



Town of Concrete Planning
Commission Meeting 45672
Main Street – 6:00 pm
Agenda for April 21, 2026

Members

VACANT
John Boggs
EDC - Dinah Kinney Chair
HPLC – PJ Parsons
Chamber - VACANT

Staff
Kevin Cricchio-Town Planner
Andrea Fichter-Clerk Treasurer
Heather Parker-Deputy Clerk

1. Flag Salute
2. Roll Call
3. Minutes – March 17, 2026 (pages 1-3)
4. Announcements
5. Public Hearing
6. Old Business
 - Ordinance #910 - Marijuana/Cannabis Regulations (pages 4-17)
 - Current Town Sign Code (pages 18-29)
 - Sign Code Examples (pages 30-94)
7. New Business
8. Adjourn

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**Town of Concrete
Planning Commission Meeting
March 17, 2026**

6:00 p.m. Chair Dinah Kinney called the meeting to order.

Roll Call: Planning Commission Members: John Boggs, Dinah Kinney, and PJ Parsons.

Staff Present: Deputy Clerk Heather Parker, and Town Planner Kevin Cricchio.

Staff Present Online: None.

Audience Members Signed In: Gabe Asarian.

Audience Member Signed in Online: Councilmember Bellinger.

Minutes: January 20, 2026: Discussion ensued regarding the previous meeting to which there was not a quorum so there were no official meeting minutes or recording from any discussions that may have occurred.

Kevin stated it was not an official meeting in February and no official direction was made to make any changes to the proposed code from that meeting. He stated what is included in tonight's packet is the same as the packet from February.

Announcements: None.

Public Hearing: None.

Old Business: Ordinance/Amendment – Cannabis Regulations: Kevin stated there was previous discussion around the taxation of retail cannabis sales in the town and wanting to include how a portion of those revenues are used or distributed in the town code.

Gabe stated he would recommend leaving the current revenues received by the town from cannabis taxes alone but if a business was to be located in town limits, then those tax revenues go toward youth protective factors.

John stated that may require two separate code amendments because the tax distribution item would not be included in the cannabis regulations or zoning code.

Kevin stated that taxation is out of the Planning Commissions scope. He stated they can make a recommendation to Council that it is researched but their focus should be on the actual cannabis regulations.

PJ discussed the research that Gabe has completed and stated they had discussed a specific percentage of the revenues the town would receive from cannabis sales going toward youth activities. She stated they could make a recommendation to council on how those revenues are used or who those revenues should go to.

John stated he understands that taxation is not within the Commissions purview, but he stated they do not have to approve these regulations until the taxation item is determined. He stated he does not believe the town will follow through with the taxation item if they approve the proposed regulations now.

Kevin stated the Commission can recommend approval as is, denial, approval with changes, or approval with changes and with a caveat on the taxation item. Dinah stated that conditional approval is an option.

John stated the last time they made a recommendation to council on code changes with caveats, it did not come back to them for review, and it went to Council without all the changes they discussed.

Kevin asked if he was referring to the wireless code. Kevin stated those changes were made and taken to Council and Council also had additional changes that were made before the final was approved. Kevin stated the comments that John had made regarding the Stormwater Code were also reviewed and double checked. He stated the Stormwater Code was vetted by the town attorney and the town engineer prior to Council approval. John stated there are still references throughout the code to stormwater, Kevin stated that is how municipal code works.

Discussion ensued on other code sections and why those were brought up and why the amendments were needed.

PJ stated going by the research that Gabe and Stephanie had provided, she believes the biggest concern with the cannabis code is the signage. She stated they had also discussed only allowing retail along State Route 20.

Discussion ensued on the areas in the Urban Growth Area and that any business located in that area is under Skagit County jurisdiction and would not fall under Town jurisdiction unless that area was annexed and then those existing businesses would be grandfathered in.

Kevin stated he believes what the Commissioners are saying is that they would only want these retail businesses allowed along State Route 20 and prohibited from the Town Center.

Discussion ensued on the current zoning and where the Commission members want to see these allowed and not allowed. They also reviewed the zoning map.

Kevin stated the code could be written to only allow retail in the Commercial/Light Industrial zone only on the south side of State Route 20. Discussion ensued on areas that also lie within Shorelines Jurisdiction on what may or may not be allowed in those areas.

Discussion also ensued on what the proposed profits may be and the federal versus state rules regarding cannabis.

Kevin also reviewed the additional regulations that are proposed under 19.86.110. The Commissioners noted changes to that section to remove Town Center and include Commercial/Light Industrial on the south side of State Route 20 only.

PJ asked about the ventilation item and if odor is detected how that would be enforced. Discussion ensued on code enforcement and how that would be processed. Further discussion ensued on how permits are processed and how it is decided who or what department will review and process those.

Kevin stated that he recommends the Commission make a recommendation to the council to approve the codes changes as discussed this evening and request that Council direct staff to research the taxation item. He stated he would also suggest they add something stating that bollards be installed along the building frontage after hearing the Sheriff Deputies concerns regarding smash and grabs that have occurred at other establishments.

Dinah suggested not being specific about bollards but to put some type of language in the code that requires installation of protection from vehicle damage.

PJ made a motion to recommend the Council approve the cannabis regulations code section with the discussed modifications plus a recommendation to approve on the condition that council direct staff to research and bring back information on the taxation distribution legalities for requiring a certain percentage of revenues received be distributed to youth activities and youth protective factors. John seconded the motion. The motion carried unanimously.

It was brought up that the minutes from January had not been officially approved yet.

John made a motion to approve the January 20, 2026 minutes. PJ seconded the motion. The motion carried unanimously.

New Business: Dinah requested that the sign code be included on the agenda at the next meeting for discussion.

Next Meeting Date and Time: April 21, 2026.

Adjournment: John Boggs made a motion to adjourn at 7:10 p.m. Dinah Kinney seconded the motion. The motion carried unanimously.

Dinah Kinney, Chair

_____, Chair Pro-tem

Attest:

Andrea Fichter, Clerk Treasurer

Council Requested Additions

18.105.060 Recreational marijuana buffers.

- (1) As provided in RCW 69.50.331 and WAC 314-55-050, marijuana producers, processors, and retailers shall not be allowed to locate within 1,000 feet of public parks, playgrounds, elementary schools or secondary schools.
- (2) The city finds that the reduction in buffers for recreation/community centers, libraries, child care centers, game arcades, and public transit centers will not negatively impact the city's civil regulatory enforcement, criminal law enforcement interests, public safety, or public health. Therefore, the city establishes a 500-foot buffer for recreation/community centers, libraries, child care centers, game arcades, and public transit centers.
- (3) For purposes of these standards, these uses are defined in Chapter 14-55 WAC. The methodology for measuring the buffers shall be provided in Chapter 14-55 WAC. It shall be the responsibility of the owner or operator of the proposed state-licensed marijuana use to demonstrate and ensure that a proposed location is not within one of the buffers. [Ord. 855 § 6, 2017.]

The Sprague Municipal Code is current through Ordinance 922, passed June 25, 2025.

Disclaimer: The city clerk's office has the official version of the Sprague Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: sprague-wa.us

Hosted by General Code.

ORDINANCE # 910

AN ORDINANCE OF THE TOWN OF CONCRETE ESTABLISHING A NEW CHAPTER 19.86 OF THE CONCRETE MUNICIPAL CODE ("CMC") REGULATING RECREATIONAL MARIJUANA PRODUCERS, PROCESSORS, AND RETAILERS; REPEALING CMC 19.45.115; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

Whereas, the Growth Management Act requires the Town of Concrete to process amendments to the local development regulations per Concrete Municipal Code (CMC) Chapter 18.08; and

Whereas, Town staff have prepared a new Chapter 19.86 of the Concrete Municipal Code regulating Recreational Marijuana Producers, Processors, and Retailers (Code Amendment); and

Whereas, on November 09, 2025, the Washington State Department of Commerce (DOC) was solicited for comment regarding the subject Code Amendment during a required 60-day comment period; and

Whereas, the 60-day DOC comment period ended on January 08, 2026. No comment from DOC was received; and

Whereas, the Town of Concrete issued a SEPA threshold determination of non-significance (DNS) on December 31, 2025, pursuant to WAC 197-11-340(2); and

Whereas, the Town of Concrete advertised a Notice of Code Amendment, issued a SEPA Determination of Non-Significance (DNS), and Notice of Hearing on December 31, 2025. This notice was published in the Skagit Valley Herald newspaper on January 2, 2026; and

Whereas, the notice and associated application material was also posted with the Washington State SEPA Register on December 30, 2025; and

Whereas, Agencies and Departments of jurisdiction were solicited for comment. The comment period ended on January 16, 2026. One (1) comment from the Washington State Liquor Cannabis Board (LCB) was received by staff. The LCB stated they had no comment on the proposed Code Amendment and looked forward to working with the Town of Concrete; and

Whereas, the public was also solicited for comment. The comment period ended on January 16, 2026. No public comment was received by staff prior to the Planning

Commission's Public Meeting; and

Whereas, the Town of Concrete does not have any regulations in municipal code regulating the use of recreational marijuana producers, processors, and retailers. The Town's ability to regulate use of marijuana is restricted by the Washington State Liquor and Cannabis Board; and

Whereas, the Planning Commission held a Public Meeting on January 20, 2026, to review the proposed code amendments, hear public comment, deliberate on the matter, and to make a recommendation to Town Council; and

Whereas, the Planning Commission made a Recorded Motion concerning the proposed Code Amendment and recommended approval to Town Council, with some proposed changes; and

Whereas, the Town Planner reviewed the Planning Commission's recommended changes to the proposed Code Amendment and has modified it accordingly further; and

Whereas, Town Council conducted an open record public hearing on the proposed Code Amendment on February 09, 2026. Following public testimony on the matter, the public record was closed; and

Whereas, after considering the analysis and proposed Code Amendment prepared by Staff, the recommendation from the Planning Commission, and the public comments received (if any), Town Council remanded the matter back to the Planning Commission for further modifications; and

Whereas, the Planning Commission conducted another public meeting on March 17, 2026, modified the proposed code amendment further, and made a Recorded Motion concerning the proposed Code Amendment; and

Whereas, the Planning Commission recommended that the proposed code amendment be approved by Town Council with discussed modifications; and

Whereas, the Planning Commission also recommended that Town Council direct staff to explore the possibility of directing a portion of the sales tax received from marijuana retail sales to be earmarked for youth activities and youth protective factors.; and

Whereas, on April 27, 2026, Town Council continued their open record public hearing on the matter. After considering the analysis and proposed Code Amendment prepared by Staff, the recommendations from the Planning Commission, and the public comments received (if any), the Town Council desire to adopt the proposed Code Amendment as set forth herein; and

Now Therefore Be It Ordained by the Town Council of the Town of Concrete, Washington:

Section 1. Findings. The foregoing recitals are hereby adopted as findings of fact in support of the adoption of this Ordinance.

Section 2. Adoption and Amendment of the Concrete Municipal Code. The Town Council hereby amends Concrete Municipal Code Title 19 by establishing new Chapter 19.86 regulating Recreational Marijuana Producers, Processors, and Retailers as shown in **Exhibit # 1** attached and incorporated herein.

Section 3. Repeal CMC Section 19.45.115. Concrete Municipal Code section 19.45.115 is hereby repealed in its entirety.

Section 4. Severability. Should any Section, paragraph, sentence, or word of this Ordinance hereby adopted be declared for any reason to be invalid, it is the intent of Council of the Town of Concrete that it would have passed all other portions of this Ordinance hereby adopted independent of that work determined to be invalid and accordingly such declaration of invalidity shall not affect the validity of this Chapter as a whole nor any part hereof other than the part so declared to be invalid.

Section 5. Corrections. Upon approval of the Town Attorney, the Town Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 6. Effective Date. This Ordinance shall take effect five (5) days after its passage, approval, and publication by law.

Passed and approved this _____ day of _____ 2026.

Mayor

Attest:

Clerk – Treasurer

Approved as to Form:

Town Attorney

***NEW CODE AMENDMENT TO THE
CONCRETE MUNICIPAL CODE:***

2025/2026 Code Amendment - MARKUP DRAFT

Black Font (No Underline) =	Existing Code with No Proposed Change
Black Font with Strikethrough =	Existing Code with Proposed Deletion as part of Code Amendment
Red Font & <u>Underline</u> =	New Proposed Code as part of Code Amendment
Green Font & <u>Underline</u> =	New Proposed Code added by the Town Planner following the 1/20/26 Planning Commission Public Meeting
Blue Font & Underline =	New proposed code added by the Town Planner as a result of further Planning Commission modifications at the 3-17-26 Public Meeting

Chapter 19.86
RECREATIONAL MARIJUANA/CANNABIS PRODUCERS, PROCESSORS AND
RETAILERS

Sections:

19.86.010 Authority.

19.86.020 Purpose.

19.86.030 Definitions.

19.86.040 Marijuana production.

19.86.050 Marijuana processing.

19.86.060 Retail marijuana sales.

19.86.070 Locational criteria.

19.86.080 No town liability—Indemnification.

19.86.090 Limitations.

19.86.100 Uses prohibited in all zones.

19.86.010 Authority.

The provisions of this chapter are implemented pursuant to Initiative 502, as codified in Title 69 RCW, and further provided in Chapter 314-55 WAC, as amended.

19.86.020 Purpose.

The purpose of this chapter is to further clarify the provisions of Initiative 502 as it pertains to the use of land within the Town of Concrete, and to establish where recreational marijuana producers, processors and retail outlets may locate in the town, and to describe the restrictions upon such uses.

19.86.030 Definitions.

The definitions in this section apply throughout this chapter, and the town also adopts the definitions in WAC 314-55-010 and RCW 69.50.101.

A. “Cannabis” is being used synonymous with marijuana in these regulations.

B. “Child care center” means an entity that regularly provides child day care and early learning services for a group of children for periods of less than twenty-four hours licensed by the Washington State Department of Early Learning, under Chapter 170-295 WAC.

C. “Cultivation” means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof.

D. “Elementary school” means a school for early education that provides the first four to eight years of basic education and is recognized by the Washington State Superintendent of Public Instruction.

E. “Game arcade” means an entertainment venue featuring primarily video games, simulators, and/or other amusement devices where persons under twenty-one years of age are not restricted.

F. “Greenhouse” means a building whose roof and sides are made largely of glass or other transparent or translucent material and in which the temperature and humidity can be regulated for the cultivation of delicate or out-of-season plants.

G. “Indoors” means within a fully enclosed and secure structure that complies with the Washington State Building Code, as adopted by the town, that has a complete roof enclosure supported by connecting walls extending from the ground to the roof, and a foundation, slab, or equivalent base to which the floor is securely attached. The structure must be secure against unauthorized entry, accessible only through one or more lockable doors, and constructed of solid materials that cannot easily be broken through, such as two-inch by four-inch or thicker studs overlain with three-eighths-inch or thicker plywood or equivalent materials. Plastic sheeting, regardless of gauge, or similar products do not satisfy this requirement.

H. “LCB” means Washington State Liquor and Cannabis Board. All cannabis licensing is regulated and enforced by the LCB. Any sale of recreational or medical cannabis other than by a state-licensed retailer is criminal, as is the production or processing of cannabis for sale outside the state-licensed regulated system.

I. “Library” means an organized collection of resources made accessible to the public for reference or borrowing supported with money derived from taxation.

J. “Marijuana” means all parts of the plant cannabis, whether growing or not, with a THC concentration greater than three-tenths percent on a dry weight basis; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin. For the purposes of this chapter, “cannabis” or “marijuana” does not include the mature stalks of the plant, fiber produced from the stalks, oil or

cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, except the resin extracted therefrom, fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.

K. “Marijuana-infused products” means products that contain marijuana or marijuana extracts and are intended for human use. The term “marijuana-infused products” does not include usable marijuana.

L. “Marijuana processor” means a person licensed by the State Liquor Control Board to process marijuana into usable marijuana and marijuana-infused products, package and label usable marijuana and marijuana-infused products for sale in retail outlets, and sell usable marijuana and marijuana-infused products at wholesale to marijuana retailers.

M. “Marijuana producer” means a person licensed by the State Liquor Control Board to produce and sell marijuana at wholesale to marijuana processors and other marijuana producers.

N. “Marijuana retailer” means a person licensed by the State Liquor Control Board to sell usable marijuana and marijuana-infused products in a retail outlet.

O. “Outdoors” means any location that is not “indoors” within a fully enclosed and secure structure as defined herein.

P. “Playground” means a public outdoor recreation area for children, usually equipped with swings, slides and other playground equipment, owned and/or managed by a town, county, state or federal government.

Q. “Process” means to handle or process cannabis in preparation for recreational use.

R. “Produce” or “production” means to manufacture, plant, cultivate, grow or harvest cannabis or marijuana.

S. “Public park” means an area of land for the enjoyment of the public, having facilities for rest and/or recreation, such as a baseball diamond or basketball court, owned and/or managed by a town, county, state, federal government or metropolitan park district. “Public park” does not include trails.

