

# TOWN OF EATONVILLE

## Agenda Staff Report

Agenda Item No.: \_\_\_\_\_ Meeting Date: July 28, 2014  
Subject: Ordinance No. 2014-6 amending EMC Prepared by: Scott Clark,  
Chapter 18.06, Sign Regulations, By Contract Town Planner  
Adding Text Regarding Feather, Off- Atty Routing No: \_\_\_\_\_  
Premise And Billboard Signs Atty Review Date: \_\_\_\_\_  
(1st Reading)

**Summary:** Pursuant to the February 10, 2014 direction of Council, Eatonville Planning Commission has completed their review and forwards the following amendment proposal of Chapter 18.06, Sign Regulations, for Council review and consideration. The Planning Commission recommendation includes the addition of provisions for the use of “feather signs” in the Downtown and General Commercial Districts, clarification that Billboard signs are prohibited, and the addition of provisions for Off-Premise signage for Public Agencies. The proposed feather sign provisions include a definition and the addition of height, width, location, placement and design standards etc. A definition of Billboard Signs has been added along with being specifically added to the list of prohibited signage. The Off-Premise provisions include a definition and the addition of supplemental standards, findings and a modified approval procedure. (Attachment A)

**Recommendation:** The Planning Commission unanimously voted to recommend approval of the proposed amendment to the Sign Regulations as written in draft Ordinance No. 2014-6.

**Motion for consideration:** I move to approve for first reading of Ordinance No. 2014- 6 amending Eatonville Municipal Code, Chapter 18.06, Sign Regulations, by adding provisions for the use of feather signs, off-premise signage for public agencies”, and expressly prohibiting Billboard Signs.

**Fiscal Impact:** None

**Attachments:** Attachment A - Ordinance No. 2014-6  
Attachment B - Planning Commission Staff Report  
Attachment C – June 6, 2014 Draft Planning Commission Minutes  
Attachment D – June 16, 2014 Draft Planning Commission Minutes  
Attachment E – July 7, 2014 Draft Planning Commission Minutes

ATTACHMENT A

Ordinance 2014-\_\_\_\_\_

**AN ORDINANCE OF THE EATONVILLE TOWN COUNCIL  
AMENDING EATONVILLE MUNICIPAL CODE CHAPTER 18.06  
“SIGN REGULATIONS”**

**Whereas**, on February 10, 2014, Town Council requested the Planning Commission initiate a review process of the sign regulations, Eatonville Municipal Code (EMC) Chapter 18.06; and

**Whereas**, beginning February 18, 2014, the Planning Commission promptly conducted a number of workshops and hearing forums (eight in total); and

**Whereas**, having duly provided public notice, completed the required open record public hearing and having carefully considered public comments, on July 7, 2014 the Planning Commission unanimously voted to recommend approval of the sign regulations amendment proposal contained herein; and

**Whereas**, the Town Council has reviewed the Planning Commission’s recommendations and has determined public necessity and convenience and the general welfare require the amendment of EMC Chapter 18.06, Sign Regulations; and

**Whereas**, the intent of said Ordinance is to add provisions for the use of “Feather Signs” and “Off-Premise signs for Public Agencies”, and the clarification of the prohibition of “Billboard Signs”; now, therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF EATONVILLE  
AS FOLLOWS:**

**Section 1:** Section 18.06.040 of the Eatonville Municipal Code is hereby amended to read:

**18.06.040 Prohibited Signage.**

The following signs are prohibited within the Town of Eatonville.

- A. Roof Signs except as permitted in 18.06.100 B (10).
- B. Animated Signs.
- C. Flashing Signs. (excludes chasing or blinking low wattage lights outlining a marquee).
- D. Signs which purport to be, or are, an imitation of, or resemble an official traffic sign or signal, or which bears the words “stop”, “caution”, “danger”, “warning”, or similar words.

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- E. Signs which, by reason of size, location, movement, content, coloring or manner of illumination may be confused with or construed as a traffic control sign, signal or device, or the light of an emergency or radio equipment vehicle, or which obstruct the visibility of traffic or street sign or signal device;
- F. Signs which are located upon or projecting over public streets, sidewalks, or rights-of-way except when specifically authorized in this title.
- G. Signs attached to utility poles and street signs.
- H. Signs placed on public property except when specifically authorized in this chapter.
- I. Off-premises signs except as provided for in section 18.06.120( I).
- J. Feather signs except as provided in section 18.06.080(M).
- I.K. Billboard signs.

**Section 2:** Section 18.06.080 of the Eatonville Municipal Code is hereby amended to read:

**18.06.080 Temporary Signs.**

Temporary Signs are permitted subject to the following conditions:

A. Construction signs.

- 1. Construction signs which are to be displayed for less than 30 days shall be known as "temporary construction signs." Construction signs to be displayed for more than 30 days shall be known as "semi permanent construction signs."

a. Temporary Construction Signs.

- i. Temporary construction signs shall not require a permit.
- ii. Temporary construction signs shall not exceed 12 square feet in area and 6 feet in height.
- iii. There is a maximum of 2 temporary construction signs per lot.
- iv. Temporary construction signs may be displayed only after a building permit for the site is obtained and during the period of construction on the construction site.

b. Semi Permanent Construction Signs.

- i. Semi permanent construction signs shall require a sign permit.
- ii. Such signs may be displayed only after a building permit for the site is obtained and during the period of construction on the construction site.
- iii. Only 1 semi permanent construction sign is permitted per street frontage.
- iv. In all zones other than single-family residential zones, no semi permanent construction sign shall exceed 32 square feet in sign area (printed copy on one side only) or 10 feet in height, nor be located closer than 10 feet from the

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property line or closer than 30 feet from the property line of the abutting owner.

- v. In single-family residential zones, no semi permanent construction sign shall exceed thirty-two square feet in sign area (printed copy on one side only) or ten feet in height, nor be located closer than five feet from the property line nor be located closer than ten feet from the property line of the abutting owner.
- B. Grand Opening Displays. No sign permit is required. Such temporary signs, posters, banners, strings of lights, clusters of flags, balloons or other air or gas filled figures, and searchlights are permitted for a period of seven days only to announce the opening of a completely new enterprise or the opening of an enterprise under new management. All such materials shall be removed immediately upon the expiration of seven days. Such displays are permitted only in commercial zones where the enterprise so advertised is allowed under zoning regulations. Searchlights may be permitted by any business or enterprise provided the beam of light does not flash against any building or does not sweep an arc less than forty-five percent from the vertical.
- C. Special Event Signs. No sign permit is required. Such temporary signs may be placed upon private property only and shall not be larger than four square feet. Said signs shall not be posted or attached to telephone poles, power poles, town parks or other public utility facilities. Such signs may be displayed thirty days prior to an event and must be removed within seven days after the event conclusion. The event committee for which the sign is displayed shall be responsible for its removal and subject to the penalties as provided in this chapter. Searchlights may be permitted by any business or enterprise provided the beam of light does not flash against any building or does not sweep an arc less than forty-five percent from vertical.
- D. Real Estate Signs. No permit is required. All exterior real estate signs must be wood, plastic, or other durable materials. Said signs shall not be posted or attached to telephone poles, power poles, town parks or other public utility facilities. The permitted signs, with applicable limits are as follows:
1. Residential "for sale" and "sold" signs. Such signs shall be limited to one sign per street frontage not to exceed 6 square feet in sign area, placed wholly on the property for sale, and not to exceed a height of 6 feet.
  2. Residential directional "open house" signs. Such signs shall be limited to one sign per street frontage on the premises for sale and three off-premises signs. However, if a realtor has more than one house open for inspection in a single development or subdivision, he/she is limited to four off-premises "open house" signs in the entire development or subdivision. Such signs are

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permitted only during daylight hours and when the realtor or seller or an agent is in attendance at the property for sale. No such sign shall exceed five square feet in sign area.

3. Undeveloped commercial and industrial property "for sale or rent" signs. One sign per street frontage advertising undeveloped commercial or industrial property for sale or rent. The sign shall not exceed thirty-two square feet in sign area and seven feet in height.
4. Developed commercial and industrial property "for sale or rent" signs. One sign per street frontage advertising a commercial or industrial building for rent or sale is permitted while the building is actually for rent or sale. If one face of the building is less than ten feet from the property line, the sign shall be placed on the building or in the window. The sign shall not exceed seven feet in height and, if freestanding, shall be more than fifteen feet from any abutting property line or a public right-of-way line. Said sign shall not exceed thirty-two square feet in sign area.
5. Undeveloped residential property "for sale" signs. One sign per street frontage advertising undeveloped residential property for sale is permitted not exceeding thirty-two square feet in sign area. Said sign must be placed more than thirty feet from the abutting owner's property line and may not exceed a height of seven feet.
6. Subdivisions approved after the effective date of this Ordinance are permitted one cluster of flagpoles (not to exceed five flagpoles) in front of sales offices to advertise the new development.

### E. Political Signs.

1. No sign permit is required.
2. Political signs shall be removed within 10 days of an election.
3. Political signs shall not exceed 10 square feet in area.
4. Political signs shall not exceed 6 feet in height.
5. Political signs are prohibited from placement on public property or in the public right of way except for election signs when located in parking strips and other landscaped areas where such a strip may be fairly attributed to an adjacent property owner and when that adjacent property owner has personally placed or given permission to place the political sign.
6. Political signs shall be unlit.
7. Political signs shall not be erected or affixed on or to any public property or utility poles and in no event may political signs be erected or affixed by any person on or to any property without the consent of the owner or occupant of such property.

- F. Civic Activity Signs. Civic Activity signs shall require a permit. Any sign that advertises a civic event open to the public and sponsored by a political subdivision of the State, educational institution,

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religious institution, civic or fraternal organization, or not-for-profit organization is permitted as follows:

1. Any person or organization desiring to erect a temporary Civic Activity sign shall make application to the planning director or his/her designee in writing at least thirty (30) days prior to erecting the sign. The planning director may make exception to this timing requirement at his or her discretion.
  2. The planning director or his/her designee may grant permission for the installation of an offsite civic activity sign on public property for a period not to exceed 30 days if, in his/her opinion, the proposed display or sign will not adversely affect the neighborhood or create a nuisance to the surrounding area.
  3. Civic activity signs shall not exceed 32 square feet and shall not be higher than six (6) feet in height.
- G. Community Banners or cloth signs. Community Banners shall require permits. Such signs may be permitted and extended across the public street by permission of the Town Planner or approved representative. Such signs may only be placed at Town designated locations and erected by Town personnel. Signs may be hung three weeks before an event and must be taken down no later than two days after the event is concluded.
- H. Banners. Banners shall require a sign permit. Such signs may be permitted on private property. Banners may be used to advertise a sale, other special events, or for businesses waiting for a permanent sign. Businesses are only allowed one banner per wall with a maximum of two banners per business at any one time. All banners must comply with the following:
1. Maintenance standards. All banners must be legible, made of durable materials and must be well maintained.
  2. Time limitation. Banners are limited to two, thirty-day placements per calendar year.
  3. Location on property. Banners must be located completely on a wall, and tacked down on four corners. Banner size shall be regulated to a maximum of ten percent of the architectural elevation per wall.
- I. A-Board Signs (Sandwich Boards).
1. A-Board signs shall require a permit.
  2. A-Board sign faces shall be a maximum of forty-eight (48) inches in height by thirty-two (32) inches in width.
  3. Any application for a permit to locate an A-Board sign in a public right-of-way shall include in the application a certificate of liability insurance naming the Town of Eatonville as additionally insured. The certificate of liability shall be in the form of General Commercial Liability Insurance in a minimum amount of \$1,000,000.00 per occurrence.
  4. A-Frame signs may be permitted in a multi tenant complex if allowed as part of an approved sign program.

