



City of Monroe  
806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

## Planning Commission Agenda

Monday, June 4, 2018 7:00 p.m. Council Chambers

### CALL TO ORDER

### ROLL CALL

Chair Tuttle  
Commissioner Bull  
Commissioner Duerksen  
Commissioner Fisher  
Commissioner Jensen  
Commissioner Rousey  
Commissioner Stanger

### COMMENTS FROM CITIZENS

Members of the audience may comment on any city matter that is not listed on the agenda. Comments by individuals are limited to five (5) minutes. The Commission usually does not respond to matters brought up during audience participation and may, if appropriate, address the matter at a subsequent meeting.

### APPROVAL OF MINUTES

May 21, 2018

Documents:

[Minutes - PC05212018.pdf](#)

### PUBLIC HEARING

1. CA2018-01 - Temporary Dwelling - Security Guard to MMC Chapter 18.02 & 18.10  
(continued from May 21, 2018)

Documents:

[PH1.pdf](#)

### OLD BUSINESS

1. CA2018-01 - Temporary Dwelling - Security Guard to MMC Chapter 18.02 & 18.10 -  
Findings  
of Fact  
2. Unified Development Regulations (UDR) - Signs  
3. Unified Development Regulations (UDR) - Land Use Classifications  
4. Unified Development Regulations (UDR) - Buildable Lands Summary

Documents:

[OB1.pdf](#)  
[OB2.pdf](#)

OB3-AB.pdf  
OB4.pdf

NEW BUSINESS  
NONE

DISCUSSION BY COMMISSIONERS AND STAFF

ADJOURNMENT

**THE PLANNING COMMISSION MAY ADD AND/OR TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA**

Accommodations for people with disabilities will be provided upon request.  
Please contact City Hall at 360-794-7400 and allow one-week advanced notice.

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, May 21, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, May 21, 2018 at 7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

**CALL TO ORDER**

**Chair Tuttle** called the meeting to order at 7:01 p.m.

**ROLL CALL**

**Planning Commission Secretary Leigh Anne Barr** called the roll.

**Commissioners Present:** Chair Tuttle, Commissioner Bull, Commissioner Jensen, Commissioner Fisher, Commissioner Rousey, Commissioner Duerksen and Commissioner Stanger

**Staff Present:** Community Development Director Ben Swanson, Principal Planner Shana Restall and Secretary Leigh Anne Barr

**COMMENTS FROM CITIZENS**

NONE

**APPROVAL OF MINUTES**

Commissioner Jensen moved to accept the April 30, 2018 meeting minutes as written. Motion seconded by Commissioner Rousey. Motion carried 7/0.

Commissioner Bull moved to accept the May 14, 2018 meeting minutes with the discussed changes. Motion seconded by Commissioner Duerksen. Motion carried 7/0.

**PUBLIC HEARING**

**CA2018-01 – Temporary Dwelling – Security Guard - MMC Chapter 18.02 & 18.10**

Chair Tuttle opened the public hearing.

Community Development Director Ben Swanson reminded Planning Commission that this code amendment was approved as an emergency amendment through City Council. The code amendment is now going through the standard process within the required 6 month timeline.

Director Swanson asked for input on the number of allowed dwelling units per job site. Options discussed for determining the number of allowed uses included access points, units per acre or a combination of the two, whichever is greater. The final consensus was 2 dwelling units per 5 acres. Director Swanson will add a table to the code amendment using the 2 units per 5 acres and capping the total number of allowed units per project at 5 units. Director Swanson suggested that the Public Hearing be left open to give the public the chance to comment on the table at the next Planning Commission Meeting.

Commissioner Jensen made a motion to continue the Public Hearing to the June 4<sup>th</sup> Planning Commission Special Meeting at City Hall. Motion seconded by Commissioner Bull. Motion carried 7/0.

## **OLD BUSINESS**

### **1. Unified Development Regulations (UDR) Design Standards**

Principal Planner Shana Restall explained that this chapter was provided by the consultant. There is a lot more information in this chapter than was anticipated and Director Swanson and Principal Planner Restall will be going through the chapter to tighten it up. Principal Planner Restall asked Planning Commission for direction.

Chair Tuttle would like to start with the experienced opinion of Director Swanson. Director Swanson likes generally how the chapter is laid out. Director Swanson would like the use of the word "should" limited to a definition that requires a solution to be equal to or better than the standard laid out in the chapter. Chair Tuttle asked if it is easy to enforce. Director Swanson explained that with creativity comes complexity, but it will ultimately create a better product in the end.

Commissioner Jensen expressed a dislike for the graphics within the design standards. Director Swanson explained that the graphics are part of a separate work order so money is not wasted on improved graphics before it is decided if we like the concept of the graphics.

Director Swanson is concerned that the design standards go into too much detail on some topics and start to cross over into the engineering standards. Keeping steep slopes to a useable slope and with appropriate plantings is important in the design standards

Commissioner Jensen pointed out that the City's Comprehensive Plan went to great lengths to avoid using the "small-town" wording, so it should be removed from the connectivity section. Director Swanson would like this section to be much longer.

Parking and lighting will be removed from the design standards as they will have their own chapter elsewhere in the code. Director Swanson asked for direction on parking standards and Planning Commission asked for some time to think the topic over and have it brought back at a later meeting.

Director Swanson asked Planning Commission for direction on open space requirements. Most open space requirements result in smaller park areas such as trails and small kids play equipment areas. Chair Tuttle asked what the goal is for requiring open space. Director Swanson explained that it's nice for the residents of each development to have a local gathering place and that they are not meant to become large City maintained parks. Commissioner Bull noted that requiring open spaces decreases affordability. Planning Commission requested that open space return at a later date so they can have a chance to think about the options.

Director Swanson doesn't like compatibility design standards as they are currently written. Chair Tuttle would like to have bare minimum standards with room for the applicant to prove why their proposed option is better for the City. Director Swanson suggested this might be a good place to use should vs. shall in the standards. Principal Planner Restall gave the following definition from the City of Mercer Island's code. When a standard uses the word shall then the standard is mandatory. When the standard uses the word should the standard is mandatory unless the applicant can demonstrate to the satisfaction of the code official an equal or better means of satisfying the standard's objective.

Planning Commission would like to require underground utilities. Chair Tuttle mentioned that the Economic Development Board is very interested in requiring underground utilities as well. Commissioner Rousey described how the City of Ellensburg has all their utilities in the downtown area running through the alleys, which might be a more affordable option for downtown Monroe.

Commissioner Duerksen believes this chapter is too long that it should be cut down for easier reading.

Director Swanson would like to further break down the architectural design elements by type of development. Chair Tuttle believes this section is an important area for creating design standards.

Commissioner Fisher pointed out that the City of Redmond has standards to beautify drainage including good rain garden graphics. Director Swanson looks at rain gardens as above and beyond for drainage.

Commissioner Jensen moved to extend meeting past 9:00pm at 8:57 pm. Motion seconded by Commissioner Rousey. Motion carried 7/0.

## **NEW BUSINESS**

### **1. North Kelsey Multi-Family Introduction**

Director Swanson explained that the consultants hired to sell the North Kelsey property said it needs to allow multifamily development in order to sell. The code amendment will allow multifamily development in a mixed use fashion that will allow for both vertical and horizontal mixed use across a single parcel or several parcels with the same owner. The requirement must be recorded against the plat to keep developers from getting around horizontal mixed use requirements. Director Swanson noted that allowing multifamily mixed use development in the North Kelsey area would serve as a trial run for allowing it elsewhere in the City in the future.

In order to help future projects pencil out, the parking requirements will be dropped from 2 to 1.5 spaces and the building height will be raised to 65 feet. The City has also hired a traffic consultant to understand if allowing residential in the North Kelsey will require additional mitigation than what was originally planned for with a fully commercial area. SEPA has not yet been done for this project.

Commissioner Jensen would prefer to only allow vertical mixed use and allow for taller buildings. Commissioner Bull noted that vertical mixed use is going out of fashion and horizontal mixed use caters to the types of businesses that can survive in today's online shopping world. Director Swanson explained that the goal is to attract new businesses to this area and not cannibalize businesses from other areas of town leaving more vacant spaces.

## **DISCUSSION BY COMMISSIONERS AND STAFF**

Planning Commission Secretary Leigh Anne Barr reminded Commissioners that the next Planning Commission meeting on 5/28/18 has been cancelled for Memorial Day.

Commissioner Stanger gave an update from the Parks Board. The Sky River park playground update is almost completed. The Lake Tye synthetic turf fields have a state grant in. One third of the of cost for the fields is already available, the state grant would cover a third and then the City will just pay the final third. Summer 2020 is currently the goal for completion. Commissioner Stanger also mentioned the City of Snohomish as a successful example of a heritage tree program.

**ADJOURNMENT**

Commissioner Duerksen made a motion to adjourn at 9:32p.m. Motion seconded by Commissioner Rousey. Motion carried 7/0.

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Bridgette Tuttle  
*Chair*

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Leigh Anne Barr  
*Planning Commission Secretary*

DRAFT



**MONROE PLANNING COMMISSION**  
***Agenda Item Cover Sheet***

<b>TITLE:</b>	<b><i>Code Amendments - Temporary Security for Construction Sites</i></b>
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<b>DATE:</b>	<b>FILE NUMBER:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
6/04/2018	CA2018-01	Amy Bright	Ben Swanson	Public Hearing # 1

**Discussion:** 05/14/2018, 05/21/2018, and 6/04/2018

- Attachments:**
1. Proposed Ordinance
  2. Emergency Ordinance No. 007/2018

**DESCRIPTION/BACKGROUND**

On March 20, 2018, the City Council adopted emergency Ordinance No. 007/2018, which allows the use of temporary security dwellings to discourage unlawful activities on active construction (commercial, multifamily, and single-family) sites. The ordinance permits the placement of a temporary dwelling (e.g. recreation vehicle or trailer) during construction of a subdivision or industrial/commercial/multifamily structure and allow for a 24-hour security presence at the job site. These sites are often an attractive nuisance as they can contain valuable equipment and are typically vacant after afterhours. To ensure the temporary dwellings do not become a nuisance themselves, the ordinance regulates the timing, placement, and occupancy of the temporary dwelling. The emergency ordinance is valid for a period of six months, expiring on September 20, 2018. The Planning Commission is tasked with reviewing the permanent ordinance, which is included in this agenda bill as Attachment 2, to permanently replace the emergency ordinance.

MMC section 21.20.040(B) requires that the Planning Commission review and make recommendations on “Amendments to the subdivision code, zoning code, and environmental code (MMC Titles 17 through 20).” As the proposed amendments are contained in Title 18 - Planning and Zoning, a Planning Commission public hearing and recommendation to the City Council is required. Following the close of the public hearing, the Planning Commission will forward a recommendation to the City Council. The Council’s decision is the City’s final action on the proposed code amendments. The decision may be appealed to the Growth Management Hearings Board.

**RECOMMENDED ACTION**

1. Hold public hearing to consider the proposed code amendments
  - a. Open the public hearing
  - b. Staff presentation and questions from the Planning Commission
  - c. The Commission accepts testimony from the public
  - d. Move to close the public testimony portion of the public hearing
  - e. Rebuttal, response, or clarifying statements by the staff
  - f. Move to close the public hearing
  - g. Deliberation by the Planning Commission
2. Provide direction to staff on the preparation of Findings of Fact and Conclusions for Planning Commission recommendation at a future meeting.

**CITY OF MONROE**  
**ORDINANCE NO. 0XX/2018**

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, ADOPTING ZONING REGULATIONS PURSUANT TO RCW 36.70A.390 AND RCW 35A.63.220; AMENDING CHAPTER 18.10 MMC LAND USE ZONING DISTRICT AND DISTRICT REQUIREMENTS AND CHAPTER 18.02 MMC DEFINITIONS; AUTHORIZING AND ESTABLISHING STANDARDS AND DEFINITIONS FOR THE INSTALLATION, USE AND OCCUPANCY OF TEMPORARY DWELLINGS FOR SECURITY GUARDS ON ACTIVE DEVELOPMENT PROJECT SITES; SETTING FORTH SUPPORTIVE FINDINGS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

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WHEREAS, the City has recently experienced a dramatic increase in both residential and commercial development activity; and

WHEREAS, concurrent with this increased level of development, there has been a sharp increase in property-related crimes that have occurred on active development sites; and

WHEREAS, local developers have expressed to the City their desire to maintain a full-time security presence at active development sites in order to deter and protect against theft, vandalism and trespass, particularly criminal activity of this type that occurs afterhours; and

WHEREAS, the City Council desires to accommodate this preference by authorizing the installation, use and occupancy of temporary dwelling units for security guards on active development sites; and

WHEREAS, adopting zoning regulations as set forth herein is necessary for the preservation of the public peace, health or safety; and

WHEREAS, on March 20, 2018, the Monroe City Council adopted emergency Ordinance No. 007/2018, which established interim zoning amendments to the Monroe Municipal Code (MMC) 18.10, Land Use Zoning District and District Requirements and MMC 18.02 Definitions, in order to establish interim zoning regulations for Temporary Dwelling Units for Security Guards, and

WHEREAS, Monroe Municipal Code (MMC) section 21.20.040(B) requires that Planning Commission shall review and make recommendations on the following:

*“Amendments to the subdivision code, zoning code, and environmental code (MMC Titles 17 through 20); and*

WHEREAS, a Planning Commission public hearing was held on the Temporary Dwelling, Security Guard amendments on May 7, 2018; and

WHEREAS, following the public hearing and deliberation, the Planning Commission adopted findings and recommended amendments related to Chapters 18.02 MMC Definitions and 18.10 MMC Land Use Zoning District and District Requirements; and

WHEREAS, a SEPA Determination of Non-Significance (DNS) was issued on the proposed Temporary Dwelling, Security Guard amendments on April 20, 2018, with X comments received and X appeal filed, and

WHEREAS, on May 8, 2018, and May 15, 2018, the City Council considered the recommendation of the Planning Commission.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. The above recitals and the content of Agenda Bill Nos. AB18-XXX and AB18-XXX are hereby adopted as legislative findings in support of the amendments set forth in this ordinance. The City Council further adopts by reference the findings contained in the Planning Commission’s May 7, 2018 recommendation and in Resolution No. XXX/2018.

Section 2. Amendment of MMC 18.02.200. Section 18.02.200 of the Monroe Municipal Code is hereby amended by the addition of a new definition for “Temporary dwelling—security guard” to provide in its entirety as follows:

....  
“Temporary dwelling, security guard” means a recreational vehicle, park model or trailer located upon an active development site, that is exclusively used for and occupied as a temporary residence for an on-site security guard.  
....

Section 3. Amendment of Chapter 18.10 MMC—Adoption of New Section 18.10.085. Chapter 18.10 of the Monroe Municipal Code is hereby amended by the addition of a new section 18.10.085, Temporary dwellings - Security guard, as follows:

**18.10.085 Temporary dwellings – Security guard.**

A. Purpose. The purpose of this section is to facilitate and promote site safety and security during the active construction phase of development projects by permitting the onsite installation, occupancy and use of temporary dwellings for security guards.

B. Temporary dwellings for security guards authorized pursuant to this section shall comply with the following standards:

1. Temporary dwellings are allowed only for the following categories of development projects:
  - a. Residential subdivisions; and
  - b. The construction of new commercial, industrial or multifamily structures.
2. Temporary dwellings are allowed only during the active construction phase of the underlying development project.
3. ~~A maximum of one (1) temporary dwelling is allowed per development project site. The maximum number of temporary dwelling units allowed per development project site shall be as follows:~~

<u>Project Site in Acres</u>	<u>Maximum Number of Temporary Dwelling Units</u>
<u>&lt; 5</u>	<u>2 units</u>
<u>5 -10</u>	<u>4 units</u>
<u>&gt;10</u>	<u>5 units</u>

- 3-4. Temporary dwellings shall not be permanently affixed to the ground.
- 4-5. Temporary dwellings shall be located entirely within the property boundaries of the underlying project site and shall be visually screened from the public right-of-way.
- 5-6. Installation of a temporary dwelling may occur only after issuance of the underlying development permit as follows:
  - a. For subdivisions, installation is allowed after issuance of a clearing permit; and
  - b. For construction of new commercial, industrial or multifamily structures, installation is allowed after approval of a binding site improvement plan or issuance of a building permit.
- 6-7. A temporary dwelling shall be removed no later than one (1) week after:
  - a. The final certificate of occupancy for the underlying development project is issued; or
  - b. When construction activity ceases for a period of thirty (30) days or more.
- 7-8. Occupancy and use of a temporary dwelling shall be strictly limited to on-duty security guard.
- 8-9. A temporary dwelling shall be maintained, operated, occupied and used in full compliance with all applicable state and local regulations, licenses and approvals.
- 9-10. A temporary dwelling shall be totally self-contained and shall not discharge wastewater, including sanitary sewage or gray water, onto the ground.

C. No temporary dwelling for security guard under this section may be installed, used or occupied without a permit issued by the director. The director may in his/her discretion impose reasonable conditions of approval for any such permit. The original duration of the permit shall be for a period of one (1) month, but may be renewed for successive one (1) month periods upon verification by the director of full compliance with the provisions of this section and any applicable conditions of permit approval. The permit fee shall be established by resolution of the city council.

D. If an approved temporary dwelling for security guards violates any of the requirements of this section and/or any applicable conditions of permit approval, the temporary dwelling shall, without prejudice to any other applicable remedy or penalty,

be immediately removed from the property at the applicant's sole expense, and no subsequent temporary dwelling permits will be issued for the site.

