

ORDINANCE NO. 25-1308

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING CHAPTER 18.52 OF THE LAKE FOREST PARK MUNICIPAL CODE, SIGNAGE, TO BRING THE SIGN CODE INTO COMPLIANCE WITH RECENT LEGAL DECISIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Forest Park (“City”) has enacted sign regulations 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; to provide uniformity of appearance in signage where appropriate; 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; and

WHEREAS, the U.S. Supreme Court in the 2015 decision *Reed v. Gilbert* held that a local government’s sign code that treats various categories of signs differently based on the information they convey violates the First Amendment of the U.S. Constitution; and

WHEREAS, the Court’s decision in *Reed* as well as subsequent lower courts’ interpretations of the decision have prompted most local governments to review their sign codes and amend content-based regulations in their sign codes; and

WHEREAS, staff and the Planning Commission reviewed the City’s existing sign regulations in Chapter 18.52 of the Lake Forest Park Municipal Code (LFPMC) to identify how best to respond to *Reed* and lower court decisions; and

WHEREAS, the Planning Commission held public meetings to consider possible amendments to Chapter 18.52 LFPMC, completed a review and draft amendments to the City’s adopted sign code, held a public hearing, received input from the community, and forwarded a recommendation in 2023 to the City Council; and

WHEREAS, in accordance with the requirements set forth in RCW 36.70A.106, the City provided the Washington State Department of Commerce (Commerce) notice of the City’s intent to adopt the proposed amendments on October 18, 2024, and received notice that the Department had granted expedited review on October 22, 2024, and no comments were received by Commerce for City review; and

WHEREAS, an Environmental Checklist for a non-project action was prepared under the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, pursuant to Chapter 197-11 WAC, and a Determination of Non-Significance (DNS) was issued by the City's SEPA Responsible Official on February 6, 2025; and

WHEREAS, no appeal was timely filed for the February 6, 2025, threshold determination (DNS) and no public comments were received by the City specific to environmental review; and

WHEREAS, the City Council held public meetings to review amendments to Chapter 18.52 LFPMC on December 24, 2023, April 22 and June 13, 2024, and March 27, April 21, and May 22, 2025; and

WHEREAS, the City Council held a public hearing on May 22, 2025, regarding the proposed ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. AMENDMENT. The City Council of the City of Lake Forest Park hereby repeals in full Chapter 18.52 of the Lake Forest Park Municipal Code, Signage, and replaces it with the regulations as detailed in Exhibit A attached hereto.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY the Lake Forest Park City Council this 22nd day of May 2025.

APPROVED:

Tracy Furutani

Tracy Furutani (Jun 2, 2025 16:19 PDT)

Tracy Furutani, Deputy Mayor
for Tom French, Mayor

ATTEST/AUTHENTICATED:

Matt McLean

Matthew McLean, City Clerk

APPROVED AS TO FORM:

Kim A. Pratt

Kim Adams Pratt, City Attorney

Introduced: December 14, 2023

Adopted: May 22, 2025

Posted: May 27, 2025

Published: May 27, 2025

Effective: June 1, 2025

EXHIBIT A

Chapter 18.52 SIGNAGE

Sections:

- 18.52.010 Purpose.
- 18.52.020 Definitions.
- 18.52.030 Prohibited signs and removal.
- 18.52.040 Exemptions from permitting.
- 18.52.045 Temporary signs.
- 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.
- 18.52.075 Signs in Southern Gateway zones.
- 18.52.080 Signs in the public right-of-way.
- 18.52.090 Permit application and fees.
- 18.52.100 Enforcement.

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.

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. “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.
- 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. “Changing message signs” are signs in which a change of message is made by means of moving or digitally changing monochromatic letters, numbers, or a combination thereof. Moving or digitally changing the letters or numbers does not make the sign an “animated sign.”
- E. “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.
- F. “Copy” means the graphic content of a sign surface, including, but not limited to, graphics, letters, numbers, figures, symbols, and trademarks.

G. "Exterior signs" means a wall sign, an awning sign or marquee sign, all of which have copy showing on only one side of the sign.

H. "Electronic video signs" are signs that contain electronic video displays similar to or otherwise depicting a television screen.