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5. There shall be a maximum of one A-Board per street frontage per business.
  6. A-Board signs shall allow for a clearance of paved walkways of not less than forty-two (42) inches.
  7. A-Board signs shall be allowed for Commercial uses only.
  8. A-Board signs shall be constructed of metal, wood, chalkboard, or white board and shall be designed to resist wind loads.
  9. A-Board signs shall be removed when the establishment is not open for business.
  10. A-Board signs shall be kept in a legible, intact, and well maintained manner.
  11. A-Board Signs shall not be lit.
  12. A-Board signs shall be located on or immediately adjacent to the business or building to which the sign is associated.
- J. **Garage sale Signs (yard sale, moving sale, patio sale).** No sign permit is required. Such signs shall be limited to one sign on the premises and three off-premises signs. No such sign shall exceed four square feet in sign area. The offsite signs shall be attached to a 2-4 foot wooden stake and may be stuck into the ground with in a public right of way or on private property with that property owner's permission, but shall not obstruct pedestrian paths. Off-site signs shall include the address where the sale is to be located. The sign or signs may be displayed only during the sale and must be removed the day the sale ends. Signs may not be attached to light poles, power poles, street signs, and may not be placed in any parks including welcome point. The person or persons for whom the sign or signs are displayed shall be responsible for its removal and subject to the penalties as provided by this title.
- K. **Seasonal Signs.** No sign permit is required. Vendors who receive a temporary business license for seasonal or temporary sales activities (e.g. Christmas trees or fireworks) are permitted one sign not to exceed 20 square feet in sign area. This sign shall be mounted to the booth or trailer used for temporary sales.
- L. **Temporary Window Signs.** Temporary window signs shall not cover more than 25% of any window and shall be immediately removed or replaced in the event that such a sign deteriorates from its original condition. Temporary window signs may be displayed for no longer than 30 days.
- M. Feather Signs.** Feather Signs shall require a sign permit within the Downtown and General Commercial Zoning Districts (C-1 and C-2). In addition to all other permitted signs, a maximum of two (2) on-site feather signs may be permitted for each business. Such signs may contain language, design(s) and/or pictures for advertisement, greeting or similar commercial messaging purposes. To preserve the aesthetic value of the town, feather signs shall be prepared in appearance or in fact by design professionals (e.g., graphic designers, professional sign shops). Feather signs shall be:
1. A maximum of fourteen (14) feet in height.

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2. No more than thirty-seven and 1/2 (37.5) inches in width.
3. Located only on the business's private property.
4. A minimum of one (1) foot from driveways and sidewalks (or curb if no sidewalk is present).
5. A minimum of five (5) feet from the Side Yard Lot Line.
6. Placed no closer than ten (10) feet from all signs.
7. Designed and located in a way that does not create a safety hazard (including but not limited to vehicular and/or pedestrian traffic and movement).
8. Kept neat and orderly around the base.
9. Securely anchored in a temporary fashion.
- ~~10.~~ Subject to inspection for compliance with all applicable regulations.
- ~~11.~~ Businesses with an existing illegal sign shall be prohibited from using Feather Signs.

**Section 3.** Section 18.06.120 of the Eatonville Municipal Code is hereby amended to read:

### **18.06.120 Other Permanent Signage.**

#### **A. Service Station Signage.**

1. Service stations may have an additional 4 square feet per face per fuel type (maximum of 4 fuel types) to advertise fuel prices.
2. Service stations may advertise the brand of gasoline on the side of a service station canopy. Sign lettering shall not exceed 20 inches in height.
3. If a service station is located in a multitenant complex, the service station may have an additional freestanding sign (in addition to that allowed for the multitenant complex) for the purposes of identification and fuel price display.



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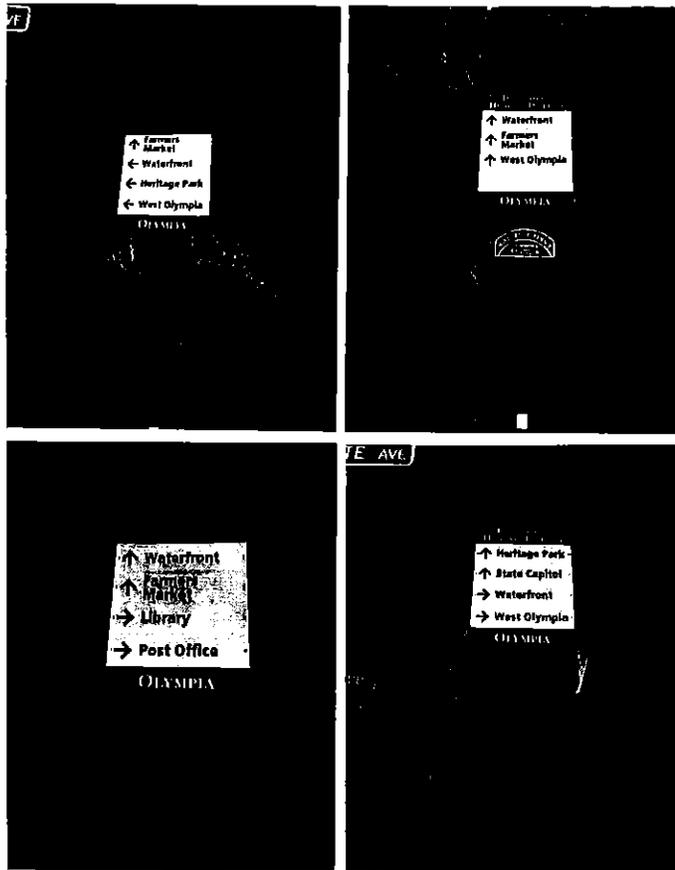
- B. Subdivision Signage. Up to one (1) permanent single faced ground sign may be placed per side of a street or driveway per entrance to a subdivision or PUD for the purposes of identifying the name of the development provided that the sign(s) be no taller than seven (7) feet in height and thirty-two (32) square feet per face in text or graphical area. Signs may be located within a public right of way if approved by the planning director. The area around such signs shall be landscaped and provision for the maintenance of the landscaped area shall a condition of approval. Signs shall be constructed of masonry, stone, metal, or wood and if lit, shall be lit indirectly.
- C. Address Signs. Each residence, building, business, or complex of businesses shall display and maintain on-premises street address number identification. The number or letters shall be visible from the street and be at least six (6) but not greater than twelve (12) inches high and of a color contrasting with the background upon which placed. Street address identification signs shall not require a sign permit.
- D. Bulletin Boards.
1. Bulletin boards shall require a sign permit.
  2. Bulletin Boards shall be incorporated into the design of a freestanding or wall sign.
  3. If a bulletin board is to be combined into the design of a freestanding or wall sign, an additional 12 square feet in area per face in addition to that which is allowed for the freestanding or wall sign shall be allowed.
  4. The bulletin board shall be limited in height to the maximum height of the sign into which it is being incorporated.
  5. Bulletin boards may be single or double faced.
  6. Changing message center signs may be used as a bulletin board subject to the following requirements:
    - a. Messages on Electronic Reader Boards shall be fixed for a minimum of 5 seconds.
    - b. Flashing messages, scrolling messages, and animation are prohibited.
    - c. In between each 5 second fixed message, the sign may switch to the time and temperature which shall be displayed for a minimum of 2 seconds.

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E. Way Finding Signage. All way finding signage shall be erected in accordance with a way finding signage plan to be approved by the Planning Director. All way finding signage to be erected within the town shall be of a uniform design concept.

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- F. Home Occupations. Home occupations located in SF or MF zones are limited to one 2 square foot sign which may be indirectly illuminated.
- G. Multi-family Buildings. A multifamily building which is not part of a complex may erect on sign not to exceed 18 square feet in area and 5 feet in height. Rental information such as name and contact information may be included as a subservient portion of the sign. Signs may be wall, ground, or fence mounted.
- H. Multi-Family Complexes. Multi-Family Complexes are permitted two signs per entrance not to exceed 18 square feet in area and 5 feet in height. Rental information such as name and contact information may be included as a subservient portion of the sign. Signs may be wall, ground, or fence mounted.

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### I. Off-Premise Signs.

1. Off-Premise signs may be erected by any building (or business owner in the event of a single tenant building) owner who has a single tenant building or multiple tenant complex which is not located on an arterial or collector. Such a sign may be placed on private property (in addition to any other signs on that property) with the permission of that property owner and after obtaining a sign permit. There is a maximum of one sign per business and such a sign shall either be consistent with the town's way finding signage plan or shall be of a similar construction to way finding signage as follows.
  - a. The sign(s) shall be mounted on a pole not to exceed 9 feet in height.
  - b. The sign(s) shall be of a maximum dimension of 42 inches x10 inches.
  - c. The sign(s) may include the name of the business or service and a directional arrow.

Below is an example of way finding signage and of the type of sign which would be suitable for use as an offsite sign.

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2. A public agency may erect an off-premises sign on town-owned property subject to compliance with the application procedures, sign regulations, design standards, and fees set forth in this chapter. Applications from public agencies to erect off-premises signs on town-owned property shall be reviewed and approved by the town council. The applicant shall have the burden of demonstrating:

- a. The sign meets applicable town sign regulations and design standards;
- b. The applicant's property is subject to site constraints and/or unique circumstances are present that warrant the placement of the off-premise sign on the town's property; and
- c. The sign location and design will: 1) be reasonably consistent with any existing or future development or utility plans; 2) not create vehicular or pedestrian safety hazards; and 3) not create an unreasonable impediment to the use of the town's property, or any right-of-way, access or utility easement.

The applicant shall execute a lease in a form satisfactory to the town attorney and approved by the town council. The town council may elect to forward the public agency's sign application to the planning commission for a recommendation, which shall be returned to council in no more than 60 days.

J. Internal Circulation Signage. Such signs may be used to indicate vehicle entrances, exits, drive-thrus, or other instructions, but may not contain commercial advertising. Internal Circulation Signage shall not require a permit. Maximum two and one-half feet high, maximum two feet width, maximum six inch high lettering size and these signs may also be designed to be on poles.

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- K. Informational signs. Such signs shall require a permit and may be used for informational purposes only, and not for advertising copy. Such signs may be a maximum of six square feet in size, must be designed in a uniform manner using a single background color and a single color and typeface for wording and may be designed to be on poles.

**Section 4.** Section 18.06.180 of the Eatonville Municipal Code is hereby amended to read:

### **18.06.180 Definitions.**

“Abandoned Sign” means any sign which is located on property which becomes vacant and unoccupied for a period of six months or more, or any sign which relates to any occupant or business unrelated to the present occupant or his business, or any sign which pertains to a time, event, or purpose which no longer applies.

“A-Board Sign” means a temporary sign made of metal, wood, chalkboard, or white board that is not permanently attached to the ground, is consistent with the standards set forth in Section 18.06.110.A.9., and is designed for and oriented toward pedestrians.

“Animated Sign” means any sign which includes action or motion or the optical illusion of action or motion, or color changes of all or any part of the sign facing, requiring electrical energy, or set in motion by movement of the atmosphere. Excluding from the definition are public service signs, searchlights and flags.

“Arterial Streets” The following streets within the town of Eatonville shall be considered Arterial streets for the purposes of regulating offsite signs:

1. Washington Avenue between Orville Road and Larson Street.
2. Larson Street between Washington and Mashell Avenue.
3. Mashell Avenue.
4. SR 161.
5. Center Street to the east of Eatonville Highway.
6. Eatonville Highway.

“Awning” is a temporary or permanent shelter supported entirely from the exterior wall of a building.

“Banner” A flexible substrate on which copy or graphics may be displayed.

“Billboard sign” means an outdoor advertising sign or poster panel which advertises products, businesses, and/or services not connected

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with the site on which the sign is located and which are customarily leased for commercial purposes.

