas on how to produce a gap analysis  
36 for discussion. Director Bennett indicated that the GMA consistency analysis could play into any number of  
37 issue areas. Cmr. Kleweno stated that his understanding is that the overall objective is to recommend a scope  
38 to the Council and that the Commission should be selective on what it works on. Cmr. Saunders suggested  
39 that the policy for reasonable use should be discussed at the comprehensive plan level. Cmr. Lee said that the  
40 signage conversation could align with the comprehensive plan updates. Cmr. Cranmer said that the missing  
41 middle policy might take some additional time.

42  
43 Chair Larson asked Director Bennett about the next steps in the process. Director Bennett responded and  
44 said that the work plan is just a draft and welcomed any changes that the Planning Commission might have.  
45 Chair Larson suggested sending the current draft of the work plan to the Council for input. Cmr. Kleweno  
46 said that he thought the draft is ready to be sent to the Council. Cmr. Saunders said that he agreed but  
47 welcomed the time allocation changes to reflect the discussion. Chair Larson shared her screen depicting an  
48 updated version of the work plan and suggested that she could send the displayed version of the work plan  
49 with specific time allocations to the Deputy Mayor Kassover. General agreement was expressed by other  
50 Commissioners.

51  
52 **New Business:** None.

1  
2 **Reports and Announcements**

3 • *Commissioner terms and election of officers*  
4

5 Director Bennett explained where each commissioner currently was in their term. He said Cmr. Saunders last  
6 meeting will be February 2022, but Cmr. Cranmer and Cmr. Kleweno were at the end of their initial term and  
7 should communicate with the Mayor if they want to remain on for another three year term. He provided  
8 instructions on how to communicate with the Mayor. Chair Larson asked for clarification on the reasons for  
9 renewal and Director Bennett clarified that Cmr. Cranmer and Kleweno were serving a partial term. Chair  
10 Larson indicated that each commissioner is only allowed to serve two consecutive terms. Director Bennett  
11 provided the status of the terms for the other commissioners. He said that the new commissioners were up  
12 for confirmation at the next study session of the Council. He added that recruitment for new commission  
13 positions should begin soon and that various types of individuals can contribute to the Planning Commission  
14 work, including those with and without land use experience.  
15

16 Cmr. Saunders reminded all that the annual report for 2021 should be adopted and sent to the Council.  
17 Director Bennett said that staff would be able to assist with the preparation of the report.  
18

19 **Citizen Comments:**

20 None.  
21

22 **Agenda for Next Meeting:**

23 Similar to this agenda.  
24

25 **Adjournment:**

26 Cmr. Lee made a motion to adjourn the meeting, Cmr. Cranmer seconded, and the motion carried  
27 unanimously. The meeting was adjourned at 8:33 pm.  
28

29 APPROVED:  
30  
31

32 \_\_\_\_\_  
33 Maddy Larson, Chair  
34

## Summary Table of Proposed Amendments to 18.52 Signage LFPMC

**Draft Date: February 7, 2022**

<b>Currently regulated as:</b>	<b>Proposed to be regulated as:</b>	<b>Amendments</b>
Celebration Displays: temporary signs solely for purpose of announcing opening of business, announcing sale, etc.	Temporary signs	
Changing message signs: change message by moving letters or numbers	Permanent Signs allowed in all zones	Amendment: monochromatic only, no longer limited to time, date, temperature.
Construction signs: identify architect, builder, etc. on project	Temporary signs	
Incidental sign: examples such as no trespassing, restrooms, birthday parties. Maximum of 2.	Temporary signs	
Interior signs not visible from right-of-way	Does not meet definition of sign, not regulated by chapter 18.52 LFPMC	
Land use notice signs	Temporary signs	Exempt when required by code or statute
Noncommercial Identity Sign: examples are schools, churches	Temporary signs and permanent signs in general	
Off-premises signs: message is not incidental to current use of property where sign installed		Amendment: continue to be prohibited if permanent
Organization signs at City entrance	Legal nonconforming Temporary signs	
Real Estate and Open House	Temporary signs	
Sandwich board signs	Temporary signs	Amendment: size decreased
Sculpture, fountain, bench without advertising	Not meet definition of a sign so not regulated by chapter 18.52 LFPMC	

Seasonal signs: holiday, festival	Temporary signs	
Special even sign: car wash, community event, etc.	Temporary signs	
Street light banner	Repealed in 2007, needs to be reestablished	Add back with minor changes
Yard sale sign	Temporary signs	

### **Temporary sign regulations proposed:**

1. Defined as any sign not permanently affixed or attached to the ground or a structure.
2. If on private property, then must be within the Lot.
3. Durable material required
4. If illumination not allowed 11:00 pm to 8:00 am
5. Cannot be: on a roof, on a fence, obstruct an exit, located so hazardous to drivers or pedestrians, located in sight distance triangle
6. Size limited to six foot area per side with a maximum height of four feet.
7. Window signs cannot cover more than 50% of window
8. General Quantity: limited to 2 signs per right-of-way frontage, maximum of 4.
9. BN and CC zone quantity: 1
10. TC zone quantity: 8
11. Allowed in public right-of-way, permit required if more than 7 days