I. "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.

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

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

L. "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.

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

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

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

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

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

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

S. "Sandwich board signs" are temporary 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 six (6) square feet per side and may not exceed four feet in height. Sandwich board signs must be placed on the ground; they cannot be elevated or suspended above the ground.

T. "Sign area" means the entire area of a sign on which copy is placed, excluding the sign's structure, architectural embellishments, and framework. Sign area is calculated by measuring the perimeter enclosing the extreme limits of the sign face containing copy; provided however, for letters or symbols painted or mounted directly on walls and awnings, sign area shall be calculated by measuring the smallest single rectangle which will enclose the combined letters and symbols. If a design or pattern is combined with a sign, only that part of the design or pattern which cannot be distinguished from the sign will be considered as part of the sign area. 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.

U. "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.

V. "Signs" are any visible communication device, structure or fixture, stationary or mobile, including supporting and component parts, designed to announce, declare, demonstrate, display, or otherwise identify, advertise, or attract the attention of the public using graphics, letters, figures, symbols, trademarks, pennants, moving or fluttering devices, including balloons, or written copy. Flags, 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. A memorial plaque or tablet, or cornerstones indicating the name of a building and date of construction, when cut or carved into any masonry surface or when made of bronze or other incombustible material and made an integral part of the building or structure are not considered signs for purposes of this chapter.

W. "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, parking lot pole, or utility pole in a manner that does not create a traffic or other safety hazard.

X. "Temporary signs" means a sign that is not permanently affixed and that is designed for or capable of being moved, except those signs explicitly designed for people to carry on their persons or that are permanently affixed to motor vehicles. Temporary signs include, but are not limited to, sandwich board signs, lawn signs, and similar signs.

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

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

18.52.030 Prohibited signs and removal.

A. General prohibition. Any sign not expressly provided for in this chapter shall be prohibited. All prohibited signs must be removed by the person or entity placing them or by the person, business or entity benefited by the prohibited sign. Said persons or entities are also subject to enforcement proceedings under LFPMC 18.52.100. The city of Lake Forest Park may remove any prohibited sign within the right of way. 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 a prohibited sign by the city does not relieve the person responsible for paying accrued fines under LFPMC 18.52.100.

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

1. Any animated sign as defined in LFPMC 18.52.020.
2. Any electronic video signs as defined in LFPMC 18.52.020.
3. Any signs that emit smoke, visible particles, odors, and/or sound, except that sound from speakers in signs on the premises of a drive-through facility shall be allowed.
4. Any sign that is dangerous or confusing to motorists and pedestrians, including any sign that by its color, wording, design, location, or illumination resembles or conflicts with any official traffic control device or that otherwise impedes the safe and efficient flow of traffic.

5. No sign may impede free ingress and egress from any sidewalk, pedestrian walkway, door, window, or exit way required by building and fire regulations.
6. Portable signs on wheels (trailer signs) and outdoor electric portable signs.
7. Signs within public property, public easements or structures, including, but not limited to, medians, roundabouts, between lanes of travel, sidewalks, utility poles and cabinets, street light poles, traffic poles and signals, and street trees, except as allowed pursuant to LFPMC 18.52.080.
8. Signs placed on or painted on a motor vehicle or trailer parked with the primary purpose of serving as a sign not otherwise allowed by this chapter.
9. Signs erected, constructed, or structurally altered that are required to have a permit for such action and that were erected, constructed, or altered without obtaining a permit for such action.
10. Off-premises signs.

18.52.040 Exemptions from permitting.

A. The following signs and sign related activities are exempt from obtaining a permit pursuant to LFPMC 18.52.090:

1. Changes to the copy of changeable message signs, provided such changes do not change the material or appearance of the sign as originally permitted by the city.
2. The normal repair and maintenance of conforming or legal nonconforming signs.
3. Temporary signs with a sign area no greater than five (5) square feet in area per side and no more than five (5) feet in height to top of sign.
4. Any sign on a vehicle, unless such vehicle sign is prohibited pursuant to LFPMC 18.52.030.