“Building Elevation” means the entire side of a building from ground level to the roofline as viewed perpendicular from that side of the building.

“Bulletin Board (reader board)” means a sign so designed that the message may be changed by removal or addition of specially designed letters that attach to the face of the sign.

“Canopy Sign” means a multisided overhead structure supported by columns, but not enclosed by walls.



**CANOPY SIGN**  
ON FREE-STANDING CANOPY

“Changing Message Center Signs” means an electronically or electrically controlled sign where different automatic changing messages are shown on the same lamp bank.

“Civic Activity Sign” means any sign that advertises a civic event open to the public and sponsored by a political subdivision of the State, educational institution, religious institution, civic or fraternal organization, or similar not-for-profit organization.

“Collector Streets” The following streets within the town of Eatonville shall be considered Collector streets for the purposes of regulating signs:

1. Carter Street.
2. Lynch Street.
3. Center Street to the West of Eatonville Highway.
4. Rainier Avenue.
5. Orchard Avenue.
6. Pennsylvania Avenue.

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7. Weyerhaeuser Road.
8. Bergeren Road.
9. Madison Avenue.
10. Alder Street.
11. Antonie Ave.

“Construction Sign” means any sign used to identify the architects, engineers, contractors or other individuals or firms involved with the construction of a building and announce the character of the building or the purpose for which the building is intended.

“Fascia Sign” See “Wall Sign”

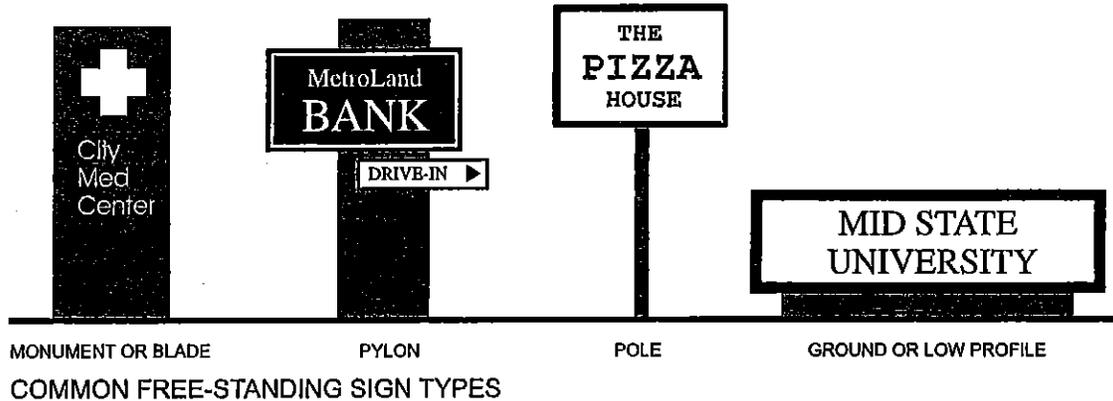
“Feather sign” means a sign made of cloth, plastic or similar material affixed to a pole that is located outdoors. Feather signs are “temporary signs”, securely anchored for safety but not permanently anchored to the ground.



“Flashing Signs” means any sign which contains an intermittent or flashing light source or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted intermittent light source. Excluded from the definition are public service signs.

“Free Standing Sign” means any sign which is supported by one or more uprights, poles or braces in or upon the ground.

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“Frontage” means the length of the property line(s) of any single premise along either a public way or other properties on which it borders.

“Garage Sale Signs” i.e., yard sales, moving sales, patio sales, means temporary signs used to announce a sale of used items.

“Grade” means the elevation or level of the street closest to the sign to which reference is made, as measured at the street’s centerline, or the relative ground level in the immediate vicinity of the sign.

“Grand Opening Displays” means temporary signs, posters, banners, strings of lights, clusters of flags, balloons and searchlights used to announce the opening of a completely new enterprise or the opening of an enterprise under new management.

“Ground Sign” See “Freestanding Sign.”

“Height” or “Height of Sign” means the vertical distance from the grade to the highest point of a sign or any vertical projection thereof, including its supporting columns.

“Incidental signs” are small signs of a noncommercial nature without advertising intended primarily for the convenience of the public and have a maximum area of three square feet. Included are signs designating restrooms, hours of operation, entrances and exits to buildings and parking lots, help wanted, public telephones, no parking, warning, etc. Also included are labels and brand names directly affixed to consumer products such as the brand name of a garbage container or labels indicating “paper recycling.”

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“Informational Signs” means a sign within a business park or commercial subdivision indicating only the name of a particular use and the direction in which it is located.

“Internal Circulation Sign” means a sign used to aid customers in circulation within parking lots of commercial properties.

“Landscaping” means any material used as a decorative feature, such as shrubbery or planting materials, planter boxes, concrete bases, brick work, decorative framing or pole covers, used in conjunction with a sign which expresses the theme of the sign and related structure but does not contain advertising copy.

“Mansard Roof” means a sloped roof or roof-like façade architecturally able to be treated as a building wall.

“Marquee” is a permanent roofed structure attached and supported by the building.

“Menu Board” means a free-standing sign orientated to the drive-through lane for a restaurant that advertises the menu items available from the drive-through window, and which has no more than 20 percent of the total area for such a sign utilized for business identification.

“Multi-Tenant” means a building or complex which houses more than one business or non residential tenant.

“Multi-Tenant Ganged Sign” means a single freestanding sign with multiple businesses listed on its face(s).

“Legally Existing Sign” means a sign which has been issued a sign permit or which was erected prior to May 23, 1994 (the date of adoption for Eatonville’s first sign ordinance).

“Non-Conforming Sign” means a sign which, whether legally erected or not, does not conform to the requirement of this chapter.

“Off-Premise Sign” means a permanent sign not located on the premises of the use or activity to which the sign pertains.

“Parapet” means an extension of a building façade above the structural roof.

“Pole Sign” See “Freestanding Sign.”

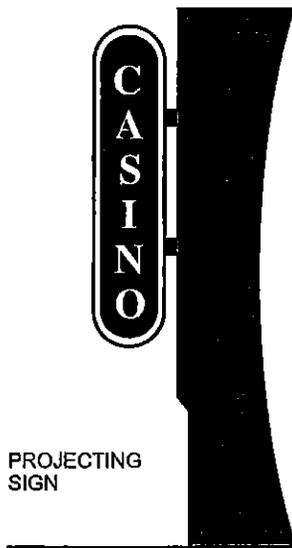
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“Political Signs” means a sign advertising a candidate or candidates for public elective office, or a political party, or a sign urging a particular vote on a public issue decided by ballot.

“Portable (mobile) Sign” means any sign not permanently attached to the ground or to a building or building surface.

“Projecting Sign” A sign other than a wall sign that is attached to or projects more than 18 inches from a building face or wall or from a structure whose primary purpose is other than the support of a sign.

“Public agency” means any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations and school districts; any agency of state government; any agency of the United States; and any Indian tribe recognized as such by the federal government.

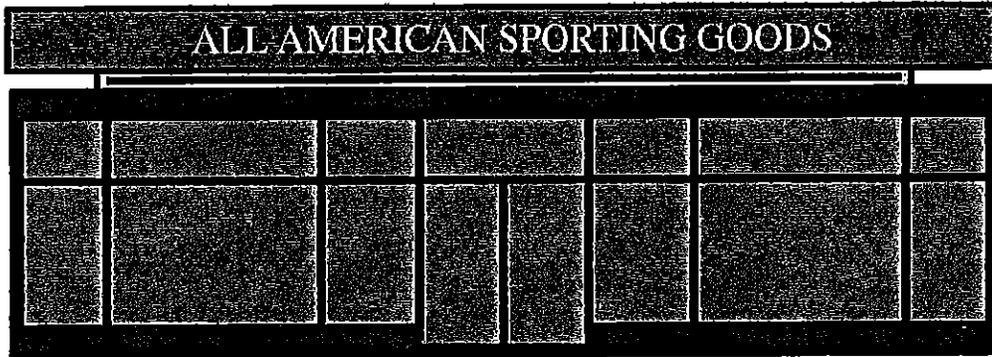


“Public Service Signs” means an electronically or electrically controlled public service sign or portion of a larger sign which conveys only information such as activities, events, time, date, temperature, atmospheric condition or news of interest to the general public where different alternating copy changes are shown on the same lamp bank matrix.

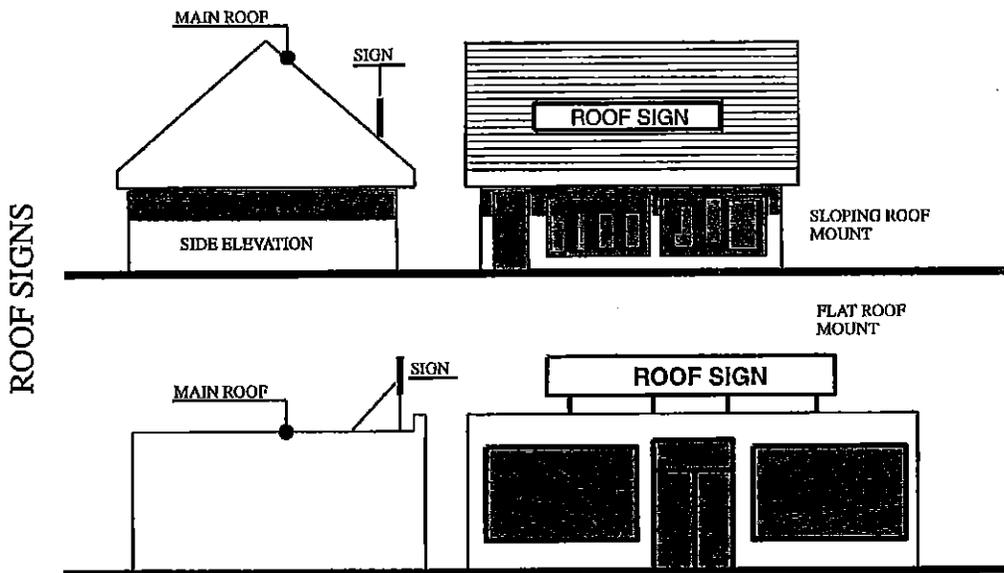
“Real Estate or Property for sale, Rental or Lease Sign” A temporary sign advertising the sale, lease or rental of the property or premises upon which it is located.

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“Roof Sign” means any sign erected upon directly above a roof or on top of or above the parapet of a building



ROOF SIGN



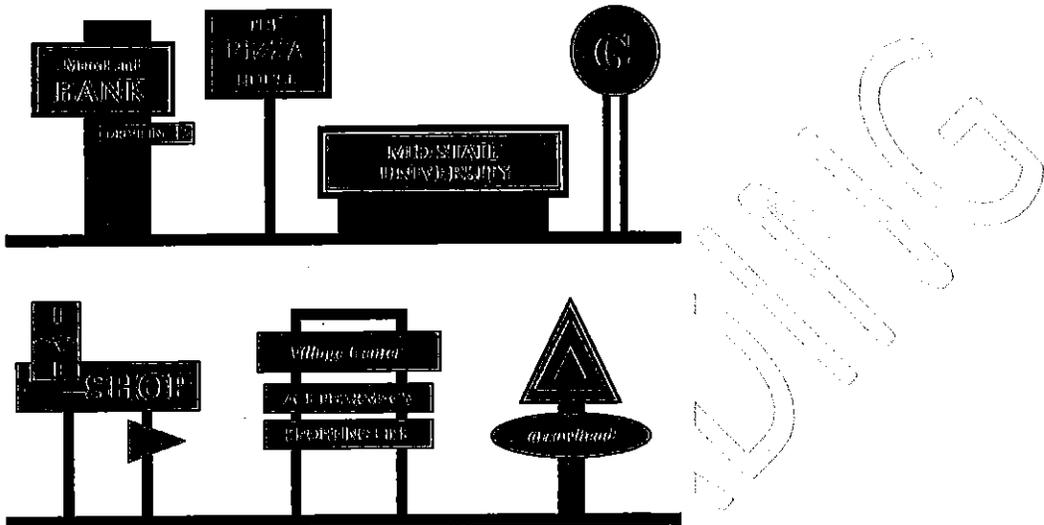
“Seasonal Sales Signs” means any sign used to advertise a sale of merchandise or other items during a particular holiday season including seasonal fireworks or Christmas holiday sales.