T. “Public transit center” means a facility located outside of the public right-of-way that is owned and managed by a transit agency or town, county, state or federal government for the express purpose of staging people and vehicles where several bus or other transit routes converge. They serve as efficient hubs to allow bus riders from various locations to assemble at a central point to take advantage of express trips or other route to route transfers.

U. “Recreation center or facility” means a supervised center that provides a broad range of activities and events intended primarily for use by persons under twenty-one years of age, owned and/or managed by a charitable nonprofit organization, town, county, state or federal government.

V. “Retail, marijuana” means the activity of selling usable marijuana and marijuana-infused products in a retail outlet.

W. “Retail outlet” means a location licensed by the State Liquor Control Board for the retail sale of usable marijuana and marijuana-infused products.

X. “Secondary school” means a high and/or middle school: a school for students who have completed their primary education, usually attended by children in grades seven to twelve and recognized by the Washington State Superintendent of Public Instruction.

Y. “Usable cannabis or usable marijuana” means dried flowers of the cannabis plant. The term “usable cannabis or usable marijuana” does not include marijuana-infused products or cannabis products.

19.86.040 Marijuana Production.

A. The cultivation of marijuana is considered to be production of a product for resale. Production of marijuana is limited to the Industrial Zoning District.

B. All marijuana production shall occur within indoor facilities. Outdoor production as may be permitted by the state is expressly prohibited by this subsection.

19.86.050 Marijuana Processing.

A. The processing of marijuana is considered to be a manufacturing activity. Processing of marijuana and marijuana products is limited to the Industrial Zoning District.

B. All marijuana processing shall occur within indoor facilities. Outdoor production as may be permitted by the state is expressly prohibited by this subsection.

19.86.060 Marijuana Retail Sales.

A. The sale of marijuana is a retail activity. Sale of marijuana is limited to the following zoning district(s):

1. South side (only) of State Route 20 (SR20) in the Commercial/Light Industrial Zoning District.

B. All marijuana retail sales shall occur within a permitted indoor retail facility/store.

19.86.070 Locational criteria.

A. Licensed recreational marijuana/cannabis producers, processors or retailers outlet must be located at least one thousand (1,000) feet of any of the following entities, except as allows pursuant to RCW 69.50.331(8)(b):

1. Elementary or secondary school;
2. Playground;

3. Recreation center or facility;
4. Child care center;
5. Public park;
6. Public transit center;
7. Library; or
8. Game arcade (where admission is not restricted to persons age 21 or older).

B. The subsequent establishment of a use listed in subsection A of this section within one thousand (1,000) feet of a legally established and licensed marijuana producer, processor, or retail outlet shall not render the marijuana producer, processor, or retail outlet nonconforming in regard to location under this chapter.

C. The 1,000-foot buffer shall be measured via the shortest straight-line distance from the property line of the proposed business location to the property line of any of the entities listed above.

19.86.080 No town liability—Indemnification.

A. By accepting a permit issued pursuant to this chapter, the licensee waives and releases the town, its officers, elected officials, employees, volunteers and agents from any liability for injuries, damages, or liabilities of any kind that result from any arrest or prosecution of business owners, operators, employees, clients or customers for a violation of federal, state or local laws and regulations.

B. By accepting a permit issued pursuant to this chapter, all licensees, jointly and severally, if more than one, agree to indemnify, defend and hold harmless the town, its officers, elected officials, employees, volunteers and agents, insurers and self-insurance pool against all liability, claims and demands on account of any injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of the recreational marijuana business that is the subject of the license. (

19.86.090 Limitations.

A. Nothing in this chapter is intended to be, nor should be considered to be, an allowance for less restricted activity than is permitted by state law and the rules and regulations of the Liquor Control Board.

B. Nothing in this chapter is intended to be, nor should be considered to be, a limitation on the town from protesting the granting of a permit(s) or the renewal of a permit(s).

C. No part of this chapter is intended to or shall be deemed to conflict with federal law, including, but not limited to, the Controlled Substances Act, 21 U.S.C. Section 800 et seq., the Uniform Controlled Substances Act (Chapter 69.50 RCW), nor to otherwise permit any activity that is prohibited under either Act, or any other local, state or federal law, statute, rule or regulation. Nothing in this chapter shall be construed to supersede Washington State law prohibiting the acquisition, possession, manufacture, sale or use of medical cannabis or recreational marijuana in any manner not authorized by Chapter 69.51A RCW or Chapter 69.50 RCW. Nothing in this chapter shall be construed to supersede legislation prohibiting persons from engaging in conduct that endangers others, or that creates a nuisance, as defined herein.

19.86.100 Uses prohibited in all zones.

A. The following uses are prohibited in all zones within the town:

1. Marijuana production or processing in a greenhouse or any translucent structure;
2. Marijuana collective garden;
3. Marijuana cooperative;
4. Outdoor growing of marijuana.

B. All licensed Marijuana/Cannabis Retail, Production, and Processing businesses are prohibited on lands zoned "Residential."

19.86.110 Permitting & Development Regulations.

Prior to any Marijuana/Cannabis Producer, Processor, &/or Retailer operating within the town, the owner or operator shall:

- A. Licensing: Obtain a license from the LCB and submit proof of license to the town.
- B. Building Permit: Unless determined exempt by the Building Official, any proposed business shall obtain an approved building permit for new construction, alteration, addition, &/or a change of use. Improvements including but not limited to fire sprinklers, fire alarms, or fire walls may be required.
- C. Signage: All signage associated with a proposed business shall comply with CMC Chapter 19.63 regulating signage and WAC 314-55-155 regulating cannabis advertising. When in conflict, the stricter of the two regulations prevail.
- D. Business License: The owner/operator shall obtain a Business License endorsement through the Department of Revenue for the Town of Concrete.
- E. Land Use Permit: Retail sales of marijuana/cannabis is permitted outright on the south side of State Route 20 (SR20) in the Commercial/Light Industrial Zoning District without the need for a land use permit.

However, an approved Conditional Use Permit is required for any proposed marijuana/cannabis production or processing use/facility. Conditions of approval may be added to any proposed use to mitigate any potential impacts to the business on neighboring uses and residents.

- F. Hazardous material: Marijuana Producers and Processors that use hazardous or flammable solvents or gases are only allowed in the Industrial Zone and only in a professional-grade closed-loop extraction system that is designed to recover the chemicals and that is labeled for such use by the manufacturer.
- G. Ventilation Systems: All marijuana/cannabis retailers, producers, or processors must employ ventilation systems such that no odors from the production or processing are detectable off the premises.
- H. Security Cameras: Marijuana/cannabis retailers, producers, or processors may employ security cameras only if they aim those cameras so as to view only the facility property and not public rights-of-way or neighboring properties.
- I. Screening: The construction of any new building or change of use of an existing building, may require the submittal of a landscape plan showing how that use will be screened from neighboring properties consistent with Concrete Municipal Code Chapter 19.50 regulating landscaping.
- J. Lighting: Any proposed outdoor lighting shall be down shielded preventing light trespass and impacts to neighboring properties.
- K. Design Standards: Any new structure or remodeled structure intending to house a marijuana retailer shall install physical barriers, such but not limited to bollards, planters or curb improvements, between the parking area and the structure.

SIGN CODE EXAMPLES
FOR DISCUSSION
PURPOSES

TOWN OF CONCRETE SIGN CODE

Chapter 19.63
SIGNS

Sections:

- 19.63.010 — Purpose.
- 19.63.020 — General provisions.
- 19.63.030 — Permanent identification signs for commercial, business, tourists and industrial developments.
- 19.63.040 — Off-premises signs.
- 19.63.050 — Permit required — Application.
- 19.63.060 — Removal and disposition of certain signs.
- 19.63.070 — Appeals.

19.63.010 Purpose.

(1) The purpose of this chapter is to preserve and maintain the small town quality and the unique historic character of the town. It is to promote and protect the public welfare, health, safety and aesthetics by regulating existing and proposed signs.

(2) Sign design shall be a creative response to the location on which it is to be placed. It shall consider:

- (a) Scale compatibility and visual appropriateness with both the natural beauty of the environment and the unique building-scape of the town;
- (b) Symbolic appropriateness with the activity to which it pertains;
- (c) Expressive identity of individual proprietors, yet never violating the visual character of the surroundings in which it is to be placed;
- (d) Legibility at the distance and pace (speed) at which it is to be seen;
- (e) Undue blocking of public view from the public right-of-way;
- (f) Reduction of distractions contributing to traffic confusion or accidents. [Ord. 513, 2003; Ord. 426 § 10.63.010, 1998]

19.63.020 General provisions.

(1) Signs Subject to State Approval. All signs within the state right-of-way shall be subject to approval of the State Department of Transportation. Where the regulations of the town and state differ, the more restrictive regulations shall govern.

(2) Sign Clearances. A minimum of eight feet above sidewalks and 15 feet above driveways shall be provided under freestanding or projecting signs.

(3) Setbacks. Signs shall be situated in a manner so as not to adversely affect safety, corner vision, public rights-of-way, improvements or future improvements, easements, or other similar conditions.

(4) Blanketing. No sign shall be situated in a manner which results in obscuring or blocking an existing sign as viewed from adjacent right-of-way.

(5) Maintenance. All signs, together with all of their supports, braces, guys, and anchors, shall be kept in good repair and be maintained in a safe condition. All signs and the site upon which they are located shall be maintained in a neat, clean, and attractive condition. Signs shall be kept free from rust, corrosion, peeling paint, or other surface deterioration. The display surfaces of all signs shall be kept neatly painted or posted.

(6) Pre-Existing Signs. Signs and sign structures existing prior to the effective date of this chapter, which complied with applicable regulations existing when the sign was established but which do not comply with one or more of the requirements of this chapter, shall be subject to the provisions of this title for nonconforming uses.

(a) Alteration to a nonconforming sign which reduces or does not increase its noncompliance with the provisions of this chapter, including changes in display surface, sign area, height and setback, may be allowed subject to review by the planner.

(b) Sign copy which identifies or advertises a business, product or service no longer located on the same site or premises on which the sign is posted shall be replaced, or removed, within one month of the change in occupancy or vacancy of the premises. Failure to use the copy area of a nonconforming sign for purposes permitted under this section for a period of more than 12 consecutive months shall constitute a discontinuance of a nonconforming use and such sign shall be removed or modified to satisfy all applicable requirements of this title and the underlying district. [Ord. 513, 2003; Ord. 426 § 10.63.020, 1998]

19.63.030 Permanent identification signs for commercial, business, tourists and industrial developments.

(1) Freestanding signs are signs supported by uprights extending from the ground, not attached to a building. Height of freestanding signs shall not exceed nine feet and freestanding signs shall not exceed twenty square feet in area each side, including support structure. The height of freestanding signs is measured from the grade at the edge of the right-of-way to the top of the sign. If unusual topography, architectural or landscape elements, building setting or road curvature merit special considerations, an exemption may be considered.

(2) Ground-mounted signs may be used in lieu of a freestanding identification sign. In such case, the requirements for size, number, and setback/location for freestanding signs shall apply.

(3) Supplementary Identification. In addition, ground-mounted signs may be used to identify individual uses within a multi-tenant development which are not otherwise identified on a freestanding sign(s) for the development. Ground-mounted signs shall be subject to the following requirements:

(a) Height. A ground-mounted sign (also called monument signs) shall not exceed a height of six feet.

(b) Maximum size: 36 square feet.

(c) Number. Only one ground-mounted sign shall be allowed for a business, and shall be situated in front of that business.

(d) Setbacks/Location. All ground-mounted signs shall be located within a landscaped area, with curbing located at least three feet from the base of the sign on all sides, except next to a sidewalk. Ground-mounted signs shall be situated at least 50 feet from any freestanding sign, and at least 100 feet from any other ground-mounted sign within the same development. Ground-mounted signs shall not be located within a 20-foot radius of the corner of any two streets, or the street and any driveway.

(e) Materials. Ground-mounted signs shall incorporate colors and materials which are the same, or substantially the same, as those used on the building identified by the sign.

(f) Illumination. Such signs may be internally or indirectly illuminated.

(4) On-building signs identifying the use of the premises shall be allowed subject to the following conditions:

(a) Sign Area. The sign area, location of the building, number of signs, and the size of the copy used shall be determined in consideration of the following factors:

- (i) The relationship of the building to the road or on-site circulation areas;
- (ii) The use and location of a freestanding or ground-mounted sign identifying the premises, including on-site identification signs approved under this code;
- (iii) The use of the premises and associated need for identification of the building;
- (iv) The size and design of the building elevation on which the sign would be placed;
- (v) The amount of signing for the use which can be seen from a given direction;
- (vi) Wall signs and marquee signs shall not exceed a total sign area of two square feet per lineal foot of building frontage; except that if a business has only a wall sign, the sign area allowed shall be at least 60 square feet regardless of frontage;
- (vii) Projecting signs shall be limited to one per street frontage and shall not exceed an area of 25 feet per sign face.

(b) Business and Commercial District. Signs located on buildings within the business and commercial district may project over the sidewalk or an alley (within the right-of-way), provided such signs have at least eight feet of vertical clearance from the sidewalk to the bottom of the sign, or 15 feet of clearance from an alley to the bottom of the sign.

(c) Wall Graphics. The use of exterior walls of buildings for graphics, art work, or other displays shall be subject to review and approval by the planning commission.

(d) Illumination. On-building signs may be internally or indirectly illuminated, or backlit.

(5) Electronic Message Center Signs. Electronic message center signs and other changeable copy signs may be incorporated into a permanent identification sign for a business or development, subject to review and approval by the planning commission. Approval shall not be granted unless the following conditions are satisfied:

- (a) Only one sign shall be used in a development;
- (b) The changeable copy sign, or electronic message center, shall be included in the maximum sign area allowed per this code, and shall not exceed 80 percent of the total sign area;

~~(c) The sign shall be integrated into the design of the identification signs, and shall satisfy the design standards under this code;~~

~~(d) Electronic message centers and changeable copy signs may be used only to advertise activities conducted or goods and services available on the property on which the sign is located, or to present public service information;~~

~~(e) No segmented message shall last longer than 15 seconds.~~

~~(6) Community and Civic Signs and Banners. The intent of this provision is to provide a location for information on community and civic organized events occurring in the town of Concrete. Such structure may be allowed for displaying signs and/or banners, subject to the following:~~

~~(a) Cannot be placed on Washington State Department of Transportation highway right-of-way.~~

~~(b) Structure can be no more than 20 feet in length, width, or height.~~

~~(c) Shall be limited to 150 square feet in area.~~

~~(d) Can only be installed and maintained by the town of Concrete. The town of Concrete shall be responsible for installation and maintenance of any structure and any signs or banners attached thereof.~~

~~(e) Signs or banners displayed must be for civic events or nonprofit activities and cannot contain commercial advertising or sponsorships.~~

~~(f) Signs or banners are limited to a maximum size of 10 feet in length and two and one-half feet in height and be read legibly at the distance and pace (speed) at which it is to be seen and shall be limited to the following:~~

~~(i) Name of event;~~

~~(ii) Date/s of event;~~

~~(iii) Time of event;~~

~~(iv) Event logo or other event related image/s.~~

~~(g) Signs or banners are to be placed by town staff and only after approval either by a town of Concrete events application or other council-approved form for nonevents.~~

(h) Signs or banners may be placed no more than 21 days prior to the event and must be removed immediately following the end of the event and shall not be in place for more than a total of 120 days.

(i) The town shall have the authority to remove and dispose of any sign or banner that is placed without prior authorization or that does not meet the criteria within this section. [Ord. 850, 2022; Ord. 513, 2003; Ord. 426 § 10.63.030, 1998]

19.63.040 Off-premises signs.

Off-premises signs shall not be allowed except as herein provided:

(1) Billboards (Outdoor Advertising Structures). No new billboards shall be allowed in any zoning district without the approval of the planning commission. Due to the perplexity of billboard signage, the maximum size shall be determined by the planning commission based on location and zoning.

(2) Political Signs. Signs which support or oppose ballot measures, persons running for political office and other issues subject to a vote by the public may be allowed subject to the following conditions:

(a) Approval of the owner of the property on which the sign is to be placed;

(b) Location. Such signs shall not be posted in state, county or town rights-of-way, on telephone poles, traffic signs, or other public apparatus. Such signs shall observe the corner vision requirements of this chapter, and shall not be situated in a manner which creates a hazard;

(c) Size. Signs shall not exceed 16 square feet in size as viewed from one direction;

(d) Time Limit. Such signs shall not be posted more than four months before the affected election, and shall be removed within one week after the election for which the sign is posted;

(e) If it becomes necessary that the town has to remove signs, there will be a cost billed to the candidate or sponsoring agency.

(3) Temporary Directional Signs. The intent of this provision is to allow the infrequent, and not the regular, use of signs of a temporary nature. Off-premises directional signs of a temporary nature such as those used to direct persons to open houses, garage sales, or special events of short (two days) duration may be allowed subject to the following conditions:

(a) Any such sign within the state right-of-way shall be subject to approval by the State Department of Transportation.