18.52.045 Temporary signs.

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

A. 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. Except as otherwise provided for in this chapter, temporary signs are prohibited from being in the following places:

1. On a roof of a building or structure,
2. On fences,
3. Any location so as to physically obstruct any door or exit from a building,
4. Any location so as to be hazardous to a motorist's or pedestrian's ingress and egress from buildings or parking areas,

5. In the sight-distance triangle, or in any other area which may obstruct the vision of motorists to create a safety hazard.
- D. Temporary signs shall not be directly or indirectly illuminated.
- E. Temporary signs driven into the ground shall be clear of tree roots, irrigation lines and other underground structures that could be damaged.
- F. Signs pertaining to an event, occasion, or similar occurrence with a beginning and/or ending date shall be removed within five (5) calendar days after the ending date.

18.52.050 Signs in RM and RS zones.

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

- 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 fewer than four inches in height and of a contrasting color to the residence.
- B. Temporary signs are allowed that meet the following criteria:
 1. Signs no greater than five (5) square feet in area per side and no more than five (5) feet in height to top of sign may remain on the premises indefinitely; there may be no more than five (5) such signs displayed on the premises at one time.
 2. Signs larger than allowed in the preceding paragraph, but no greater than six (6) square feet in area per side and not more than six (6) feet in height may remain displayed on the premises for no more than thirty (30) calendar days in any (1) one- year period; and there may be no more than (1) one sign of this size on the premises at any one time.
- 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 the RM and RS zones for nonresidential uses:
 1. One exterior sign, lighted or unlighted, on the main building, which shall have an area of not greater than forty (40) square feet.
 2. One monument, pole, or pedestal sign, lighted or unlighted, having an area not greater than thirty (30) square feet per side and a sign height of not more than six (6) 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.
 3. One changing message sign that is included within one sign allowed by subsection D.1 or D.2 above.

18.52.060 Signs permitted in CC and BN zones.

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

- A. In BN zones, two exterior signs are permitted, not to exceed a total of sixty (60) square feet per sign.
- B. In the CC zone, for each street or parking lot on which a business fronts, one exterior sign for that business is permitted. If the exterior sign is on the exterior wall, its size must be the fewer 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 fewer 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.

C. In both CC and BN zones, one monument sign, pole sign or pedestal sign, single-faced or one double-faced sign not exceeding thirty (30) square feet in area per side and a sign height not exceeding twenty (20) feet is permitted.

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

E. In both CC and BN zones, temporary signs may be placed on the business' property that meet the following criteria:

1. Size shall not exceed six (6) square feet in area per side and not more than six (6) feet in height to top of sign;
2. Signs shall remain displayed on the premises for no more than ninety (90) calendar days in a one-year period; and
3. No more than two such signs shall be displayed on the premises at any one time.
4. Event signs, including grand openings, subject to obtaining a permit pursuant to LFPMC 18.52.090.

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

G. All signs permitted by this section shall be located as not to produce glare on neighboring residential properties.

18.52.070 Signs permitted in TC zones.

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

A. In the TC zone, for each street or parking lot on which a business fronts, one exterior sign fronting that business is permitted. If the exterior sign is on the exterior wall, its size must be the fewer 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 fewer 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.

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

C. 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.

D. 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.

E. Signs of any kind in windows viewable from any public right-of-way may not cover more than 50 percent of the window area.

F. A 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.

G. Entrances to buildings in the TC zone may have a changing message sign 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. Such changing message signs shall be limited to two per major public entrance.

H. Temporary signs that meet the following criteria are allowed on the premises:

1. A sign does not exceed six (6) square feet in area per side and is not more than six (6) feet in height to top of sign;
2. Signs remain displayed on the premises for no more than ninety (90) days in any one-year period;
3. Signs shall only be displayed during the hours the business is open to the general public, but in any event no earlier than dawn and no later than dusk;
4. One temporary sign is allowed per business at each vehicular entrance to the lot on which it is located, or if located in a shopping center, at each vehicular entrance to the shopping center;
5. One temporary sign is allowed per business at each pedestrian entrance adjacent to the right-of-way for the lot on which the business is located; or if located in a shopping center, at each pedestrian entrance adjacent to the right-of-way for the shopping center;
6. If the number of signs at a vehicular or pedestrian entrance is impeding free movement or causing a safety issue, the City may remove the problematic sign(s) without prior notice to the business owner.
7. Event signs, including grand openings, are subject to obtaining a permit pursuant to LFPMC 18.52.090.