Section 4. Amendment of MMC 18.10.050. Section 18.10.050 of the Monroe Municipal Code is hereby amended to provide as follows.

DRAFT

18.10.050 Zoning land use matrix.

Zoning Matrix

Conforming Use	Public Open Space	Limited Open Space	Limited Open Space – Airport	SR 15,000	UR 9,600	Residential 4 Units	UR 6,000	MR 6,000	Mixed Use Commercial <sup>ns</sup>	Mixed Use Neighborhood Center <sup>ns</sup>	General Commercial	Service Commercial	Downtown Commercial	Professional Office	Light Industrial	General Industrial
<b>Temporary Dwellings, caretaker/ Security guard</b>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A1</u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>AC</u>	<u>AC<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>

A<sup>2</sup> See MMC 18.10.085 for additional requirements



Section 5. Copy to Commerce. Pursuant to RCW 36.70A.106, a true and correct copy of this ordinance shall be transmitted to the Department of Commerce, Growth Management Services Division, within 10 days after adoption.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Effective Date. This ordinance shall be in full force and effect five (5) days from and after its passage and approval and publication as required by law.

ADOPTED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

First Reading: X  
Adoption: X  
Published: X  
Effective: X

CITY OF MONROE, WASHINGTON:

(SEAL)

\_\_\_\_\_  
Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Elizabeth M. Adkisson, MMC, City Clerk

\_\_\_\_\_  
J. Zachary Lell, City Attorney

CITY OF MONROE  
ORDINANCE NO. 007/2018

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, ADOPTING INTERIM ZONING REGULATIONS PURSUANT TO RCW 36.70A.390 AND RCW 35A.63.220; AMENDING CHAPTER 18.10 MMC LAND USE ZONING DISTRICT AND DISTRICT REQUIREMENTS AND CHAPTER 18.02 MMC DEFINITIONS; AUTHORIZING AND ESTABLISHING STANDARDS AND DEFINITIONS FOR THE INSTALLATION, USE AND OCCUPANCY OF TEMPORARY DWELLINGS FOR SECURITY GUARDS ON ACTIVE DEVELOPMENT PROJECT SITES; SETTING FORTH PRELIMINARY SUPPORTIVE FINDINGS; REQUIRING A POST-ADOPTION PUBLIC HEARING; PROVIDING FOR SEVERABILITY; DECLARING A PUBLIC EMERGENCY; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE

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WHEREAS, the City has recently experienced a dramatic increase in both residential and commercial development activity; and

WHEREAS, concurrent with this increased level of development, there has been a sharp increase in property-related crimes that have occurred on active development sites; and

WHEREAS, local developers have expressed to the City their desire to maintain a full-time security presence at active development sites in order to deter and protect against theft, vandalism and trespass, particularly criminal activity of this type that occurs afterhours; and

WHEREAS, the City Council desires to accommodate this preference by authorizing the installation, use and occupancy of temporary dwelling units for security guards on active development sites; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390 and RCW 35A.63.220. to expeditiously adopt interim zoning ordinances while permanent regulations are developed, vetted and processed through the City's standard legislative procedures; and

WHEREAS, adopting interim zoning regulations as set forth herein is necessary for the immediate preservation of the public peace, health or safety; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Preliminary Findings. The City Council hereby adopts the above recitals, together with the content of Agenda Bill Nos. 18-080 as preliminary findings in support of this ordinance. The City Council also finds that adoption of this ordinance is necessary in order to expeditiously address the sharp increase in property-related crimes that have occurred on active development sites. As such, a public emergency exists requiring that this ordinance take effect immediately upon passage.

Section 2. Amendment of MMC 18.02.200. Section 18.02.200 of the Monroe Municipal Code is hereby amended by the addition of a new definition for “Temporary dwelling—security guard” to provide in its entirety as follows:

....  
“Temporary dwelling, security guard” means a recreational vehicle, park model or trailer located upon an active development site, that is exclusively used for and occupied as a temporary residence for an on-site security guard.  
....

Section 3. Amendment of Chapter 18.10 MMC—Adoption of New Section 18.10.085. Chapter 18.10 of the Monroe Municipal Code is hereby amended by the addition of a new section 18.10.085, Temporary dwellings - Security guard, as follows:

**18.10.085 Temporary dwellings – Security guard.**

A. Purpose. The purpose of this section is to facilitate and promote site safety and security during the active construction phase of development projects by permitting the onsite installation, occupancy and use of temporary dwellings for security guards.

B. Temporary dwellings for security guards authorized pursuant to this section shall comply with the following standards:

1. Temporary dwellings are allowed only for the following categories of development projects:
  - a. Residential subdivisions; and
  - b. The construction of new commercial, industrial or multifamily structures.
2. Temporary dwellings are allowed only during the active construction phase of the underlying development project.
3. A maximum of one (1) temporary dwelling is allowed per development project site.
4. Temporary dwellings shall not be permanently affixed to the ground.
5. Temporary dwellings shall be located entirely within the property boundaries of the underlying project site and shall be visually screened from the public right-of-way.
6. Installation of a temporary dwelling may occur only after issuance of the underlying development permit as follows:
  - a. For subdivisions, installation is allowed after issuance of a clearing permit; and

- b. For construction of new commercial, industrial or multifamily structures, installation is allowed after approval of a binding site improvement plan or issuance of a building permit.
7. A temporary dwelling shall be removed no later than one (1) week after:
  - a. The final certificate of occupancy for the underlying development project is issued; or
  - b. When construction activity ceases for a period of thirty (30) days or more.
8. Occupancy and use of a temporary dwelling shall be strictly limited to on-duty security guard.
9. A temporary dwelling shall be maintained, operated, occupied and used in full compliance with all applicable state and local regulations, licenses and approvals.
10. A temporary dwelling shall be totally self-contained and shall not discharge wastewater, including sanitary sewage or gray water, onto the ground.

C. No temporary dwelling for security guard under this section may be installed, used or occupied without a permit issued by the director. The director may in his/her discretion impose reasonable conditions of approval for any such permit. The original duration of the permit shall be for a period of one (1) month, but may be renewed for successive one (1) month periods upon verification by the director of full compliance with the provisions of this section and any applicable conditions of permit approval. The permit fee shall be established by resolution of the city council.

D. If an approved temporary dwelling for security guards violates any of the requirements of this section and/or any applicable conditions of permit approval, the temporary dwelling shall, without prejudice to any other applicable remedy or penalty, be immediately removed from the property at the applicant's sole expense, and no subsequent temporary dwelling permits will be issued for the site.

Section 4. Amendment of MMC 18.10.050. Section 18.10.050 of the Monroe Municipal Code is hereby amended to provide as follows.

18.10.050 Zoning land use matrix.

Zoning Matrix

Conforming Use	Public Open Space	Limited Open Space	Limited Open Space - Airport	SR 15,000	UR 9,600	Residential 4 Units	UR 6,000	MR 6,000	Mixed Use Commercial <sup>1</sup>	Mixed Use Neighborhood Center <sup>1</sup>	General Commercial	Service Commercial	Downtown Commercial	Professional Office	Light Industrial	General Industrial
<u>Temporary Dwellings, caretaker/ Security guard</u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	A1	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>AC</u>	<u>AC<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>	<u>A<sup>2</sup></u>

A<sup>2</sup> See MMC 18.10.085 for additional requirements

Section 5. Public Hearing. The City Clerk is hereby authorized and directed to schedule a public hearing on the interim regulations set forth in this ordinance and to provide notice of said hearing in accordance with applicable standards and procedures. Said hearing shall be held no later than 60 days after the date of adoption hereof. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council may adopt additional legislative findings in support of this ordinance at the conclusion of said hearing.

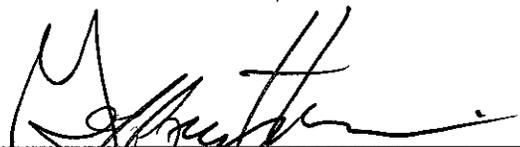
Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Declaration of Emergency; Effective Date; Sunset. Based upon the findings set forth above, the City Council hereby declares a public emergency requiring this ordinance to take effect immediately. This ordinance shall accordingly be in full force and effect immediately upon passage, and shall remain effective for a period of six months unless terminated earlier or subsequently extended by the City Council. PROVIDED, that the City Council may, in its sole discretion, renew the interim zoning regulations set forth herein for one or more six month periods in accordance with state law.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 20<sup>th</sup> day of April, 2018.

First Reading: Waived  
Adoption: March 20, 2018  
Published: March 23, 2018  
Effective: March 20, 2018

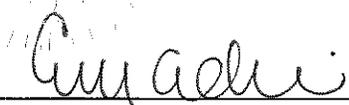
CITY OF MONROE, WASHINGTON:

  
\_\_\_\_\_  
Geoffrey Thomas, Mayor

(SEAL)

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Elizabeth M. Adkisson, MMC, City Clerk

  
\_\_\_\_\_  
J. Zachary Lell, City Attorney



**Attachment 1**

**CITY OF MONROE  
FINDINGS OF FACT AND CONCLUSIONS OF LAW**

**A. GENERAL APPLICATION INFORMATION**

<b>File Number(s):</b>	CA2018-01 (associated with SEPA2018-01)
<b>Project Summary:</b>	The proposed amendments are to formally adopt in response to the Monroe City Council emergency adoption of Ordinance No. 007/2018, which established interim zoning amendments to Monroe Municipal Code (MMC) 18.02 Definitions and 18.10 Land Use Zoning District and District Requirements. The City Council's action resulted in the immediate amendment of MMC 18.02 and 18.10 in order to authorize and establish standards and definitions for the installation, use and occupancy of temporary dwellings for security guards on active development project sites.
<b>Applicant:</b>	City of Monroe
<b>Location:</b>	The proposal is a non-project action that is not site-specific. The proposed code amendment does not apply to a specific property or properties, but rather to the entire area within the limits of the City of Monroe.
<b>Public Hearing Date:</b>	<b>Monday, May 21, 2018, at 7:00 PM (continued to Monday, June 4, 2018)</b> Monroe City Hall Council Chambers 806 West Main Street Monroe, WA 98272
<b>Staff Contact:</b>	Amy Bright, Associate Planner City of Monroe 806 West Main Street Monroe, WA 98272 (360) 863-4533 abright@monroewa.gov

**B. BACKGROUND AND DESCRIPTION OF PROPOSAL**

On March 20, 2018, the City Council adopted emergency Ordinance No. 007/2018, which allows the use of temporary security dwellings to discourage unlawful activities on active construction (commercial, multifamily, and single-family) sites. The ordinance permits the placement of a temporary dwelling (e.g. recreation vehicle or trailer) during construction of a subdivision or industrial/commercial/multifamily structure, which allows for a 24-hour security presence at the job site. These sites are often an attractive nuisance as they can contain valuable equipment and are typically vacant after hours. To ensure the temporary dwellings do not become a nuisance themselves, the ordinance regulates the timing, placement, and occupancy of the temporary dwelling. The emergency ordinance is valid for a period of six months, expiring on September 20, 2018. The amendments proposed under this application (CA2018-01) are the same as those adopted by the emergency ordinance.

## C. REVIEW PROCESS

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### 1. Overview

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MMC section 21.20.040(B) requires that the Planning Commission shall review and make recommendations on the following:

*Amendments to the subdivision code, zoning code, and environmental code (MMC Titles 17 through 20).*

The City is proposing amendments to MMC chapter 18.02, Definitions, and MMC section 18.10.050, Zoning Land Use Matrix. The ordinance also proposes to add a new code section, MMC 18.10.085, Temporary Dwellings – Security Guard. Therefore, a Planning Commission public hearing and recommendation to the City Council is required. The required public hearing in front of the Planning was held May 21, 2018, and was continued to June 4, 2018. Following the public hearing, the Planning Commission will forward a recommendation to the City Council. No earlier than June 12, 2018, the City Council will hold a first reading to consider the Commission’s recommendation. In accordance with MMC 21.50.050(B)(1), the Council shall take one of the following actions on the Planning Commission’s recommendation:

- a. Approve as recommended;
- b. Approve with conditions;
- c. Modify, with or without the applicant concurrence;
- d. Deny (reapplication or resubmittal is permitted);
- e. Deny with prejudice (reapplication or resubmittal not allowed for one year); or
- f. Remand back to the Planning Commission for clarification.

Per MMC 21.50.090(H) and MMC 21.50.120, the Council’s decision is the City’s final action on the proposed code amendments. The decision may be appealed to the Growth Management Hearings Board.

### 2. Public Notification and Comments

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- a. **Department of Commerce:** The proposed amendments were transmitted to the Washington State Department of Commerce for state agency review in accordance with RCW 36.70A.106 on April 18, 2018. No comments were received from the Department of Commerce or other state agencies that received notification through the Department of Commerce.
- b. **Notice of Public Hearing:** Notice of Public Hearing was provided in accordance with MMC 21.40.020 by posting the notice at City Hall and the Monroe Library, and publishing the notice in the Everett Daily Herald on May 11, 2018.

### 3. State Environmental Policy Act (SEPA) Review

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Pursuant to WAC 197-11-704, the proposal is classified as a nonproject action under the State Environmental Policy Act. Nonproject actions involve “decisions on policies, plans, or programs,” which includes the adoption of zoning ordinances [WAC 197-11-704(b)(ii)]. A SEPA Determination of Non-Significance (DNS) was issued on the proposed code amendments on April 20, 2018. The public comment period for the DNS ended at 5:00 PM on May 4, 2018, with an appeal deadline of 5:00 PM on May 4, 2018. No comments or appeals were received on the SEPA Threshold Determination.

### 4. Public Hearing

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The public hearing on this matter was held in front of the Planning Commission on May 21, 2018 at 7:00 PM in the City of Monroe Council Chambers. The public hearing was continued by the Planning Commission to June 4, 2018. No written comments were received prior to the public hearing.

## D. FINDINGS OF FACT AND CONCLUSIONS OF LAW

There are no specific criteria listed in the Monroe Municipal Code (MMC) for review of a zoning code amendment. However, MMC 21.50.040 stipulates:

*...the Planning Commission shall not recommend approval of a proposed comprehensive plan or development regulation amendment unless the following findings and conclusions are made:*

1. *The proposal is consistent with the comprehensive plan and meets the requirements and intent of this code.*
2. *The proposal is beneficial to the public health, safety and welfare and is in the public interest.*

The following **Findings of Fact** have been made about the proposed code amendments, and the resultant **Conclusions of Law** were established from the Findings of Fact:

### 1. Findings of Fact regarding consistency with the City of Monroe 2015-2035 Comprehensive Plan:

- a. The current Monroe Comprehensive Plan contains applicable goals and policies, as shown below.

Goal/ Policy Number	Goal/Policy Text
Goal 1:	Establish and maintain a safe, secure environment in Monroe for residents, businesses and visitors Maintaining public safety and protecting property underpin nearly all governmental activities. This goal articulates Monroe's pledge to promote high standards in police and fire protection, maintain safe public facilities and infrastructure, and strive to minimize risk to life and property.
Goal 3:	Grow as a regional center and destination, providing employment opportunities while sustaining a balanced, diverse, resilient economy for Monroe. Residents understand the need to maintain economic diversity while capitalizing on all of Monroe's assets. This goal works to build a diverse and balanced economic base, improve quality of life and commercial assets, and promote fiscal health.
P.069	Work with local businesses, business development agencies, merchants, and residents to identify and address economic development objectives.
P.072:	Provide a supportive business environment in Monroe.

#### **Conclusions of Law:**

*The proposed code amendment is consistent with applicable elements, policies, and goals of the Comprehensive Plan.*

### 2. Findings of Fact regarding consistency with the requirements and intent Monroe Municipal Code:

The proposed code amendments would allow for the use of temporary security dwellings to discourage unlawful activities on active construction (commercial, multifamily, and single-family) sites. The ordinance permits the placement of a temporary dwelling (e.g. recreation vehicle or trailer) during construction of a subdivision or industrial/commercial/multifamily structure, which allows for a 24-hour security presence at the job site.

#### **Conclusions of Law:**

*The proposed code amendments do not modify the intent of the existing regulations; are consistent with the purpose of Title 18 of the Monroe Municipal Code; and therefore, meet the requirements and intent of the MMC.*

**3. Findings of Fact regarding consistency with the State Environmental Policy Act [MMC Chapter 20.04, Washington Administrative Code (WAC) Chapter 197-11, and Revised Code of Washington (RCW) Chapter 43.21C]:**

- a. An environmental checklist and supplemental non-project review sheet were submitted for environmental review on April 19, 2018.
- b. The SEPA Responsible Official issued a Determination of Non-significance on April 20, 2018.
- c. The Determination of Non-significance and SEPA checklist were placed on the City's website and emailed to the City's SEPA distribution list on April 20, 2018. The SEPA distribution list is comprised of interested parties and tribes, including the Department of Ecology.
- d. Notice of the SEPA Threshold Determination was published in the Everett Daily Herald and posted at City Hall and the Monroe Library on April 20, 2018.
- e. The SEPA comment period expired at 5:00 PM on May 4, 2018. No comments were received.
- f. The SEPA appeal period will end at 5:00 PM on May 4, 2018. No appeals were received.