(b) All such signs shall comply with conditions (a) through (c) and (e) under subsection (2) of this section.

(c) Time Limit. All such signs shall be removed at the end of the day on which the event, open house or garage sale is conducted and shall not be used repeatedly, contrary to the stated intent.

(d) The town shall have the authority to immediately remove and dispose of any such sign found to be in violation of this subsection.

(4) Permanent Off-Premises Directional Signs. The intent of this provision is to provide directional and location information to the general public about places of general interest, such as tourist information services, school or public recreational facilities, central business or other special districts, historic sites, and regional developments; or to provide information of a general community nature, such as those found at town entrance locations identifying the town and historic dates, or listing local service clubs and organizations. Such signs may be allowed, subject to planning commission review, subject to the following:

(a) Any such signs within the state right-of-way shall be subject to approval by the Department of Transportation;

(b) Approval of the owner of the property on which sign is to be placed;

(c) Location. Any such sign shall not be placed where it may cause a hazard, or obstruct the vision of any driver;

(d) Size shall be no larger than necessary to clearly inform or direct the public. Town identification/community service club type signs shall not exceed 50 square feet per side;

(e) Illumination. May be indirectly illuminated;

(f) Design. All such signs shall be designed using materials, colors, lettering and other graphics which will be, in the opinion of the planning commission, an asset to the community and in the best interest of the town and the general public.

(5) Town Center Business Signs. The intent of this provision is to provide a central location for directional and location information for businesses and organizations located in the town of Concrete's Main Street business core. Such signs may be allowed, subject to the planning commission review, subject to the following:

~~(a) The town of Concrete will maintain a freestanding structure at the entrance to the Town Center in which signs for all Main Street merchants and organizations may be displayed.~~

~~(b) All enterprise is entitled to an equal share of the sign space including the building name.~~

~~(c) All signs shall be designed using materials, colors, lettering and other graphics which will be, in the opinion of the town council, in compliance with any criteria set by the Concrete Municipal Code for this structure.~~

~~(d) In order to provide uniformity, individual signs shall be the same in length and height. Businesses retain the option of adding their business name, phone number or any other information as requested by the business owner, keeping in mind the more information the smaller the lettering.~~

~~(e) The cost of each individual sign shall be paid by the business requesting a sign be displayed.~~

~~(f) An initial permit fee, plus an annual fee, will be set by the town council by annual resolution* in order to provide and maintain the main structure.~~

~~(g) If the annual fee is not paid by January 31st of that billing year a late fee as set by annual resolution shall be charged on those businesses with established signs.~~

~~(h) If the annual fee plus any accrued late fees are not paid in full by May 31st of that billing year said sign may be removed and said business may request to be placed back on the sign following the same initial procedures and initial fees as the original sign. [Ord. 679, 2011; Ord. 513, 2003; Ord. 426 § 10.63.040, 1998]~~

*Code reviser's note: The resolution setting this fee is available for review at Town Hall.

19.63.050 Permit required — Application.

A permit shall be obtained for each sign erected within the town limits, excepting those signs which are exempted by ordinance. Each permit application shall be filed with the town clerk-treasurer by the property owner, lessee, contract purchaser or other persons entitled to possession of the property, or by an authorized agent, on a form provided by the town, and shall contain and include the following:

(1) Building name and location;

(2) Building owner and lessee, sign owner and sign lessee, name of business, primary product and/or service;

(3) Location of existing and proposed signs;

(4) Description of signs, including dimensions, materials and copy material;

(5) Required fee;

(6) Name, address and telephone number of sign installer. [Ord. 513, 2003; Ord. 426 § 10.63.040, 1998]

19.63.060 Removal and disposition of certain signs.

(1) Abandoned Signs. Any sign that is located on property that is vacant and unoccupied for a period of six months or more; pertains to a time, event, or purpose which no longer applies; or advertises products, services, or facilities which have not been available to the public for a period of six months shall be deemed abandoned. Permanent signs applicable to a business temporarily suspended because of a change in ownership, management, or seasonal closure shall not be deemed abandoned unless the property remains vacant six months or more. Abandoned signs shall be removed by the owner of the premises. Signage depicting incorrect information such as the name of the business, hours of operation, phone numbers and addresses shall be removed immediately.

(2) Dangerous or Defective Signs. No person shall maintain or permit to be maintained on any property owned by them any sign which is in a dangerous or defective condition. Any such sign shall be removed or repaired by the owner of the premises or the owner of the sign. Upon failure of the owner to remove or repair a dangerous or defective sign, the building inspector and/or town planner or their designee shall proceed as described in subsection (3) of this section.

(3) Removal of Signs. The town planner or building inspector or their designee shall cause to be removed any sign that endangers the public safety, such as signs that are abandoned or dangerous structurally, materially, or electrically. The building inspector, town planner or their designee shall send a notice by certified mail to the owner of the property on which the sign is located specifying the violation involved. If the sign is not removed or the violation not corrected within 30 days from the date of the mailing, the sign shall be removed in accordance with the provisions of this section. If any such person is unknown or cannot be found, notice shall be mailed to the last known address and posted on the sign or premises.

(4) Appeals. The determination of the town planner, building inspector or their designee ordering removal or compliance may be appealed by filing written notice with the planning or building departments within 10 days after receipt of notice.

~~(5) Immediate Removal of Dangerous Signs. In cases of imminent danger to public safety, the town planner, building inspector or their designee may cause immediate removal of a dangerous sign without notice.~~

~~(6) Disposal of Signs — Costs. Any sign removed by an agent of the town pursuant to the provisions of this section shall become the property of the town and may be disposed of in any manner deemed appropriate. The cost of removal shall be considered a debt owed to the town by the sign owner or property owner and may be recovered in court action or result in a lien against the property. [Ord. 881, 2024]~~

~~19.63.070 Appeals.~~

~~Any aggrieved party dissatisfied with a permitting decision may appeal the decision to the Concrete town council. [Ord. 881, 2024; Ord. 513, 2003; Ord. 426 § 10.63.040, 1998. Formerly 19.63.060]~~

Town of Twisp

TOWN OF TWISP:

Chapter 15.20 SIGNS

Sections:

- 15.20.010 Intent.
- 15.20.020 Administration and enforcement.
- 15.20.030 Permits.
- 15.20.040 Prohibited signs.
- 15.20.050 Permanent on-premises signs.
- 15.20.060 Miscellaneous sign restrictions.
- 15.20.070 Temporary signs.
- 15.20.080 Sign size.
- 15.20.090 Sign location.
- 15.20.100 Design and construction.
- 15.20.110 Electrical.
- 15.20.120 Noncomplying signs.
- 15.20.130 Variances.
- 15.20.140 Violations and penalties.
- 15.20.150 Indemnification.
- 15.20.160 Definitions and abbreviations.

15.20.010 Intent.

The intent and purpose of this chapter is to create a set of signage standards for signs which promote the commerce of Twisp and its businesses in a way that is effective, safe, consistent and visually pleasing to residents and visitors. This is accomplished by regulating and controlling the size, construction, location, electrification and maintenance of all exterior signs and sign structures. This chapter preserves and improves the appearance of the town as a place to live, provides clarity, visibility and public safety for pedestrians and motorists and protects constitutional rights of free speech guaranteed under the First Amendment. (Ord. 655 § 1, 2013)

15.20.020 Administration and enforcement.

(1) All permanent and temporary signs shall comply with the provisions of this chapter.

(2) "Administrator" means the designated authority charged with the administration of the town building code as adopted by town council;

(3) The administrator is authorized to review and approve or deny applications for permits and enforce all provisions of this chapter;

(4) Where there is ambiguity or dispute concerning interpretation of this chapter, the decision of the administrator shall prevail, subject to appeal as provided herein;

(5) Any unlawful sign which has not been removed within 10 days after notice of a violation may be removed by the administrator or his/her designee without further notice and the costs shall be charged to the violator;

(6) All signs for which a permit is required shall be subject to inspection and re-inspection as may be deemed by the administrator;

(7) All signs, including noncomplying and abandoned signs, and sign support structures, together with all of their supports, braces, guys and anchors, must be maintained in a condition which is safe and appears as originally permitted. (Ord. 655 § 1, 2013)

15.20.030 Permits.

(1) Permits Required.

(a) All permanent signs shall require a permit;

(b) No permanent sign shall be erected, re-erected, constructed, or altered, except as provided by any and all applicable provisions of this chapter and the Twisp Municipal Code;

(c) Permits for signs shall be issued to the property owner, property lessee, or business owner operating on the premises that the sign is proposed;

(d) Electrical permits shall be obtained for electric signs.

(2) Application for Permit. Application for a sign permit shall be made in writing upon forms furnished by the administrator. Such application shall contain the type of sign to be erected, the location by street address, property owner's name and address, number of proposed sign structures and the sign contractor or erector. The administrator may require additional information that he or she feels is necessary to ensure compliance with this chapter, including but not limited to a building permit, a site plan depicting the locations of proposed signage and dimensions of the proposed signage.

(3) Approval or Denial of Permit.

(a) A permit shall be issued on or before the end of a 14-business-day review period if the application for a sign complies with the regulations contained in this chapter;

(b) Upon denial of an application for a sign permit, the applicant has 14 business days to appeal the decision to the planning commission who shall review the denial of said application at its next regularly scheduled meeting.

(4) Fees. A sign permit fee shall be paid in accordance with the applicable fee schedule approved by the town council for all signs governed by this chapter. If a building or electrical permit is required for a sign, applicable fees shall be in addition to a sign permit fee. (Ord. 655 § 1, 2013)

15.20.040 Prohibited signs.

The following signs are prohibited within the town of Twisp:

(1) Signs which imitate, closely resemble, confuse or obstruct the visibility or interpretation of an official traffic sign, exit signs, signals or similar devices;

(2) Signs located on trees, utility poles, public benches or any other form of public property or within any public right-of-way; with the exception of public information kiosks, authorized road signs, public facility directional signs, public agency installed wayfinding signs or sandwich boards, as described herein;

(3) Signs that are abandoned or in a dilapidated or hazardous condition;

(4) Signs with loud speakers, excluding drive-up windows designed with the intent of being reasonably audible only to the occupant(s) of a vehicle for the purpose of communicating business transactions;

(5) Beacons, strobe lights, or flashing signs;

(6) Electronic message centers (EMCs);

(7) Signs which contain statements, words or pictures advertising illegal activity;

(8) Signs with changeable copy, aka reader boards, with the exception of gasoline price signs;

(9) Off-premises signs with the exception of off-premises directory signs as provided herein;

(10) Portable signs, except sandwich board signs (A-frame signs) as provided herein. (Ord. 655 § 1, 2013)

15.20.050 Permanent on-premises signs.

Permanent on-premises signs are signs attached to a building or structure or to the ground in a manner that enables the sign to resist environmental loads, such as wind, and that preclude ready removal or movement of the sign and whose intended use appears to be indefinite. Permanent signs include, but are not limited to, the following types of signs: wall signs, projecting signs, roof signs, freestanding signs, marquee signs, awning signs, monument, and multi-tenant signs.

Each business shall be permitted one permanent sign, not including wall signs, per street entrance. Multi-tenant signs shall count towards one of the allowable signs.

(1) Wall Signs.

- (a) Permits may be obtained to erect multiple wall signs on each wall facing a street or public right-of-way;
- (b) The maximum area for the total of all permitted wall signs for any single wall plane shall not exceed 25 percent;
- (c) Wall signs shall not project more than 12 inches from the wall plane and shall be mounted parallel with the building face;
- (d) Clearance under the lowest point of any wall sign which projects more than two inches over a public walkway shall not be less than eight feet.

(2) Projecting Signs.

- (a) Signs shall conform to the clearance and projection requirements of Table 1:

Table 1

Projection of Signs

Clearance	Maximum Projection
Less than 8'	Not permitted
8'	2'
8' to 16'	2', plus 6" for each foot of clearance in excess of 8'
Over 16'	5'

(b) The total area of all projecting signs shall not exceed 15 square feet or project more than five feet from the building face. The structure around or supporting the sign shall not be included in the total area;

(c) Clearance under the lowest point of any sign which projects more than two inches over a public walkway shall not be less than eight feet;

(d) Clearance from High Voltage Power Lines. Signs shall be located not less than six feet horizontally or 12 feet vertically from overhead electrical conductors which are energized in excess of 750 volts. The term "overhead conductors," as used in this section, means any electrical conductor, either bare or insulated, installed above the ground, except such conductors as are enclosed in iron pipe or other material covering of equal strength;

(e) No permitted sign or sign structure shall project into any public alley below a height of 14 feet above grade.

(3) Roof Signs. No roof sign shall exceed the highest point of the structure the sign is advertising unless part of a facade.

(4) Freestanding Signs.

(a) A minimum separation between all freestanding signs shall be 50 feet;

(b) A minimum clearance from the ground to the message area on a freestanding commercial sign on SR 20 shall be seven feet.

(5) Monument Signs. A minimum separation between all monument signs shall be 50 feet.

(6) Multi-Tenant Signs.

(a) Multi-tenant commercial signs shall be located within the business complex for which they advertise and only tenants of that business complex may advertise on the sign;

(b) Any business advertising on a multi-tenant commercial sign may not have a separate freestanding sign on its property located within the associated business complex.

(7) Directional Signs. Directional signs shall be located on the premises to which the sign is intended to guide or direct pedestrian or vehicular traffic and shall not exceed two square feet per face, with the exception of authorized road signs or public agency directional signs. Directional signs shall not be included in the maximum number of signs allowed.

(8) Off-Premises Directory Signs. Off-premises directory signs shall comply with the town of Twisp wayfinding sign program. (Ord. 668 §§ 1(A), 1(B), 2013; Ord. 655 § 1, 2013)

15.20.060 Miscellaneous sign restrictions.

(1) All signs visible from Highway 20 must be in conformance with the standards of the Scenic Vistas Act (Chapter 47.42 RCW and Chapter 468-66 WAC) that are incorporated herein by this reference and as such are subject to WSDOT rules, regulations and noncompliance penalties. In the case of conflict between the requirements of the Scenic Vistas Act and this code, the more restrictive requirement shall apply;

(2) All signs that are located within the shoreline area, as defined by the town of Twisp shoreline master program, must comply with Chapters 6 and 8 of the shoreline master program as it now exists or hereinafter amended;

(3) A suspended sign cannot exceed three square feet in area;

(4) Signs illuminated by up-lighting shall be shielded by a roof overhang or similar structure to protect the night sky. Indirectly illuminated signs shall be directed away from adjacent properties and shall not project light from the light source across property lines or directly toward traffic. All signs illuminated with artificial lighting shall comply with the provisions in TMC 18.15.070 as it now exists or hereinafter amended;

(5) Drive-through menu board signs shall not exceed 32 square feet in area and a maximum height of seven feet, and shall face away from the street and residential properties;

(6) Signs for home businesses in residential areas shall be limited to one sign per street entrance. (Ord. 655 § 1, 2013)

15.20.070 Temporary signs.

Temporary signs are signs not intended for permanent installation which are to be used for a limited amount of time. Types of temporary signs include but are not limited to political campaign signs, banners, pennants and special event signs.

(1) Temporary must be removed within seven days of the completion of the event or activity.

(2) Temporary signs may extend across a public street or right-of-way only after a permit from the appropriate agency is obtained. Such signs, when extended over a public street, shall maintain a minimum height clearance of 20 feet.

(3) Sandwich Board Signs (A-Frame Signs).

- (a) Each sandwich board sign shall be no taller than 42 inches and no wider than 30 inches;
- (b) Each sandwich board sign shall be properly anchored to ensure it does not tip or blow over and to prevent injury or damage;
- (c) Each sandwich board shall be placed within the property boundary lines of the business applying for the sign permit or may be located in the public right-of-way adjoining the property, not to extend beyond a sidewalk or curb, or into the roadway or parking lot/stall. Sandwich boards shall be allowed to remain only during business hours;
- (d) Only one sandwich board sign shall be allowed per business/use;
- (e) No sandwich board shall obstruct wheelchair access or obstruct pedestrian traffic;
- (f) Sandwich boards shall not be located within 10 feet of each other;
- (g) Sandwich boards shall be allowed only with an indemnity, release and hold harmless agreement, as provided by the administrator. (Ord. 682 § 1, 2014; Ord. 655 § 1, 2013)

15.20.080 Sign size.

Table 2

Freestanding Sign Heights and Maximum Sign Sizes

Zoning District	R-1	R-2	R-3	C-1	C-1 Highway	C-2	C-2 Highway	C-3 Highway	C-R/C-R Hwy	I/I Hwy	Air	PU
Max Height	4' (7)	4' (7)	6' (7)	8' (4) (7)	23' (6)	8' (4) (7)	23' (6)	8'/23' (4) (6)	8'/23' (4) (6) (7)	8'/23' (3) (4) (6) (7)	8' (7)	8' (7)
Max Sign Size	8 sq. ft. (1)	8 sq. ft. (1)	8 sq. ft. (1)	24 sq. ft.	32 sq. ft. (3)	24 sq. ft.	32 sq. ft. (3)	24 sq. ft./32 sq. ft. (3)	24 sq. ft./32 sq. ft. (3)	24 sq. ft./32 sq. ft. (5)	24 sq. ft.	24 sq. ft.