### **Permanent sign types proposed:**

1. Awning or canopy sign continues to be allowed and provisions for TC internal business added along with a definition
2. Banner continues to be allowed, but a definition is proposed
3. Illuminated signs continues to be allowed, but a definition is proposed
4. Lawn sign added
5. Marquee sign added
6. Monument sign added
7. Pedestal sign added
8. Pole or pylon sign
9. Portable sign added
10. Wall sign continues to be allowed and provisions for TC internal business added along with a definition
11. Window sign continues to be allowed, but a definition is proposed



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# Planning Commission 2021 Annual Report

*City of Lake Forest Park*





## Introduction

This report summarizes the work conducted by the Planning Commission for calendar year 2021 as well as the current commissioner term status.

- The Lake Forest Park Planning Commission provides recommendations to the Mayor and City Council for changes and updates to the Comprehensive Plan, zoning code, and land use policies.
- As citizen representatives, commissioners recommend programs and policies according to the needs and values of the community.
- The Planning Commission is required by law and receives authority through state statute and city ordinance.

## Planning Commissioners

Commissioner	Term Expires	Status
<b>Richard Saunders</b>	2/28/22	Active
<b>Jim Bourey</b>	2/28/23	Active
<b>T.J. Fudge</b>	2/28/23	Active
<b>Ira Gross</b>	2/28/23	Active
<b>Maddy Larson (*)</b>	2/28/24	Active
<b>Lois Lee</b>	2/28/24	Active
<b>Walter Hicks</b>	2/28/24	Active
<b>David Kleweno</b>	2/28/25	Active
<b>Melissa Cranmer</b>	2/28/25	Active

\* Chair

\*\* Vice-Chair

Retired Commissioner	Served Through:
<b>Rachael Katz (**)</b>	10/12/21
<b>Steve Morris</b>	3/16/21

## Planning Staff & Council Liaison

Staff Member	Title
<b>Steve Bennett</b>	Planning Director
<b>Nick Holland</b>	Senior Planner

City Council Liaison	Title
<b>Lorri Bodi</b>	Councilmember

## 2021 Summary

This year the Planning Commission focused on its review and recommendations for updates to the Lake Forest Park Municipal Code (LFPMC) governing development in residential zones, specifically for Accessory Dwelling Units (ADU) and accessory buildings. After a series of meetings, which also included an opportunity for the public to provide input during the September 14, 2021 meeting, the Planning Commission forwarded a set of recommendations to City Council following its October 12, 2021 regular meeting. These recommendations were for changes to the ADU portion of the zoning code (LFPMC Ch. 18.50.050), the accessory building section of the zoning code ((LFPMC Ch. 18.50.060), and a few definition changes

(LFPMC Ch. 18.08) to support the other proposed amendments. The Planning Commission also finalized a land acknowledgement to be recited at each meeting and began discussions of potential amendments to the City's Signage regulations (LFPMC 15.52). All meetings for the year were held virtually with the exception of the November meeting, which was cancelled.

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The table on the following pages provides a chronological summary of the Planning Commission's work at each meeting during 2021.

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## Chronological Summary

Date	Event/Topic	Description
January 12, 2021	Accessory Dwelling Unit/Accessory Building code amendments  (Regular Meeting)	<ul style="list-style-type: none"> <li>Planning Commission Work Plan for 2021</li> <li>2020 Annual Report</li> <li>Land Acknowledgement</li> </ul>
February 9, 2021	Accessory Dwelling Unit/Accessory Building code amendments  (Regular Meeting)	<ul style="list-style-type: none"> <li>“NW Bungalows in the Park” Presentation on Accessory Dwelling Units by Don Fiene and Jack Tonkin with Cory Brewer, Adam Stoecker, and Brian Highberger available for questions</li> </ul>
March 16, 2021	Accessory Dwelling Unit/Accessory Building code amendments  (Regular Meeting)	<ul style="list-style-type: none"> <li>Addressing Housing Diversity and Affordability in LFP               <ul style="list-style-type: none"> <li>Relevant LFP Comprehensive Plan Goals and Policies</li> <li>Relevant State Legislation</li> <li>Additional Discussion of “NW Bungalows in the Park” Presentation</li> <li>Recent Residential Development Activity in LFP</li> <li>Discussion of Commission Approach</li> </ul> </li> </ul>
April 13, 2021	Accessory Dwelling Unit/Accessory Building code amendments  (Regular Meeting)	<ul style="list-style-type: none"> <li>Addressing Housing Diversity and Affordability in LFP               <ul style="list-style-type: none"> <li>Continued Discussion of Commission Approach – Public Engagement Strategy</li> <li>Update on Relevant State Legislation</li> <li>Review of Current LFP Zoning Provisions related to Accessory Dwelling Units</li> </ul> </li> </ul>