**Conclusions of Law:**

*The proposal is consistent with the requirements of the State Environmental Policy Act, pursuant to Chapter 20.04 MMC, Chapter 197-11 WAC, and Chapter 43.21C RCW.*

**4. Findings of Fact regarding consistency with the Washington State Growth Management Act (RCW Chapter 36.70A):**

- a. The proposal addresses the following Planning Goals listed in RCW 36.70A.020: Urban Growth, Economic Development, and Property Rights.
- b. On April 18, 2018, the proposed amendments were transmitted to the State of Washington Department of Commerce for state agency review in accordance with RCW 36.70A.106. Expedited review was requested.

**Conclusions of Law:**

*The proposal is consistent with the requirements of the Growth Management Act in accordance with RCW 36.70A.*

**5. Findings of Fact regarding consistency with Public Notice Requirements (Chapter 21.40 MMC):**

Notice of the May 21, 2018, public hearing was provided in accordance with MMC 21.40.020. On May 11, 2018, the Notice of Public Hearing was: 1) published in the Everett Daily Herald; 2) emailed to parties of record and required agencies; and 3) posted at City Hall and the Monroe Library.

**Conclusions of Law:**

*The proposal has met noticing requirements detailed within MMC 21.40.*

**6. Findings of Fact regarding consistency with the Review and Approval Process (Chapter 21.50 MMC):**

- a. MMC section 21.20.040(B) requires that the Planning Commission shall review and make recommendations on the following:

*Amendments to the subdivision code, zoning code, and environmental code (MMC Titles 17 through 20).*

- b. As all of the proposed amendments are contained within MMC Title 18, Planning and Zoning, a Planning Commission public hearing and recommendation to the City Council is required.
- c. A public hearing in front of the Planning Commission to consider the amendments and

draft a recommendation to the City Council was held on May 21, 2018 and continued to June 4, 2018.

- d. In accordance with MMC 21.50.040(C)(1), a finding is made that the proposal is consistent with the City of Monroe Comprehensive Plan and meets the intent of this code.
- e. Pursuant to MMC 21.50.040(C)(2), a finding is made that the proposal is beneficial to the public health, safety and welfare and is in the public interest.

**Conclusions of Law:**

*The proposal complies with the Review and Approval Process requirements in MMC chapter 21.40.*

**E. PLANNING COMMISSION RECOMMENDATION**

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The Planning Commission **ADOPTS** the Findings of Fact and Conclusions of Law contained in Attachment 1 to the Planning Commission agenda bill, **AUTHORIZES** the Planning Commission Chair to sign the Findings on behalf of the Commission, and **RECOMMENDS** that the Monroe City Council **APPROVE** the proposed amendments to Monroe Municipal Code Sections 18.02.200 and 18.10.050, and to add a new section, 18.10.185, Temporary Dwellings – Security Guard.

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Bridgette Tuttle, Planning Commission Chair

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Date



**MONROE PLANNING COMMISSION**  
**Agenda Item Cover Sheet**

<b>TITLE:</b>	<b><i>Review of Proposed Zoning Code Amendments UDR Chapter</i></b>
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<b>DATE:</b>	<b>FILE NUMBER:</b>	<b>CONTACT(S):</b>	<b>PRESENTER(S):</b>	<b>ITEM:</b>
06/04/2018	N/A	Amy Bright Ben Swanson	Amy Bright Ben Swanson	Old Business # 2

**Discussion:** 03/05/2018, 04/16/2018, and 5/14/2018

**Public Hearing:** N/A

**Attachments:** 1. Draft Signage UDR Chapter *(to be provided at meeting)*

**DESCRIPTION/BACKGROUND**

The City is in the process of drafting a new unified development code to take the place of the existing development regulations in the Monroe Municipal Code, which are located in Titles 17 through 21. The current development regulations will be repealed and then replaced with one all-inclusive title known as the Unified Development Regulations (UDR). In addition to reflecting the goals and policies adopted in the City's 2015 – 2035 Comprehensive Plan, the proposed unified development code intends to simplify and streamline Monroe's development process. City staff is bringing forward to the Planning Commission a draft chapter of the UDR containing proposed signage regulations for review and direction (Attachment 1).

<b>RECOMMENDED ACTION(S):</b> Review the proposed UDR chapter and provide direction to staff.
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## Chapter 18.80 SIGNS

Sections:

[18.80.010](#) Purpose.

[18.80.020](#) Definitions.

[18.80.030](#) Sign allowance table – Interpretation.

[18.80.040](#) Limited duration signs.

[18.80.050](#) ~~Temporary and special event signs~~ Noncommercial speech signs.

[18.80.060](#) Murals.

[18.80.070](#) Exempt signs.

[18.80.080](#) Prohibited signs.

[18.80.090](#) Scenic Vistas Act.

[18.80.100](#) ~~A-frame Portable (sandwich board)~~ signs.

[18.80.110](#) Projecting and suspended (under awning) signs.

[18.80.120](#) ~~Changeable message and video display signs.~~

[18.80.130](#) General provisions.

[18.80.140](#) Maintenance and removal.

[18.80.150](#) Nonconforming signs.

[18.80.160](#) Permits and fees.

[18.80.170](#) Administration and enforcement.

[18.80.180](#) Interpretations.

[18.80.190](#) Variances and appeals.

[18.80.200](#) Sign design guidelines/sign illustrations.

### 18.80.010 Purpose.

The overall purpose of this chapter is to promote the public health, safety and general welfare; to increase the effectiveness of visual communication in the city; and to enhance and maintain the aesthetic character of the city ~~by:~~ ~~More specifically, this chapter is intended to:~~

A. Promoting and protecting property values, attracting new residents, and encouraging orderly development; ~~and-~~

B. Recognizing the purpose of signs for identification and economic well-being of ~~Improve~~ businesses in the city of Monroe; ~~- and~~

C. Promoting a business person's right to identify their business through reasonable and effective methods; ~~- and~~

D. Minimizing dangerous conflicts between signage and traffic control devices; ~~- and~~

Commented [AB1]: Defined

Commented [AB2]: Defined

E. Minimize visual distractions between signage and motorists, bicyclists, and pedestrians; ~~and~~

F. Increase the city's attractiveness; ~~and~~

G. Promote the city's scenic views, historical assets, architecture, streetscapes, and landscaping; ~~and~~

H. Regulating the type, number, location and size, and illumination of signs; and

I. Facilitating fair and consistent-neutral enforcement; and

J. Recognizing and protecting the use of the public right-of-way as a forum for noncommercial speech; and

K. Allowing for limited temporary commercial signage in the public right-of-way, to provide a flow of commercial information to consumer to enable them to make vital decision of purchasing a home, and to further the critical public goal of providing for equal access to housing; and

L. Uphold the goals and policies of the Comprehensive Plan.

The purpose of this title is implemented by controlling the number, type, design, lighting, construction, materials, location, use, and maintenance of all signs and sign structures. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1)

### **18.80.020 Definitions.**

For the purpose of this title, certain abbreviations, terms, phrases, words, and their derivatives shall be construed as specified in this chapter and are to be used only for the implementation of this title. Words used in the singular include the plural, and the plural the singular. Words used in the masculine gender include the feminine, and the feminine the masculine.

1. **"Abandoned sign"** means a sign that no longer correctly directs or exhorts any person nor advertises a bona fide business, lessor, owner, product or activity conducted or available on the premises whereon such sign is located.
2. **"Address sign"** means any sign of a noncommercial nature stating the address of the structure upon which said sign is located.
3. **"Advertising sign"** means a sign that directs attention to a business, profession, commodity, service, or entertainment conducted, sold, or offered upon the premises where such sign is located, or to which it is affixed.
4. **"Advertising vehicle"** means any vehicle or trailer on a public right-of-way or public property or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement or products or directing people to a business activity located on the same property or nearby property or any other premises. The vehicle must be used primarily for the purpose of advertising, as opposed to serving some other function such as delivery of goods or services or transport.
5. **"Air-supported structure"** means an air-supported or inflated object with or without cable supports and braces intended to attract attention to the location, event or promotion.

**Commented [AB3]:** All definitions will move to MMC 18.02

**Commented [AB4]:** No reference in chapter 18.80

**Commented [AB5]:** "Advertising vehicle" is not referenced in this code. However, "advertising sign" has similar references.

**Commented [AB6]:** "Air-supported structure" is not referenced in this code. "Air-supported" is, however, this is also included in the definition.

6. “Animated sign” means a sign depicting action, motion, light, or color changes through electrical or mechanical means. Although technologically similar to flashing signs, the animated sign emphasizes graphics and artistic display.

**Commented [AB7]:** “Animated Sign” is not referenced in this code. However, “animated graphics” is referenced in the Electronic Message Center definition and further explains “animated”. Clean up.

7. “Auxiliary sign” means a sign that provides information such as direction, time and temperature displays, hours of operation, or warning; auxiliary signs are intended for the convenience of the public. An auxiliary sign may include the business name and/or logo, but may not include its product or services.

**Commented [AB8]:** No further reference to Auxiliary. However, this may be necessary to add.

8. “Awning” means a covering structure that projects horizontally from, and is attached to a building. An awning provides protection from the weather for persons or properties underneath it.

**Commented [AB9]:** Referenced

9. “Awning sign, fascia” means a nonilluminated or illuminated sign which is usually painted or screen printed onto the surface of an awning and which does not extend vertically or horizontally beyond the limits of the awning edge or fascia.

**Commented [AB10]:** Referenced

10. “Awning sign, under” means a sign that is hung from and below a building awning or canopy that may extend outwards under the awning or canopy and over the walkway or parking area.

**Commented [AB11]:** Referenced

11. “Area or surface area of sign” means the greatest area of a sign, visible from any one viewpoint, excluding the sign support structures, which do not form part of the sign proper or of the display. Surface area shall be measured as follows:

**Commented [AB12]:** Canopy and canopy sign has it's own definition.

a. The “surface area” of the sign is determined by the height times the width of a typical rectangular sign, or other appropriate mathematical computation of surface area for nonrectangular signs.

12. “Banner sign” means a sign made of lightweight material such as cloth, paper, or flexible plastic with or without a rigid frame on which a sign is painted or printed that is attached to a building or displayed on the grounds.

13. “Billboard” generally means a sign on a flat surface or board, usually outdoors, on which large advertisements or notices are posted.

14. “Blade sign” means a rigid projecting or suspended sign that is perpendicular to the building facade, that is mounted below the awning, canopy, or other first floor overhangs and/or over the building or store entryway and for which the primary audience is pedestrians.

~~15. “Building face” means the general outer surface of any exterior wall of a building or other structure.~~

**Commented [AB13]:** No further references to “Building Face”, however Building Façade is throughout this chapter and defined in “Façade”.

17. “Building unit” means the equivalent tenant space. Building frontage measured from the centerline of the party walls defining the tenant space shall be the basis for determining the permissible sign area for wall signs.

**Commented [AB14]:** “Building Unit” is not referenced. However, “Occupant/Tenant Space” and “Tenant Space” is throughout this chapter, yet there is no definition for Occupant or Tenant Space.

18. “Business” means any person, partnership, association, corporation, joint venture, or similar group whether operating for profit or not, and any governmental agency.

~~19. “Cabinet sign” means a sign which may be multi-sided incorporating a rigid frame, which supports and retains the removable sign face panel(s) and/or background constructed of plastic or similar translucent materials and which has an internal light source. Cabinet signs do not include signs composed of individually mounted and individually illuminated letters or logos no larger than the lettering to which they relate.~~

**Commented [AB15]:** “Cabinet”, “retainer” and “Raceway” are not referenced in 18.80 except raceway is referenced as it must be painted the same color as the building it is attached to.

21. “**Canopy sign**” means a sign that is painted onto the horizontal face or fascia edge of an ~~awning or~~ canopy that is mounted to the building facade.

**Commented [AB16]:** Awning and awning sign have their own definitions and references.

22. “**Changeable message sign**” means a sign or portion thereof on which changing copy or symbols are electronically controlled (for example, time and temperature units), or manually through placement of copy or symbols on the same sign surface.

23. “**Channel letter**” means a fabricated or formed three-dimensional letter that may accommodate a light source.

**Commented [AB17]:** Channel Letters are not discussed outside of definitions.

~~24. “**City, state, federal, and community sponsored events**” means nonprofit events or activities open to the public and associated with common interests or characteristics of the community. Examples of such events are elections, Evergreen Fair, Little League baseball, 4th of July parades or celebrations, and the like.~~

**Commented [AB18]:** Defined in Special Event Sign. Not referenced in 18.80.

~~29. “**Cone of vision**” means the area that is clearly visible to a driver, generally described as a “fan shaped envelope” preceding the driver which allows the driver to safely see and observe moving objects and persons in front of and to the immediate left and right of the driver.~~

**Commented [AB22]:** No further references.

33. “**Copy**” means the medium by which the message or idea of a sign is communicated.

~~34. “**Deck cabinet**” means a sign that is similar in detail and use as a raceway except larger in cross section to provide a background area.~~

**Commented [AB25]:** “Cabinet” “Retainer” and “Raceway” are not referenced in 18.80 except raceway is referenced as it must be painted the same color as the building it is attached to.

~~36. “**Digital out of home (DOOH)**” means advertising using digital signage as a form of out of home advertising in which video content, advertisements, and/or messages may be displayed on digital signs with a common goal of delivering targeted messages, to specific locations and/or consumers, at specific times.~~

**Commented [AB26]:** No references in 18.80

40. “**Directional traffic sign**” means a sign that is located to guide or direct pedestrian or vehicular traffic to parking entrances, exits and service areas.

41. “**Directory of tenants**” means a sign that identifies the building or project name and the tenants which share a single structure or development.

42. “**Display**” means the visual information shown on a sign, including the text, graphics, logo, pictures, lights and background.

43. “**Display area**” means the greatest area of display meant to contain the text, graphics, pictures, lights and other background details to be viewed as signage. Display area shall be measured as the smallest rectangle placed around all that composes the display area. On no sign shall the display area be less than fifty percent of the surface area of the sign.

a. “**Display area**” includes only one face of a double-faced sign or v-shaped sign where the faces of the sign are parallel or diagonal. If any face is offset from parallel or separated by more than two feet, such face shall be counted as a separate surface area.

b. “**Display area**” of a spherical, cubical or polyhedral sign equals the sum of the surface area of all faces, divided by two.

44. “**Dissolve/appear**” means a mode of message transition on an electronic message center accomplished by varying the light intensity or pattern, where the first message gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the second message.

45. “**Double-faced sign**” means a sign with two faces.

46. “Electrical sign” means a sign or sign structure in which electrical wiring, connections, and/or fixtures are used as part of the sign proper.

47. “Electronic message centers (EMC)” means a sign that includes messages that are static, appear or disappear from the display through dissolve/appear, fade/appear, travel or scrolling modes, or similar transitions and frame effects that have text, animated graphics or images that appear to move or change in size, or be revealed sequentially rather than all at once.

**Commented [AB29]:** Look into this. Looks like definition of animated and flashing signs put together.

**Commented [AB30]:** defined

**Commented [AB31]:** defined

48. “Electronic message display (EMD)” means a sign capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means.

49. “Electronic signage” (also called “electronic signs” or “electronic displays”) means illuminant advertising media in the signage industry. Major electronic signage includes fluorescent signs, HID (high intensity displays), incandescent signs, LED signs, and neon signs. LED signs and HID are so-called digital signage content.

50. “Entry monument sign” means a sign used to identify the primary entrance or entrances to a complex of business and/or buildings located within a coordinated business, office, or industrial park setting. The entry monument consists of the sign face and supporting structure.

~~51. “Facade” means the exterior wall face of a building, extending from the ground to the top of the parapet or eaves, but not including any portion of the roof. Each side of a building (i.e., each architectural elevation) is considered one facade. For buildings with more than one occupant/tenant, the facade for each occupant shall be that portion of the exterior wall face between the points where the interior wall between tenants intersects with the exterior wall, thus delineating the individual occupant/tenant space.~~

**Commented [AB32]:** Defined in Title 18. Verbatim.

~~53. Feather Banner means a vertical portable sign that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand.~~

53. “Festoon(s)” means a strip or string of balloons, flags or lights, which includes clusters of balloons, flags or lights, connected on at least one end to a fixed or movable object such as a vehicle.

**Commented [AB33]:** No further reference.

54. “Flashing ~~(or strobing)~~ sign” means an electrical or electronic sign or portion thereof that changes light intensity in a sudden transitory burst or that switches on and off in a constant, random, or irregular pattern that contains motion or the optical illusion of motion with more than one-third of the light source that is not constant being off at any one time. Generally, the sign’s message is constantly repeated, and the sign is most often used as a primary attention-getting device.

**Commented [AB34]:** “Flashing” is only referenced in the definition of animated signs. No other areas of 18.80 reference “flashing”  
No references in 18.80 for “strobing”  
“Strobe or Strobe-like” is referenced in General Provisions as exempt but not in exempt section. “strobe” was updated to “flashing” to meet definition.

~~55. “Fluorescent lamp or tube” means electric discharge lighting utilizing glass tubing manufactured to standard lengths.~~

**Commented [AB35]:** No further reference

58. “Freestanding sign” is a single- or multiple-face sign attached to or supported by columns, uprights, braces, poles, standards, or other type of base in or on the ground and not attached to the building. Double and single pole and, monument, pedestal, and pylon signs are freestanding signs. The sign face may be of permanent construction or include reader board elements as defined herein.

**Commented [AB37]:** Freestanding sign is the general type of sign. Specifically to this are monument and pole signs.

a. Temporary freestanding signs are signs which can be moved from structure to structure, or site to site, and which are not anchored to the ground in accord with the International Building Code.