- (1) Signs up to 32 square feet are allowed for planned developments, residential subdivisions, day care, assisted living, or similar facilities.
- (2) Sign height means the vertical distance measured from either the grade below the sign or upper surface of the nearest street curb, whichever permits the greatest sign height, to the highest point of the sign.

- (3) Multi-tenant signs located on Highway 20 are allowed a maximum sign size of 50 square feet.
- (4) Multi-tenant signs located in commercial and industrial zones located off Highway 20 are allowed a maximum sign size height of 15 feet.
- (5) Multi-tenant signs located in industrial zones located off Highway 20 are allowed a maximum sign size of 32 square feet.
- (6) Monument signs located on Highway 20 are allowed a maximum sign height of eight feet.
- (7) Monument signs located off Highway 20 are allowed a maximum sign height of six feet.

(Ord. 655 § 1, 2013)

15.20.090 Sign location.

(1) No sign shall project over or within the public right-of-way or easement with the exception of road signs, or approved sandwich boards as described herein, or directional signs that identify and/or provide direction to public facilities. Authorized road signs and directional signs shall be installed and maintained by a public agency;

(2) Signs shall not be located in a clear view triangle, as defined in TMC 18.20.130, Clear vision requirements;

(3) Signs shall not be placed in areas where a vehicle driver's visibility (intersections, alleys, driveways) might be obscured;

(4) All signs shall be located on the premises of the business, activity, service, etc., being offered, with the exception of off-premises directory signs, as provided in the town of Twisp wayfinding sign program. (Ord. 668 § 1(C), 2013; Ord. 655 § 1, 2013)

15.20.100 Design and construction.

(1) Wind Load. Signs shall be designed and constructed to withstand wind pressure as provided for in Chapter 16 of the International Building Code (IBC) as it presently exists or as hereafter amended;

(2) Seismic Load. Signs designed to withstand wind pressures shall be considered capable of withstanding earthquake loads, except as provided for in Chapter 16 of the IBC;

(3) Working Stresses. In outdoor advertising display signs, the allowable working stresses shall conform to the requirements of Chapter 16 of the IBC. Exceptions:

(a) The allowable working stresses for steel and wood shall be in accordance with the provisions of Chapters 22 and 23 of the IBC;

(b) The working strength of chains, cables, guys or steel rods shall not exceed one-fifth of the ultimate strength of such chains, cables, guys or steel;

(4) Attachment.

(a) Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied;

(b) Temporary cloth signs shall be supported and attached with wire rope or other material acceptable by the administrator, that shall ensure that they remain secure under windy conditions;

(5) Glass panels in signs shall be approved by the administrator in accordance with the IBC. (Ord. 655 § 1, 2013)

15.20.110 Electrical.

(1) Illumination. A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of NFPA 70, and shall be separately permitted through Washington State Labor and Industries if required;

(2) An open spark or flame shall not be used for display purposes unless specifically approved;

(3) Internally Illuminated Signs. Except as provided for in Sections 402.16 and 2611 in the IBC, where internally illuminated signs have facings of wood or approved plastic, the area of such facing section shall not be more than 50 square feet and the wiring for electric lighting shall be entirely enclosed in the sign cabinet with a clearance of not less than two inches from the facing material. The dimensional limitation of 50 square feet shall not apply to sign facing sections made from flame-resistant-coated fabric (ordinarily known as "flexible sign face plastic") that weighs less than 20 ounces per square yard and that, when tested in accordance with NFPA 701, meets the fire propagation performance requirements of both Test 1 and Test 2 or that when tested in accordance with an approved test method, exhibits an average burn time of two seconds or less and a burning extent of 5.9 inches or less for 10 specimens;

(4) Electrical Service. Signs that require electrical service shall comply with NFPA 70 or as directed by WA L&I;

(5) Electric Sign Faces. Individual plastic facings of electric signs shall not exceed the maximum size restriction per zoning district;

(6) All signs containing electrical wiring shall be subject to the provisions of the governing electrical code, and the electrical components used shall bear the label accepted by the Washington Department of Labor and Industries. (Ord. 655 § 1, 2013)

15.20.120 Noncomplying signs.

Any sign that is not in compliance with the provisions of this chapter upon its adoption shall be deemed a noncomplying sign. All noncomplying signs lawfully existing under all codes and regulations prior to the adoption of the ordinance codified in this chapter shall be allowed to continue and be maintained as a legal noncomplying sign for the duration of its life, provided:

(1) No sign shall be changed in any manner that increases its noncompliance with the provisions of this chapter;

(2) The sign is not hazardous or abandoned;

(3) Signs damaged, altered or structurally modified by more than 50 percent of the total square footage or exceeding 50 percent of the replacement cost of the original sign shall be brought into compliance with this chapter;

(4) Legal, complying structural supports for abandoned signs may remain, if installed with a blank sign face and supporting structures are maintained. (Ord. 668 § 1(D), 2013; Ord. 655 § 1, 2013)

15.20.130 Variances.

Any person may apply for an administrative modification of sign standards (variance) under the requirements of this chapter. Variances, however, will not nullify the intent or purpose of this chapter.

(1) For a fee, in accordance with the applicable fee schedule approved by the town council, the applicant may apply to the planning commission for a variance of this chapter.

(2) Upon a public hearing and review, the planning commission will grant or deny the request for modification.

(3) Upon denial of an application for a sign variance, the applicant can appeal the decision to the town council who shall review the denial of said application at its next regularly scheduled meeting. (Ord. 655 § 1, 2013)

15.20.140 Violations and penalties.

The placement of any permanent sign without a sign permit shall be unlawful. Any person found to have violated any provision of this chapter shall be guilty of a civil infraction, and upon conviction thereof, shall be punishable by a civil penalty of an amount not to exceed \$50.00. Each 10 days that the violation continues shall be deemed to be a separate offense. (Ord. 655 § 1, 2013)

15.20.150 Indemnification.

The municipality, its officers, agents and employees shall be held harmless against any and all claims resulting from the erection, alteration, relocation, construction or maintenance of signs legally allowed as a result of this chapter. (Ord. 655 § 1, 2013)

15.20.160 Definitions and abbreviations.

As used in this chapter:

“Abandoned signs” means any sign located on property that is vacant and unoccupied for a period of six months or more; or any sign which pertains to any occupant, business or event unrelated to the present occupant or use; or any sign in ill repair for more than 30 days, except real estate signs advertising a property for rent, lease or sale, provided that such property is, in fact, still for rent, sale or lease.

“Administrator” means the designated authority charged with the administration of the city building code as adopted by the town council.

“Building official” or “building inspector” means the officer or other designated authority charged with the administration and enforcement of the city building code, as adopted by the town council.

“Dilapidated” means a sign that has fallen into a state of disrepair, ruin or decay by misuse or neglect.

“Directional sign” means a permanently mounted sign intended to guide pedestrian or vehicular traffic.

“Directory sign” means a sign that lists the tenants or occupants of a multiple tenant building complex, or commercial district.

“Electric sign” means any sign containing electrical wiring, but not including signs illuminated by an exterior light source.

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

“Freestanding sign” (also “pole sign”) means any sign supported by one or more uprights, poles or braces in or upon the ground and that are independent from any building or other structure.

“Hazardous” means a sign that is deemed dangerous or unsafe by way of condition, design, support and/or structure; causing potential risk of physical harm to persons or property.

“IBC standards” means the International Building Code standards (also called the “building code”), as adopted by the town of Twisp.

“Illuminated sign” means any electric sign or other sign employing the use of lighting sources for the purpose of decorating, outlining, accentuating or brightening the sign area.

“Legal setback line” means a line established by ordinance beyond which a building may not be built. A legal setback line may be a property line.

“Marquee” means a permanent roofed structure attached to and supported by the building and projecting over public property.

“Monument sign” means a freestanding sign which is attached to the ground by means of a wide base.

“Multiple-tenant building” means a single structure housing two or more retail, office, or commercial uses.

“Noncomplying sign” means a sign which was legally installed under laws or ordinances in effect prior to the effective date of the ordinance codified in this chapter or subsequent revisions, but which is in conflict with the provisions of this chapter.

“Off-premises directory sign” means a sign which directs traffic to a place other than on the property on which the sign is located.

“Off-premises sign” means a sign which advertises or promotes merchandise, services, goods, or entertainment which are sold, produced, manufactured or furnished at a place other than on the property on which the sign is located.

“On-premises sign” means a sign advertising the business or the owner, or the products or services offered on the property.

“Portable sign” means any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels, signs converted to A- or T-frames, menu and sandwich board signs, balloons used as signs, and/or umbrellas used for advertising.

"Projecting sign" means a sign, other than a wall sign, which projects from and is supported by a wall of a building or structure.

"Projection" means the distance by which a sign extends over public property or beyond any face of the building.

"Residential sign" means any sign located in a district zoned for residential uses that contains no commercial message, except advertising for goods or services legally offered on the premises where the sign is located, if offering such service at such location conforms to all requirements of this title.

"Roof sign" means a sign erected upon a roof or parapet of a building or structure.

"Sign" means any communication device, structure, or fixture, including the supporting structure, that identifies, advertises and/or promotes an activity, product, service place, or business.

"Sign area" (also "display area") means the entire area of a sign on which copy or other form of advertising is to be placed, including any background surface, material or color that forms an integral part of the display or is used to differentiate the sign from the backdrop or nearest structure. Sign support structures shall not be included in the calculation of sign area. Sign area shall be based upon one side of a flat two-sided sign only (i.e., angular signs consisting of two distinctly different sign surfaces, and multi-sided signs shall include all sides in their calculation).

"Sign height" means the vertical distance measured from either the grade below the sign or upper surface of the nearest street curb, whichever permits the greatest sign height, to the highest point of the sign.

"Sign structure" means any structure which supports or is capable of supporting any sign defined in this code. A sign structure may be a single pole and may or may not be an integral part of the building.

"Structure" means that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

"Suspended sign" is a sign which hangs below the permanent overhang, marquee or canopy extending over public or private sidewalks or rights-of-way.

"Temporary sign" means a sign, banner, pennant, valance, or advertising display constructed of plastic, cloth, paper, canvas, cardboard, and/or light, nondurable materials. Types of displays included in this category are political campaign signs, grand openings, special sales, special events, construction and garage sale signs.

"Up-lighting" means lighting that is directed in such a manner as to shine light rays above the horizontal plane.

"Wall sign" (also "flush mounted") means any sign attached to or erected against and parallel to the wall of a building, not projecting more than 12 inches from the wall. (Ord. 731 § 1, 2018; Ord. 655 § 1, 2013)

TOWN OF WINTHROP
SIGN CODE

Town of Winthrop, WA
Thursday, April 16, 2026

Title 15. Buildings and Construction

Chapter 15.08. WESTERNIZATION

[1] *Prior legislation: Ords. 410, 502, 518, 538, 575, 588, 594, 595, 602 and 610.*

§ 15.08.010. Purpose.

The town of Winthrop carries out a westernization program to promote the economic and general welfare of the community by enhancing the overall visual attractiveness of the town through a thoughtful and consistent replication of history, design, and appearance of an inland Pacific Northwest frontier town as it might have looked in the late nineteenth century. Winthrop's westernization standards and criteria promote and preserve attributes of a western town that may have existed between 1850 and 1900. As explained in the comprehensive plan, structures and building elements consistent with the western theme form a key and indispensable part of the overall visual attractiveness of the town and are an essential component of the community's economic development effort. Combined with Winthrop's location in a particularly scenic area attractive for recreation, the westernization program contributes importantly to the economic well-being of the community and is in the public interest to maintain and improve.

(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.020. Westernization design review board.

- A. The westernization design review board (WDRB) is authorized to administer the westernization program.
- B. The WDRB shall have the following authority, duties and responsibilities:
 1. Reviewing applications for westernization permits submitted pursuant to this chapter, and making written decisions based on standards and criteria in this chapter.
 2. Maintaining and regularly reviewing the westernization regulations and recommending amendments to the town council when appropriate.
 3. Promotion, observation, and communication of the westernization program for the benefit of the community.
- C. The mayor, with confirmation by majority vote of the town council, may appoint members to the WDRB for two-year terms. The members shall be selected without respect to political affiliations and shall serve without compensation. Members may be removed after a public hearing by majority vote of the town council for inefficiency, neglect of duty or malfeasance in office.
- D. The WDRB shall consist of at least four and no more than seven members. At least two of the members shall be owners, operators, or employees of businesses in the town.
- E. The WDRB shall annually select a chairperson and adopt internal rules of procedure. The committee shall schedule regular meetings. A majority of the membership shall constitute a quorum for the transaction of business. Meetings are subject to the Open Public Meetings Act.

- F. In the event that the appointed membership of the WDRB is reduced to a point that it is impossible to obtain a quorum for the transaction of business, then the planning commission of the town is hereby designated as the WDRB with all of the duties and authority that could be performed by the WDRB under this chapter, and until such time that a sufficient number of appointed WDRB members exist so that it is possible to obtain a quorum.

(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 701 § 1, 2018; Ord. 692 § 1 (Att. A) (part), 2017)

§ 15.08.025. Westernization administrator.

The westernization administrator ("administrator") shall be appointed by the mayor with confirmation by the town council. The duties and responsibilities of the administrator shall include:

- A. Assist administration of the westernization program.
- B. Answer questions from the public regarding the town's regulations.
- C. Maintain application forms based on the provisions of this chapter.
- D. Prepare required notices and process applications for review.
- E. Assist the WDRB and town council in preparing meeting agendas and conducting meetings.
- F. Prepare staff reports for pending applications.
- G. Prepare findings of town decisions.
- H. Administer enforcement provisions of this chapter.
- I. Prepare and distribute notices of decisions; and
- J. Maintain the public record for all applications and actions.

(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.030. Applicability of regulations—Permit required.

- A. This chapter applies to those features of all commercial uses allowed by zoning, except residential, in a westernization district that are visible from an adjacent public way. The public ways from which the permit requirements of this chapter shall apply are: State Route 20, Riverside Avenue, Bridge Street, Castle Avenue, White Avenue and Bluff Street. The westernization districts shall correspond with commercial zoning districts as follows: W-1 corresponds to B-1; W-2 corresponds to B-2; and W-3 corresponds to B-3; except as otherwise established through adoption of a westernization overlay map.
- B. No structure, physical improvement of property, sign, artwork, or external lighting governed by this chapter shall be constructed, altered or developed by any person, firm, corporation, government or other legal entity without a westernization permit unless the structure, physical improvement of property, sign, artwork or external lighting is expressly allowed without a permit. All structures, physical improvement of property, signs, artwork, or external lighting must comply with this chapter.
- C. Constructing, renovating, relocating, repainting, reroofing, or altering the exterior of a business, retail, office or commercial structure, nonresidential structure or accessory structure requires a westernization permit.
- D. Installation, modification, alteration or relocation of signs, banners, artwork, historic items, and replicas, permanent or temporary, requires a westernization permit.

- E. Installation, modification, alteration, or relocation of exterior lighting requires a westernization permit.
- F. Construction, installation, alteration, or relocation of other physical improvements such as railings, fencing, landscape structures, boardwalks, building mechanical features, exterior furnishings or other outdoor appurtenances requires a westernization permit.
- G. Reroofing or repainting a commercial structure requires a westernization permit but is exempt from application fees.
- H. Construction, reconstruction or rebuilding a boardwalk requires a westernization permit, but is exempt from application fees.
- I. Installation, modification, alteration, or relocation of the following signs requires a westernization permit but is exempt from application fees. Colors and lettering shall conform to the allowed westernization colors and allowed westernization fonts.
 - 1. Temporary "new" or "coming soon" business signs.
 - a. One temporary sign per business is allowed.
 - b. All signs referring to a previous business shall be removed when placing a temporary sign.
 - c. A temporary sign must be of dimensional lumber, paper or canvas and must not exceed six square feet in size in the W-1 or W-2 district and no more than twelve (12) square feet in size in the W-3 district.
 - d. Temporary signs shall be affixed to the inside of a window of the business facing a public way. If the business lacks a window facing a public way, a temporary sign may be affixed to the outside surface of a building or as a freestanding sign.
 - e. A temporary sign shall be displayed no longer than sixty (60) days after initial posting.
 - 2. Real estate and rental signs.
 - a. One "for sale" or "for rent" sign is allowed per street frontage.
 - b. In the W-1 and W-2 districts, a sign shall not exceed four square feet in size; in the W-3 district, a sign shall not exceed six square feet in size.
 - c. Materials, colors and fonts must conform to provisions of this chapter.
 - d. In the W-2 district, each sign must be affixed to a building. In the W-1 and W-3 districts, signs may be freestanding, double-sided. Signs are temporary and must be removed seven days from the close of sale or property rental.
 - 3. New Construction.
 - a. "Coming Soon" Sign. One sign per business is allowed.
 - b. A sign must be framed of dimensional lumber. Sign shall be paper, or approved canvas appearing material, preferably hand lettered and painted. Must not exceed six square feet in the W1 and W2 district and no more than twelve (12) square feet in the W3 district.
 - c. The sign may be affixed to the inside of a window facing a public way, the outside surface of a building, or as a freestanding sign. Sandwich boards are not allowed.
 - d. The sign shall endeavor to include four elements from Section 15.08.250(A)(2).
 - e. The sign must be removed within seven days from the issuance of the certificate of occupancy.
 - f. See examples at Town Hall.