“Searchlight” means an apparatus containing an electric light and reflector on a swivel for projecting a far-reaching beam in any desired direction.

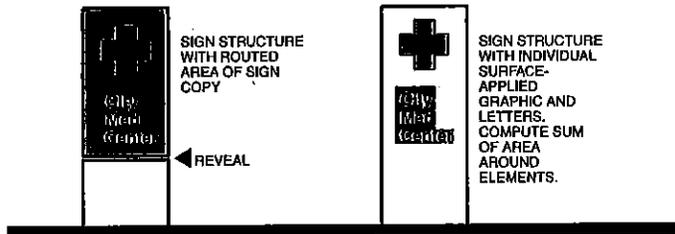
ATTACHMENT A

“Sign” means any device visible from a public space that displays either commercial or non commercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations

“Sign Area” The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The following diagrams demonstrate sign area calculations:



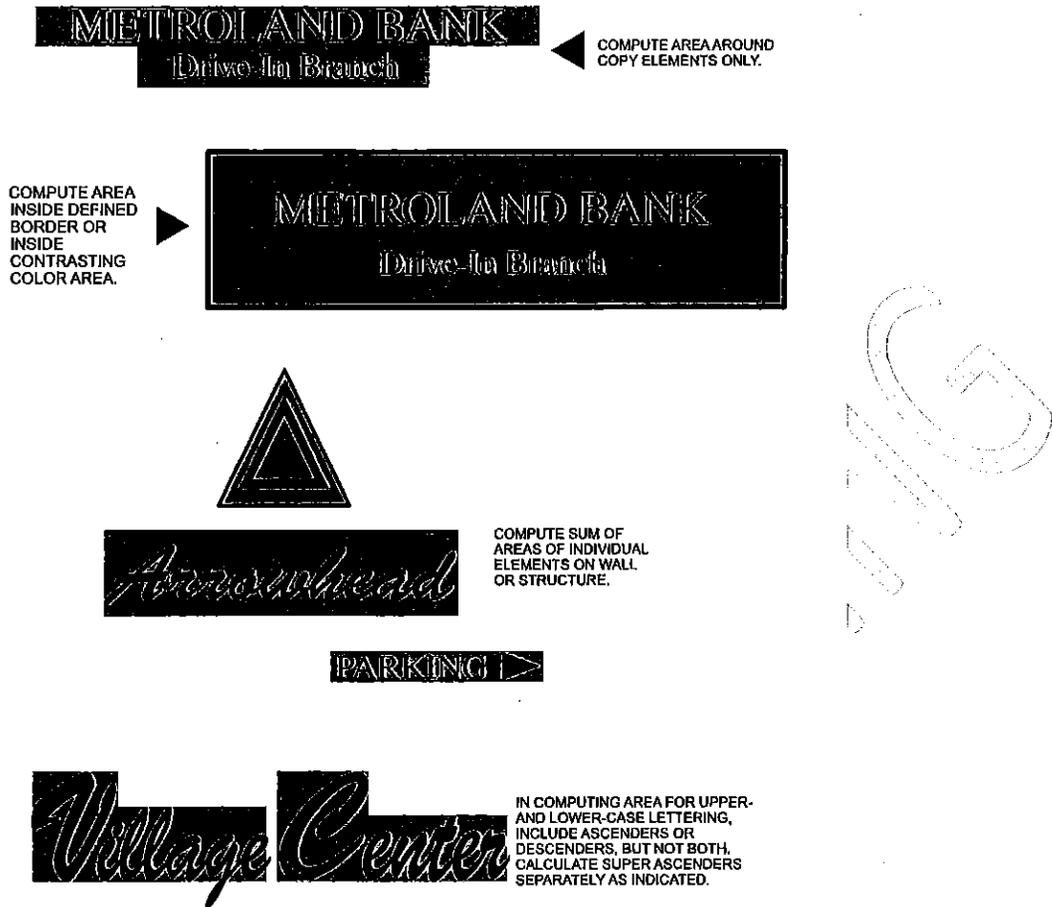
SIGN STRUCTURES



Notes: Sum of shaded areas only represents sign area. Sign constructed with panels or cabinets.

FIGURE 1003.1(3)  
SIGN AREA—COMPUTATION METHODOLOGY

ATTACHMENT A

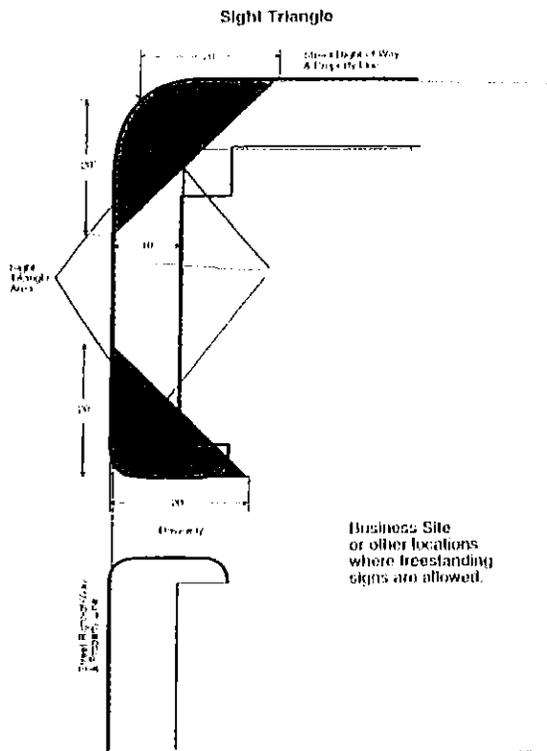


Notes: Sum of shaded areas only represents sign area for code compliance purposes. Examples of signs consisting of individual letters, elements or logos placed on building walls or structures.

FIGURE 1003.1(4)  
SIGN AREA—COMPUTATION METHODOLOGY

"Sight Triangle" means the area in which no sign shall be situated at a height less than ten feet or greater than 3 feet. Please see the diagram below.

## ATTACHMENT A



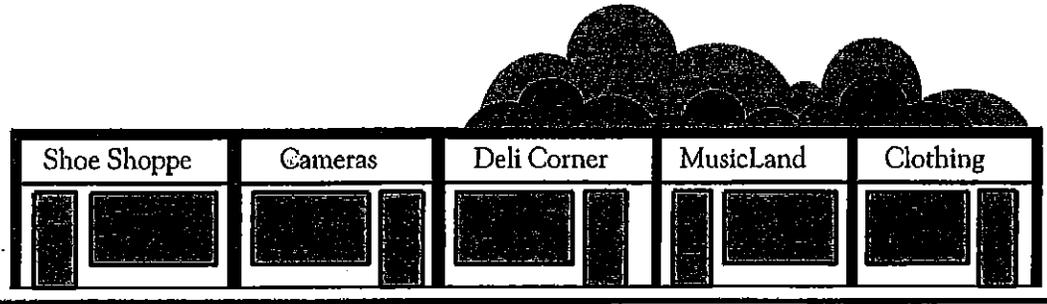
“Special Event Signs” means temporary signs used to announce a circus, a carnival, festivals or other similar events.

“Temporary Sign” A sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is permanently embedded in the ground, are considered temporary signs.

“Wall” (Fascia Sign) means any member or group of members, which defines the exterior boundaries of a building and which has a slope of eighty degrees or greater with the horizontal plane. The height of a wall shall be measured as the two-dimensional height from the average finish grade of the particular architectural building elevation adjacent to the wall to the finish roof plane.

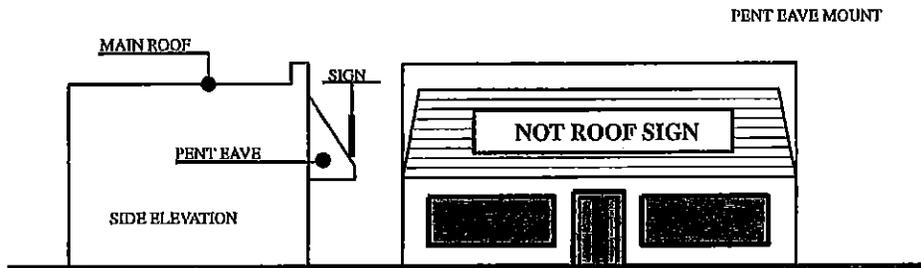
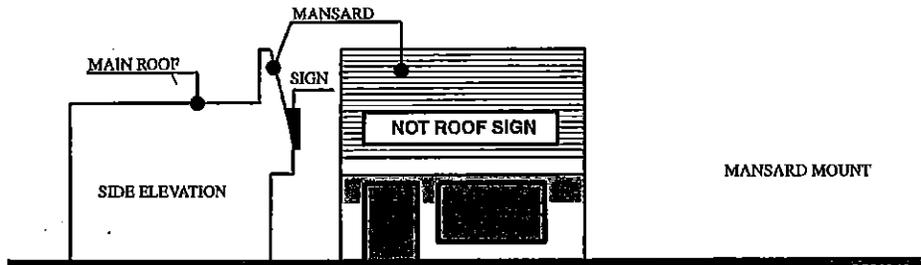
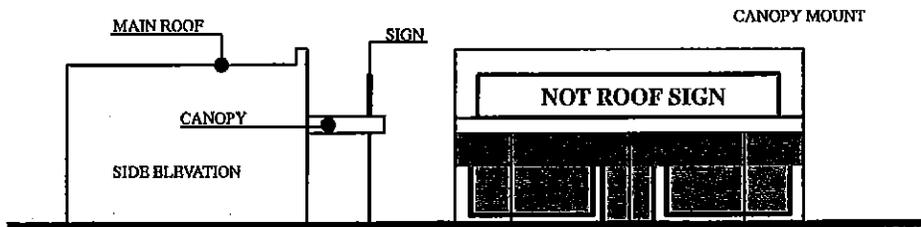
“Wall Sign” means any sign attached to or painted directly on the wall, or erected against the wall of a building being parallel or approximately parallel to said wall; and does not exceed a distance of fifteen inches from said wall.

ATTACHMENT A



WALL OR FASCIA SIGNS ON STOREFRONTS

The following signs shall be considered wall signs.



“Way Finding Signage” means signs erected by the Town on arterial streets directing the public to public, civic, private or nonprofit facilities. Such signs shall not include the names of specific businesses.

**Section 5.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or

ATTACHMENT A

preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 6.** This ordinance shall take effect after publication of a summary, consisting of the title, pursuant to RCW 35.27.300.

1ST READING:     /     /2014  
2ND READING:    /     /2014

PASSED by the Town Council of the Town of Eatonville and attested by the Clerk in authentication of such passage this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mike Schaub  
Mayor

ATTEST:

\_\_\_\_\_  
Kathy Linnemeyer  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gregory A. Jacoby  
Town Attorney

FIRST READING



**I. SCOPE:**

Amendment of Chapter 18.06, Sign Regulations: This amendment proposes to add provisions for the use of “feather signs” in the Downtown and General Commercial Districts, clarification that Billboard signs are prohibited, and the addition of provisions for Off-Premise signage for Public Agencies. The proposed feather sign provisions include a definition and the addition of height, width, location, placement and design standards etc. A definition of Billboard Signs has been added along with being specifically added to the list of prohibited signage. The Off-Premise provisions include a definition and the addition of supplemental standards, findings and a modified approval procedure.