May 11, 2021	<p>Accessory Dwelling Unit/Accessory Building code amendments</p> <p>(Regular Meeting)</p>	<ul style="list-style-type: none"> <li>• Addressing Housing Diversity and Affordability in LFP</li> <li>• Review single family zoning (map and regulations)</li> <li>• Review Comp Plan housing and land use policies</li> <li>• Discuss policy questions related to ADU code update</li> </ul>
June 8, 2021	<p>Accessory Dwelling Unit/Accessory Building code amendments</p> <p>(Regular Meeting)</p>	<ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit and Accessory Building Regulations <ul style="list-style-type: none"> <li>• Discuss potential areas of amendment in LFP ADU code provisions</li> <li>• Discuss public engagement strategy and draft survey</li> </ul> </li> </ul>
July 13, 2021	<p>Accessory Dwelling Unit/Accessory Building code amendments</p> <p>(Regular Meeting)</p>	<ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) <ul style="list-style-type: none"> <li>• Discuss results of public survey on ADUs</li> <li>• Discuss draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) code provisions</li> </ul> </li> </ul>
August 10, 2021	<p>Accessory Dwelling Unit/Accessory Building code amendments</p> <p>(Regular Meeting)</p>	<ul style="list-style-type: none"> <li>• Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) <ul style="list-style-type: none"> <li>• Discuss draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) code provisions in response to Commission guidance provided at July 13 meeting</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>Discuss public engagement event for Commission's proposed set of recommended amendments</li> </ul>
September 14, 2021	<p>Accessory Dwelling Unit/Accessory Building code amendments</p> <p>(Regular Meeting)</p>	<ul style="list-style-type: none"> <li>Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060)</li> <li>Presentation on draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) code provisions</li> <li>Invite attendees to comment on current draft of proposed amendments LFPMC Ch. 18.50.050 and Ch. 18.50.060</li> <li>Discuss and finalize the recommendation to Council</li> </ul>
September 27, 2021	<p>Accessory Dwelling Unit/Accessory Building code amendments</p> <p>(Special Meeting))</p>	<ul style="list-style-type: none"> <li>Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060)</li> <li>Review and discuss latest version of draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Structure (LFPMC Ch. 18.50.060) code provisions and consider making recommendation to Council for amending these code sections</li> <li>Discuss and finalize draft Planning Commission memorandum to accompany recommendation to Council</li> </ul>
October 12, 2021	Accessory Dwelling	<ul style="list-style-type: none"> <li>Evaluation of LFP's Accessory Dwelling Unit (LFPMC Ch.</li> </ul>



	<p>Unit/Accessory Building code amendments</p> <p>(Regular Meeting)</p>	<p>18.50.050) and Accessory Building (LFPMC Ch. 18.50.060)</p> <p>Review and discuss latest version of draft amendments to Accessory Dwelling Unit (LFPMC Ch. 18.50.050) and Accessory Building (LFPMC Ch. 18.50.060) code provisions and consider making recommendation to Council for amending these code sections</p> <ul style="list-style-type: none"> <li>• Discuss and finalize draft Planning Commission memorandum to accompany recommendation to Council</li> </ul>
November 9, 2021		Meeting Cancelled
December 14, 2021	<p>Sign Code Amendments and 2022 Discussion Topics</p> <p>(Regular Meeting)</p>	<ul style="list-style-type: none"> <li>• Overview of current LFP sign code and legal issues surrounding sign regulation</li> <li>• Discussion of 2022 Commission Work Plan</li> </ul>



## Planning Commission Work Plan— 2022 (*draft*)

Project Summary	Focus as a % of estimated time that will be devoted to each project.
1. LFPMC Chapter 18.52 Signage Update Recommendation <ul style="list-style-type: none"><li>• Remove/replace provisions which regulate speech</li><li>• Evaluate Town Center signage code for interior businesses</li><li>• Evaluate Home Occupation signage code</li><li>• Clean-up ambiguous provisions</li></ul>	20%
2. Preparation for 2024 Comprehensive Plan Update <ul style="list-style-type: none"><li>• Gap Analysis regarding Housing (Missing Middle) policy</li><li>• Gap Analysis regarding Climate Change policy</li><li>• Gap Analysis regarding Equity policy</li><li>• Gap Analysis for GMA Consistency</li><li>• Initial Public Engagement Plan</li><li>• Recommend Scope of Work to Council</li></ul>	60%
3. Shoreline Master Program (SMP) <ul style="list-style-type: none"><li>• Review SMP policies and regulations related to dredging</li></ul>	10%
4. Review RUE Policies and Administration Processes	10%