4. Outdoor menu signs for full-service restaurants. A menu sign shall be no larger than twenty-two (22) inches by twenty-eight (28) inches and shall be affixed to or enclosed within a structure complying with chapter standards for material and placement.
 5. A chalkboard to advertise specials for a business in the W-2 or W-3 district. A chalkboard shall not be composed of plastic or reflective material. A chalkboard shall be affixed to the building parallel to the main facade and shall not exceed four square feet in size. A chalkboard background color shall be black with a matte finish; lettering shall be white with a matte finish.
 6. Signs of local, county, state, and federal government entities, except signs governed by the federal Manual on Uniform Traffic Control Devices.
 7. One commemorative plaque per business is allowed in all districts. A commemorative plaque shall not exceed two square feet in size, with lettering not exceeding one inch in height.
 8. Banners for nonprofit events taking place in the 98862 zip code may be hung for fourteen (14) days prior to an event and must be removed within forty-eight (48) hours of the event's completion. Banners must be made of canvas or woven nonreflective fabric and must obtain a westernization permit. Banners shall be no larger than five feet tall and sixty (60) feet in length. Banners may be used annually upon WDRB approval when placement is contingent on a yearly special event permit with the town.
- J. The town shall not issue a building permit without an approved westernization permit or demonstration of compliance with this chapter.
- K. If a building permit expires, a westernization permit also expires and all work must cease.
- L. In the event of a natural disaster, the requirements of rebuilding and repairing structures to the westernization standards and requirements listed in this chapter remain in force.
- M. Consolidated Review of Applications. When an applicant applies for more than one type of permit for a parcel or contiguous parcels of land, the proceedings shall be consolidated for review and decision. When proceedings are consolidated, required notices may be consolidated, provided the notice shall identify each application to be decided. When more than one application is reviewed in a hearing, separate findings and decisions shall be made on each application.
- N. If, during project review, features are identified as necessary to meet the Americans with Disabilities Act (ADA) standards, a permit shall be required, but otherwise prohibited materials may be used without being concealed. Uses shall comply to the extent practical and feasible without a reduction in the function required by ADA standards.
- (Ord. 797 § 1 (Exh. A), 2025; Ord. 781 § 1 (Exh. A), 2024; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.040. Westernization permit exemptions.

- A. A westernization permit is not required for constructing, renovating, painting, roofing, or altering the exterior of a structure, utilities and appurtenances or the storage of material where the activity is fully obscured or not visible from the adjacent public way. Building or installing screening to block a building element or activity from view requires a westernization permit and conformance with this chapter.
- B. The following signs or displays do not require a westernization permit or application fee, but shall be installed and maintained in conformance with this chapter:
1. Temporary signs used for advertisement of a nonprofit event in the 98862 zip code. Signs are permitted only outside of the public right-of-way at the intersection of Highway 20 and White Avenue/Twin Lakes Road and at the Winthrop Barn's parking lot entrance only if the event is being held at the Winthrop Barn. Double-sided signs shall not exceed thirty (30) inches by forty-two (42) inches. Signs may be erected ⁴⁴forty-eight (48) hours prior to the event, must be

removed within twenty-four (24) hours after the completion of the event and may not be displayed more than five consecutive days in any one month of the year.

2. Window displays in a business in all districts may advertise any community event or public service. Window displays advertising a community event or public service shall be no larger than three square feet in size, limited to two displays per business.
 3. One "open/closed" or "hours open" sign not exceeding four square feet in size per business. Signs must be made of wood or metal. Colors and lettering shall conform to the allowed westernization colors and allowed westernization fonts.
 4. "Sale" or "store special" signs on the inside of a window shall be no larger than eleven (11) by fourteen (14) inches, shall be placed no closer than one sign per ten (10) linear feet of window dimension, and may be placed for the duration of the sale but shall not exceed twenty-eight (28) days in duration. Colors and lettering shall conform to the allowed westernization colors and allowed westernization fonts.
 5. Business property numbers. Numbers mounted on buildings in the W-1, W-2 and W-3 districts shall conform to the allowed westernization colors and allowed westernization fonts. Property numbers intended for emergency responders may be in colors and materials determined by Okanogan County Fire District Number 6.
 6. Lettering on commercial mailboxes shall be limited to the name of the business or addressee and shall be no more than one inch high.
 7. Display of official flags of the United States of America, Canada, Washington State and POW-MIA is exempt from requirements of this chapter. A flagstaff or flagpole shall conform to standards related to materials and color.
 8. Political election signs. Signs must be removed within ten (10) days following an election.
 9. Replaceable letter message sign located at the Winthrop Barn.
 10. Community bulletin board at the Winthrop library (112 Norfolk Rd.), Winthrop visitor center (49 State Route 20), Winthrop Town Hall (206 Riverside), RiversMeet (315 Riverside), and Inside Out Home and Garden (168 Riverside).
 11. Window signs or decals required by law.
 12. Signs that are governed by the federal Manual on Uniform Traffic Control Devices.
- C. A public project undertaken by the town of Winthrop is not exempt from the requirements of this chapter and shall require proposal review by the WDRB and a westernization permit. Public projects shall comply to the maximum extent practical and feasible with all aspects of this westernization code. A public project involving concrete, asphalt, or gravel surface of a public way, constructed and maintained for public health and safety, according to adopted public works standards is exempt from the requirements of this chapter and shall not require a westernization permit; WDRB shall have an opportunity to review exempt public works projects during initial design phase and may advise the town on materials or design elements for continuity with the western theme. Painted and applied pavement markings governed by the federal Manual on Uniform Traffic Control Devices are exempt from this chapter and shall not require a westernization permit. Cast iron drainage grates, sewer and water covers, and utility vault covers are exempt from the requirements of this chapter and shall not require a westernization permit. If at any time the town has difficulties meeting all the requirements of the code due to public safety or project requirements, these must be brought to the WDRB for review and discussion.
- D. Special events approved by the town council are exempt from the standards in this chapter and shall not require a westernization permit. This exemption applies to signs, artwork, merchandise, mobile vending, tents, or other temporary installations for the approved event. Signs may be displayed forty-eight (48) hours prior to and for the duration of the event.

(Ord. 797 § 1 (Exh. A), 2025; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.060. Timing, validity of actions.

- A. In the W-2 district, projects to erect, move, add to, repaint, reroof, alter an exterior structure, demolish a structure or make any other physical improvements to property shall not take place from Memorial Day to Labor Day.
1. The WDRB shall authorize exceptions for repairs or reconstruction to correct unsafe conditions or to enable repairs or reconstruction necessitated by fire or natural disaster.
 2. The WDRB may authorize exceptions for up to four weeks' time in June only where it finds:
 - a. That the time extension is in the public interest;
 - b. That the activity authorized by the time extension will not adversely affect downtown business activity; and
 - c. That the scope of the project requires more time and that other construction alternatives not requiring a time extension are not practicable.
 3. In authorizing any extension, the WDRB shall adopt specific conditions to mitigate issues related to noise, dust, pedestrian circulation and access, vehicle parking and visual effects.
 4. Upon written request by landowner, and review of the WDRB, the town council may allow construction during the Memorial Day to Labor Day time period pursuant to a mitigation agreement outlining the terms under which construction is authorized.
- B. A westernization permit is valid for one year from issuance. A permit may be amended but shall not change the deadline for completion of work under the permit.
(Ord. 781 § 1 (Exh. A), 2024; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.070. Fees.

The town council shall establish a schedule of fees and charges for permits and other matters pertaining to this chapter.

- A. No property owner is entitled to a vested right for fees, charges or expenses related to a project.
- B. All fees required under this chapter shall be in addition to, and not in lieu of, any other fees due for permits or approvals under any other ordinance, rule, or regulation of the town.
- C. The town of Winthrop and all county, state and federal government agencies are exempt from fees for a westernization permit.
(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.080. Definitions.

Except as defined below, words or phrases used in this chapter shall be as defined by the Merriam-Webster's Collegiate Dictionary, Eleventh Edition.

"Abandoned sign"

means any sign that represents or displays any reference to a business or use which has been discontinued for more than ninety (90) days or for which no valid Winthrop business license exists.

"Accessory structure or use"

means any structure or appurtenance which is not permanently attached to a building but is used, erected, or maintained in conjunction with a use or structure regulated by this chapter.

"Adjacent"

means having a common endpoint or border.

"Artwork"

means an expression of creative skill, imagination or history in a visual form, such as painting, sculpture, carving, historic item or reproduction, which is intended to beautify or provide aesthetic influences to public areas on private property or areas on private property which are visible from a public way.

"Building facade" refers primarily to the front or main face of a building, encompassing the entire flat plane of surface visible when viewing the building.

The building facade or face shall include all window and door openings and shall be measured from the sidewalk or ground line to the building eave line.

"Commemorative plaque"

means a small plaque affixed to a building identifying an important historic person or event from the time period 1850 to 1900 associated with the property.

"Full-service restaurant"

means an establishment with a relatively broad menu along with table, counter and/or booth service and wait staff. These establishments offer meals and snacks for immediate consumption primarily on premises, although they may offer takeout service.

"Hardware"

means items used in the construction, function, or ornamentation of buildings such as hinges, handles, chains, locks, catches and brackets.

"Landscape structures"

means structures intended to hold soil or material in place or to provide decoration.

"Mural"

means a work of art applied to the side of a building. Murals do not advertise commercial endeavors, except fictitious ones from the time period of 1850 to 1900, and may contain landscape scenes or historical depictions of the Methow Valley.

"Period-authentic"

means style, design, appearance, construction, materials, colors and lettering true to western frontier architecture in Winthrop for the time period of 1850 to 1900. Period-authentic shall be devoid of post-1900 influence.

"Physical improvement"

means anything built or placed upon property that has volume, mass, texture, and color. For the purposes of this chapter, excavations, water, natural stone, and vegetation are not physical improvements.

Quarry Screen/Aggregate Screen.

Aggregate wire mesh, also known as screen deck, is a type of woven wire mesh that is used in the construction industry for screening and separating aggregates.

"Sign"

means any structure, device, fixture, or placard using graphics, symbols and/or written copy designed specifically for the purpose of advertising or identifying any business occupant, establishment, product, goods, or services. A sign shall not include legal notices, identification or information erected by governmental bodies or public utilities, flags, a memorial plaque, tablet, or cornerstone made an integral and permanent part of the building, signs within a building which cannot be seen from outside the building, and holiday decorations.

"Walkway"

means the pedestrian travel way on private property outside the public right-of-way connecting the public boardwalk or sidewalk to the interior of a property.

"Weathered corrugated metal"

means a standardized sheet of mild steel, 2.67-inch repeat pattern rhythm, used for roofing or siding which has been cold rolled to impart corrugation and naturally or chemically weathered such that the surface is entirely matte finish at the time of installation.

(Ord. 797 § 1 (Exh. A), 2025; Ord. 781 § 1 (Exh. A), 2024; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.100. Enforcement.

- A. Any person, corporation, partnership, association, or other legal entity who fails or refuses to comply with any of the provisions of this chapter shall be deemed to be in violation of this chapter and shall be subject to enforcement as set forth in this section.
- B. Enforcing Official. The administrator, or other person assigned or directed by the mayor, is charged with enforcing provisions of this chapter. The enforcing official charged with enforcement of this chapter, acting in good faith carrying out the duties required by this chapter, shall not be personally liable for actions that may accrue as the result of an act or omission in the discharge of those duties.
- C. Initiation of Complaint. Any party may file a westernization code inquiry of noncompliance with the administrator. A complaint shall be in writing, identify the property in question by address or business name, specify an alleged violation of this chapter and be signed by the person making the complaint.
- D. Complaint. Upon receipt and validation of a complaint that complies with subsection **C** of this section, the administrator shall contact the business or property owner with notice of a complaint. The administrator shall determine a course of action, if any, for addressing the complaint and set a time frame for corrective action. If corrective action is not completed within the determined time frame, the administrator shall forward the complaint to the mayor.
- E. Violation.
1. Upon referral or recommendation by the administrator about a complaint, the mayor may direct the administrator to issue a formal notice of violation.
 2. A notice of violation shall contain the following:
 - a. The name and address of each property owner of record and any other person the city has determined is responsible for correcting the violation(s).
 - b. The street address or a legal description sufficient for identification of the property.
 - c. The assessor tax parcel number(s) of the property.
 - d. A description of each violation.
 - e. An order that the use, acts or omissions which constitute violation(s) must cease.
 - f. A statement of the corrective action required for each violation, with a deadline by which action must be completed, not less than five days for a violation not involving structural alterations and not less than twenty (20) days for a violation involving structural alterations.
 - g. A warning: "The failure or refusal to complete corrective action by the deadline will result in further enforcement action, including issuance of a civil infraction with civil penalties"; and
 - h. A statement of the right to appeal to the Winthrop town council. The appeal is for the sole purpose of whether the violation has occurred and shall be conducted pursuant to Chapter **19.12**.

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- F. **Civil Penalty.** If the person to whom the violation is issued fails to respond and take corrective action as required, or if appealed and an adverse final decision is issued by the Winthrop town council to such person and corrective action is not taken within the time frame required in such adverse final decision, a continued violation of this chapter shall be deemed committed without requiring further action by the town. Such continued violation shall subject the person to a civil penalty in an amount of two hundred fifty dollars (\$250.00) per day and each day that the violation continues shall constitute a separate violation.
- G. **Town Action to Correct Violations.**
1. **Stop Work Order.** The town marshal or the town building official may issue a stop work order upon a finding of good cause that continued work by a permittee poses a significant risk of noncompliance with the purpose and intent of this chapter.
 2. **Signs which the town marshal or designee finds upon public streets, sidewalks, rights-of-way, or other public property or which present an immediate or serious danger to the public because of their unsafe condition may be immediately removed by the Winthrop marshal's office, and/or its designee, without prior notice.**
 3. **Abandoned signs may be removed by the town marshal, or designee, and the cost of removal shall be paid by the owner of the property where the sign was located.**
 4. **Any unlawful sign or artwork which has not been removed within eight calendar days after the assessment of a civil penalty under this chapter by the Winthrop municipal court, or after the issuance of an order of abatement or other court order requiring the removal thereof, such sign or artwork may be removed by the town marshal, or designee, and the costs of such removal shall be charged to the person violating this chapter.**
- H. **The town, through its authorized agents, may, in addition to any other remedies provided herein, initiate abatement or injunction proceedings or other appropriate action in the appropriate courts of this state to prevent, enjoin, abate or terminate, either temporarily or permanently, any violations of this chapter.**
- I. **Violator Liability Damages.** Any person subject to this chapter who violates any provision hereof, or any permit or approval issued pursuant hereto, shall be liable for all damage to public or private property from such violation, including the cost of restoring the affected area to its condition prior to violation.
- J. **Denial of Other Permits.** No westernization permit or building permit shall be issued for any parcel of land developed in violation of this chapter. All purchasers or transferees of the property shall comply with the provisions of this chapter.
(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.200. Winthrop western theme.

- A. "Winthrop western theme" as used in this chapter describes a type of design and construction typical of western frontier towns in the late nineteenth century. Development of the Winthrop western theme required by this chapter is based on inland Pacific Northwest town development in the time period of 1850 to 1900 with the following characteristics:
1. **Communities were designed exclusively on a human scale, meaning the mass, volume and orientation to the street created a compact development form with rich details discernible to a slower-paced life of travel by walking or horse and wagon. Building ornamentation and advertising signs reflect the human-scaled and more intimate nature of design.**
 2. **Frontier town commercial main street districts typically exhibited the effects of fast, cheap construction with unrefined materials brought about by lack of access to large city markets and the pressure to rapidly settle new territory and gain economic advantage over competing**

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interests. Rapid and uncomplicated development of frontier towns often reflected "boom town" conditions brought on by development of natural resources, the commercial services that supported resource development and the introduction of new and easier transportation to outside markets.