**II. LOCATION:**

The “feather sign” amendment is proposed to apply town-wide within the “Downtown and General Commercial Districts”; the “Billboard sign” clarification applies in all zones Town-wide; the “Off-Premise sign” amendment will apply in all zones Town-wide.

**III. BACKGROUND:**

Applicant: Town of Eatonville  
201 Center Street West / PO Box 309  
Eatonville Washington 98328

Application: Zoning Code Amendment

Location: Town-wide

Tax Parcel Numbers: All parcels

**IV. PROPOSAL:**

\*Note – These amendments show all of the changes to the *existing* land use regulations. The sections included are only those portions of the code that are associated with these amendments. New text is underlined and text that is deleted is shown in strikethrough. The complete text of Chapter 18.06, Sign Regulations, including the proposed amendments, is attached in draft ordinance form as Attachment A.

***PROPOSED TEXT - FEATHER SIGNS:***

18.06.040 Prohibited Signage.

J. Feather signs except as provided in section 18.06.080(M).

18.06.080 Temporary Signs.

M. Feather Signs. Feather Signs shall require a sign permit within the Downtown and General Commercial Zoning Districts (C-1 and C-2). In addition to all other permitted signs, a maximum of two (2) on-site feather signs may be permitted for each business. Such signs may contain language, design(s) and/or pictures for advertisement, greeting or similar commercial messaging purposes. To preserve the aesthetic value of the town, feather signs shall be prepared in appearance or in fact by design professionals (e.g., graphic designers, professional sign shops). Feather signs shall be:

- 1. A maximum of fourteen (14) feet in height.
- 2. No more than thirty-seven and ½ (37.5) inches in width.
- 3. Located only on the business’s private property.

4. A minimum of one (1) foot from driveways and sidewalks (or curb if no sidewalk is present).
5. A minimum of five (5) feet from the Side Yard Lot Line.
6. Placed no closer than ten (10) feet from all signs.
7. Designed and located in a way that does not create a safety hazard (including but not limited to vehicular and/or pedestrian traffic and movement).
8. Kept neat and orderly around the base.
9. Securely anchored in a temporary fashion.
10. Subject to inspection for compliance with all applicable regulations.
11. Businesses with an existing illegal sign shall be prohibited from using Feather Signs.

18.06.180 Definitions.

“Feather sign” means a sign made of cloth, plastic or similar material affixed to a pole that is located outdoors. Feather signs are “temporary signs”, securely anchored for safety but not permanently anchored to the ground.



***PROPOSED TEXT - BILLBOARD SIGNS:***

18.06.040 Prohibited Signage.

K. Billboard signs.

18.06.180 Definitions.

“Billboard sign” means an outdoor advertising sign or poster panel which advertises products, businesses, and/or services not connected with the site on which the sign is located and which are customarily leased for commercial purposes.

***PROPOSED TEXT - OFF-PREMISE SIGNS:***

I. Off-Premise Signs.

1. Off-Premise signs may be erected by any building (or business owner in the event of a single tenant building) owner who has a single tenant building or multiple tenant complex which is not located on an arterial or collector. Such a sign may be placed on private property (in addition to any other signs on that property) with the permission of that property owner and after obtaining a sign permit. There is a maximum of one sign per business and such a sign shall either be consistent with the town’s way finding signage plan or shall be of a similar construction to way finding signage as follows.

1-a. The sign(s) shall be mounted on a pole not to exceed 9 feet in height.

2-b. The sign(s) shall be of a maximum dimension of 42 inches x10 inches.

3-c. The sign(s) may include the name of the business or service and a directional arrow.

Below is an example of way finding signage and of the type of sign which would be suitable for use as an offsite sign.

2. A public agency may erect an off-premises sign on town-owned property subject to compliance with the application procedures, sign regulations, design standards, and fees set forth in this chapter. Applications from public agencies to erect off-premises signs on town-owned property shall be reviewed and approved by the town council. The applicant shall have the burden of demonstrating:

a. The sign meets applicable town sign regulations and design standards;

b. The applicant’s property is subject to site constraints and/or unique circumstances are present that warrant the placement of the off-premise sign on the town’s property; and

c. The sign location and design will: 1) be reasonably consistent with any existing or future development or utility plans; 2) not create vehicular or pedestrian safety hazards; and 3) not create an unreasonable impediment to the use of the town’s property, or any right-of-way, access or utility easement.

The applicant shall execute a lease in a form satisfactory to the town attorney and approved by the town council. The town council may elect to forward the public agency's sign application to the planning commission for a recommendation, which shall be returned to council in no more than 60 days.

18.06.180 Definitions.

"Public agency" means any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations and school districts; any agency of state government; any agency of the United States; and any Indian tribe recognized as such by the federal government.

## **V. APPLICABLE TOWN REGULATIONS:**

Eatonville Municipal Code (EMC) 18.09.050 provides:

### **18.09.050 Amendments.**

This title may be amended by the town council by changing the boundaries of zoning districts (rezones which change the official zoning map) or by changing any other provisions thereof (text amendments which add, delete or otherwise modify the text of this title) whenever the public necessity and convenience and the general welfare require such amendment, by following the procedures of this section.

#### **A. Initiation.**

An amendment may be initiated as follows:

1. Amendments to the text of this title and official zoning map amendments may be initiated by resolution of intention by the town council. Text amendments are heard by the board of adjustment and recommended to the town council for final approval.
2. Amendments to the text of this title may be initiated by resolution of intention by the planning commission.

#### **B. Public Hearing.**

The planning commission shall hold at least one public hearing on any proposed amendment, and shall give notice thereof in at least one publication in the local newspaper at least 10 days prior to the public hearing.

1. Notice shall be given to all property owners within at least 300 feet and, when determined by the planning director, a greater distance from the exterior boundaries of the property which is the subject of the application. Such notice is to be sent 10 days prior to the public hearing. The failure of any property owner to receive the notice of hearing will not invalidate the proceedings.
2. Public notices shall be posted in one conspicuous place on or adjacent to the property which is the subject of the application at least 10 days prior to the date of the public hearings. Public notice shall be accomplished through use of a two-foot by two-foot plywood face generic notice board, to be issued by the town planning director, and as follows: The applicant shall apply to the town for issuance of the notice board, and shall deposit with the town planning director the amount of dollars as specified in the current rate and/or fee resolution. The applicant shall be responsible for placement of the notice boards in one conspicuous place on or adjacent to the property which is the subject of the application at least 14 days prior to the date of the public hearing. Planning department staff shall post laminated notice sheets and vinyl formation packets on the board no later than 10 days prior to the hearing. Upon return of the notice board in good condition to the planning director by the applicant, an amount of dollars of the initial notice board deposit shall be refunded to the applicant as specified in the current rate and/or fee resolution.

#### **D. Recommendation of Planning Commission.**

Following the public hearing provided for in this section, the planning commission shall make a report of findings and recommendations with respect to the proposed amendment and shall forward such to the town council, which shall have the final authority to act on the amendment.

E. City Council Action.

1. Within 30 days of receipt of the planning commission's recommendation, the town council shall, at a regular public meeting, consider the recommendation.
2. If the application for an amendment is denied by the town council, the application shall not be eligible for resubmittal for one year from date of the denial, unless specifically stated to be without prejudice. A new application affecting the same property may be submitted if, in the opinion of the planning commission, circumstances affecting the application have changed substantially.  
(Ord. 94-06 § 2, 1994).

**VI. APPLICABLE STATE REGULATIONS:**

*RCW 36.70a.040: Who must plan — Summary of requirements — Development regulations must implement comprehensive plans.*

*..... and (d) the county and each city that is located within the county shall adopt a comprehensive plan and development regulations that are consistent with and implement the comprehensive plan not later than four years from the date the county legislative authority adopts its resolution of intention, but a county or city may obtain an additional six months before it is required to have adopted its development regulations by submitting a letter notifying the \*department of community, trade, and economic development of its need prior to the deadline for adopting both a comprehensive plan and development regulations.*

*RCW 36.70A.106 Comprehensive plans — Development regulations — Transmittal to state — Amendments — Expedited review.*

*.....(3)(a) Any amendments for permanent changes to a comprehensive plan or development regulation that are proposed by a county or city to its adopted plan or regulations shall be submitted to the department in the same manner as initial plans and development regulations under this section. Any amendments to a comprehensive plan or development regulations that are adopted by a county or city shall be transmitted to the department in the same manner as the initial plans and regulations under this section.....[2004 c 197 § 1; 1991 sp.s. c 32 § 8.]*

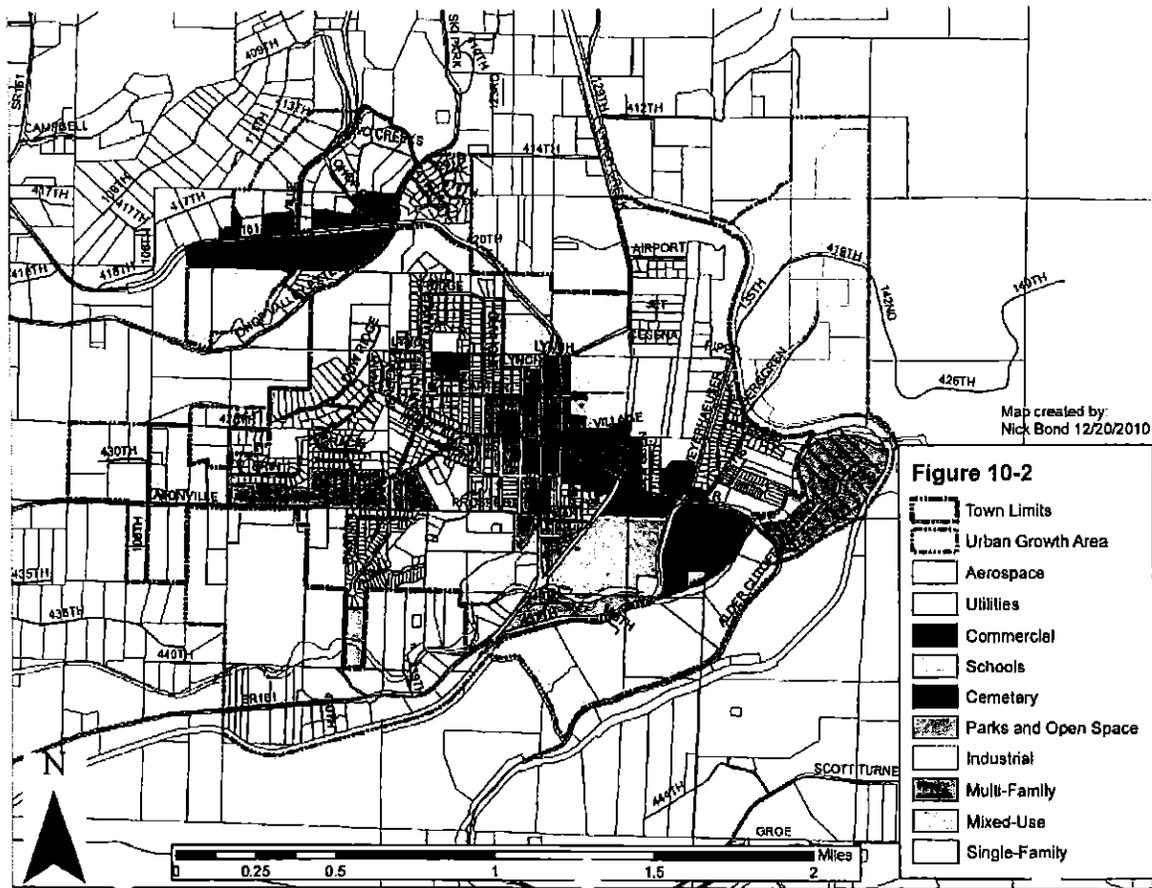
**VII. STATE ENVIRONMENTAL POLICY ACT (SEPA):**

A Determination of Non-significance (DNS) was issued on June 13, 2014.