Examples of such signs are ~~sandwich board~~/A-frame signs, small price signs, and similar  
b. Permanent freestanding signs are anchored to the ground in accord with the International Building Code.

~~59. "Freestanding pedestal sign" means a self-supported sign permanently attached directly to the ground upon a pedestal base or monument or pylon foundation and not attached to any building, wall or fence.~~

64. "Frontage, secondary" means those frontages containing secondary public entrances to the building or building units, and all building walls facing a public street or primary parking area that are not designated as the primary building frontage by the definition above.

65. "Gateway sign ~~(or structure)~~" means a public or private sign or structure with sign elements entry into and/or the boundaries of a development, neighborhood, or district.

66. "Garage ~~sign sale~~ or yard ~~salesign~~" means a sign advertising a private sale of personal household possessions; not for the use of any commercial venture.

~~67. "Grade (ground level)" means the finished level of the street (or parking lot) closest to the sign to which reference is made. In cases where the property on which the sign is located is lower than the immediately adjacent street level, the ground level shall be considered the street level as measured from the street centerline, so as to facilitate visibility of signage.~~

Commented [AB40]: Title 18 verbatim

~~69. "H channel letter" means a dimensional letter with baffles at the center of the cross-sectional shape for support of neon tubing and mounting of transformers.~~

Commented [AB41]: Channel Letters are not discussed outside of definitions.

71. "Historic sign" means a wall or projecting sign where the sign is proposed to be restored or authentically recreated as evidenced by historic photographs even though nonconforming.

~~72. "Holographic display" means any display that creates a three-dimensional image through projection.~~

Commented [AB42]: No further reference.

74. "Illegal sign" means any sign which does not comply with the requirements of this code within the city limits, as they now or hereafter exist except for those signs which are legal nonconforming signs.

75. "Illumination" means any sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.

~~76. "Incombustible material" means any material which will not ignite at, or below, a temperature of twelve hundred degrees Fahrenheit during an exposure of five minutes, and which will not continue to burn or glow at that temperature.~~

Commented [AB43]: No further reference.

78. "Informational sign, private" means a sign placed for the convenience of the property owner used for the sole purpose of designating property control and warning signs such as "no trespassing," "no dumping," "patrolled by dogs," etc.

79. "Informational sign, public" means a sign placed for the convenience of the public used for the sole purpose of designating restrooms, hours of operations, entrances and exits to buildings and parking lots, help wanted, public telephones, public notary, etc. Also included are plaques, tablets or inscriptions that are an integral part of a building.

80. "Interior sign" means any sign attached to the interior surface of any building or structure, or maintained within the building or structure that are not visible from the ROW.

81. ~~“Internally illuminated sign” means a sign that has the light source enclosed within it so the source is not visible to the eye.~~

**Commented [AB44]:**

83. “Incandescent bulb” means a lamp that produces light through the application of electrical energy to a wire filament, which glows as it is heated.

84. “Landmark sign” means a sign or plaque that is attached to the surface of the building or on a site that identifies or describes the historical, cultural, social, or other significance of a building or site.

85. “Legal nonconforming sign” means any sign lawfully constructed prior to the effective date of the ordinance codified in this chapter which fails to conform to the provisions of this chapter.

86. “Legibility” means the physical attributes of a sign that allow for differentiation of its letters, words, numbers, or graphics, which directly relate to an observer’s visual acuity.

87. “Liquid crystal display (LCD)” means a flat panel display, electronic visual display, or video display that uses the light modulating properties of liquid crystals. Liquid crystals do not emit light directly. It is an electronically modulated optical device made up of any number of segments filled with liquid crystals and arrayed in front of a light source (backlight) or reflector to produce images in color or monochrome.

**Commented [AB45]:** Only referenced in electronic signage definition

88. “Light-emitting diode (LED)” means a semiconductor light source. Early LEDs emitted low-intensity red light, but modern versions are available across the visible, ultraviolet, and infrared wavelengths, with very high brightness. An LED sign is illuminated solely by tiny light bulbs fit into an electrical circuit that is lit by the movement of electrons in a semiconductor material. The more dense or closer the bulbs are placed, the higher the resolution of the image, which can vary from a dot matrix image to very high resolution equal to a television screen.

**Commented [AB46]:** Only referenced in electronic signage definition

89. “Limited duration sign” means a nonpermanent sign intended for use for a limited period of time. Examples include signs that provide information concerning the development and sale of residential and commercial properties.

~~90. “Luminance” means an objective measurement of the brightness of illumination, including illumination emitted by an electronic sign, measured in candles per square foot (cd/ft<sup>2</sup>).~~

**Commented [AB47]:** No further reference.

~~92. “Lot sign” means signs used for the sale of residential lots in a platted subdivision.~~

**Commented [AB48]:** No further reference in 18.80, however may be in subdivisions.

~~94. “Manual on Uniform Traffic Control Devices (MUTCD)” means the Federal Highway Administration’s (FHWA) manual that sets minimum standards of placement that a sign must be in to achieve readability and conspicuity. The manual covers a range of traffic control devices, specifically signs, which it breaks into three categories: guide signs, warning signs, and directional signs.~~

**Commented [AB49]:** Not referenced in 18.80

96. “Marquee sign” means a sign that forms part of or is integrated into a marquee ~~or canopy~~ and which does not extend vertically or horizontally beyond the limits of such marquee ~~or canopy~~.

**Commented [AB50]:** Canopy and canopy sign have their own definitions and regulations.

97. “Message” means a set of sequential displays that conveys related information about a product, service or company in an electronic sign.

98. “Mobile sign” means any sign mounted on a vehicle, trailer, or boat; or fixed or attached to a device for the purpose of transporting from site to site. This definition includes **all vehicles placed or parked for the purpose of drawing attention to a service**, product, object, person, organization, institution, business, event, location or message, but not signs or lettering installed on vehicles, trailers or boats operating during the normal course of business.

99. "Monument sign" means a ground-mounted sign which is attached to the ground by means of a wide base with a solid appearance, ~~see also "pedestal sign."~~

100. ~~"Multiple-building complex" means a group of structures housing more than one type of retail business, office, commercial or manufacturing venture and generally under one ownership and control.~~

101. ~~"Multiple-occupancy building" means a single structure housing more than one type of retail business, office, commercial, or manufacturing venture.~~

102. "Mural" means ~~a mural or~~ artwork either painted directly on a building wall, or prepared separately and attached to the building wall, that may or may not have a commercial message, name, or other advertisement incorporated.

~~103. "Nameplate identification sign" means a sign which indicates no more than the name and address of the resident of the premises.~~

110. "Off-premises sign, directional" means a sign designated and used solely for the purpose of indicating the location or direction of a place or business and which is located on private property or the public right-of-way separate from the place or business.

111. "Off-premises sign, public informational" means a sign providing information about events conducted at a public or other community facility in a location different than the property on which the sign is posted.

112. "On-premises sign" means a sign which displays a message that is directly related to the use of the property on which it is located.

~~113. "Open channel letter" means a dimensional letter that has no face and in which the neon tubing is visible.~~

~~115. "Pan channel letter" means a dimensional letter that is constructed with side walls, back and a face making the letter a solid integral unit with the side walls and back having a pan shaped cross section.~~

~~118. "Parapet sign" means any sign erected upon the parapet of a building, not to exceed the height of said parapet.~~

121. "Perimeter" means a square or rectangle required to enclose the sign area.

~~122. "Pictorial sign" means a sign that conveys the service, product, or activity of a site without words, company or product emblem, or numbers or letters. Pictorial signs display a message through color, shape, and spatial relations, and are appropriate in context and taste with recognized standards of the community. Colored neon tubing and murals are examples of appropriate medium for display of a pictorial sign.~~

124. "Portable sign" means an unlighted advertising sign including paper, cardboard, wood or metal, that is capable of being moved easily and that is not permanently affixed to the ground, structure, or building. This includes sidewalk or sandwich board or A-frame signs and signs mounted on a mobile base, except those worn by a person.

125. "Porte cochere" means a covering structure projecting horizontally from and attached to a building, affording protection from the elements; typically used for loading and unloading of vehicles.

**Commented [AB51]:** Consistency

**Commented [AB52]:** Consistency

**Commented [AB53]:** Redundant

**Commented [AB54]:** No further reference

**Commented [AB60]:** Channel Letters are not discussed outside of definitions.

**Commented [AB61]:** Channel Letters are not discussed outside of definitions.

**Commented [AB63]:** Not referenced in 18.80. However, "Wall Sign" regulations cover parapet walls and the regulations regarding exceeding the height of the parapet wall. Removal of "Parapet sign" and including them in Wall Sign, will serve the same purpose.

**Commented [AB65]:** Possibly conflicting with the definition of sign area. Means a polygon required to enclose the sign area.

**Commented [AB66]:** No further references except in the definition "Super Graphic" which also has no further references.

**Commented [AB67]:** "Colored tubing" has a definition that only applies to this definition.

126. "Poster sign" means a decorative placard or advertisement intended to advertise a movie, theater production, video or DVD, or other product or special event that is being conducted or offered for sale.

127. "Premises" means the real estate as a unit, upon which is displayed the sign or signs mentioned in this chapter.

128. "Primary sign(s)" means all permitted ~~monument~~ freestanding and building-mounted signs.

129. "Product-sponsored sign" means a sign which identifies, displays or attracts attention to a product sold or available, but may or may not identify the on-site organization, institution, person, object, business service or event.

130. "Projecting sign" means a rigid sign, other than a flush wall mounted or marquee sign, which is attached to and projects perpendicular from a building facade at a height above awnings, canopies, or other first floor overhangs, and for which the primary audiences are pedestrians and vehicles.

131. "Projection" means the distance by which a sign extends over public property or beyond the property line.

~~132. "Property line" means the line denoting the limits of legal ownership of the property.~~

~~135. "Radio frequency identification device (RFID)" means an imbedded device in a vehicle's key or on-board computer system that triggers a personalized message on a digital sign or billboard.~~

~~138. "Reader board sign" means a lighted or unlighted sign or part of a sign that displays a changing message using manually mounted lettering or electronic printout that may be mounted on a building or freestanding pedestal or pole such that the copy can be changed from time to time at will.~~

141. "Real estate directional sign" means a temporary and/or portable sign that is intended to assist people finding the location of difficult to locate property that is for sale, rent, or lease.

142. "Repair" means to paint, clean or replace damaged parts of a sign, or to improve its structural strength, but not in a manner that would change the size, shape or location.

~~143. "Retainer" means a framing member mounted around the perimeter of a sign face, and attached to the sign cabinet structure. It is designed to attach the face to the cabinet and/or intended to provide a decorating trim piece.~~

148. "Roof sign" means an advertising sign erected upon or above a roof, parapet, canopy, or porte cochere of a building or structure including a sign affixed to any structure erected upon a roof, including a structure housing building equipment. Mansard roof signs shall be considered wall signs.

149. "Sandwich or A-frame sign" means a temporary portable two-faced board style sign that is readily movable and has no permanent attachment to a building, structure, or the ground.

~~150. "Scoreboard" means an indoor or outdoor specialized reader board sign or part of a sign specifically designed to allow for the display of temporary messages such as scores of athletic events without alteration of the sign field, and on or within which the letters are readily replaceable such that copy can be changed from time to time at will, either by hand or through electronic programming.~~

**Commented [AB68]:** Primary Sign is only used in reference to calculating primary frontage and secondary frontage versus this definition of permitted freestanding and building mounted signs.

**Commented [AB69]:** A monument IS a freestanding sign.

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**Commented [AB70]:** Defined in Title 18

**Commented [AB72]:** No further reference

**Commented [AB76]:** Temporary Signage

**Commented [AB77]:** "Cabinet" "Retainer" and "Raceway" are not referenced in 18.80 except raceway is referenced as it must be painted the same color as the building it is attached to.

**Commented [AB81]:** No further references.

153. “Searchlight” means any device emitting a strong beam of light not normally associated with the daily operation or outdoor lighting of the business or location, used to attract attention to the site.

154. “Setback” means the distance measured on a horizontal plane between a public right-of-way line or a property line and the closest portion of a sign thereto ~~or from tenant demising walls.~~

Commented [AB83]: Was a footnote. Added to definition to remove footnote.

155. “Sign” means a name, identification, description, display or illustration that is affixed to or represented directly or indirectly upon a building, structure, or piece of land and that directs attention to an object, product, place, activity, person, institution, organization or business. However, a “sign” shall not include any display of official court or public office notice, nor shall it include the flag, emblem or insignia of a nation, political unit, school, or religious group. A “sign” shall not include a sign located completely within an enclosed building unless the public is intended to view the sign, or the context of this chapter shall so indicate. Painted wall designs or patterns which do not represent a product, service or registered trademark, and which do not identify the tenant user, are not considered signs. 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.

156. “Sign area” means the exposed face area, including any background or backing constructed, painted or installed as an integral part of such sign. Where separate or cut-out figures or letters are used without backing which is an integral part of such sign, the area shall be measured as the area of the smallest polygon, and not to exceed six straight sides, which will completely enclose all figures, letters, designs, and tubing which are a part of the sign. The area of double-faced signs shall be the area of the larger single face.

157. “Sign display surface” means the area made available by the sign structure for the purpose of displaying the advertising message.

158. “Sign height” means the distance from the grade, or the top of the curb of the nearest street to the top of the sign or any projection thereon, whichever is higher.

~~159. “Signcentric design” means a building architectural design which makes the signage the prominent visual feature.~~

Commented [AB84]: No further references.

- a. It has only one occupant;
- b. It has no wall in common with another building; and
- c. It has no part of its roof in common with another building.

161. “Snipe sign” means an off-premises sign which is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences, utility poles or to other objects, not applicable to the present use of the premises or structure upon which the sign is located.

162. “Special event sign” means a temporary sign advertising activities concerning an event of a political, civic, seasonal, cultural, philanthropic, educational or religious event or organization that will occur intermittently.

163. “Street frontage” means streets, alleys, or public rights-of-way parallel to the property line used to compute the area of the sign(s) intended to be located in such a manner to have primary exposure on that street or right-of-way.

~~164. “Street furniture” means advertising displays, many which provide a public amenity, positioned at close proximity to pedestrians for eye-level viewing or at a curbside to reach~~

Commented [AB85]: No further references.

in this chapter. A sign structure may be a single pole or may or may not be an integral part of the building or structure.

166. “Subdivision sign” means a sign used to identify a land development of a residential nature.

167. “Subdivision directional sign” means a sign advertising the direction to a subdivision by naming the subdivision and furnishing a directional arrow.

168. “Subdivision or tract sign” means a sign advertising the sale or lease of lots or buildings within new or platted subdivisions or land tracts.

169. “Suspended sign” means a sign hanging down from a marquee, awning, canopy or porte cochere that would exist without the sign.

~~170. “Super graphic” means a painted design which covers all or a major portion of a wall, building or structure. A super graphic is a sign only if it is related by language, logo, or pictorial depiction to the advertisement of any product or service or the identification of any business.~~

~~172. “Time and temperature display” means a variable message sign which displays current time and temperature in a stationary or alternating manner. Some also display simple messages.~~

174. “Trailer sign” means a sign which is attached to a trailer or has been constructed as a trailer for the purpose of being towed by a motor vehicle whether operable or not.

175. “Traveling” means the horizontal, side-to-side movement of a static or dynamic message or display on an electronic sign.

~~176. “UL” means Underwriters Laboratories, Inc., a nationally recognized testing laboratory.~~

179. “Video sign” means video devices such as televisions, computer monitors, flat panel displays, plasma screens, and similar video electronics used as signage.

~~180. “Visibility” means the physical attributes of a sign and its contents that allow for detection at a given distance, although legibility may be uncertain.~~

182. “**Wall-mounted sign**” means a sign attached or erected to and extending from the facade or wall of any building to which it is attached. A wall sign is supported through its entire length with the exposed face of the sign parallel to the plane of said wall or facade. A sign painted on the wall of a building or a sign painted or attached to a marquee or parapet shall be considered a wall-mounted sign.

183. “**Wayfinding sign**” means a system of public signs identifying directions to major public and private facilities or destinations of interest to the general public and typically including graphic elements mounted on separate freestanding poles or incorporated with other sign, light, or traffic standards.

184. “**Window sign**” means any sign which is painted or mounted onto an exterior of a window pane including the name of the business, hours of operation, address, and credit card logos; or which is hung directly inside the window including advertisements for services or products in the form of decals, emblems, paint, exposed neon, banners, posters, etc., within three feet of the window pane which may be viewed from the exterior of the building. “Window sign” does not include posters, handbills, or other temporary signs; or merchandise located within three feet of the window.

**Commented [AB86]:** Suspended sign is the same as an under-awning sign. In the DC zone both sign types are allowed. Should be consolidated into one sign.

**Commented [AB87]:** “Super Graphic” has no further references. “pictorial” has its own definition and no further references.