3. Frontier buildings typically created an immediate and memorable street presence, intended to show the illusion of wealth and prosperity in boom town conditions. The technique of "balloon framing" using simple materials and construction helped contribute to less-refined structures that were embellished with ornamentation to create the illusion of importance. Simple materials were used to create large, and not entirely functional, building facades. Ornamentation often included bold signs and bold colors to garner attention.
 4. Four types of western frontier town commercial buildings are exemplified in the Winthrop western theme:
 - a. Main Street Commercial False Facade. Buildings typically are two functional stories high, often with false facades that project higher. Buildings typically are connected with a boardwalk that is covered by a canopy/porch anchored at the top of the first story. Buildings are framed simply and often sheathed with simple wood siding. Windows are simple in design and generous in number.
 - b. Residential Cottage. Buildings typically are one to two stories high with gabled roof lines. Design and material are simple but may contain additional ornamentation and color to infer a more refined look in a frontier town.
 - c. Utilitarian Commercial. Buildings typically are converted or designed to mimic a converted noncommercial building like a mill or barn. Buildings often include a feature like a tower or similar addition to provide additional scale or importance to a prominent location such as a street corner. Rustic materials and construction exemplify this building type.
 - d. Greek Revival. Buildings typically took on a more refined appearance than other frontier construction. The style flourished on the East Coast at the time of western frontier development, prompting local frontier craftsman to mimic classic buildings with more refined materials such as milled lumber and more refined ornamentation. Greek Revival design on the western frontier often was reserved for public buildings or banks.
- B. The design, proportions, appearance, and configuration of buildings must reflect the Winthrop western theme as depicted primarily in "The Winthrop Design" by Robert A. Jorgensen.
- C. Design guidelines for the Winthrop western theme may be derived from the following references:

The Winthrop Design

Robert A. Jorgensen

Saddlebag Press (1973)

Leavenworth, Washington

Shafer Museum Archives

Winthrop, Washington

The American Builder's Companion

Asher Benjamin 1827

Dover Publications, Inc. (1969)

New York, New York

Frank Matsura: Frontier Photographer

JoAnne Roe

University of Washington Press

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Seattle, Washington
 Ghost Towns of the West
 Lambert Florin
 Promontory Press
 New York, New York
 Frank Matsura: Images of Okanogan County
The Chronicle and Okanogan Historical Society
 Pediment Publishing
 Vancouver, Washington
 Atkinson Sign Painting
 Frank H. Atkinson
 Signs of the Times Publishing Company
 Cincinnati, Ohio
 Sign Painting Course
 E.C. Matthews
 Facsimile Publisher
 Ashok Vihar, Delhi-110052
 Bound for the Methow
 Kit McLean and Karen West
 Shafer Museum (2009)
 Winthrop, Washington

(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.210. Authentic style, design, materials, colors, and fonts.

- A. Building Style and Design Guidelines. All building style and design shall represent the Winthrop western theme and be period authentic as real structure or replica of buildings and materials from an inland Pacific Northwest town in the time period of 1850 to 1900. The characteristics of a typical Winthrop commercial building are as follows:
1. Building Height. One-story buildings are from fifteen (15) feet and six inches to twenty (20) feet in height. Two-story buildings are from twenty-six (26) feet to thirty (30) feet in height. False facades commonly add height in proportion to the building proportions.
 2. Building Setback. Commercial buildings typically are built to the front property line at the street. Residential structures typically are developed with either continuous frontage or set back from the property lines.
 3. Building Rhythm. The widths of buildings, either singly or in combination with other structures, create a recurring pattern every approximately thirty (30) feet.
 4. Facade Rhythm. The front building face has an alternating pattern of solids (structural mass) and voids (openings which permit freedom of view or passage). A thirty (30) foot bay can be divided into three or four segments, each containing a window or pair of doors. Pairs of columns define openings or segments.
 5. Facade Proportions. Building facades can be divided along horizontal and vertical lines into rectangular shapes. The shapes have height-to-width relationships of one-to-one, two-to-three, and three-to-five.

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6. Directional Expression. The appearance of individual facade elements in one-story buildings is predominantly vertical. The pattern of repeated bays, detail lines, and structural shape gives a definite horizontal thrust to the overall streetscape of building facades.
 7. Doors. Doors are clearly identifiable and complement the overall design and proportions of a facade. Double doors or tall doors make a significant statement about a business establishment. Door openings are trimmed with simple wood material.
 8. Covered Boardwalk. A canopy or shed roof covering the boardwalk is not a part of every building. Where present, a boardwalk canopy spans the full width of the public sidewalk. Post heights are a minimum of nine feet and six inches and a maximum of eleven (11) feet and six inches. Post rhythm may vary with porch or covering length but usually occurs at eight, ten (10), or twelve (12) foot intervals. The slope of the boardwalk cover is a minimum of three-to-twelve (12) and a maximum of four-to-twelve (12).
 9. Windows. Storefront display windows may be a large glass pane. Other windows are predominantly small fixed-pane or double-hung sash construction with smaller glass panes in combinations of two by two, two by three, three by three, and three by four, in proportion to the facade. Window openings are trimmed with simple wood material.
 10. Details. Details are principally made of wood. Details reflect appropriate frontier vernacular or Greek Revival styles. Greek Revival building details are more elaborate by incorporating planed, surfaced, and sanded siding and milled woodwork on surfaces such as trim, pediments, eaves, corbels, cornices, dentils, plinths, and columns. Roof lines on all buildings should include simple cornices that provide shadow lines. Simple cornice brackets provide architectural detail.
 11. Rear Facade. The rear facades of buildings have different functional characteristics and are not expected to replicate the same rhythm, proportions, or western theme details as the front-facing facade.
- B. Materials. Visible exterior building materials shall be period-authentic and reflect indigenous/native materials available in the Methow Valley such as logs, poles, rough-sawn lumber boards and battens, wood shakes and shingles, milled horizontal wood siding, trim and finish materials, natural stone, brick and weathered corrugated metal siding and roofing. Except as otherwise indicated in this chapter, pressure-treated woods, concrete, composite materials, and plastics are not permitted where visible from an adjacent public way.
- C. Color. All structures, signs and artwork shall be period-authentic color. Untreated new or weathered wood siding is permitted; high gloss and semi-gloss finishes are not period-authentic and are not allowed. The town council shall adopt a set of allowed westernization colors for structures, signs and artwork subject to this chapter. All colors shall be matte finish and shall match the allowed westernization colors. Colors used for coloring building elements or coloring signs shall be as presented on the set of allowed westernization colors and may be blended, layered, or graded; artwork and murals may employ greater freedom using allowed westernization colors. See approved color list in Exhibit B of the ordinance codified in this section.
- D. Hardware. All hardware used on exterior surfaces must be period-authentic in style. Exterior hardware shall be metal with a matte finish. Photographs of proposed hardware must accompany application for a westernization permit and be approved by the WDRB.
- E. Lighting Fixtures. All exterior lighting fixtures must be period-authentic in style. Lighting fixtures shall be metal with a matte finish. Photographs of proposed lighting fixtures must accompany application for a westernization permit and be approved by the WDRB.
- F. Fonts. All signs and artwork using text shall be period authentic. The town council shall adopt a set of allowed westernization fonts for exterior signs, artwork or lettering subject to this chapter. Examples of proposed fonts must accompany application for a westernization permit.

- G. **Boardwalk Decor.** Design aspects of permanent/semi-permanent boardwalk decor (benches, flowerpots, wall planters) shall fit within westernization standards and be permitted by the westernization board. Holiday decor is allowed without a permit but must be removed the week after the holiday.
- H. **Applicant Responsibility.** An applicant for a westernization permit is responsible to demonstrate 1850 to 1900 period-authenticity.
(Ord. 797 § 1 (Exh. A), 2025; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.220. Design and material standards—Applicability.

- A. Design and material standards vary according to the westernization district in which a building, structure, sign, or artwork is located and by the facade of the structure visible to an adjacent public way. Specific standards for the River Walk corridor apply where articulated herein.
- B. **Westernization Districts.** Westernization districts are hereby established that reflect differences in development within the town consistent with the comprehensive plan and zoning code.
1. The W-1 district corresponds to the B-1 commercial district of town where a mix of commercial and noncommercial uses is allowed.
 2. The W-2 district corresponds to the B-2 commercial district, the main retail- and tourist-oriented center of town where uses are almost exclusively retail and comprise the main attraction to town visitors. This district permits some distinct standards for the River Walk corridor that reflect the functional needs for rear facades and rear yard areas.
 3. The W-3 district corresponds to the B-3 commercial district, the area of mainly highway-oriented retail and services.
- C. **Application of Design and Material Standards.** Visibility of a building front facade or building side or rear wall from an adjacent public way shall determine application of design standards.
1. **Building Front Facade.** The "building front facade" is the side of the building adjacent to and typically facing onto a public way. The building front facade typically is the public entrance to a building, particularly in a commercial setting, and is nearly always visible from the public street. Design standards of this chapter apply to the building front facade.
 2. **Building Side Wall.** The "building side wall" is the side or wall of a structure that connects the front facade to a building rear wall. Application of standards to a building side requires case-by-case consideration as a building side may or may not be visible from an adjacent public way depending on the orientation of the building to the street or the relationship to adjacent buildings.
 3. **Building Rear Wall.** The "building rear wall" is the side or wall of a structure opposite the building front facade. A building rear wall is not subject to the provisions of this chapter where the building rear wall is visible from a nonadjacent public way. Where a visible building rear wall is adjacent to a public way, the provisions of this chapter apply.
- (Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.230. Design and material standards—Buildings and structures.

- A. **Exterior Siding.**

1. W-1 District. Siding on the front facade and visible building side walls shall be rough-sawn lumber using board and batten technique, milled wood horizontal siding, native stone, brick or weathered corrugated metal. Use of weathered corrugated metal is limited to no higher than forty-eight (48) inches above grade.
2. W-2 District. Siding on the front facade on street level shall be vertical rough-sawn lumber using board and batten technique or milled wood horizontal siding with four-to-seven-inch reveal or a wood appearing product approved by the WDRB. Surfaces shall not be highly finished, refined or expressing regularity or precision achieved by modern building materials. No weathered corrugated metal is allowed on the front facade of any building. Building side walls and rear walls may be composed of masonry, brick or weathered corrugated metal, 2.67-inch repeat pattern rhythm, limited to use no higher than forty-eight (48) inches above grade. All materials must be approved by the WDRB. See samples at Town Hall.

River Walk: The height limitation for masonry, brick or corrugated metal siding does not apply to rear facades visible from the River Walk, provided siding is weathered or painted an allowable color to blend with the rest of the building.

3. W-3 District. Siding on the front facade and visible building side walls shall be rough-sawn lumber using board and batten technique, milled wood horizontal siding, rough-sawn unplugged plywood with wood lumber battens spaced not more than twelve (12) inches, brick or weathered corrugated metal. Use of weathered corrugated metal is limited to no higher than forty-eight (48) inches above grade.
4. All wood siding and trim shall be left untreated, treated with clear oil-based preservative or colored with paint or stain to conform to the allowed westernization colors.
5. Repainting or re-staining requires a westernization permit; the town shall charge no application fee.

B. Windows, Exterior Window Frame Components and Window Coverings.

1. Windows shall be fixed pane or double-hung sash construction.
2. All window openings shall be trimmed with minimum four-inch-wide rough-sawn or milled lumber.
3. W-1 and W-3 Districts. All exterior window frame components on the front facade and visible side walls shall be wood, vinyl-clad or metal-clad construction. Visible vinyl or metal exterior window components shall be colored to conform to the allowed westernization colors (white prohibited) or completely masked from view with wood. Window frame components and window trim may be painted. Painted-on (fake) windows are prohibited. All visible interior and exterior window treatments (curtains, shutters, etc.) shall be period-authentic.
4. W-2 District. For street level windows on the adjacent facing public way exterior window frame components shall be wood construction and shall be colored to conform to the allowed westernization colors or left the color of untreated wood. Windows above the public way may be of aluminum-clad wood construction and conform to allowed westernization colors. Alternate materials other than aluminum for windows above the street level must be approved by the WDRB. Where divided light windows are used, only true divided windows shall be used. Window frame components and window trim may be painted. Painted-on (fake) windows are prohibited. All visible interior and exterior window treatments (curtains, shutters, etc.) shall be period-authentic.

C. Exterior Doors.

1. The appearance of exterior doors shall be period-authentic and shall correspond to other exterior design elements on the facade or building side.
2. All window openings shall be trimmed with minimum four-inch-wide rough-sawn or milled lumber.

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3. Doors, frames and trim shall be colored to conform to the allowed westernization colors. Door hardware shall be period authentic.
4. W-1. All exterior doors and door frames shall be wood, matte finish metal or wood-grain fiberglass construction.
5. W-2 District. All exterior doors and door frames shall be painted or stained wood, except for doors on the rear facade of buildings along the River Walk may be matte finish metal doors in allowed colors that blend with the building. Door hardware that is not period-authentic may be permitted for security purposes provided it is colored to blend in.
6. W-3 District. All exterior doors and door frames visible from Highway 20 shall be wood, except where the WDRB finds that another material is generally necessary or required for the business and that a wood door would be contrary to the public interest.

D. Roofs.

1. W-1 District. Roof materials shall be of wood, weathered corrugated metal, metal rib or standing seam metal colored per the allowed westernization colors or composite shingles colored pursuant to the allowed westernization colors.
2. W-2 District. Roof materials shall be wood, tar or weathered corrugated metal. River Walk: Membrane roofing in a tan or brown color is allowed. Metal or synthetic roofing that closely replicates wood shakes or shingles is allowed.
3. W-3 District. Roof materials shall be of wood, weathered corrugated metal, metal rib or standing seam metal colored per the allowed westernization colors or composite shingles colored pursuant to the allowed westernization colors.
4. Roofs not obscured by a false front treatment shall be four-to-twelve (4:12) in pitch or greater, except this requirement shall not apply to roofs visible from the River Walk.
5. Roofs shall incorporate eaves at least one foot wide, except this requirement shall not apply to roofs visible from the River Walk.
6. Cantilevers are prohibited.
7. Reroofing requires a westernization permit; the town shall not charge an application fee.

E. Decks and Stairs.

1. W-1 District. Deck and stair materials shall be dimensional lumber or composite deck material that mimics lumber. Deck and stair materials shall be colored pursuant to the allowed westernization colors.
2. W-2 District. Deck and stair materials shall be rough-sawn dimensional lumber. Deck and stair materials shall be colored to conform to the allowed westernization colors. River Walk: Deck and stair material shall be dimensional lumber, rough sawn or smooth. The support structure for decking may be constructed from pressure-treated lumber.
3. W-3 District. Deck and stair materials shall be dimensional lumber. Deck and stair materials shall be colored to conform to the allowed westernization colors.
4. Cantilevers are prohibited.

F. Handrails and Railings.

1. W-1 and W-3 District. Handrail and railing materials shall be dimensional lumber, peeled logs, cast iron, quarry screen, or composite material mimicking lumber. Handrails and railings may be colored to conform to the allowed westernization colors, left untreated or treated with a clear, nongloss wood preservative. Stainless steel cable railing systems are prohibited.

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2. W-2 District. Handrail and railing material shall be dimensional lumber, peeled logs, cast iron, or quarry screen. Handrails and railings may be colored to conform to the allowed westernization colors, left untreated or treated with a clear, nongloss wood preservative. Stainless steel cable railing systems are prohibited.
- G. Foundations. On front facades and visible building side walls, the lower edge of exterior siding shall be no greater than twelve (12) inches above grade, and visible above-grade, plain, smooth concrete is prohibited. Visible above-grade foundation concrete shall be faced with natural stone or textured and stained per the allowed westernization colors to replicate rough wood siding. River Walk: Concrete foundations may be visible for any height above grade provided they are colored or painted to blend visually with the building, or faced with natural stone, brick, or weathered corrugated or flat metal.
- (Ord. 797 § 1 (Exh. A), 2025; Ord. 781 § 1 (Exh. A), 2024; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.240. Design and material standards—Building elements.

- A. All building elements visible from a public way shall be period authentic. Photographs, samples and descriptions of proposed building elements must accompany application for a westernization permit and must be approved by the WDRB. Unless otherwise indicated, the following standards apply:
- B. Electrical Meters and Conduit. Electrical meters and conduit are prohibited on the front facade of any building. In the W-2 district, metering boxes and conduit on visible building sides shall be covered and screened by siding materials matching the wall upon which the equipment is fixed. In the W-1 and W-3 districts, metering boxes and conduit on visible building sides shall be covered and screened by siding materials or painted to blend with the facade. Freestanding electrical meters or similar boxes or vaults shall be enclosed within a sight-obscuring enclosure conforming to requirements for materials and color. River Walk: Electrical meters and boxes shall be screened or painted to blend with the building. Conduit will be painted to blend with the building.
- C. Fencing. Fences shall be nonpressure-treated, rough-sawn lumber or natural logs. Pressure-treated peeler logs are prohibited. Exposed concrete is prohibited. Galvanized metal and chain-link fabric are prohibited. Fences less than forty-eight (48) inches high may incorporate rope or cast iron. Fencing components in the ground and below six inches above grade may be treated with a wood preservative.
- D. Retaining Walls, Landscaping Structures. Retaining walls and landscaping structures visible from an adjacent public way shall be constructed of, or surfaced with, landscaping timbers, natural stone or building siding material. Railroad ties and pressure-treated lumber are prohibited. Exposed concrete is prohibited. River Walk: Retaining walls and landscaping structures visible from River Walk shall be constructed of or surfaced with landscaping timbers, building siding material, natural stone, or brick.
- E. Boardwalk.
1. Reconstructing a boardwalk, sidewalk, or walkway in the W-1, W-2, or W-3 district requires a westernization permit, but no application fee.
 - a. Area of Applicability. Boardwalk standards apply to the downtown core from the Spring Creek Bridge to the SaTeekhWa Bridge and from the intersection of Bridge Street and Castle Avenue to the Winthrop Barn. This code shall not apply to driveways and street level surfaces, though the WDRB may provide material recommendation of boardwalks within the area of applicability. There shall be no fee for the permit to reconstruct a boardwalk.
 2. In the W-2 district, all construction, reconstruction, repair, and maintenance of the boardwalk shall be done in accordance with town regulations and standards.