**VIII. COMPREHENSIVE PLAN:**

The following are excerpts from the Eatonville Comprehensive Plan as adopted October 12, 2005 (*as amended through December 20, 2010*) for Planning Commission consideration. The excerpts below should not necessarily be considered a complete list of relevant goals and policies, but rather are provided as an aid to assist in review and analysis. Staff suggests the Planning Commission carefully consider all the goals and policies the Commission deems relevant in this case.

Land Use; Figure 10-2



## 10.7 LAND USE GOALS AND POLICIES

Land use goals of the Town of Eatonville serve to promote efficient use of vacant or underdeveloped land and thus reduce sprawl. The existing small town character of Eatonville is to be preserved through well kept residential neighborhoods, active use of neighborhood parks and the healthy and vibrant Town Center.

There is value to maintaining a significant amount of open space within and around the Town. The close proximity of open space enhances the identifiable character of the Town and provides attractive areas for citizens to view and enjoy.

To encourage the efficient growth of the Town and reduce urban sprawl, infill of vacant or underdeveloped land is encouraged. Building and development requirements will ensure that the present small town atmosphere will be preserved. The idea of maintaining compact development will also help to achieve that goal.

### 10.7.1 General Land Use.

#### **Goal LU-1**

*To support and improve a rural small town, residential community comprised largely of single-family neighborhoods together with a central commercial area and a broad range of other support services and businesses which occur in identified commercial areas.*

## *Policies*

1. Consider the following before decisions in land use are made:
  - a. The need for the proposed use;
  - b. Adequacy of and proximity to community facilities and utilities, roads, parks, recreation facilities and schools;
  - c. Benefit to the neighborhood, Town or region;
  - d. The amount of land zoned for that use;
  - e. Projected population density in the area; and
  - f. The effect of the proposed use on the small town image of Eatonville.
2. Ensure compatibility with adjacent land uses. The following should be considered prior to land use decisions:
  - a. The type of land use and the design of new development should be compatible with existing developments and land uses and should preserve Eatonville's small town image;
  - b. Land uses which generate high traffic volumes should have access limited to collector or arterial streets;
  - c. Land uses along highways and major streets should consider noise, air quality, visual and other unique environmental conditions which occur in these areas; and
  - d. Development should be sensitive to the natural, historic, and archaeological features of the site.

**10.8.7 Public Use.** Public use lands are made up primarily of school lands, park lands, and land used for municipal utility operations, such as the wastewater treatment plant. Street and utility easement rights-of-way also fall in the category of public use but these lands have not been specifically identified on the Draft Comprehensive Plan Update.

## **13.2 GOALS AND POLICIES**

**13.2.1 Goal.** Promote and encourage Eatonville's continued development as a commercial, light industrial and employment center in the southeastern part of Pierce County.

### **13.2.2 Policies.**

8. **Improve access to local services and businesses by improving parking in the central business district, enhancing dangerous intersections, and providing direction information and signage.**

## **IX. PROPOSED FINDINGS OF FACT:**

1. On February 10, 2014, Town Council directed Staff to request Planning Commission review of the Sign Regulations and forward an amendment proposal regarding the use of "fabric signs" (feather signs).
2. Amendment of the Town Development Code is allowed under EMC 18.09.050.
3. On April 21, 2014, the Planning Commission conducted a meeting for the purpose of discussion and identification of a general framework (*11-bullets*) for the amendment of the Sign Regulations.

Using the 11-bullets, Staff was directed to develop and bring an amendment proposal back for review and consideration.

4. On May 5, 2014, the Eatonville Planning Commission conducted a second meeting for the purpose of reviewing Staff's first preliminary draft Sign Regulation amendment proposal. Based on this review, the Planning Commission directed Staff to make minor adjustments and bring back a proposal for formal review at a public hearing.
5. The Code Amendment proposes to modify Chapter 18.06, Sign Regulations, by adding provisions for "Feather Signs", "Off-Premise Signs for Public Agencies", and the clarification that "Billboard Signs" are prohibited.
6. On June 16, 2014, the Town Planning Commission held a duly noticed public hearing and received public comment on the Town's proposed Sign Regulation text amendments.

#### **X. STAFF ANALYSIS & RECOMMENDATIONS:**

There are three (3) primary amendment proposals to the Sign Regulations. The first two include the addition of provisions for the use of "feather signs" in the Downtown and General Commercial Districts, and the clarification that Billboard signs are prohibited, which are both straightforward and generally self-explanatory. The third is the addition of "Off-Premise Sign (OPS) provisions for Public Agencies", which also includes a clear and concise definition and the addition of supplemental standards, findings and a modified approval procedure, but is noteworthy of additional explanation. That is, the "OPS provisions for Public Agencies" proposes that Town Council be the administrator (*for review and approval*) instead of the Town Planner, which is how other sign permits are currently processed. The reason for this approach is based on the understanding that the subject signs will be placed on "Town-owned property", which is a decision that requires Council approval. In addition, it should also be noted that this approach will change the appeal process for "OPS for Public Agencies", should there be one. In the event of an appeal of the final decision of Town Council, it appears the appeal would go directly to superior court.

Due to public necessity, convenience and the general welfare of the citizens of the Town of Eatonville, Staff believes the public interest will be served by adopting the proposed Sign Regulation amendments. As such, Staff recommends approval of the proposed amendments. There are no goals or policies that prohibit the modifications as proposed herein. Staff finds that the amendments constitute further clarification necessary to administer the Eatonville Development Regulations in a fair and equitable manner. Additionally, these amendments continue to implement the goals and policies contained in the Eatonville Comprehensive Plan.

# ATTACHMENT C

**Town of Eatonville  
PLANNING COMMISSION MEETING  
Monday, June 2<sup>nd</sup>, 2014  
COMMUNITY CENTER  
305 CENTER STREET WEST**

## CALL TO ORDER

Chairman Lambert called the meeting to order at 7:00 PM.

## ROLL CALL

Present: Chairman Lambert, Commissioners Beach, Bertoia, Craig, Miller and Justice were present.

STAFF PRESENT: Mayor Schaub, Kathy Linnemeyer and Doug Beagle.

OPENING CEREMONIES - Commissioner Bertoia led the Pledge of Allegiance.

## APPROVAL OF AGENDA

Commissioner Beach motion to approve the agenda. Commissioner Bertoia seconded. All in favor. (AIF)

## APPROVAL OF MINUTES

Minutes of the May 5<sup>th</sup>, 2014. Commissioner Beach motion to approve with corrections. Commissioner Craig seconded. AIF

## COMMUNICATIONS OR ANNOUCEMENTS

CITIZENS - None

COMMISSIONERS - None

## PUBLIC HEARING - Eatonville School District Rezone - Parcels 3605000390; 0400 and 0410.

Chairman Lambert opened the public hearing.

Town Administrator, Doug Beagle gave a brief summary of the request for a rezone by the Eatonville School District. Through the direction of the town the school had applied for a rezone. He explained that after further review by the planning consultant (Larson & Associates) and the attorney, the school district will need to apply for a Conditional Use Permit. He explained that this will be a better tool for the town and the school district to be able to utilize these parcels. The town has been in communication with the school regarding the Conditional Use Permit. The public hearing for the Conditional Use Permit will be heard on July 7<sup>th</sup>, 2014. The public hearing for the Conditional Use Permit will be re-advertised and notices will be re-mailed to surrounding property owners.

Carol Resnick, 201 Orchard Ave N., asked that a definition of a "Conditional Use" and how it will affect the neighborhood be sent with the notice of public hearing.

Lynn Butler, property owner in the area. She asked if the School District is at liberty to state how the property will be used.

Kristin Bahr, ESD Superintendent explained that the plan is to renovate and remodel the church building. They will move the District Offices to this site when complete. The current existing District Office will be demolished and the property used for additional parking. The property to the south of the church located on Rainier Ave S would be demolished also and this area will be landscaped.

Chairman Lambert closed the public hearing.

Commissioner Beach asked Mr. Beagle to explain to the audience what a Conditional Use Permit is.

Mr. Beagle explained that he did not have the EMC in front of him and would refer to the code.

Chairman Lambert explained that Ms. Resnick asked that a definition and explanation be included with the mailing.

## Old Business: Review of EMC 18.06 Sign Code

Mr. Beagle explained that in the staff report, the Eatonville School District has requested to install a reader board at Nevitt Point Park. The code has a discrepancy as to the size allowed. Off-site signage is addressed as to businesses but does not talk about off-site signage on town property and/ or a variance. The school is requesting to put this sign on town property. It is the desire of the school district to communicate to our citizens the happenings within our school district on one of the busiest streets in town. They want to match the "Welcome to Eatonville" type of sign with the

cobblestone type of architecture. This sign was talked about between the school district and Mr. Beagle. There is no code for a sign on town property and with no variance process in the sign code; it is problematic as it related to town property.

**Commissioner Craig** asked if the location was chosen because it was right under a light pole.

**Mr. Beagle** said that the location was chosen because of sight distance whether you are heading north or south on SR 161. The town is willing to relocate the light pole based on that being the ideal spot for sight distance. The light pole will be relocated closer to the parking area.

**Commissioner Beach** asked if there was any consideration to using the same format as the other directional sign. Will they retain the current reader board that is located at the high school?

**Mr. Beagle** said that the consideration was given but this is the proposal that came back. Yes the other reader board will remain in place.

**Commissioner Craig** asked if the reader board sign would post community events also.

**Mr. Beagle** – Yes.

**Commissioner Beach** asked if Mr. Beagle was asking if they should propose a variance.

**Mr. Beagle** said he figured that it would be their next course of action.

**Commissioner Beach** made motion to have the Town Administrator, Doug Beagle bring the proposed draft variance language for the sign ordinance to the next meeting.

**Commissioner Craig** seconded the motion. AIF

**Commissioner Miller** asked Mr. Beagle to stake the exact location the sign is going to be placed?

**Chairman Lambert** asked if they knew what the exact height of the current reader board?

**Commissioner Craig** asked where special services will be located.

**Kristin Bahr** said it will be in the same location as district office. She thanked the commission for considering their request.

**CITIZENS COMMENTS:** None

**COMMISSIONER COMMENTS:**

**Commissioner Beach** reminded Mr. Beagle that the Planning Commission asked that the town attorney review changes and additions to the Sign Ordinance and brings the draft to the Planning Commission for final review. He asked when they would be able to review the final ordinance.

**Mr. Beagle** – stated next meeting.

**Commissioner Beach** asked when minor and major amendments in the code will be updated for major amendments.

**Mr. Beagle** said the attorney was half way through the process of reviewing the information.

***The next meeting is set for June 16<sup>th</sup>, 2014. Public Hearing***

**ADJOURNMENT**

Motion by **Commissioner Beach** to adjourn. **Commissioner Justice** seconded. AIF

**Chairman Lambert** adjourned the meeting at 7:26 p.m. AIF

\_\_\_\_\_  
Chairman Lambert

\_\_\_\_\_  
Judy Justice –Co-Chairperson

ATTEST:

\_\_\_\_\_  
Kathy Linnemeyer, Recording Secretary

# ATTACHMENT D

**Town of Eatonville  
PLANNING COMMISSION MEETING  
Monday, June 16<sup>th</sup>, 2014  
COMMUNITY CENTER  
305 CENTER STREET WEST**

## **CALL TO ORDER**

Chairman Lambert called the meeting to order at 7:00 PM.