**Commented [AB88]:** Falls under changeable/video display

**Commented [AB89]:** No further reference.

**Commented [AB94]:** References only describe traffic visibility; sight distance.



<u>Identification</u> – home occupation	freestanding	yes	1	4	5	2	Per vehicle complex entry
<u>Identification</u> – multifamily building	wall ( <u>no</u> )	yes	1	32	24	2	4 or more dwelling units only, does not include identification
<u>Identification</u> – residential complex	monument – gateway	yes	1	40	5	2	Per vehicle complex entry
	freestanding – entry	yes	1	32	10	2	4 or more dwelling units only, 2 signs permitted; public entrance if located opposite one another exceeding 16 sf/sign face
<u>Other uses (s)</u>	wall	yes	1	16	5	2	Illumination prohibited
	monument	yes	1	16	5	2	May be illuminated but must adhere to MMC <a href="#">18.80.130(E)</a>
	freestanding	yes	1	16	5	2	May be illuminated but must adhere to MMC <a href="#">18.80.130(E)</a>
<b>Permanent signs – Public zones PS, LOS</b>							
informational	<u>portable – sandwich sign A-frame</u>	yes	1	12	4		Per institution, 3 ft x 4 ft outside of pedestrian walkway prohibited in ROW
	window – opaque	<u>No</u>	1	20%			Percent of window area per window
	window – transparent	<u>No</u>	1	20%			Percent of window area per first floor window
	informational – wall ( <u>no</u> )	yes	1	6	8		Per <u>frontage</u> visible from ROW – no limit within site if not ROW visible
	informational – freestanding	yes	1	6	6	2	Per property
	wall ( <u>no</u> )	yes	1 (t)	40	24		Per building frontage
	projecting	yes	1	20	(a)		Under 4 ft wide, mounted 6 inches from attachment
	changeable message	yes	1	50%	10		Percent changeable of allowable sign area
	freestanding <300 lf frontage	yes	1	40	10	2	Per property <u>frontage</u>
	freestanding >300 lf frontage	yes	2	40	10	2	Signs must be located more than 200 lf apart
	monument – off-premises multitenant directions (k)	yes	1	24	10	2	Per closest arterial/collector road for businesses located on the arterial or collector road; prohibited in ROW; maximum 1/4 mile straight line distance sign to property

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Permanent signs – Office zone PO (h)

advertising	window – opaque	No	na	20%			Percent of window area per window
	window – transparent	No	na	20%			Percent of window area per first floor window
	under awning – lieu blade	yes	1	10	(a)	2	Per business on street frontage
	informational wall (ne)	yes	1	6		8	Per frontage visible from ROW – no limit within the site if not ROW visible
	informational freestanding	yes	1	6	6	2	Per property
	wall – directory (em)	yes	1	24		8	Per building
	wall – single tenant (ne)	yes	1 (t)	80		24	1.0 sf/1.0 lf of building frontage per primary or secondary frontage up to maximum per frontage; secondary sign maximum 75% of primary sign maximum
	wall – multiple tenant (ne)	yes	1 (t)	120		24	1.5 sf/1.0 lf of tenant space building frontage per primary or secondary frontage up to maximum; secondary sign maximum 75% of primary sign maximum (i)
	Projecting	yes	1	20	(a)		Under 4 ft wide, mounted 6 inches from attachment
	changeable message	yes	1	50%		10	Percent changeable of allowable sign area
	freestanding – single tenant <200 lf frontage	yes	1	32		10 2	Per street frontage
	freestanding – single tenant >200 lf frontage	yes	2	32		10 2	Per street frontage over 200 lf located more than 100 lf apart up to 4 total signs per site
	freestanding – multitenant <200 lf frontage	yes	1	48		10 2	Per street frontage
	freestanding – multitenant >200 lf frontage	yes	2	48		10 2	Per street frontage over 200 lf located more than 100 lf apart up to 4 total signs per site
	monument – off-premises multitenant directions (k)	yes	1	24		10 2	Per closest arterial/collector road for businesses not located on an arterial or collector road; prohibited in ROW; maximum 1/4 mile straight line distance from sign to property

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monument – multitenant	yes	1	48	10	2 (j)	Per street frontage, Lewis Street allowed 80 sf and height up to 20 ft
monument – off-premises multitenant directions (k)	yes	1	24	10	2	Per closest arterial/collector road for businesses not located on Main or Lewis Streets; prohibited in ROW; maximum 1/4 mile straight line distance from sign to property
freestanding – off-premises multitenant advertising (k)	yes	1	32	10	2	Per closest arterial/collector road for businesses located on Main or Lewis Streets, prohibited in ROW; maximum 1/4 mile straight line distance from sign to property

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Permanent signs – MUNC, MUC (Mixed Use Neighborhood Center and Commercial)

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advertising ~~portable sandwich sign~~ ~~A-frame~~ yes 1 8 4 Per business, 2 ft x 4 ft outside of pedestrian way prohibited in ROW

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window – opaque No na 15% Percent of window area per window

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window – transparent No na 20% Percent of window area per first floor window

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awning/canopy fascia (m) yes 1 40% (a) 2 Percent of vertical edge of awning/canopy

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under awning in lieu of blade yes 1 10 (a) 2 Per tenant space

blade in lieu of under awning yes 1 16 (a) 2 Per tenant space – may have blade or under awning but not both

informational – wall (n) yes 1 6 8 Per frontage visible from ROW – no limit within the site if not ROW visible

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wall – single tenant (en) yes 1 (t) 80/100 1.5 sf/1.0 lf of primary or secondary frontage up to maximum per frontage; maximum 80 MUNC, 150 MUC; secondary sign maximum 75% of primary sign maximum

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wall – multitenant (en) yes 1 (t) 120/150 1.5 sf/1.0 lf of tenant space building frontage per primary or secondary frontage up to maximum per frontage; maximum 120 MUNC, 150 MUC; secondary sign maximum 75% of primary sign maximum

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Projecting yes 1 20 (a) Under 4 ft wide, mounted 6 inches from attachment

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changeable message yes 1 50% 10 Percent changeable of allowable sign area; allow MUC only

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monument – single tenant yes 1 32 8 2 Per street frontage

monument – multitenant single street	yes	1	48	8	2	Per street frontage
freestanding – single tenant <200 lf frontage	yes	1	80	20	2	Per street frontage; allowed in MUC only
freestanding – single tenant >200 lf frontage	yes	2	80	20	2	Per street frontage over 200 lf located more than 100 lf apart up to 4 total signs per site; allowed in MUC only
freestanding – multitenant <200 lf frontage	yes	1	120	20	2	Per street frontage; allowed in MUC only
freestanding – multitenant >200 lf frontage	yes	2	120	20	2	Per street frontage over 200 lf located more than 100 lf apart up to 4 total signs per site; allowed in MUC only
freestanding – limited highway intersection	yes	1	140	45	2	Per 522 frontage at 522/Main Street intersection; sign must be perpendicular to and abutting 522 ROW – digital <u>contents</u> allowed
TOTAL single- tenant site – MUNC only			140		2	Total allowed for combination of wall and freestanding signs
TOTAL multitenant site – MUNC only			180		2	Total allowed for combination of wall and freestanding signs

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Permanent signs – General and service commercial zones GC, SC (includes Downtown Rails and Roads Neighborhood), Limited Open Space Airport zone LOSA

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advertising	window – opaque	No	na	20%		Percent of window area per window		
	window – transparent	No	na	20%		Percent of window area per first floor window		
	under awning in lieu of blade	yes	1	10	(a)	2	Per business on street frontage	
	blade in lieu of under awning	yes	1	16	(a)	2	Per tenant space – may have blade or under awning but not both	
	awning/canopy fascia ( <u>na</u> )	yes	1	40%	(a)	2	Percent of vertical edge of awning/canopy	
	informational wall ( <u>na</u> )	yes	1	6		8	Per frontage visible from ROW – no limit within the site if not ROW visible	
	informational freestanding	yes	1	6		6	2	Per property

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TOTAL single-tenant site	360	Total allowed for combination of on- and off-premises wall and freestanding signs
TOTAL multitenant site	480	Total allowed for combination of on- and off-premises wall and freestanding signs

Permanent signs – Industrial districts LI, GI

advertising	window – opaque	No	na	20%			Percent of window area per window
	window – transparent	No	na	20%			Percent of window area per first floor window
	under awning in lieu of blade	yes	1	10	(a)	2	Per business on street frontage
	awning/canopy fascia	yes	1	20%	(a)		Percent of vertical edge of awning/canopy
	blade in lieu of under awning	yes	1	16	(a)	2	Per tenant space – may have blade or under awning but not both
	informational wall	yes	1	6		8	Per frontage visible from ROW – no limit within the site if not ROW visible
	informational freestanding	yes	1	6		2	Per property
	wall – single tenant	yes	1 (t)	300		24	1.0 sf/1.0 lf of frontage per primary or secondary frontage up to maximum per frontage; secondary maximum 75% of primary sign maximum
	wall – multiple tenant	yes	1 (t)	300		24	1.0 sf/1.0 lf of tenant space building frontage per primary or secondary frontage plus 32 sf/tenant additional tenant after the first 2 tenants; secondary maximum 75% of primary maximum (i)
	projecting	yes	1	20	(a)		Under 4 ft wide, mounted 6 inches from attachment
	changeable message	yes	1	50%		10	Percent changeable of allowable sign area
	monument	yes	1	50		2	Per vehicle complex entry
	freestanding – single tenant <400 lf frontage	yes	1	100		35	2 Per street frontage – digital contents allowed except where visible from Lake Tye Park
	freestanding – single tenant >400 lf frontage	yes	2	100		35	2 Per street frontage over 400 lf located more than 200 lf apart for a total of no more than 4 per site – digital contents allowed except where visible from Lake Tye Park
	freestanding – multitenant <400 lf frontage	yes	1	150		35	2 Per street frontage – digital contents allowed except where visible from Lake Tye Park

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	Freestanding	No	1	32	10	2	Per property	Formatted: Font: 10 pt	
<b>Temporary and special event signs — All zones</b>									
open house	<del>real estate</del>	<del>sandwich A-frame</del>	No	1	6	6	2 ft x 3 ft located outside of pedestrian walkway during daylight hours and during which the broker or seller or an agent is in attendance at the property prohibited in ROW	Formatted: Font: 10 pt	
	<del>sandwich A-frame</del>	<del>directional</del>	No	4	4	3	1 sign on site, 5 off-site premises signs allowed not more than 25 ft in any direction from the intersection	Formatted: Font: 10 pt	
special event	<del>garage sale</del>	<del>sandwich site</del>	No	1	6	6	2 ft x 3 ft located outside of pedestrian walkway	Formatted: Font: 10 pt	
	<del>sandwich</del>	<del>directional</del>	No	4	4	3	1 sign on site, 5 off-site premises signs allowed not more than 25 ft in any direction from the intersection	Formatted: Font: 10 pt	
special event – retail sale	<del>A-frame</del>	<del>sandwich site</del>	No	1	6	4	2 ft x 3 ft located outside of pedestrian walkway	Formatted: Font: 10 pt	
	<del>A-frame</del>	<del>sandwich</del>	No	4	6	4	2 ft x 3 ft, 1 sign on site, 3 off-site premises signs allowed located not more than 25 ft in any direction from the intersection	Formatted: Font: 10 pt	
	window/poster (m)		No	1	6	na	Per window per building	Formatted: Font: 10 pt	
	wall/banner (l)(r)		yes	1	150	24	Per building frontage or 2/business not to exceed of the area of the business facade to which it is or 150 sf	Formatted: Font: 10 pt	
	inflatable, kite, searchlight (r)		yes	1	na	24	2	Per site	
	<del>sandwich site</del>		No	1	6	4	2 ft x 3 ft located outside of pedestrian walkway	Formatted: Font: 10 pt	
	<del>sandwich</del>	<del>directional</del>	No	4	6	4	2 ft x 3 ft, 1 sign on site, 3 off-site premises signs allowed located not more than 25 ft in any direction from the intersection	Formatted: Font: 10 pt	
special event – government, school, church, park, sidewalk sale, sports event, farmers' market, etc. (m)	window/poster		No	1	6	na	Per window per building	Formatted: Font: 10 pt	
	wall/banner (o)(r)		yes	1	150	24	Per building frontage per street	Formatted: Font: 10 pt	
	banner – over ROW (p)		yes	1	100	(a)	Locations may be limited due to traffic, vehicle height, light standards, trees, and other hazard considerations		
	freestanding		yes	1	32	10	2	25% of sign message may include sponsor advertisement	
political – private	freestanding – single pole		No	1	12	4	2	Formatted: Font: 10 pt	
								Formatted: Font: 10 pt	

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Commented [AB116]: Real Estate Sale is the definition of Open House

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	<del>freestanding double pole</del>	<del>No</del>	<del>32</del>	<del>10</del>	<del>2</del>	
<del>political public ROW (m)</del>	<del>freestanding single pole</del>	<del>No</del>	<del>12</del>	<del>4</del>		
	<del>freestanding double pole</del>	<del>No</del>	<del>32</del>	<del>10</del>		
<del>special event</del>	<del>yard sign</del>	<del>No</del>	<del>1</del>	<del>5</del>	<del>3</del>	<del>2</del>

~~1 sign on site, 4 off-premises signs allowed located not more than 25 ft in any direction from the closest intersection.~~

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General:

(a) The area under the sign free of obstructions to allow passage of pedestrians and vehicles shall be eight feet under awning/canopy fascia, blade, and under-awning signs, twelve feet under projecting signs, and sixteen feet or more if necessary under banners extended over the public ROW.

(b) All signs may be located at the edge of the public ROW. Under-awning signs may extend six feet while blade and projecting signs may extend four feet into the public ROW or over the sidewalk where the sidewalk is at least ten to twelve feet wide.

Column headings:

~~(c) Exceptions for the number of signs permitted shall be determined by the director.~~

~~(d) The area within a continuous perimeter enclosing the outer limits of the sign face, but not including structural elements, which are not a part of the display. The area of a spherical, cubical, or polyhedral sign equals one half the total surface area. Area requirements are for a single side and may be applied to each side independently.~~

Commented [AB117]: Conflicts with the definition of Sign Area.

~~(e) For buildings with two or more frontages, the length of the wall and allowable sign area shall be calculated separately for each such building frontage.~~

~~(f) Height is measured from the average finished grade at the sign foundation.~~

Commented [AB118]: Already included in definition of height.

~~(g) Setback is from all property lines or tenant demising walls.~~

ROW footnotes:

(h) Parcels zoned PO with frontage on or access from 179th Avenue SE, 149th Avenue SE or 147th Avenue SE located north of SR-522 shall use the sign area calculations in general and service commercial.

(i) If the site has reached the maximum, newly created tenant spaces shall be allowed one tenant identifying wall sign located above the tenant's entry not to exceed sixteen square feet in surface area – not to be used as a bonus by tenants with existing signs. For multitenant building with a shared entry, the signage per tenant shall be determined by dividing the tenant's gross floor area by the gross floor area of the building to determine the percentage of the building occupied by the tenant. The tenant is then allotted that percent of the total square footage allowed for the site.

(j) No setback required in the Historic Main area subject to city engineer approval of visibility.

(k) Minimum three businesses per sign; must not have arterial street frontage available for freestanding signage and special circumstances are necessary because of the location, size,

shape, or topography of the property or business, group of businesses, or business area to provide it with signage privileges typical of other properties in the vicinity or zoning district.

(l) All outdoor product-sponsored signs must devote seventy-five percent of the sign area to the on-site business.

~~(m) Political signs are not allowed on city-owned property (including but not limited to~~ under twelve inches and not occupy more than two-thirds of the fascia linear surface front or side.

~~(n)~~ No wall sign shall project more than eighteen inches from the wall of a building, nor extend above the eave or deck line of the building upon which it is located; except those located upon parapet walls, wherein they may be located above the deck line but not above the height of the parapet wall. No wall sign shall have an image area larger than twenty-five percent of the area of the message.

~~(p) Allowable only in the downtown on Main or Lewis Street. A city-approved application must~~ the premises for which they are advertising, in the location specified under the approved permit. ~~Inflatable objects or signs,~~ air-supported structures, kites, and searchlights cannot be located in the public right-of-way or in required landscaping or parking areas. Shall not interfere with pedestrian movement, nor impede the vision or block the movement of motorists on private or public rights-of-way. Size, height, and illumination shall adhere to all applicable city, state and federal requirements relating to public safety, air and vehicular traffic control and the like. Kites and inflatable objects such as balloons shall not be operated more than one hundred fifty feet from the grade of the earth beneath the point of attachment, without written waivers from the Federal Aviation Administration. The beam of the searchlight shall not flash against any building or sweep an arc greater than forty-five degrees from vertical.

(r) Banners shall be located completely on the wall of the building or leased space of the sponsoring business. Banners cannot be located in required parking areas, upon poles, other constructed frame, affixed to or covering required landscaping, utility poles or vehicles and shall be affixed so as to survive high winds or storm events.

~~(s) Signage only allowed for public institution, charitable institution, houses of worship, daycare centers, cemeteries, private parks, country clubs, golf courses or as determined by the director.~~

(Ord. 011/2014 § 2 (Exh. B); Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 4; Ord. 029/2005 § 1. Formerly 18.80.040 – 18.80.095)

#### **18.80.040 Limited duration signs.**

A. General. Limited duration signs provide information concerning the development and sale of residential and commercial properties subject to the provisions listed in the sign allowance table.

B. Duration. As provided in the following table. For the purpose of this regulation, any sign of similar content erected subsequent to the original limited duration sign shall be considered as the original sign for the time limitation contained herein.

C. Location. Up to two off-premises signs allowed located not more than twenty-five feet in any direction from the closest intersection(s).

D. Illumination. Not permitted.

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**Duration**

Real estate na Removed 10 days following the sale, rental, or lease

Construction na Issued on permit, removed on occupancy

Undeveloped parcel na Erected no more than 12 months before construction or the intended use the announcement is describing. Removed upon (1) the issuance of a certificate of occupancy or the completion of a permanent sign, or (2) or for residential uses, when 75% of the units or homes have been sold, leased or rented.