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- a. All exposed and visible components of boardwalks shall be rough-sawn, full dimensional hemlock or Douglas fir lumber. Exposed wood shall be chemically treated to resist weathering and decay.
 - b. Boardwalks shall be continuous wood surface not interrupted by concrete, asphalt or similar materials except at driveway or street intersections.
 - c. Walkways shall be constructed of material matching that of the boardwalk or sidewalk at the public right-of-way line.
3. Except as otherwise provided in this chapter, no appurtenances of any kind may be placed on the public right-of-way of the boardwalk or sidewalk or attached anywhere to the boardwalk structure.
 4. Posts supporting a roof structure over the boardwalk shall be placed at the edge of the boardwalk nearest the street to not impede pedestrians on the boardwalk.
- F. Utility Lines. In the W-2 district, all utility lines shall be placed underground.
- G. Exterior Furnishings. Umbrellas, awnings, and outdoor seating for nonresidential properties shall be period authentic. Exterior chairs and benches may be wood, black matte finish metal, or plastic that closely replicates natural colors (green, tan, or brown). Fabric used in awnings and umbrellas shall be woven material colored green, tan or brown. Lettering and graphics of any kind are prohibited on awnings and umbrellas.
- H. Outdoor Appurtenances.
1. Security cameras and web cameras shall be small, inconspicuous and textured/colored to blend into the facade or wall on which they are mounted. In the W-2 district, the body of a security camera shall be boxed or shrouded with material matching the exterior siding so that only the lens may be visible.
 2. Heat pumps, generators, fuel tanks and freestanding solar power arrays shall not be visible from an adjacent public way. Structures created to screen items from view require a westernization permit.
 3. Outdoor deck heaters must be of matte finish metal colored black, dark brown or dark green.
 4. All private garbage dumpsters, trash cans, recycling material, business inventory, and property shall not be visible from an adjacent public way. Structures created to screen items from view require a westernization permit.
 - a. Trash cans and recycling bins shall not be placed on Riverside Avenue more than twelve (12) hours before pickup.
 - b. Trash cans and recycling bins shall be removed from Riverside Avenue no later than two hours after pickup.
 5. Public trash containers and recycle bins shall be dimensional lumber or acid-washed metal and require a westernization permit.
 6. Solar power arrays in the W-2 district shall not be visible from the adjacent public way, as demonstrated through a computer-generated sightline analysis. For businesses in the W-1 and W-3 districts, rooftop solar arrays shall not be visible from Highway 20.
 7. Other Appurtenances. Any element attached or incorporated onto a building facade not specifically listed herein must be period-authentic or fully screened from view from an adjacent public way or, if screening is not practicable, all appurtenances must be made to appear small and inconspicuous through texturing and coloring. All work requires a westernization permit. River Walk: Building appurtenances that are not period-authentic shall be covered, screened, colored, or textured to blend with the surroundings and be visually subdued.

I. Merchandise and Inventory.

1. Display of for-sale merchandise in the W-2 district shall be restricted to the interior of buildings and structures and may be exhibited in display windows or affixed on the business door when such door is fully and completely opened and securely latched to the building; provided, that the merchandise does not block required egress, project more than one foot off the door, or project beyond the door threshold. Display of merchandise shall not be adhered to, leaned against, or placed upon the building face. A business may display merchandise on privately owned space only when it is completely contained upon the subject property and displayed upon fixtures conforming to the material and color requirements of this chapter.
2. Storage of nonsale business inventory in the W-1, W-2, and W-3 districts shall not be visible from an adjacent public way.
3. In the W-1 and W-3 districts, display of for-sale merchandise outside the business is allowed when contained entirely on the subject property, not obstructing building entryways or public travel ways, and at no time shall for-sale merchandise be placed in public rights-of-way.

J. Miscellaneous.

1. Outside vending machines, newspaper racks of any kind, lending libraries, and telephone booths are prohibited. Lighted vending machines inside businesses must not be visible from an adjacent public way.
2. Brochure or display boxes must meet westernization standards, be no larger than six inches by nine inches, and be posted by the door.
3. Flags. Official flags of the United States of America, Canada, Washington State and POW-MIA are permitted. A flagstaff or flagpole shall meet standards of this chapter related to materials and color.
4. Storage Sheds and Shipping Containers. Storage sheds require a westernization permit and shall conform to the standards of the applicable westernization district related to exterior siding materials and color. Metal shipping containers are prohibited in all business districts.
5. Speakers, equipment and devices broadcasting or playing exterior sound or music are prohibited on the building front facade in the W-2 district.
6. Flower baskets must be a neutral or muted color, no plastic allowed. Hanging material must be rustic in appearance, such as rusted or black chain. Baskets shall not impede pedestrian access to and from the public parking area and boardwalk. Flower baskets on or near pedestrian access must be more than eighty-two (82) inches above the walking surface.

- K. Other Elements. Any element attached or incorporated onto a nonresidential building facade not specifically listed in this chapter must be period-authentic, shall be fully screened from view from an adjacent public way or if screening is not practicable made to appear small and inconspicuous through texturing and coloring. All work requires a westernization permit.

(Ord. 797 § 1 (Exh. A), 2025; Ord. 781 § 1 (Exh. A), 2024; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.250. Design and material standards—Signs, artwork, murals.

A. General Provisions.

1. Basis for Design. Winthrop has a sense of time and place dating from the late nineteenth century. Signage at that time was pedestrian oriented. The size, lettering and placement of signs were, for the most part, designed to attract the attention of slower-moving foot and horse traffic. Signs typical of a western frontier town tended toward basic design emphasizing hand-

painted words and graphic images. The basis for design of signs is consistent with and implements the Winthrop western theme.

2. All signage will incorporate at least four or more of the following elements:
 - a. Three or more colors;
 - b. Varying fonts (size, style, italics);
 - c. Letter shadowing;
 - d. Letter outlining;
 - e. Letter highlighting;
 - f. Painted framing;
 - g. Images, pictorial and/or decorative elements;
 - h. Transparent faded, color-washed over newer color.
3. Elements of proportion, appearance and configuration of signs reflecting design and style can be found primarily in "Atkinson Sign Painting" by Frank H. Atkinson and "Sign Painting Course" by E.C. Matthews. These and other reference materials are available at Town Hall.
4. Fonts. All lettering shall conform to the allowed westernization fonts.
5. Permitted Materials. For signs not painted directly to a building face, dimensional lumber is required as the substrate. Supporting brackets, stanchions, posts or timbers shall be logs or dimensional lumber. Base structures used with a ground-mounted sign shall be constructed of or faced with logs, dimensional lumber, aged metal or natural stone. All hardware shall be matte finish metal and must be period-authentic.
6. Sign techniques shall conform to the Winthrop western theme and are permitted as follows:
 - a. Hand-painting the sign directly on the facade of the building, windows or doors.
 - b. Hand-painting or hand-carving of a sign on permitted material which is subsequently mounted to the building or a freestanding sign frame.
 - c. Mounting hand-carved, hand-painted raised block letters directly on the facade of the building.
7. Artwork on signs, including fonts, borders, pictures or graphics is encouraged, but if used, must carry out the Winthrop western theme. Artwork may be incorporated into the design of a sign and shall be regulated as part of the allowable sign area. Artwork shall be period-authentic, not bearing post-1920 influence. Designs suggesting machine-produced images, stencils, photographs, or representations are not allowed.
8. Logos. In the W-2 district, corporate, business or organizational logos and color schemes shall be consistent with the Winthrop western theme, use approved colors and fonts and no post-1900 influence in design. In the W-1 and W-3 districts applicants may use a corporate, business or organizational logo in a manner that the WDRB determines is consistent with the Winthrop western theme or may use a logo that is not more than ten (10) percent of the total sign area and located in the lower right or lower left quadrant of the sign face.
9. River Walk. One security notice sign, indicating the premises are protected or under surveillance, shall be allowed per parcel. Such signs or stickers shall be provided by the security company and shall not exceed four by eight inches. These may be placed on the back or side entrances to the building.

B. Definitions.

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"Banner"

means any sign hung, with or without framing, and possessing characters or illustrations applied to canvas or other woven, nonreflective fabric. Flags are not banner signs.

"Directional sign"

means a sign designed to identify and locate a business, service, point of interest, route or similar.

"Flexible sign"

means a windsock, flag, pennant, streamer or banner or similar sign or structure constructed of cloth, canvas or similar material which serves to identify the building or the business and/or attract attention to the business.

"Freestanding sign"

means a sign supported by one or more uprights or braces and not attached or incidentally attached to any building or structure. A "monument sign" is a low-profile, ground-mounted freestanding sign that is supported by a solid base as an essential element of the sign's design.

"Logo"

means pictures, figures, symbols, letters, sign copy or similar graphic design which advertises or identifies a business, building or use. A logo may be widely recognized and used, but that does not mean it is consistent with the Winthrop western theme.

"Off-premises sign"

means a sign on property which is not the property occupied by the business.

"Projecting signs"

means signs other than wall signs which are attached to and project from a structure or building facade/side, usually perpendicular to the building.

"Roof sign"

means a sign located on the roof of any building.

"Sign face"

means the single side of a sign typically visible at any one time from any vantage point. A double-faced sign has two surfaces back-to-back and viewed from different aspects.

"Temporary sign"

means a sign which is portable and not permanently affixed to a building or to a ground-mounted structure. Sandwich board signs or A-frame signs are examples of a temporary sign.

"Wall sign"

means a sign attached to, erected against or painted onto the wall of a building with the face in a parallel plane of the building wall.

"Window sign"

means a sign painted on, attached to or placed upon glass surfaces of windows or doors and intended for viewing from the exterior of the building.

- C. Number and Size of Signs. Except as otherwise specified, individual signs for any property/parcel are not limited except by a total amount of sign area as a percentage of front building facade. The size of specific types of signs is regulated as described in this section, below. Each permitted sign shall include an associated fee, so that each sign is charged a base fee plus an amount calculated by the area (square feet) of each individual sign. River Walk: Individual signs on the River Walk side of buildings shall be allowed separately, and in addition to, signs allowed elsewhere on a building. The aggregate sign area shall not exceed one hundred (100) square feet.

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- D. Sign Measurement. The following criteria shall be used in measuring a sign to determine compliance with this chapter:
1. Area. The area of the sign surface is computed by calculating the area encompassed within any regular geometric figure which would enclose all parts of the sign (excluding structural supports, provided they are not used to attract attention).
 2. Double-Faced Signs. Allowable sign is based on one side of double-faced signs, but content may be placed on both sides.
 3. Clearance. Clearance of a sign is measured from the average grade at the base of the sign to the lowest point of the sign overhead. Signs on or near pedestrian access must be more than eighty-two (82) inches above the walking surface.
 4. Height. Signs shall comply with the following requirements:
 - a. Height is measured from the average finish grade at the base of the sign to the highest point of the sign.
 - b. The maximum height of any sign shall be as stated herein, but in no case shall a ground-mounted sign exceed twenty (20) feet in height nor shall a sign project above the roof line of any building.
 - c. The height of an attached sign shall not exceed the roof line of the building or the top of the facade.
 5. Images may be incorporated into the design of a sign and shall be considered as part of the allowable sign area. Except as expressly allowed, images shall be period-authentic original artwork, not bearing post-1900 influence of corporate, business or organization logos or color schemes or designs suggesting machine-produced images, stencils, photographs, or representations.
- E. Prohibitions.
1. No sign shall have or consist of any moving, rotating or otherwise animated part or any flashing, blinking, fluctuating or otherwise animated light. Neon or florescent colors, lights or neon tubing visible from a public way are prohibited.
 2. Signs that are placed on, affixed to or painted on a motor vehicle or trailer and placed on public or private property for the primary purpose of providing a sign not otherwise permitted by this chapter are prohibited. Lettering and images on vehicles used in the normal course of business are not signs.
 3. Signs or structures that obstruct a clear view of pedestrian and vehicular traffic are prohibited.
 4. Flexible signs are prohibited.
 5. Service signs, decals such as those identifying credit cards, partnerships, products served shall not be displayed where visible from a public way.
 6. No sign shall be attached to or placed against a building or other structure in such a manner as to prevent or inhibit ingress or egress through any door or window.
 7. Signs in Right-of-Way. Signs shall not be located in or extended onto public rights-of-way except as otherwise provided in this chapter.
 8. Signs that emit sounds.
 9. Internally Illuminated Signs. Outdoor internally illuminated signs are prohibited. Internally illuminated signs are prohibited indoors within six feet of windows where the illuminated face is visible from the street.
 10. Off-premises signs are prohibited, except as specified in this chapter.

11. Private signs attached to trees, utility poles, public benches, streetlights or placed on any public property or public right-of-way are prohibited.
12. Roof signs that exceed the height of the existing building or structure are prohibited.
13. Temporary signs are prohibited except for signs displayed at the intersection of White Avenue and Highway 20 and at the Winthrop Barn pursuant to Section **15.08.040**.

F. W-1 District.

1. Allowed Sign Area. The total area of all signs affixed to any facade or side wall of all buildings on a parcel shall not exceed twenty (20) percent of the square footage of the front facade of the primary building on the parcel.
2. Limitations.
 - a. Freestanding or Monument Signs. One freestanding or monument sign may be permitted per parcel. The sign shall not project over public rights-of-way, shall not obstruct walkways and shall not obscure visibility of pedestrians or motorists. A freestanding sign, including structural elements, shall be not greater than eight feet high. A single sign face shall not be larger than twenty-five (25) square feet in area. Double-faced signs are allowed.
 - b. Projecting Signs. A projecting sign face shall not exceed more than six square feet in area. The structure of a projecting sign shall not extend more than eight feet from the building face and clearance under the lowest point of any projecting sign to a public walkway shall not be less than eight feet. A projecting sign shall not be attached to a railing, fence, or deck support, but may be attached to a building canopy or roof eave. Double-faced signs are allowed.
3. Materials.
 - a. A sign structure may be dimensional lumber, timbers, or hewn logs. A sign base may be dimensional lumber, timbers, logs, or natural stone. Exposed, plain unfinished concrete is prohibited.
 - b. A sign face may be dimensional lumber, acid-washed galvanized corrugated steel, flat iron or hand-painted directly on the building siding. Window signs are not permitted.
 - c. Exterior hardware shall be metal with a matte finish.

G. W-2 District.

1. Allowed Sign Area. The total area of all signs affixed to any facade or side wall of all buildings on a parcel shall not exceed thirty (30) percent of the square footage of the front facade of the primary building on the parcel. River Walk: The aggregate area of all signs affixed to the River Walk side of buildings shall not exceed one hundred (100) square feet.
2. Limitations.
 - a. Freestanding or Monument Signs. One freestanding sign may be permitted per parcel provided the building is located twenty-five (25) feet or more from the front or side property line of the parcel. The sign shall not project over public rights-of-way, shall not obstruct walkways and shall not obscure visibility of pedestrians or motorists. A freestanding sign, including structural elements, shall be not greater than eight feet high. A single sign face shall not be larger than fifteen (15) square feet in area. Double-faced signs are allowed.
 - b. Projecting Signs. A projecting sign face shall not exceed more than six square feet in area, except that a projecting sign mounted above a boardwalk canopy shall not exceed thirty (30) square feet in area. The structure of a projecting sign shall not extend more than eight feet from the building face and clearance under the lowest point of any projecting sign to a public walkway shall not be less than eight feet. A projecting sign shall not be attached to a

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railing, fence, or deck support, but may be attached to a building canopy or roof eave. Double-faced signs are allowed.

3. Materials.

- a. A sign structure may be dimensional lumber, timbers, or hewn logs. A sign base may be lumber, timbers, log or natural stone. Exposed, plain unfinished concrete is prohibited.
- b. A sign face may be dimensional lumber, acid-washed galvanized corrugated steel, flat iron or hand-painted directly on the building siding or window.
- c. Exterior hardware shall be metal with a matte finish.

River Walk: A sign base shall be lumber, timbers, logs, natural stone, period-authentic brick.

H. W-3 District.

1. Allowed Sign Area. The total area of all signs affixed to any facade or side wall of all buildings on a parcel shall not exceed thirty (30) percent of the square footage of the front facade of the primary building on the parcel.