## **ROLL CALL**

**Present:** Chairman Lambert, Commissioners Beach, Bertoia, Miller and Justice were present. Commissioner Craig is excused.

**STAFF PRESENT:** Mayor Schaub, Kerri Murphy and Doug Beagle.

**OPENING CEREMONIES – Commissioner Miller** led the Pledge of Allegiance.

## **APPROVAL OF AGENDA**

**Commissioner Beach** motion to approve the agenda. **Commissioner Justice** seconded. All in favor. (AIF)

## **APPROVAL OF MINUTES**

Minutes of the June 2<sup>nd</sup>, 2014. **Commissioner Beach** motion to approve with corrections. **Commissioner Justice** seconded. AIF

## **COMMUNICATIONS OR ANNOUCEMENTS**

**CITIZENS – None**

**COMMISSIONERS – None**

## **PUBLIC HEARING – 227 Dow Ridge Dr N.- Variance from Design Guidelines– EMC 19.04 @ 227 Dow Ridge Dr N**

**Chairman Lambert** asked Commissioner Beach to give an explanation of Board of Adjustment and a Public Hearing. Commissioner Beach explained that the Planning Commission has public hearings on changes in ordinances and the general plan. These are basically policy matters; they are political in that sense. We have a much more relaxed situation in how we conduct those businesses. But here we have a Board of Adjustment hearing and they're called a Quasi-Judicial process. The difference is that Board of Adjustment hearings involve single applicants generally who want a variance or a conditional use permit. This affects basically a single applicant or a relatively limited number of people where the others are more general in nature. What that means is that the evidence that we hear, ideally comes from the hearing, the staff report and whatever we have talked to staff about. We have not talked to each other, haven't talked to the applicant or anyone who might have a vested interest. Anyone can give their opinions in the hearings; once the hearings are closed we can express opinions about the proposal, the application. During the hearing we should simply restrict ourselves to questions and not give any comments about this. Some years ago we drafted a set of procedures which Chairman Lambert is very familiar with and he will conduct this meeting the way it is supposed to be conducted.

Chairman Lambert opened the public hearing and asked Doug Beagle for a staff report.

**Town Administrator, Doug Beagle** gave a brief summary of the variance explaining that a building application was received for 227 Dow Ridge Dr. N. for the three issues identified in the staff report.

*227 Dow Ridge Road submitted a building application to the Town for a house structure. This application is requesting a variance from our design guidelines for three issues.*

1. *Access from Dow Ridge Road instead of Alley way.*
2. *Garage distance from front of proposed house.*
3. *Driveway width.*

1. 19-04.020 vii (3) "Where lots abut an alley, the garage or off-street parking shall take access from the alley, unless precluded by steep topography".

2. The proposed garage distance from the front of the house is 22 feet. 19.04.020 A "Garage Placement and Design" 1 "Exceptions" a. "Garages may project up to 6 feet closer to the street than the front wall of the house or the front edge of an unenclosed porch provided it is set back at least 20 feet from the street ....." therefore the total distance from the set back from the front edge of the porch is 13 feet 10 inches.
3. The proposed driveway is 22 feet wide. 19.04.020 B (2) "Driveways for individual lots 50 feet or wider may be up to 20 feet in width".

"Procedures from deviation for design guidelines"

19.01.090 "Planning Commission Departures" "An applicant may request a departure to the design standards and guidelines, as allowed in this title. The request must be submitted as part of the completed design application. The departure shall be processed as follows:

A. After the planning director issues a notice of application and determines whether the application is completed (see EMC 18.09A.060), the planning director shall determine whether or not the request for a departure is appropriate. If the request is appropriate, he/she shall schedule a date for meeting on the application. This date shall be the earliest available planning commission meeting after the notice of application has been published.

- Completed Application was made on May 6<sup>th</sup>, 2014.
- Board of Adjustment to hold a public hearing on June 16<sup>th</sup>, 2014.
- Publication in the Dispatch on June 4<sup>th</sup>, 2014.
- Certified notice to property owners within 300 feet radius of 227 Dow Ridge Drive N. mailed on June 3<sup>rd</sup>, 2014.
- Public notice posted on property May 23<sup>rd</sup>, 2014.

Recommendation:

1. Due to topography of the property the elevation from the alley to Dow Ridge Road is approximately 50 feet in elevation Town Staff recommends a motion to approve.
2. Due to the existing terrain and the inability to access from the alley Town Staff recommend a motion to approve.
3. Due to overall width of property Town Staff recommends a motion to approve.

**Mr. Beagle** explained that staff had spent numerous hours reviewing these documents as well as the code making sure what was presented tonight was true and accurate. We would like to see a little more leeway in the code to allow town staff to use their experience and their judgment in making these recommendations without having to go through the process of deviation from the Design Standards laid out in the EMC. We probably have 20-25 staff hours in this alone, where this process makes total sense to allow these folks to build based on the information that they provided and our due diligence.

**Chairman Lambert** asked if anyone in the audience was going to give testimony on the variance this evening.

**Dale Thompson-200 Dow Ridge Dr N** – was sworn in by Chairman Lambert. – Answered "I do".

**Doug Beagle** was also retroactively sworn in. – Answered "I do".

**Chairman Lambert** then addressed the Commissioners asking if they have had any exparte' contact or whether they have any business or personal interest in the application.

**Commissioner Bertoia** – No.

**Commissioner Justice** – No.

**Chairman Lambert** – No.

**Commissioner Beach** explained that he knows the applicant. He lives within 300 feet of the property. They have in the past spoken ablut that lot but have not talked to the applicant about that particular proposal. He stated that he did not know what the plans were at the time they talked about it.

**Commissioner Miller** – No.

**Chairman Lambert** asked if anyone wised to challenge the impartiality of Commissioner Beach on this issue. There was no one.

**Chairman Lambert** asked if any of the Commissioners had visited the site.

**Commissioner Bertoia** – No.

**Commissioner Justice** – No.

**Chairman Lambert** – Yes.

**Commissioner Beach** – Yes.

**Commissioner Miller** – No.

**Chairman Lambert** asked Dale Thompson if he would like to speak.

**Dale Thompson** – 200 Conant Dr. – said that he knew the applicant just in speaking when they would walk by. He said he had no concerns unless someone had a strong, clear and convincing argument in opposition to their request for a variance he sees no reason not to grant the variance. He has no objection at all.

**Pam Griffith and Jim Callahan** arrived at the meeting. They had thought that the meeting was at the Visitors Center.

**Pam Griffith – Jim Callahan** – 179 Dow Ridge Dr N.

**Chairman Lambert** swore in the applicants. He asked if they would like to give their presentation.

**Mr. Beagle** reiterated the three issues to be addressed through the variance process; *Access from Dow Ridge Road instead of Alley way; Garage distance from front of proposed house and Driveway width. He explained that the town is recommending approval of the variance for the three issues.*

**Jim Callahan** stated that if there were any questions they would address any concerns.

**Chairman Lambert** closed the public hearing at 7:18 p.m. and asked the Commissioners if anyone had anything to discuss. There was no discussion. Chairman Lambert asked for a motion.

**Commissioner Justice** made motion to accept the presentation.

**Commissioner Bertoia** seconded the motion. All in favor.

#### **Old Business: Review of EMC 18.06 Sign Code Revised Ordinance**

**Chairman Lambert** asked Mr. Beagle for a staff report.

**Mr. Beagle** gave a brief staff report reviewing several changes and additions. What initially brought the sign ordinance to the Planning Commission for review was the Eatonville School District wanting to place a sign on town property at Nevitt Park.

#### **BASIC EXPLANATION:**

*The School District's request is to place a sign outside of the District's property, which is considered an "Off-Premises Sign" in the Town's code. It was initially thought that their request could be handled with an application for "Variance".*

*However, after careful review it has been determined that a variance to Town Code in this particular case is not a viable approach. As an alternative and in addition to the "Feather Sign Amendment Proposal", a code amendment is being proposed to deal with this type of situation; it is referred to as the "Off-Premises Signs for Public Agencies" amendment.*

*The reason a variance will not work is because, with only one exception, Off-Premises signs are prohibited throughout Town. And, unfortunately, the School District proposal does not fit the one exception. Based on the Towns Code and State Law, the granting of "variances" is limited to such things as variances to setbacks, parcel size and shape etc., which when granted will allow a land owner the ability to develop his/her property with same "uses" that other land owners with the same zone would be able to do.*

As an example, if a garage is allowed in the zoning district, but a landowner cannot fit it on the property do to a unique physical limitation (say setbacks) on his particular site, then he may apply for a setback variance so that if granted, he would have the ability to build a garage, just like the other landowners in the same zoning district.

*What variances cannot do is grant the ability for a landowner to construct a "use" (an Off-Premise sign in this case) that is not allowed by other landowners in the same zoning district. If a variance was used to grant a "use" that is prohibited in the zone, it would likely be considered a "grant of special privilege", which is not allowed.*

As an example, if a garage is NOT allowed in the zoning district, there are not any unique physical limitations that keep the landowner from developing a garage; simply put, a garage is just not allowed in the zoning district.

*Review of the addition of proposed "Feather Signs, Billboard Signs & Off-Premise Signs" to the current Sign Code EMC 18.06.*

Mr. Beagle reviewed "Attachment A" - the proposed ordinance for changes to the existing sign code. Changes are marked in red.

Page 3 - 18.06.040;

- I. Off-premises signs except as provided in section 18.06.120 (I).
- J. Feather signs except as provided in section 18.06.080 (M)
- K. Billboard signs

**Feather signs as previously discussed by the Planning Commission.**

Page 7 - 18.06.080

M. Feather Signs. Feather Signs shall require a sign permit within the Downtown and General Commercial Zoning Districts (C-1 and C-2). In addition to all other permitted signs, a maximum of two (2) on-site feather signs may be permitted for each business. Such signs may contain language, design(s) and/or pictures for advertisement, greeting or similar commercial messaging purposes. To preserve the aesthetic value of the town, feather signs shall be prepared in appearance or in fact by design professionals (e.g., graphic designers, professional sign shops). Feather signs shall be:

1. A maximum of fourteen (14) feet in height.
2. No more than thirty-seven and ½ (37.5) inches in width.
3. Located only on the business's private property.
4. A minimum of one (1) foot from driveways and sidewalks (or curb if no sidewalk is present).
5. A minimum of five (5) feet from the Side Yard Lot Line.
6. Placed no closer than ten (10) feet from all signs.
7. Designed and located in a way that does not create a safety hazard (including but not limited to vehicular and/or pedestrian traffic and movement).
8. Kept neat and orderly around the base.
9. Securely anchored in a temporary fashion.
10. Subject to inspection for compliance with all applicable regulations.
11. Businesses with an existing illegal sign shall be prohibited from using Feather Signs.

The "Off Premise" sign section was broken up into two sections.

Page 23. - 18.06.120 Other Permanent Signage I (2)

2. A public agency may erect an off-premises sign on town-owned property subject to compliance with the application procedures, sign regulations, design standards, and fees set forth in this chapter. Applications from public agencies to erect off-premises signs on town-owned property shall be reviewed and approved by the town council. The applicant shall have the burden of demonstrating:
  - a. The sign meets applicable town sign regulations and design standards;
  - b. The applicant's property is subject to site constraints and/or unique circumstances are present that warrant the placement of the off-premise sign on the town's property; and
  - c. The sign location and design will: 1) be reasonably consistent with any existing or future development or utility plans; 2) not create vehicular or pedestrian safety hazards; and 3) not create an unreasonable impediment to the use of the town's property, or any right-of-way, access or utility easement.

The applicant shall execute a lease in a form satisfactory to the town attorney and approved by the town council. The town council may elect to forward the public agency's sign application to the planning commission for a recommendation, which shall be returned to council in no more than 60 days.