(Ord. 011/2014 § 2 (Exh. B))

**18.80.050 ~~Temporary and special event signs~~ Noncommercial Speech Signs.**



Noncommercial speech signs express noncommercial speech such as public community events, religious, political, social, or other philosophical messages.

Noncommercial speech signs do not promote commercial products or services. The content of such signs is not regulated, but is subject to the following requirements:

(a) The sign area of noncommercial speech signs shall not exceed thirty-two (32) square feet.

(b) The maximum height is limited to six (6) feet.

(c) Noncommercial speech signs that do not comply with the requirements of this section shall be subject to the permit requirements, sign area, setback and other provisions of this chapter. All noncommercial speech signs shall comply with general sign regulations per MMC 18.80.130.

~~Temporary and special event signs provide information concerning special events including school, church, farmers' markets, sidewalk and garage sales, elections in residential and commercial zones subject to the provisions listed in the sign allowance table and the following supplemental requirements:~~

~~A. Illumination. Not permitted.~~

~~B. Construction. Temporary and special event signs, other than inflatable and banners, shall be constructed of a durable, rigid, all-weather material (i.e., plywood, plastic, etc.) so as not to lose structural integrity in inclement weather. Signs must be of a sufficient weight and stature to ensure that they will remain in place during high winds.~~

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~~(Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.160)~~

A. Permit Required. Murals containing a commercial sign message shall require a sign permit and shall only be allowed on premises in the DC, GC, SC, MUNC, MUC, PO, LI, GI, LOS and LOSA zoning districts. The commercial “display area” of the mural shall be calculated against the allowed signage for the site and/or tenant. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.170)

**18.80.070 Exempt signs.** 

A. General. Subject to the requirements of this section, the following signs shall be exempt from all sign permit provisions and are not subject to the size and other allowances specified in the sign allowance table of this chapter, except for construction, safety regulations and permitting requirements for permanent signs or where otherwise referenced in this chapter. These exemptions shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance, and its compliance with the provisions of this code or any other law or ordinance regulating the same.

B. Traffic or pedestrian control signs, signs required by law, or signs indicating scenic or historic points of interest that are erected by or on the order of a public officer in the performance of their public duty.

C. Signs erected or installed by or at the direction of the city, such as traffic signs, legal notices, railroad warning signs, signs showing the location of underground public utility facilities, and other signs of a nonadvertising nature erected for warning or emergency purposes.

D. Public safety signs including temporary private ground or wall signs exclusively relating to the safety of the public (e.g., “no parking today,” “use covered walkway,” “do not enter,” “danger,” “loading zone”) may be located as needed for public safety without limitations as to number, size, or location so far as the requirements of this chapter are concerned.

E. Signs directly related to a municipal building, structure or installed by the city or required by a governmental entity.

F. The flag of governmental and public institutions.

G. The flag of a commercial institution not advertising a product to be left loose to fly in the breeze. Not to exceed one per business and twenty square feet in surface area.

H. Decorative flags and bunting for a celebration, convention or commemoration of significance to the community located on public right-of-way, when authorized by the city council for a prescribed period of time.

I. Temporary signs and decorations that are customary for special holidays and that are erected on private property.

J. Emblems of local nonprofit organizations and community service clubs, including signs less than two square feet that identify the meeting place and time, provided such signs are located on the building that hosts the service club meetings. Emblems mounted on freestanding, monument, or other signs must comply with the sign allowance table provisions governing informational – public or public wayfinding signs.

K. Bona fide religious symbols located on a property occupied by a private religious institution or building.

- L. Official public notices of federal, state or local governments; official court notices.
- M. Signs incorporated into machinery or equipment by a manufacturer or distributor, which identify or advertise only the product or service dispensed by the machine or equipment, such as signs customarily affixed to vending machines, newspaper racks, telephone booths or gasoline pumps.
- N. Lettering or symbols painted directly onto or flush-mounted magnetically onto an operable vehicle.
- O. Advertising signs located on licensed taxicabs and buses or commercial vehicles operating during the normal course of business. Signs on public transit benches and shelters and on and within public transit vehicles.
- P. The changing of the advertising copy or message on a sign or theater marquee, reader boards, and similar signs specifically designed for the use of replaceable copy.
- Q. Painting, repainting, cleaning, repairing or normal maintenance of an advertising structure or the changing of the advertisement copy or message thereon shall not be considered an erection or alteration which requires a sign permit unless a structural or electrical change is made.
- R. Interior signs ~~that are not visible from the street ROW.~~
- S. Historic signs, typically wall or projecting signs, where the sign is proposed to be restored or authentically recreated as evidenced by historic photographs.
- T. Sculptures, fountains, mosaics, and design features that do not incorporate advertising or identification.
- U. Identification signs upon recycling collection containers for public, charitable or nonprofit organizations. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.210)

Commented [AB122]: In definition

**18.80.080 Prohibited signs.** 

- A. General. From and after the effective date of this chapter, it is unlawful for any person to maintain, erect or place the following signs that are prohibited in the city of Monroe.
- B. Signs that contain statements, words or pictures of an obscene, indecent or immoral character such as will offend public morals or decency under the prevailing statutes or U.S. Supreme Court rulings.
- C. Any sign that constitutes a traffic hazard or is detrimental to traffic safety because of size, location, movement, content, or method of illumination. Any sign that obstructs the vision of drivers or detracts from the visibility of any official traffic control device because it diverts or tends to divert the attention of drivers of moving vehicles away from traffic movement on streets, roads, intersections, or access facilities. No sign shall be erected so that it obstructs the vision of pedestrians, or which by its glare or by its method of illumination constitutes a hazard to traffic. No sign may use words, phrases, symbols or characters in such a manner as to interfere with, mislead, or confuse the steady and safe flow of traffic.
- D. Signs that are of such an intensity or brilliance as to cause glare or impair the vision of any motorist, cyclist or pedestrian using or entering the public right-of-way, or that are a nuisance or hazard to occupants of any property because of glare or other characteristics.
- E. Laser signage consisting of light based displays, with a combination of beams and wide spectrum lights that result in a three-dimensional image.

F. Signs attached to public vegetation and structures within the right-of-way, including utility poles, traffic control devices, and lampposts, or other city-owned property, except the right-of-way itself, unless otherwise allowed pursuant to state or federal laws, are prohibited.

G. Signs that are in violation of the building, electrical or fire codes adopted by the city.

H. ~~Advertising vehicles. Signs attached to or placed upon a vehicle or trailer parked on private or public property designed to operate as a de facto permanent advertising sign. This provision is not to be construed as prohibiting the identification of a firm or its principal products on a vehicle operating during the normal course of business.~~ This does not include automobile for sale signs, or signs attached to franchised buses or taxis.

**Commented [AB123]:** Advertising Vehicles is a defined term.  
No explanation is necessary as it is redundant.  
Taxicabs are already exempt 18.80.070.O

I. Portable reader board signs including trailer signs.

J. Signs with visible moving, revolving or rotating parts or visible mechanical movement of any description or other apparent visible movement achieved by optical illusion, motion, electrical, electronic or mechanical means, except for traditional barber poles.

K. Signs that emit odor or visible matter such as smoke or steam, or involve the use of live animals.

L. Off-premises signs including, but not limited to, billboards, snipe signs and those signs upon vehicles and trailers, except for those otherwise authorized by this chapter. This prohibition shall not apply to noncommercial signs, including but not limited to political signs or other categories of signage specifically exempted under this chapter.

M. Billboards and all product advertising sponsored **flags (including feather banners) and** except those allowed as interior signs that are not visible from the street ROW.

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N. Signs that are painted, pasted, or printed on any curb, pavement or any portion of any sidewalk or street, except house numbers and traffic control signs.

O. Signs painted directly on a sloped or gabled roof surface.

P. Signs for which a permit has been granted under conditions with which the permittee does not comply.

Q. Any sign or advertising structure or supporting structure that is torn, damaged, defaced or destroyed.

R. Abandoned signs or signs in poor repair.

S. Any other signs that are not specifically permitted or exempted by this chapter. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.220)

### 18.80.090 Scenic Vistas Act. SHARE ...

All signs within the city of Monroe visible from SR 2 or SR 203 must be in conformance with the standards of the Scenic Vistas Act (Chapter [47.42](#) RCW and Chapter [468-66](#) WAC) that is incorporated herein by this reference as well as the related Washington State Department of Transportation (“WSDOT”) rules, regulations, and noncompliance penalties; provided, that all signs within the city shall also be subject to any additional restrictions as provided in this chapter.

In the case of conflict between the requirements of the Scenic Vistas Act and this chapter, the more restrictive requirement shall apply. (Ord. 011/2014 § 2 (Exh. B))

### 18.80.100 ~~Portable (sandwich board)~~A-frame signs.



A. Location. Shall meet the following requirements:

1. ~~A-frame sandwich board~~ signs shall conform to the size, number, location, and other specifications listed in the sign allowance table and illustrated in the sign design guidelines.
2. Shall be located on the premises for which it is advertising, in the location specified under the approved permit. Not to be located in the public right-of-way. Not to be located in required parking areas, affixed to or covering required landscaping such as bushes or shrubs. Portable or ~~A-frame sandwich board~~ signs shall not be affixed to, mounted upon or placed upon vehicles parking within the public right-of-way.
3. Shall not interfere with pedestrian movement, nor impede the vision or block the movement of motorists on private or public rights-of-way; provided, however, that due to unique location or other particulars no portable or ~~A-frame sandwich board~~ sign shall be of such a size that it intrudes into any area required to be free of impediments pursuant to the Washington State Barrier Free Access or Americans with Disabilities Act (ADA) regulations as they now exist or may hereafter be amended.
4. Portable signs in the downtown commercial zoning district may be located on the public sidewalk directly in front of the sponsoring business; provided, that a minimum distance of four feet is maintained between the wall of the sponsoring business and the portable sign. Additionally, the location requirements codified at subsection (A)(2) of this section and the permit requirements found in subsection (A)(8) of this section must be satisfied. Where the public streetscape has been improved and the walkway is a minimum ten feet in width, ~~A-frame sandwich~~ signs may be placed within the two-foot zone extending from the private property line or building frontage; provided, that the sign does not extend further into or otherwise obstruct or detract from the portion of the walkway reserved for public access.
5. Duration. To be displayed during business hours only.
6. Illumination. Not permitted.
7. Construction. Portable signs shall be constructed of durable, rigid, all-weather materials (i.e., plywood, plastic, etc.) so as not to lose their structural integrity in inclement weather. Sign must be of a sufficient weight and stature to ensure that it will remain in place during high winds. Owners of portable signs shall be required to keep their signs legible and well maintained.
8. Additional Permit Requirements. For those signs located on the public sidewalk, the applicant shall provide the city with a letter of indemnification appropriate to the city attorney, holding the city harmless for loss or injury resulting from the sign. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.110)

### 18.80.110 Projecting and suspended (under awning) signs.



A. Projection over Right-of-Way. Only those projecting and suspended and under awning signs located in the downtown commercial zoning district may be permitted to project into the public right-of-way, provided they meet all requirements relating to traffic, construction, safety and size; and are attached to an approved awning, canopy, marquee or porte cochere.

B. Additional Permit Requirements. When deemed necessary due to safety concerns, those projecting and suspended (under awning) signs located in the downtown commercial zoning district, over the public right-of-way, shall require the applicant to provide the city with a letter

of indemnification appropriate to the city attorney, holding the city harmless for loss or injury resulting from the sign. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.120, 18.80.130)

**18.80.120 Changeable message and video display signs.** 

A. Changeable copy by electronic or video means may be utilized on any permitted freestanding ~~signpole, pylon, or monument sign~~; provided, that the sign is at least thirty-five feet in any direction from any other sign that uses electronic display and is ninety degrees perpendicular to the flow of traffic.

B. Only one EMC, EMD, or video sign is permitted per site for each street frontage on which the development fronts and the sign is visible from the public ROW.

C. Electronic message centers and displays (EMC and EMDs) are subject to the following restrictions:

1. The copy cannot change more than once every four seconds.
2. The interval between successive displays is zero such that an approaching driver cannot perceive any ~~blinking flashing~~ of the display screen.
3. No special visual effects of any kind such as moving toward or away from the viewer, expanding or contracting, bouncing, rotating, spinning, twisting, or otherwise portraying movement or animation as the message is displayed on the screen or to accompany the transition between any successive messages.

4. Message sequencing is prohibited.

D. Video display signs are subject to the following restrictions:

1. Any portion of the message that uses a video display method shall have a minimum duration of two seconds. Calculation of the duration shall not include the number of frames per second used in a video display method.
2. There shall be zero seconds of still image or blank screen following every message using a video display method so that an approaching driver cannot perceive any ~~blinking flashing~~ of the display screen.
3. Audio speakers shall be prohibited in association with a sign using a video method of display.

E. Digital content signs, including message centers and displays, videos, etc., must have automatic dimming capability that adjusts the brightness to the ambient light at all times of the day and night such that ~~changeable message signs~~ cannot exceed the following foot candles (fc) by zone:

Zoning district	Foot candles
PS, LOS	0.3
PO, DC, MUNC, MUC, LI, GI	0.5
GC, SC	0.8

Source: Illuminating Engineering Society (IES)

Commented [AB125]: Defined

Commented [AB126]: Defined

Commented [AB127]: Defined

Commented [AB128]: Defined

Commented [AB129]: Defined. Generally this is a TV or Computer Screen used as a sign.

Commented [AB130]: Defined

Commented [AB131]: Defined

Commented [AB132]: Updated per definition.

Commented [AB133]: Undefined

Commented [AB134]: Defined

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Commented [AB138]: Updated per definition.

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F. Permit applications for electronic message centers and displays (EMCs and EMDs) and video display sign permits must include a copy of the manufacturer's operating manual which includes the manufacturer's recommended standards for light levels, scrolling or traveling speed and other display operations. EMCs and EMDs are subject to periodic assessment of the sign's performance and impact on traffic safety, driver and pedestrian distractions, and the other criteria of this code. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.180)

### 18.80.130 General provisions.

A. General. No person shall erect, reconstruct, alter, relocate or place any sign within the city except such signs as are permitted, exempt, or not specifically regulated by this title. All signs, including the frames, braces or supports thereof, shall be constructed and maintained in compliance with this title, all applicable requirements of the Uniform Sign Code, Uniform Building Code, and all other applicable ordinances of the city.

B. Conflict of Provisions. If any provision of this chapter conflicts with the Uniform Sign Code or the Uniform Building Code, the provision of this chapter will govern.

C. Structure. Structural components of signs are regulated by the currently adopted edition of the Uniform Sign Code.

D. Electrical. Electrical components of signs are regulated by the currently adopted edition of the National Electric Code. All electrical signs must bear the U.L. label and shall receive a permit from the Washington State Department of Labor and Industries prior to issuance of the sign permit. All utilities, including electrical service, shall be located underground.

E. Illumination. The light directed upon, or internal to, any sign shall be shaded, shielded or directed so that the light intensity or glare shall not adversely affect the surrounding or facing premises, or adversely affect safe vision of operators of vehicles moving on public or private roads, highways or parking areas, or adversely affect safe vision of pedestrians on a public right-of-way. Glare and intense lighting of signs shall not shine on or directly reflect into residential structures. ~~Strobe or strobe-like~~ Flashing devices are prohibited from use where they are visible from the exterior of a building or location.

F. Sight Obstructions. All signs are subject to review by the city engineer for conformance with view obstruction and clearance triangle requirements.

G. Design and Materials.

1. Signs shall be designed for the purpose of identifying the facility or establishment in an attractive and functional manner and to help customers find the specific establishment and location; signs in residential zones should not serve as general advertising.

2. Signs shall be integrated into storefront, building and site design, where applicable, and shall be compatible with their residential, office, business or public park or open space surroundings, and clearly inform viewers of the building tenant or use.

3. Signs shall contain graphic elements that are readable for the intended purpose and of professional design quality.

4. Materials of construction for signs shall be of the quality and grade as specified for buildings in the building code.

5. Electrical raceways, if used, shall be painted to match the background color of the surface the sign is affixed to.

Commented [AB140]: Defined

Commented [AB141]: Defined

Commented [AB142]: Consistency with definition. "Video Display" seems to use dictionary definition, while "Video Display Sign" is defined here.

Commented [AB143]: Defined

Commented [AB144]: Defined

Commented [AB145]: Updated per definition.

6. Backs of Signs. Exposed areas of backs of signs should be finished with appropriate color, material or texture to present an attractive appearance relative to the building materials, color and texture.

7. Design. Signs must be professionally made; handwritten signs of any type (both permanent and temporary) are prohibited except for temporary signage or window treatments for nonprofit organizations, community activities and/or festivals.

H. Inspections. All signs for which a permit is required shall be subject to inspection by the city. The permit holder shall notify the city when the following work is ready for inspection and shall not proceed further until such work has been approved:

1. Footings: before any concrete is poured for freestanding signs or any other sign partially supported on or attached to the ground.

2. Electrical. Signs containing electrical wiring shall be inspected before erection.

3. Final. Signs shall have a final inspection, which is to be made immediately after erection.

4. Relocation Required. The city of Monroe may, on ten days' written notice, by reason of changed traffic conditions or the construction or relocation of public improvements or otherwise, find that a private sign that extends over or maintained on a public property must be relocated. The person maintaining such sign must remove, relocate or alter the sign in accordance with the city's finding at their sole expense.