I. All signs permitted by this section shall be located as not to produce glare on neighboring residential properties.

J. Streetlight banners may be permitted upon the private light poles within the TC zone. Such streetlight banners are 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.

18.52.075 Signs in Southern Gateway zones.

- A. Signs in the Southern Gateway – Single-Family Residential (SG-SFR) zone are governed by this chapter and specifically LFPMC 18.52.050 for RM and RS zones.
- B. Signs in the Southern Gateway-Corridor (SG-C) zone and Transition (SG-T) zone are governed by this chapter and specifically LFPMC 18.52.070 for the TC zone, as well as the Southern Gateway- corridor and transition zones design guidelines. In the event of a conflict, the design guidelines shall govern.

18.52.080 Signs in the public right-of-way.

- A. In the public right-of-way temporary signs are permitted upon meeting the following conditions:

1. Signs shall not be placed in medians, traffic islands, roundabouts, or other areas between lanes of travel within the roadway;
2. Signs shall not be placed on a sidewalk or obstruct pedestrian or wheelchair access to the sidewalk;
3. For rights-of-way that only have a shoulder and do not have a sidewalk, signs must be placed so that they do not interfere with pedestrian, wheelchair, and bicycle access, or in any other manner that is unsafe for all users;
4. Signs shall be placed entirely outside the site distance triangle of a right-of-way corner, curb cut, or drive entrance, and where no curb exists, the sign must be placed outside the roadway a minimum of five (5) feet from the edge of the roadway;
5. Signs shall remain unanchored in any way to trees or to public property including, but not limited to, utility or light poles, utility boxes, street signs, parking meters, fences, pavement, or similar;
6. A sign exempt from permitting by section 18.040 LFPMC because it is no greater than five (5) square feet in area per side and no more than five (5) feet in height to top of sign shall be displayed for ninety (90) days or fewer in any one-year period, unless a permit is obtained;
7. A sign allowed by permit may not exceed six (6) square feet in area per side and not more than six (6) feet in height, and shall be displayed for thirty (30) days or fewer in any one-year period.
8. Approval of Abutting Owner. Approval of the abutting property owner is recommended before placing a sign in front of the abutting property owner's property. Approval pertains only to the side of the right-of-way on which the sign is to be located.
9. Event signs, including grand openings, shall be subject to obtaining a permit pursuant to LFPMC 18.52.090.

- B. Signs are not permitted on other city-owned property or property leased by the city for public purposes such as public parks, trails, open space, or other public space, except those signs placed by the City, which signs shall only display noncommercial copy.

18.52.090 Permit application and fees.

A. Except as provided in this chapter, no person shall erect, alter, or relocate any sign without first receiving an approved sign permit from the City pursuant to the requirements herein. All applications for issuance of permits required by this chapter shall be made to the Community Development Department 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.-

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

C. Application Form.

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

2. Building Elevation/Site Plan. Signs proposed to be mounted on a building require a building elevation drawn to scale that specifies the location of the sign and drawings or photographs that show the scale of the sign in context with the building. Freestanding signs require a site plan indicating the proposed sign location as it relates to property lines, adjacent streets, and adjacent buildings.

3. Scaled Design Drawing. A colored rendering or scaled drawing is required, including dimensions of all sign faces, and descriptions of materials to be used, including color samples.

4. Scaled Installation Drawing. A scaled drawing is required that includes the sign description, proposed materials, size, weight, a manner of construction, and method of attachment, including all hardware necessary for proper sign installation.

5. Lighting. A drawing indicating the location and fixture type of all exterior lighting, if any, for the proposed sign is required. The drawing shall specify wattage and bulb type to ensure compatibility with the lighting standards in this chapter.

6. Expiration of Permit. A permanent sign approved under a permanent sign permit must be installed within 180 days of issuance of the permit or the sign permit will expire. No sign may be erected if a sign permit has expired.

7. Event signs, including grand openings, are reviewed through the city's special event permit process.

18.52.100 Enforcement.

A. A violation of any section of this chapter shall be a civil infraction subject to a fine of \$25.00 a day or portion thereof, and subject to code enforcement pursuant to Chapter 1.25 LFPMC.

Ord 25-1308 - Signage

Final Audit Report

2025-06-02

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