**Page 26 - 18.06.180 Definitions**

"Billboard sign" means an outdoor advertising sign or poster panel which advertises products, businesses, and/or services not connected with the site on which the sign is located and which are customarily leased for commercial purposes.

Page 27 - Definitions cont'd.

"Feather sign" means a sign made of cloth, plastic or similar material affixed to a pole that is located outdoors. Feather signs are "temporary signs", securely anchored for safety but not permanently anchored to the ground.

Page 29 – Definitions cont'd.

“Public agency” means any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations and school districts; any agency of state government; any agency of the United States; and any Indian tribe recognized as such by the federal government.

**Mr. Beagle** finished by saying that “those are the edits to the sign ordinance”. He added that in the staff report there is additional proposed text as it relates to feather signs and does not feel he needs to read every single bullet. He wanted to let the Planning Commission know that there was a change from the original thought process at the last Planning Commission meeting. There have been some additions to the sign regulations which we feel is, in the sense of the “Billboard” signs is adequate and really needs to be talked about amongst the commission. The off premise signs is a tool for the agencies listed to have an opportunity to have their sign put up on town property.

**Chairman Lambert** asked if there were any questions or comments for staff members.

**Commissioner Beach** explained that he was surprised about having to add the billboard signs to the ordinance, stating that it was really an oversight when the sign ordinance was originally put into place. Feels this is an improvement.

**Chairman Lambert** asked about the definition for the billboard sign...the sign that the school proposes to put up, perhaps the sign at Bruno’s both are intended to advertise events that are not necessarily related to the business for which the sign is attached. Is it going to be a conflict if somebody....(not audible)

**Mr. Beagle** said that nobody thought the way he is thinking.

**Kerri Murphy** asked if he was questioning the advertising of community events.

**Chairman Lambert** said that his concern is that if you read the definition of the billboard sign, is this going to run afoul of the intention of the sign the school proposes to put up or the existing sign that Bruno’s has or the existing sign that the school district has. And potentially even the banners that they place over Washington Ave. N. You have these variable message signs that are advertising community events which really have nothing to do with the business where the sign is located. He not sure where you cross that line but he wants to make sure that if we are going to pass something it isn’t something that is going to create issues for us in the future.

**Mr. Beagle** agreed that this is a good point and one the needs to be reviewed and do some research on.

**Commissioner Beach** agreed that Chairman Lambert raised a good point. He is not sure there is a problem, but he does feel it needs to be addressed. Bruno’s sign is not an off premises sign, it’s a commercial sign for that business. The school district sign will be on public property which is different too. But somebody who has a sharp lawyer might say “well, if we advertise local events that we get around this thing about billboard signs. Maybe we ought to let the staff cogitate on this for a couple of weeks if they have any other definition of this.

**Chairman Miller** wanted clarification on any political messaging from the school. Would they be allowed to advertise their school levy? He felt that this could be a conflict.

**Mr. Beagle** said that there might have to be some do’s and don’ts in the lease agreement. This is a good point and the town is going to want to make this clear in the lease agreement.

**Commissioner Beach** said that if the town has a prohibition about any kind of political announcement on these billboards signs, and political would include both candidates and any kind of proposition that would be on a ballot would be political that they are simply prohibited. Bruno’s couldn’t advertise either, any kind of political issue on his sign. That the political signs have to fit where they are in the code regarding political signs.

**Mr. Beagle** said that the intent of the original conversation with the school district was to talk about school events, town activities like the Art Festival, Salmon Festival, 4<sup>th</sup> of July parade to help us give the public some education as to what was coming up. These are good points and they need to circle back and come back to the commission. The town is going to want to protect themselves in the lease agreement and have the right to remove that use if they violate those.

**Commissioner Miller** said that he drove to the site where they are proposing to place the sign at Nevitt Park. The proposal that they have with the rock looks nice but he would prefer to see a 6” straight piece of steel up to about 12’ that didn’t block any more of the view. There is a lot going on in that intersection, especially first thing in the morning. You try and make a left there and you have to deal with people in the cross walk, traffic coming up the hill and going down the hill he hates to see any additional distractions. For the sake of safety he would like to see that particular intersection stay as wide open as possible.

**Mr. Beagle** agreed. He added that the proposal that the school provided was just that, a proposal. It wasn't anything solid so we have the ability to change the design.

**Chairman Lambert** asked Mr. Beagle if there was going to be any proposed variance language.

**Mr. Beagle** explained that because of the earlier "explanation" earlier, no. We feel that this is a more practical way to protect ourselves than doing a variance. Wholly when it comes to parcel size and setbacks, so we are going to stick within the confines of the code as it is.

**Commissioner Justice** asked if the school will have to get a permit from WSDOT for the proposed sign.

**Mr. Beagle** – Yes. They will be required to get a permit from the state.

**Commissioner Bertoia** asked if the town has considered the proposed location of the school sign being placed more north on Mrs. Baublits side of the road as you are leaving town. He thought that the property just north is town property. In consideration of what Commissioner Miller was talking about regarding the intersection in the morning. If it were on the other side of the street, it could be seen by both north and south bound cars.

**Mr. Beagle** said that no, the other side of the road has not been considered. We have always only looked at the park. On Mrs. Baublits side of the road, where the right-of-way goes eventually at some point in time we have to maintain that right-of-way for future improvements so if she builds sidewalks it will be right up to her right-of-way and then therefore the sign would be on her property.

**Commissioner Beach** move to postpone this discussion of the sign code until the July 7<sup>th</sup> meeting.

**Commissioner Justice** seconded the motion. AIF

**CITIZENS COMMENTS:** None

**COMMISSIONER COMMENTS:**

**Commissioner Justice** asked if the packets could get out on a little earlier in the week. She did not get her packet until 4:00 p.m. It does not give a lot of time to look things over, maybe even just a day earlier.

**Mr. Beagle** said that we can work towards providing that early. Right now we are geared toward having the packets out by Friday so we would just have to make sure we can get them a day earlier. We should be able to accommodate it.

**Commissioner Beach** read the temporary sign ordinance where it is in there twice, which said "temporary signs shall be up only for 30 days. The Relay for Life put theirs up about 45 days before the event is going to be held. He felt that this should be drawn to their attention for the future. He also asked if they have gotten permission from everyone that they have put their purple lines all over. There is one particular business that they did not ask. They really should get permission.

**Chairman Lambert** asked to be excused from the July 7<sup>th</sup> meeting.

***The next meeting is set for July 7<sup>th</sup>, 2014. Public Hearing CUP for the ESD.***

**ADJOURNMENT**

Motion by **Commissioner Beach** to adjourn. **Commissioner Justice** seconded. AIF

**Chairman Lambert** adjourned the meeting at 7:48 p.m. AIF

\_\_\_\_\_  
Chairman Lambert

\_\_\_\_\_  
Judy Justice –Co-Chairperson

ATTEST:

\_\_\_\_\_  
Kerri Murphy, Recording Secretary

# ATTACHMENT E

**Town of Eatonville  
PLANNING COMMISSION MEETING  
Monday, July 7<sup>th</sup>, 2014  
COMMUNITY CENTER  
305 CENTER STREET WEST**

## **CALL TO ORDER**

Co-Chair Justice called the meeting to order at 7:00 PM.

## **ROLL CALL**

**Present:** Co – Chair Justice, Commissioners Beach, Bertoia, and Miller were present. Chairman Lambert was excused, Commissioner Craig was absent.

**STAFF PRESENT:** Mayor Schaub, Kerri Murphy and Doug Beagle.

**OPENING CEREMONIES – Commissioner Bertoia** led the Pledge of Allegiance.

## **APPROVAL OF AGENDA**

**Commissioner Beach** motion to approve the agenda. **Commissioner Bertoia** seconded. All in favor. (AIF)

## **APPROVAL OF MINUTES**

Minutes of the June 2<sup>nd</sup>, 2014. **Commissioner Beach** motion to approve with corrections. **Commissioner Miller** seconded. AIF

## **COMMUNICATIONS OR ANNOUCEMENTS**

**CITIZENS – None**

**COMMISSIONERS – None**

**PUBLIC HEARING – Co-Chair Justice** announced that the ESD Departure from the Design Standards and Guidelines EMC 19.04 postponed until August 4<sup>th</sup> meeting. The Public Hearing for the ESD Conditional Use permit will be postponed until August 18<sup>th</sup>.

## **OLD BUSINESS: EMC 18.06 Sign Code – Draft Ordinance review.**

**Commissioner Beach** moved to accept the Ordinance as written and send to the Town Council.

**Commissioner Miller** seconded the motion. AIF

## **NEW BUSINESS: EMC 19 – Design Standards and Guidelines review.**

**Doug Beagle, Town Administrator** explained that staff was asking planning commissioners to review the Design Guidelines for possible changes. Looking at the code as it reads today there are several areas that may not pertain to individual lots outside of subdivisions and developments.

**Mayor Schaub** made a few suggestions such as the code states that a driveway width is a maximum of 20 ft. wide and that this would not work for a three car garage. A garage located more than 6 feet from the front of the house. He felt that this would make it easier on the property owner without them having to go through extra steps for approval.

**Commissioner Beach** asked that staff prepare a list of changes in the form of a proposal. He feels that it would be easier for the commissioners to react to a proposal than to fish around for something in the code.

**Mr. Beagle** confirmed that this is certainly staffs approach but wanted the Planning Commission to have time to review this code. If the commissioners read something that would send up a red flag you could let staff know and this would be addressed as well. At the next meeting, August 4<sup>th</sup> staff will provide a list for planning commission to review. If we can get it out sooner, we might send a list out by email first.

**Commissioner Miller** said that these items might be appropriate if you are approving a plat, but to give a cookie cutter, one size fits all approach, he agreed with staff 100%. He added that variety beautifies the town.

**Mr. Beagle** added that staff wants to work on the deviation language as we review this as well.

**Commissioner Miller** added that in the code it says “shall” when possibly it should say “should”. You don’t want to do this to someone with a lot in Dow Ridge and have their house look like someone’s house in Hammer Springs or Aviator Heights.

**Mayor Schaub** said that this is what he found in looking at other jurisdictions. They were all either small lots or multi-family. A lot of these fit into more of a small lot, similar to what they were looking at in the proposed Mashell Meadows development. Higher density, more homes with less distance between each home. For the most part the design of the home for a typical house works fine. It’s when you get the custom home on an individual lot that accommodates it, is where you run into issues.

Everyone agreed that the code is too rigid.

**Mr. Beagle** said that we to identify what a plat is, 5 or more lots and then that triggers the Design Guidelines differently than an individual. As we move forward a get plats coming in, there is still some land in town where people could plat it and put multiple houses on there, we want to make sure that we create that line in the sand per say.

**Commissioner Beach** felt that getting some diversity is more with the subdivision than it is with the individual building houses.

**Commissioner Beach** motion to have staff bring back a proposal with recommendations on the Design Guidelines on August 4, 2014.

**Commissioner Miller** seconded the motion. AIF

**CITIZENS COMMENTS:** None

**COMMISSIONER COMMENTS:**

**Commissioner Beach** stated that the town ordinance reads that people are to park in the direction of the flow of traffic. There are lots of violators in a number of places. Half the cars parking along Center St. W., west of Antonie N. are parking against the flow of traffic. He feels that this should be enforced and that the citizens should be notified, given a warning that they are in violation.

**The next meeting is set for August 4<sup>th</sup>, 2014. ESD – Departure from the Design Standards and Guidelines.**

**ADJOURNMENT**

Motion by **Commissioner Beach** to adjourn. **Commissioner Bertoia** seconded. AIF

**Chairman Justice** adjourned the meeting at 7:25 p.m. AIF

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Judy Justice –Co-Chairperson

\_\_\_\_\_  
Commissioner Beach

ATTEST:

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Kerri Murphy, Recording Secretary