I. Fire Exits. No sign or any portion thereof shall be anchored to, or attached to, or supported by any fire escape or any standpipe, or erected so as to obstruct or prevent the free ingress and egress from any window, door or fire escape.

J. Obscene Matter. It is unlawful for any person to display signs determined to have or connote obscene, discriminatory, or vulgar messages, images, or other content adverse to community defined standards as defined by the U.S. Supreme Court.

K. Property Owner's Consent. It is unlawful for any person to place, attach or maintain any sign, banner, card, sticker, handbill or other advertising device, with exception to political signs within the right-of-way, upon or within any property, whether public or private, without securing the consent of the owner or their tenant, except as otherwise authorized by this chapter or by other applicable law.

L. Projection over Public Property. Signs supported entirely on private property may extend into the public right-of-way as set forth in the sign allowance table; provided, that in no event shall any sign be permitted to extend beyond the curb line. In the absence of a curb, the curb line shall be established by the city engineer.

M. Clearance from Power Lines. No sign shall be constructed or maintained which would have less horizontal or vertical clearance from communications lines or electric power lines than the clearance prescribed by the Electrical Construction Code of the Washington State Department of Labor and Industries. In case of conflict, the most restrictive shall apply. Whenever it becomes necessary for workmen to be less than ten feet from any electrical conductor carrying more than six hundred volts, the sign contractor shall notify the proper utility company to provide a standby service crew.

N. Power Source. No sign of any type shall be serviced by an overhead electric or power line from a source other than that which is internal to the sign.

O. Public Address Systems.

1. Stationary. No person shall use or operate any public address system, loudspeaker system, or sound amplifying system, whether the source thereof is a human voice, electrical recording, transcription, or musical tone, in connection with or attached to any stationary sign, in such manner as to allow the sounds emitted therefrom to be audible on any streets or sidewalks within the city without obtaining a permit. In granting such permit, the city may establish reasonable conditions thereon and shall prescribe the hours during which any stationary sound equipment may be used.

2. Mobile. No person shall use or operate any mobile public address system, loudspeaker system, or sound amplifying system over or upon the public streets within the city without first obtaining permission to do so from the police department. In granting such permission, the police department may establish reasonable conditions thereon and shall prescribe the hours and areas where the vehicle may be used.

P. Display Vehicles. The provisions of this chapter shall be applicable to signs that are maintained on vehicles, including trailers and container units, if the primary purpose or use of the vehicle is the display of advertising matter as a de facto sign. The provisions of this section shall not be applicable to signs maintained on vehicles when such advertising is incidental to the primary purpose for which the vehicle is being used.

Q. Parking lot signs: within parking lots, should be limited to those necessary for safety and identification. Any required signs for individual stalls should be marked on the pavement. Freestanding or wall-mounted signs should not be permitted, with the exception of ADA handicapped accessible parking signs. Entry/exit signs to parking areas are allowed as shown in the sign allowance table.

R. Off-Premises Special Event Signs. Off-premises special event signage is allowed for public uses, not-for-profit community groups, political or other events and similar uses as defined by a "special event sign" in MMC [18.80.020](#) and as set forth in the sign allowance table or as set forth otherwise in this chapter. If off-premises signage occurs, the signs shall be located not more than twenty-five feet in any direction from the closest intersection(s) unless otherwise determined by the director. (Ord. 011/2014 § 2 (Exh. B))

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**18.80.140 Maintenance and removal.** 

A. Responsibilities. It shall be the responsibility of every owner of real property and their tenant or other person in possession of such property with the consent of the owner to maintain every sign on such property in strict compliance with this code.

B. Maintenance. Every sign shall be constantly maintained in good structural condition and in a state of security, safety, and good repair at all times including all supports, braces, guys, and anchors. The display surfaces of all signs shall be kept neatly posted at all times. If a sign is not so maintained, it must be removed or repaired within thirty days of notification by the city of Monroe. The owner, his agents, or assigns are responsible for such maintenance and compliance with this section.

C. Maintenance Repair or Removal. The city of Monroe shall inspect and have the authority to order the owner to paint, repair, alter or remove signs which have become dilapidated. The city may order the removal of any sign on private property that is not maintained in an orderly condition. In such a case, the city may issue a notice and order of code violation in accordance

with Chapter [1.04](#) MMC. The city may abate conditions which were caused by or continue to be a code violation using lawful means, and recover the costs of abatement as further provided in Chapter [1.04](#) MMC. The order for maintenance or removal of any sign shall be sent by the city to the owner of the sign or property owner. The notice shall be sent by certified mail, return receipt requested. If the action requested in the order is not taken within the specified time period, the city may direct the sign to be removed from the premises. The owner of the sign or the property shall be charged an amount equal to the city's cost for removal of the sign.

Field Code Changed

Field Code Changed

D. Abandoned and Obsolete Signs. Signs for which the use no longer exists, such as the vacation of a business or business site or a property that no longer remains commercially viable, shall be removed or the sign face covered within thirty days following termination of the use or site. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.150)

### 18.80.150 Nonconforming signs.

A. General. Every permanent sign except historic and landmark signs which, by reason of any amendment to the provisions of this chapter which occurred after the date the sign was installed, or by change of zoning district or by annexation of territory to the city, becomes in violation of or does not conform to the provisions hereof, shall be removed or altered so as to conform with the provisions of this chapter within five years from the effective date of such amendment or change unless the owner submits a written request for an extension to the city at least thirty days prior to the expiration of the original five-year period, and the city approves the same. The city may grant up to two separate extensions for a total of two additional years.

**Commented [AB146]:** We are nearing the 5 year period for non-conforming signs. This will affect the following signs:  
Key Bank – Pole Sign

B. Every limited duration and temporary sign must conform to the provisions of this chapter within six months from the effective date of such amendment or change in all zones of the city.

C. Maintenance. Nonconforming signs may be maintained, repaired and repainted without permit or fee during the periods specified in subsection (A) of this section or any extensions granted under subsection (E) of this section, but no structural change shall be made nor shall any increase in area be permitted.

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D. Moving or Alterations. In such cases where a nonconforming sign is moved or changed, the sign shall be treated as a new sign and subject to the requirements of this chapter.

E. Appeal. The period specified in subsection (A) of this section may be extended by the hearing examiner upon application of the person maintaining such sign if the examiner finds that such an extension is necessary for the preservation of substantial property rights of the applicant. The application for the extension shall be made in writing within ten days after notice to remove the sign has been issued by the city.

F. Removal of Nonconforming Signs. If the provisions of subsection (A) of this section are not complied with regarding removal or alteration of nonconforming signs, and no appeal is made in accordance with subsection (E) of this section, the nonconforming sign is to be removed, and the cost thereof shall be charged to the owner or tenant.

G. Any Change in Building Use or Classification. Any change requiring change of use or any new sign structure installation will require applicable signage to conform to the provisions of this section. (Ord. 004/2017 § 11; Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.160)

## 18.80.160 Permits and fees.

A. Permits Required. It shall be unlawful for any person to erect, re-erect, construct, enlarge, display, alter or move a sign, or cause the same to be done, without first obtaining a permit for each sign from the city of Monroe as required by this chapter. This section shall not be construed to require an additional permit to clean, repaint, or otherwise perform normal maintenance or repair of a permitted sign or sign structure. If, however, a sign is modified in any way, a permit is required. No permit shall be required to change the message on a changeable message and electronic sign.

B. Permit Application Procedure – Single-Occupancy Buildings, Complexes, or Properties. A sign permit shall be filed providing completed forms and supplemental information deemed necessary by the city of Monroe to show full compliance with this and all other laws and ordinances concerning single-occupancy buildings, complexes, or properties. A separate permit shall be required for a sign or signs for each business entity or location and a separate permit shall be required for each group of signs on a single supporting structure. Additional signs applied for separately shall require a separate permit.

C. Permit Application Procedure – Multi-Occupancy Buildings, Complexes, or Properties. A sign permit shall be filed providing completed forms and supplemental information deemed necessary by the city of Monroe to show full compliance with this and all other laws and ordinances concerning multi-occupancy buildings, complexes, or properties.

1. The purpose of this section is to establish binding master sign site plans for multi-occupancy buildings, multi-building complexes or properties under common ownership and/or control, in order to establish consistent sign design, location and materials and to allow for certain signage bonuses as set forth below. All development permits for multi-occupancy buildings, multi-building complexes and commonly developed properties sharing common access points and adjacent to one another, approved after the effective date of the ordinance codified in this chapter, shall submit a master sign site plan to the city for approval.

2. Transfer for Master Sign Site Plan. The maximum determined signage for the development may be transferred from one tenant and/or parcel to another within the site.

3. Approval and Modification of Master Sign Site Plan. The city shall approve a master sign site plan and subsequent modifications. Any deviation from the approved master sign site plan such as additional signage, relocating signs, replacement signs and other modifications not including tenant name changes shall require modifying and updating the approved master sign site plan on file at the city.

D. Electrical Permits. An electrical permit shall be obtained for electric signs. Portable sign shall not be located on any property until such time as a building permit has been issued. No building permit will be issued until there is compliance with other codes and ordinances of the city of Monroe and the Washington State Department of Labor and Industries has approved the method of electrical power for said portable sign.

E. Insurance and Hold Harmless Provisions. The owners of temporary ~~A-framesandwich~~ signs and projecting signs, including blade signs, that are located in, project into or overhang a public right-of-way shall prior to approval of a sign permit execute and deliver to the city a hold harmless agreement in a form approved by the city attorney, holding the city harmless against

Commented [AB147]: What about permanent?

any and all claims of any nature whatsoever arising out of the presence of such sign in or over the public right-of-way.

F. Permit Processing. All proposed signs other than those requesting a variance from the requirements of this chapter shall be processed by the city of Monroe following review and comment as specified above, and provided the proposed sign(s) is within the intent and purposes of this chapter, complies with this chapter's provisions, and will not be contrary to the public interest, detrimental to the public welfare or safety, or injurious to property in the vicinity. Signs must be inspected by the city and must conform to the currently adopted International Building Code.

G. Sign Permit Fees. A nonrefundable fee shall be paid upon the filing of an application for a sign permit in accordance with the sign fee which shall be established by city council.

H. Permit – Time Limitation. If, after the issuance of a sign permit, the operations authorized thereunder are not completed or substantially completed within one hundred eighty days after the date of the permit, such sign permit shall be automatically null and void.

I. Revocation of Permit. The city of Monroe may, in writing, suspend or revoke a permit issued under provisions of this chapter whenever the permit is issued in error or on the basis of incorrect information or whenever the sign is in violation of any ordinance, regulation or provision of this chapter.

J. Change of Copy. The holder of a permit, for the duration thereof, shall have the right to change the advertising copy words only on the structure or sign for which the permit was issued, without being required to pay any additional fees.

K. Wall Sign and Mural Maintenance. Failure to properly maintain the mediums used within a painted wall sign or mural or artwork as defined herein shall be sufficient grounds to revoke the sign permit.

L. Interpretation. In all applications for permits where a matter of interpretation arises, the most restrictive definition shall prevail. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.170)

### 18.80.170 Administration and enforcement. SHARE ...

A. Enforcing Authority. The city of Monroe is hereby authorized and directed to enforce all the provisions of this title in accordance with Chapter [1.04](#) MMC and to make necessary interpretations subject to appeal under Chapter [21.60](#) MMC.

B. Removal of Dangerous Signs. If the city of Monroe finds that any sign is unsafe or insecure, or is a menace to the public safety, the sign may be summarily removed in accordance with MMC [1.04.060](#).

C. Removal of Illegal Signs. If the city of Monroe finds that any sign has been constructed, erected, relocated or altered in violation of the provisions of this title, the city of Monroe is hereby authorized and directed to enforce all the provisions of this title in accordance with Chapter [1.04](#) MMC.

D. Any sign removed pursuant to this section may be returned to the owner if retrieved within ten days of removal or earlier upon the owner securing a permit. Any sign which is not retrieved by the owner within ten days may be destroyed.

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Field Code Changed

E. Right of Entry. When it is necessary to make an inspection of a sign or business to enforce any of the provisions of this chapter, or when the city has reasonable cause to believe that an illegally located sign exists or a condition exists which makes a sign unsafe, the city may enter the premises or building where the sign is located at all reasonable times to perform any duty imposed by this chapter, to the extent permissible by law. If the building or premises where the sign is located is occupied, the city shall first present proper credentials and request entry, and if such building or premises be unoccupied, the city shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry.

If such entry is refused, the city shall have recourse to every remedy provided by law to secure entry, including procurement of a search warrant. No owner or occupant or any other person having charge or control of any building or premises shall fail or neglect, after proper request is made and a warrant is provided, to properly permit entry therein by the city for the purpose of inspection and examination pursuant to this chapter. Any person violating this subsection shall be subject to a penalty or fine established by city council.

F. Confiscation of Signs in Right-of-Way. Unauthorized signs or other advertising devices either in, or fully or partially supported on, or projecting over the public right-of-way are hereby declared to be a public nuisance and in violation of this sign code. The city may remove such signs at any time as a means of abating the nuisance. All signs confiscated by the city shall be held for ten working days, after which such signs may be destroyed or otherwise disposed of. The owner of a confiscated sign may recover the sign when it is still in the possession of the city of Monroe upon payment of the recovering fee found in the city of Monroe fees resolution to cover the cost of confiscation and storage.

G. Violation and Penalties. It shall be unlawful for any person, firm or corporation to erect, hang, construct, enlarge, alter, repair, move, improve, convert, equip, use or maintain any sign or sign structure in the city, or cause or permit the same to be done, contrary to or in violation of the provisions of this title. Any person, firm or corporation violating any of the provisions of this title shall be subject to a penalty or fine established by city council, and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this title is committed, continued, or permitted, and upon conviction of any such violation such person shall be punishable by a penalty or fine established by city council.

H. Nonliability. This title shall not be construed to relieve from or lessen the responsibility or liability of any party owning, operating, constructing, installing, altering, removing, moving, or controlling any sign in the city. For damages to person or property injured or damaged either in person or property caused by any defect therein, the city or any agent thereof shall not be held as assuming any liability by reason of permit or of the inspection authorized hereunder or certificate of inspection issued by the city or any of its agents.

I. Conflicting Provisions. If any provision of this title is found to be in conflict with any provision of any zoning, building, fire, safety or health ordinance or code of the city, the provision that establishes the higher standard shall prevail.

J. Severability. If any provision of this title or its application to any person or circumstances is held invalid, the remainder of the chapter or the application of the provision to other persons or

circumstances is not affected, and to this end the provisions of this title are declared to be severable. (Ord. 011/2014 § 2 (Exh. B); Ord. 029/2005 § 1. Formerly 18.80.180)

### 18.80.180 Interpretations.

Where there is any dispute concerning the interpretation of the chapter, the decision of the ~~director-administrator~~ shall prevail, subject to the variance and appeal provisions set forth in MMC [18.80.190](#). Notwithstanding any other provision of this chapter, the provisions of this chapter shall be construed and enforced in a manner consistent with applicable state and federal constitutional requirements. After consultation with the city attorney, the ~~director-administrator~~ may disregard, and/or deviate from, the provisions of this chapter to the extent deemed necessary in the ~~director's-administrator's~~ determination in order to avoid a violation of any party's constitutional rights. Any such determination of the ~~director-administrator~~ shall be made in writing and shall be appealable in accordance with MMC [18.80.190](#). (Ord. 011/2014 § 2 (Exh. B))

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### 18.80.190 Variances and appeals.

A. Powers. Recognizing that there are certain cases that may, or may not, be detrimental to aesthetic character, public health, safety and general welfare, and the effectiveness of visual communication in the city, depending upon the facts of each particular case, a limited power to issue variance permits and to interpret any section of the title is vested with the hearing examiner.

B. Appeals and Variances. Application for special permits and variances from the ruling of the city concerning the provisions herein contained may be made to the hearing examiner. The hearing examiner shall receive all applications requesting review of sign permit decisions, conditions, or determinations relating thereto, for a variance and special permit; and shall maintain and be custodian of all records of the minutes of the meetings and findings. All records shall be open to the public. Copies of the appellant's notice for all special exceptions shall be filed with the city of Monroe, hearing examiner, and planning commission, containing the decision of the city of Monroe and the reasons why the appellant is aggrieved, specifying the grounds therefore. Each application or request for a special exception filed shall be accompanied by a fee to cover the city's cost of handling the request for a special exception. Upon the filing of such fee and application, the city of Monroe shall forthwith transmit to the hearing examiner all papers constituting the record and decision of the city of Monroe relating to the request for a special exception. The hearing examiner shall fix a reasonable time for the public hearing and give due notice thereof to the parties and general public. The hearing examiner shall make a decision within a reasonable time after the hearing.

C. Stay. A request for any special exception to the hearing examiner stays all proceedings, in furtherance of the action from which the request for a special exception was taken, unless the city of Monroe, from whom the request for a special exception is taken, certifies to the hearing examiner, after the notice of a request for a special exception shall have been filed with the city of Monroe, that by reason of facts stated in the certification, a stay would in the city of Monroe's opinion cause imminent peril to life or property, in which case such action shall not be stayed otherwise than by a restraining order, which may be issued by the superior court. The decision of the hearing examiner on the request for a stay shall be transmitted to the city of Monroe.

D. Collection of Expenses Incurred. Whenever there incurs any expense in connection with the removal or alteration of any sign, the cost thereof shall be paid by the owner of the real property

upon which the sign is erected or maintained. In the event any other person is in possession of such property with the consent of the owner, the owner and such other person shall be jointly responsible for the payment of such cost.

1. The city shall submit to the owner and/or other person in possession of the premises a statement of costs incurred by the city for removing or altering the sign.
2. Upon the failure to receive full payment within thirty days from the date the statement is submitted, or within thirty days after conclusion of any appeal proceedings, whichever is later, the city is authorized to provide for the collection of the amounts due in any lawful manner. (Ord. 011/2014 § 2 (Exh. B))

**18.80.200 Sign design guidelines/sign illustrations.**

The city shall maintain sign design guidelines/sign illustrations that illustrate the purpose, design principles, and contents to emulate in the different signs allowed in this chapter. Generally, the examples will indicate design principles to be followed though some aspects, as noted in the text descriptions, may not be exemplary in all cases. Applicants shall, subject to the provisions of this chapter, design and install signs that are equal to or better than the examples and illustrations that will be maintained in the sign design guidelines/sign illustrations. (Ord. 011/2014 § 2 (Exh. B))



**MONROE PLANNING COMMISSION**  
***Agenda Item Cover Sheet***

<b>TITLE:</b>	<b><i>Unified Development Regulations (UDR) Land Use Classifications</i></b>
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<b>DATE:</b>	<b>FILE NUMBER:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
06/04/2018	N/A	Ben Swanson Shana Restall	Ben Swanson Shana Restall	Old Business # 3

**Discussion:** 01/29/2018, 02/26/2018, and 06/04/2018

**Public Hearing:** N/A

**Attachments:** N/A

**DESCRIPTION/BACKGROUND**

The City is in the process of drafting Unified Development Regulations (UDR) to take the place of the existing development regulations in the Monroe Municipal Code. In addition to reflecting the goals and policies adopted in the City’s 2015 – 2035 Comprehensive Plan, the proposed unified development code intends to simplify and streamline Monroe’s development process. One way to create efficiencies in the UDR is to standardize the City’s land use classifications so that they are consistent throughout all zoning districts. Land use is defined by the activity for which a zoning district is intended, designed, arranged, occupied, or maintained. Monroe is presently in transition from a low-density town with a rural character to a regional service and employment hub. Many land uses permitted in the current development regulations are no longer compatible with the growth patterns of the City. Consequently, land uses permitted within the City must be reviewed and revised during the process of drafting the UDR to ensure that they internally consistent and implement the goals and policies of the 2015 – 2035 City of Monroe Comprehensive Plan.

One widely-used framework for organizing land use designations is the North American Industry Classification System (NAICS). NAICS can be used to list and define land uses authorized to be permitted in various zoning districts. NAICS is an industry classification system introduced in 1997 and is used by the United States, Mexico, and Canada to group establishments into industries based on the similarity of their production processes. U.S. statistical agencies use NAICS to facilitate the collection, tabulation, presentation, and analysis of data relating to establishments; and to provide uniformity and comparability in the presentation of statistical data describing the U.S. economy. Although designed for statistical purposes, NAICS United States may also be used for various administrative, regulatory, and taxation purposes such as land use classification.

**RECOMMENDED ACTION(S):**

Discuss and provide direction to staff.



**MONROE PLANNING COMMISSION**  
**Agenda Item Cover Sheet**

<b>TITLE:</b>	<b><i>UDR Buildable Lands Analysis and Population Capacity</i></b>
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<b>DATE:</b>	<b>FILE NUMBER:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
06/04/2018	N/A	Ben Swanson Shana Restall	Ben Swanson Shana Restall	Old Business #4

**Discussion:** 06/26/2017 and 06/04/2018

**Public Hearing:** N/A

**Attachments:**

1. City of Monroe Comprehensive Plan Land Use Map
2. Monroe Comprehensive Plan Table 3.07 – Land Use Designations

**DESCRIPTION/BACKGROUND**

The 2015 – 2035 City of Monroe Comprehensive Plan adopted a Land Use Map that provides a parcel-level plan for future land use in the City (Attachment 1). Descriptions of the land designations specified in the map are provided as Attachment 2. RCW 36.70A.040 requires that cities required to plan under the Growth Management Act adopt “development regulations that are consistent with and implement the comprehensive plan.” At present, the City’s zoning designations are inconsistent with the land use designations in the adopted Comprehensive Plan. Pursuant to state law, the City must bring development regulations, which includes land use and zoning into compliance with the Comprehensive Plan. Portions of the City will need to be rezoned as part of the UDR drafting and adoption process.

Staff will be giving a presentation summarizing the results of the buildable lands analysis prepared for the UDR process. According to RCW 36.70A.115, jurisdictions required to plan under the Growth Management Act must demonstrate that they have sufficient capacity to accommodate their allocated growth targets. The buildable lands analysis calculates future residential capacity in Monroe and determines whether the City will have adequate capacity to meet its population growth targets, as based on the future zoning designations.

<b>RECOMMENDED ACTION(S):</b> None at this time. Staff presentation and Planning Commission discussion only.
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# COMPREHENSIVE PLAN MAP

## COMP. PLAN DESIGNATIONS

- Downtown Commercial
- Tourist Commercial
- General Commercial
- Mixed Use
- Industrial
- Institutional
- Low Density SFR
- Medium Density SFR
- High Density SFR
- Multifamily
- Parks
- Limited Open Space
- Shoreline Industrial
- Transportation

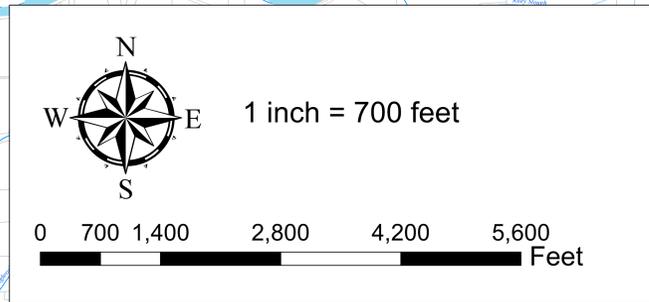
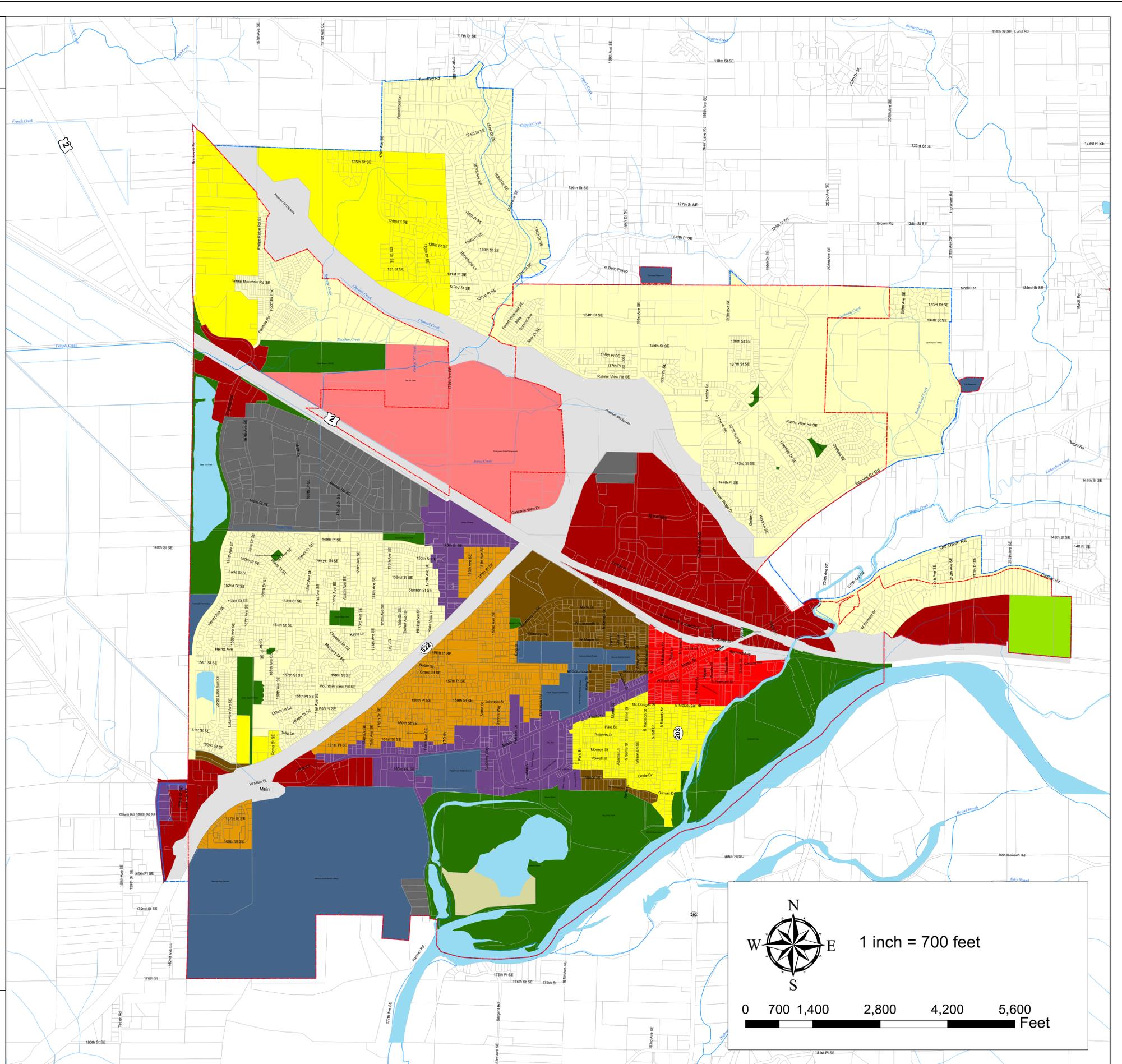
## BOUNDARIES

- Urban Growth Area
- Monroe City Limits

Official City of Monroe 2016 Comprehensive Plan Map  
 This is to certify that this is the official comprehensive plan map of the City of Monroe, Washington.

Adopted December 8, 2015  
 (Signed Copy in City Records)

Map data shown is the property of the City of Monroe & Snohomish County. Inaccuracies may exist and the City of Monroe & Snohomish County imply no warranties or guarantees regarding any aspect of data depiction. No real estate decisions are to be made using this map. Please contact the City of Monroe Planning and Permitting Department to verify the designation(s).



**Table 3.07 - Land Use Designations**

Designation	Description
<b>Low Density SFR</b>	<p>The Low Density Single-Family Residential designation will develop at an approximate gross density of three to five units per acre. This is a gross density, applying this density to every acre within the designation regardless of physical constraint. By using a gross density – and not one tied specifically to a particular lot size – developers can explore clustering or other creative design approaches when their sites include constraints imposed by critical areas, easements or rights of way. In cases where land is relatively free of constraint, single-family subdivisions in this designation may have individual lots ranging from about 9,000 square feet to 14,500 square feet. In highly constrained areas individual lots may be smaller. The Low Density SFR designation allows for parks. The Low Density SFR designation allows for neighborhood scale retail and commercial developments along arterials.</p>
<b>Medium Density SFR</b>	<p>The Medium Density Single-Family Residential designation is based on gross density. Unlike the Low-Density SFR designation, these areas can develop at a higher intensity, ranging from approximately five to seven units per acre. Where sites are unconstrained, this can result in individual lot sizes of about 6,000 square feet to 9,000 square feet. The Medium Density SFR designation would allow for parks.</p>
<b>High Density SFR</b>	<p>The High Density Single-Family Residential designation is intended to facilitate redevelopment and transformation in the area generally east of SR 522, south of US 2, north of Main Street, and west of the King Street alignment. Development intensity is set at one unit for every 3,000 square feet of lot area, permitting higher-density housing types, including attached housing like town-homes, on parcels larger than 6,000 square feet in area. This helps to maintain consistency of housing types on infill lots within already subdivided neighborhoods while also allowing the introduction of more compact housing forms on larger sites. This approach is consistent with the intent of the City’s existing infill development standards, but the guidance in this plan is to amend those development standards to more closely implement plan policy and to be easier to use, overall. The High Density SFR designation allows for parks.</p>
<b>Multifamily</b>	<p>This designation shall provide for multiple-family residential developments at a range of densities between 12 and 25 dwelling units per acre where the full range of public facilities and services to support urban development exist. Generally, this designation is appropriate for land that is located convenient to principal arterials and to business and commercial activity centers. This designation is intended for areas of infill housing such as the Downtown and the western area of the West Main Street corridor as well as for senior housing developments and other special housing groups.</p>
<b>Downtown Commercial</b>	<p>This designation shall comprise retail and service businesses that cater primarily to pedestrian traffic, including retail shops, personal services, entertainment or restaurants and bars, mixed use and residential uses. Downtown commercial users typically do not include (or cater to) automobile-dependent uses. Mixed-uses can occur within a single building or as multiple structures on the same property. In general, residential uses will be above or behind the primary commercial uses.</p>
<b>Tourist Commercial</b>	<p>The Tourist Commercial designation anticipates a new generation of planning and development in the vicinity of the airport and County Fairgrounds. It welcomes visitor accommodations, entertainment, events, and ancillary commercial development, yet it still may permit business park or related development that may eventually replace the airport. This part of Monroe is geared to serve those who visit, with direct access to a range of transportation infrastructure and unique regional facilities.</p>
<b>General Commercial</b>	<p>This designation comprises most retail, dining, entertainment and similar businesses that are conducted primarily indoors. Commercial uses generally provide services or entertainment to consumers for household use or for business services. Such uses may include, but are not limited to, eating and drinking places, lodging, finance, real estate and insurance, and personal services. Commercial uses may also involve outdoor display and/or storage of merchandise and tend to generate noise as a part of their operations. Such uses include but are not limited to shopping centers, large retailers, grocery stores, retail sales, food and drink establishments, auto, boat and recreational vehicle sales, automobile repair, and equipment rental, and other related uses. Uses within the Commercial designation may also include personal and professional service businesses that commonly locate in office buildings, such as banks, medical and dental clinics, accounting, law, real estate, insurance, travel agencies and similar businesses.</p>

**Table 3.07 - Land Use Designations**

Designation	Description
<b>Mixed-Use</b>	<p>Mixed-Use areas should be concentrated in areas of the city characterized by a diverse fine-grained mix of land uses; where there is the ability to develop land efficiently through the consolidation and infill of under-utilized parcels; and where infrastructure, transit and other public services / facilities are available or where the city or proponent can provide public services. Mixed-use areas encourage office, retail, and light-industrial uses; compatible high-technology manufacturing; institutional and educational facilities; public and private parks and other public gathering places; entertainment and cultural uses; and attached residential units up to 25 dwelling units per acre integrated throughout the district, within the same property, or inside a single building.</p> <p>Design standards will increase compatibility among the mixed-uses on both the site and structures. Standards to integrate development may include but not be limited to coordinated building design, signage, landscaping, and access configuration. The city will implement this designation by more than one zoning classification. Individual development proposals will take into account the density of adjacent existing development and the capacities of existing and planned public facilities.</p>
<b>Industrial</b>	<p>This designation comprises both light and general industrial uses and may include small-scale ancillary commercial uses. Light industrial includes non-polluting manufacturing and processing, wholesaling, warehousing and distribution and other similar activities, which tend to require large buildings and to generate more large-truck traffic than other types of land uses. General industrial comprises more intensive manufacturing and processing operations than those in light industrial zones. However, all heavy industrial uses (as well as light industrial uses) must meet the performance standards in the zoning ordinance to prevent undue adverse impacts from noise, smoke, dust, glare and other bulk controls.</p>
<b>Institutional</b>	<p>This designation shall include county, state, or federally-owned and operated facilities located within city limits or the urban growth area. These include the Washington State Reformatory, Public Library, and the Evergreen State Fairgrounds, all of which are regional uses, as well as large sites dedicated to school or municipal use.</p>
<b>Parks</b>	<p>This designation shall include public neighborhood, community and regional parks, recreational facilities, and undisturbed natural open space preserved through acquisition by the city or other public entity, transfer of development rights, dedication or other mechanism. Potential sites for parks, recreation facilities and dedicated open space shall be denoted on the plan map to indicate that use is appropriate, but the exact location may not yet be determined. Private parks which may be open to the public but not dedicated to the City are not included in this designation.</p>
<b>Limited Open Space</b>	<p>This designation shall provide for residential uses at a maximum density of one dwelling unit per five acres. Land in this category is appropriate for very low-intensity development because it may lack availability of public services and be impacted by critical areas. Limited Open Space areas can be suitable for buffers between development types or as a low-intensity land use along the edge of the urban growth area. Limited open space areas can also provide for enhanced recreational facilities and linkages to existing or proposed trails and open space systems.</p>
<b>Shoreline Industrial</b>	<p>This designation applies only to the property hosting the existing and continuing Cadman gravel operation. It permits the processing of rock, a land use that was once only appurtenant to the operation's gravel mining that was happening on site. This land use designation acknowledges the continuation of the processing operations, even as the mining portion of the operation phases into reclamation.</p>
<b>Transportation</b>	<p>The transportation designation is applied to large landholdings dedicated to regional transportation purposes. This includes the US 2 corridor, the SR 522 corridor, the railroad corridor and the land owned by WSDOT for the future US 2 bypass. It does not include City owned right-of-way.</p>