2. Limitations.

- a. Freestanding or Monument Signs. One freestanding or monument sign may be permitted per parcel. Where multiple businesses are located on a parcel, all individual business signs shall be located on the one freestanding or monument sign; each individual business sign must obtain a westernization permit for its portion of the larger sign. A sign shall not project over public rights-of-way, shall not obstruct walkways and shall not obscure visibility of pedestrians or motorists. A freestanding sign, including structural elements, shall not be greater than twenty (20) feet high. A single sign face shall not be larger than one hundred fifty (150) square feet in area. Double-faced signs are allowed.
- b. Projecting Signs. A projecting sign face shall not exceed more than six square feet in area. The structure of a projecting sign shall not extend more than eight feet from the building face; clearance under the lowest point of any projecting sign to a public walkway shall not be less than eight feet. A projecting sign shall not be attached to a railing, fence or deck support, but may be attached to building canopy or roof eave. Double-faced signs are allowed.

3. Materials.

- a. A sign structure may be dimensional lumber, timbers, or hewn logs. A sign base may be lumber, timbers, logs, or natural stone. Exposed, plain unfinished concrete is prohibited.
- b. A sign face may be dimensional lumber, acid-washed galvanized corrugated steel, flat iron or hand-painted directly on the building siding or window.
- c. Exterior hardware shall be metal with a matte finish.

4. Sports Venues and Facilities. Off-premises signs affixed to the public ball field fence or to the public ice rink dasher boards are allowed. Ball field signs may use plywood and dasher board signs may use plastic. All signs shall conform to allowed westernization colors and westernization fonts and may use logos otherwise prohibited by this chapter. No westernization permit or fee is required.

- I. One freestanding, off-premises sign advertising businesses on Horizon Flat Road is allowed at the intersection of Twin Lakes Road and Horizon Flat Road. Each individual business must obtain a westernization permit for its portion of the freestanding sign. The freestanding sign shall not exceed one hundred twenty-five (125) square feet in area and shall not exceed fifteen (15) feet in height. The sign structure may be dimensional lumber, timbers, or hewn logs. The sign base may be dimensional lumber, timbers, logs or natural stone. Exposed, plain unfinished concrete is

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prohibited. The sign face may be dimensional lumber, acid-washed galvanized corrugated steel, or flat iron.

- J. Directional Signs. Directional signs are limited to three per parcel. Individual signs may not exceed two square feet in area. Directional signs shall not count against an overall limit on sign area for any building or parcel.
 - K. Artwork, Murals, Historic Replicas or Reproductions. A westernization permit is required for installation or renovation of artwork, murals, historic replicas, or reproductions. An applicant must demonstrate that the artwork, mural, replica, or reproduction is period-authentic or otherwise represents a late nineteenth century theme of indigenous people of the Methow Valley, settler activities of mining, logging, ranching and pioneer life, or the native landscape or geography. A mural may not be for advertising commercial endeavors, except fictitious ones from the time period of 1850 to 1900, and is not a sign.
- (Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.260. Design and material standards—Exterior lighting.

- A. A westernization permit is required for all exterior lighting (except for decorative holiday and winter lighting).
- B. All exterior lighting fixtures shall be period-authentic in style and require a westernization permit. Exterior lighting shall be shrouded to cast light in a downward direction forty-five (45) to ninety (90) degrees below horizontal. A light bulb or other source of illumination shall not be visible when viewing a light fixture horizontal to the bottom edge of the fixture shroud or enclosure. All lighting must be placed so as not to interfere with safe vision upon the public roadways and pedestrian walkways. Exterior lighting of outdoor public spaces such as patios, decks and courtyards of eating/drinking establishments may be string lights provided they are nonflashing and generate subdued, warm spectrum white or yellow light that approximates period-authentic illumination as approved by the WDRB. Examples of acceptable lighting are available at Town Hall. All outdoor string lighting will be shut off at the closing hours of the business it is for.
- C. Boardwalk Lighting. Businesses fronting the town boardwalk must provide illumination where awnings or canopies attached to buildings obscure direct overhead view to the sky. Lighting fixtures shall be period-authentic in style and require a westernization permit.
- D. Sign Lighting. No sign shall be internally illuminated. Fixtures illuminating signs shall be period-authentic and require a westernization permit. All sign illumination shall be hooded, screened, shrouded and oriented so that the light source is not directly visible from a public way.
- E. Town Winter Lighting. The town winter lighting program is an integral part of the community's economic development strategy. As such, the town declares that all commercial properties in the W-2 district shall participate in the town's community lighting program to ensure a comprehensive and consistent presentation of the Main Street businesses to residents and visitors. Exterior lighting must be less than three thousand (3,000) kelvin.
 - 1. In the W-2 district, white, nonflashing string lights shall be used to outline the tops of buildings, including gables and adjacent eaves. Lights outlining the tops of the buildings must be C-7 or C-9 sized, warm, white, LED bulbs spaced twelve (12) inches apart. Lights outlining the tops of buildings shall be lit starting with the community's lighting celebration the weekend following the Thanksgiving holiday and continue to be lit each day until April 1st the following year. Holiday lighting below the roof line may be used; however, the lighting must be C-7 or C-9 sized, warm, white LED bulbs spaced twelve (12) inches apart. All lights must be a warm, white LED bulb and shall emit steady lighting (not flashing). Holiday decor shall be removed by February 1st of the following year.
 - 2. In the W-1 and W-3 districts, white, nonflashing string lights may be used to outline the tops of buildings, including gables and adjacent eaves. Lights outlining the tops of the buildings must

be C-7 or C-9 sized, warm, white LED bulbs spaced twelve (12) inches apart. Lights outlining the tops of buildings may be lit starting with the community's lighting celebration the weekend following the Thanksgiving holiday and continue to be lit each day until April 1st the following year. Holiday lights may be used to decorate any portion of a business and its property boundaries below building tops, gables and adjacent eaves. These lights must be warm white, nonflashing, string, holiday-style lights. All holiday lights decorating the building below the roofline of outside premises, or within six feet of inside windows, shall be removed by April 1st the following year. Holiday decor shall be removed by February 1st of the following year.

(Ord. 797 § 1 (Exh. A), 2025; Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.270. Design and material standards—Mobile food vending.

- A. All signs for mobile food vending units shall require a westernization sign permit and comply with the applicable provisions set forth in Section **15.08.250**.
- B. Mobile food vending units in zones B-I, B-II, B-III, and public use (PU) must meet the same standards as specified in Sections **15.08.210** through **15.08.260**.
(Ord. 776 § 1 (Exh. A), 2023)

§ 15.08.300. General application requirements.

An applicant for a westernization permit shall provide the following information, as deemed applicable by the administrator, on forms provided by the town. The administrator may request any information needed to review the proposal and to prepare a complete staff report with recommendation to the review body:

- A. Preapplication Conference. An applicant for a westernization permit for new building construction, reconstruction or remodeling are encouraged to have a preapplication meeting with the WDRB prior to submittal of application(s).
- B. Site Map. A site map shall contain the following information:
 1. The applicant's entire property and the surrounding property sufficient to determine the location of the development in the town and the relationship between the proposed development site and adjacent property. The property boundaries and dimensions shall be identified.
 2. The location of all adjacent public ways.
 3. Site features, including existing structures and signs.
 4. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed.
 5. Name of project architect, designer, engineer, surveyor, or planner, as applicable.
- C. Proposed Plan. The proposed plan shall contain the following information:
 1. The proposed development site, including boundaries and dimensions.
 2. Features identified on the site map that are proposed to remain on the site.
 3. Features identified on the site map, if any, which are proposed to be removed or modified by the development.
 4. The location and dimensions of all existing and proposed structures, utilities (including solar) and other improvements on the site.

5. Locations, sizes, and types of signs.
 6. Location, type, and height of outdoor lighting.
 7. Loading and service areas for waste disposal, loading and delivery, inventory storage.
 8. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.
 9. Name of project architect, designer, engineer, surveyor, or planner, as applicable.
- D. Scaled Drawings. Projects involving installation, alteration or renovation of a building facade or wall, roofs, replacement of windows or doors other than in-kind replacement, installation or modification of signs shall submit scaled drawings and photographs:
1. Building elevations with dimensions, sign dimensions.
 2. Building materials and color.
 3. Sign design, materials, color, fonts.
 4. Photographs of existing building conditions and existing signs.
 5. Name of project architect, designer, engineer, surveyor, or planner, as applicable.
- E. Narrative. A written statement describing the proposed development and compliance with the applicable standards and criteria.
- F. Other Information Determined by the Administrator. The town may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts as necessary to determine a proposal's conformance with this chapter.
(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.310. Review procedures.

- A. All public meetings in which the WDRB conducts business shall be open to the public. All actions of the WDRB shall be made following public notice of meetings. At each meeting, the WDRB shall provide opportunity for public comment on any matter related to implementation of this chapter.
- B. Review of applications shall be pursuant to Chapter **19.02**, except as follows:
 1. Ministerial decisions on westernization permits involving no interpretation of facts or law shall be made by the administrator.
- C. Decisions of the administrator or WDRB may be appealed to the town council.
(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019; Ord. 692 § 1 (Att. A)(part), 2017)

§ 15.08.320. Certificate of completion.

- A. Upon receipt of a photograph showing the completed project, the westernization administrator shall inspect the project to ensure the project complies with the approved plans and photos submitted by the owner. The westernization administrator upon confirmation of compliance shall issue a certification of completion.
- B. In the event the project deviates from the plans and the terms of the westernization structure and/or sign permit, the westernization administrator shall issue a notice of correction. This requires the owner to conform the completed project, or remove it, within a specified timeline.

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- C. The westernization administrator shall meet with the owner to discuss the items contained in the notice of correction and a timeline for compliance. If the owner does not meet the agreed upon notice of correction timeline, Section **15.08.100** shall go into effect.
- D. Any project for which a westernization structure or sign permit is required by this chapter shall be deemed completed and in conformance only upon the signature by the westernization administrator and issuance of the certificate of completion.

(Ord. 776 § 1 (Exh. A), 2023; Ord. 713 § 1 (Att. A)(part), 2019)

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City of Snohomish

Chapter 14.245 SIGNREGULATIONS

Sections:

- 14.245.010 Intent and Purpose**
- 14.245.015 Applicability and Interpretations**
- 14.245.030 Sign Permit Required**
- 14.245.040 Sign Permit Fees**
- 14.245.050 Sign Permit – Historic District**
- 14.245.060 Signs Exempt from Permit Requirements**
- 14.245.065 Freestanding Signs**
- 14.245.070 Building Signs**
- 14.245.075 Temporary Signs**
- 14.245.080 Prohibited Signs**
- 14.245.082 Off-Site Highway Signs**
- 14.245.085 Electronic Changing Message Signs**
- 14.245.090 Illumination of Signs**
- 14.245.115 Signs in Residential Land Use Designations**
- 14.245.120 Maintenance of Signs**
- 14.245.130 Non-Conforming Signs**

14.245.010 Intent and Purpose.

A. The intent of this chapter is to:

1. Protect the City's economic base and encourage business owners to advertise their businesses, products, location, and/or services to potential customers in an effective and appropriate manner that helps the businesses to thrive; and
2. Promote the public health, safety and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral and non-discriminatory sign standards and requirements; and
3. Protect and enhance the City's historic and residential character; and
4. Improve traffic safety by minimizing the distracting effect of signage which can cause visual confusion between advertising and traffic-control signs; and
5. Avoid the creation of urban blight, destruction of natural beauty, and loss of property values that can result from unregulated signage.

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B. The purpose of this chapter is to regulate the number, size, location, height, illumination, character, and other pertinent features of signs, in order to:

1. Provide adequate identification and advertising for businesses, and access to advertising signage in a manner that will promote commerce and fair economic competition and at the same time protect the public health, safety, and welfare in the City;
2. Promote and accomplish the goals, policies and objectives of the City's Comprehensive Plan and Zoning Code;
3. Provide minimum standards in order to safeguard life, health, property and public welfare, and promote traffic safety by controlling the design, quality of materials, construction, illumination, size, location and maintenance of signs and sign structures;
4. Recognize free speech rights by regulating signs in a content-neutral manner;
5. Promote the free flow of traffic and protect pedestrians and motorists from injury and property damage caused by, or which may be fully or partially attributable to, cluttered, distracting and/or illegible signage;
6. Protect the character of the Historic Business District with sign regulations that address the uniqueness of the District;
7. Protect property values, the local economy, and the quality of life by preserving and enhancing the appearance of the streetscape;
8. Provide consistent sign design standards;
9. Provide an improved visual environment for the citizens of and visitors to the City; and
10. Adopt clear, understandable regulations which enable the fair and consistent enforcement of this chapter. (Ord. 2109, 2006; Ord. 2362, 2018)

14.245.015 Applicability and Interpretations.

A. This chapter applies to all signs, as defined in Chapter 14.25 SMC, Definitions, within the City which are functionally visible from any public street, sidewalk or place, regardless of the type or nature.

B. Signs not specifically allowed in this chapter are prohibited.

C. This chapter is not intended to, and shall not be interpreted to, restrict speech on the basis of its content, viewpoint, or message. No part of this chapter shall be construed to favor commercial speech over non-commercial speech. To the extent that any provision of this chapter is ambiguous, the term shall be interpreted not to regulate speech on the basis of the content of the message. (Ord. 2362, 2018)

14.245.030 Sign Permit Required.

- A. Except as otherwise permitted by this chapter, no sign shall be installed, erected, altered, or relocated without applying for and receiving a sign permit issued by the Planning Director.
- B. No sign permit shall be required for cleaning or other normal maintenance and repair of a sign, or for changes to tenant or business names on multi-tenant signs; provided, that the original design, function, structure, and size of the sign are maintained and that they remain in compliance with this chapter. However, signs in the Historic Business land use designation being repaired or multi-tenant signs being changed require review by the Design Review Board. (Ord. 2362, 2018)

14.245.040 Sign Permit Fees.

A fee will be required for the processing of all sign permit applications other than those determined to be exempt under SMC 14.245.060. The fee will be as set forth in the fee schedule adopted by resolution of the City Council. (Ord. 2204, 2011; Ord. 2362, 2018)

14.245.050 Sign Permit – Historic District.

For signs within the Historic District, no permit for the erection of a sign shall be issued pursuant to this chapter until the permit applicant has complied with the permit and approval requirements of Chapter 14.225 SMC.

14.245.060 Signs Exempt from Permit Requirements.

The following types of signs or activities relating to signs are exempt from the permitting requirements of this chapter:

- A. Non-illuminated signs of two (2) square feet in area, or less, except in the Historic Business land use designation area.
- B. Window signs.
- C. *Governmental Signs.* Signs installed by the City, county, or a federal or state governmental agency for the protection of the public health, safety and general welfare, including, but not limited to, the following:
1. Emergency and warning signs necessary for public safety or civil defense;
 2. Traffic and/or wayfinding signs erected and maintained by an authorized public agency;
 3. Signs required to be displayed by law;

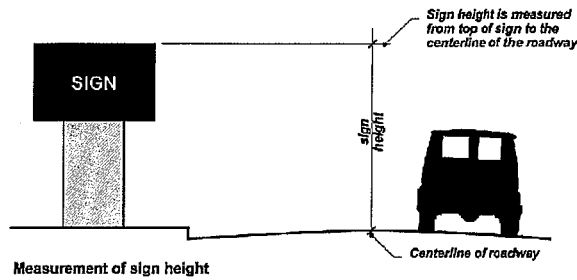
4. Signs showing the location of public facilities; and
 5. Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect the public health, safety and general welfare.
- D. Historical plaques, memorial signs or tablets, names of buildings, building cornerstones, and date-constructed stones when cut into any masonry surface or inlaid so as to be part of the building; provided, that none of these exceed ten (10) square feet in area.
- E. Occupant signs in residential districts, the content of which is limited to the name of the occupant and/or the address of the premises.
- F. Signs required or specifically authorized for public purposes by any law, statute, or ordinance.
- G. Religious symbols.
- H. Flags bearing the official emblem of a nation, state, municipality, educational institution, or non-commercial organization.
- I. Identification signs for parking lots, not advertising premises or products and having an area of three (3) square feet or less.
- J. Incidental signs.
- K. Changes to the face or copy of changeable copy signs, digital signs, electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the City.
- L. The normal repair and maintenance of conforming or legal non-conforming signs.
- M. *Interior Signs.* Signs or displays located entirely inside of a building and located at least three (3) feet away from transparent doors and windows.
- N. *Vehicle with Signs.* Any sign on a vehicle, unless such vehicle is parked or stationed near an activity for the primary purpose of attracting public attention to such activity. However, any such vehicle or mobile unit that is regularly parked in any prominently visible location for the primary purpose of attracting public attention to the sign shall not be allowed.
- O. *Bench Signs.* Any outdoor bench or furniture with any signs or plaques one (1) square foot or less in area.
- P. Privately maintained traffic control signs in a subdivision with private roads or signs in a parking lot. (Ord. 2362, 2018)

14.245.065 Freestanding Signs.

Freestanding signs shall comply with the following regulations:

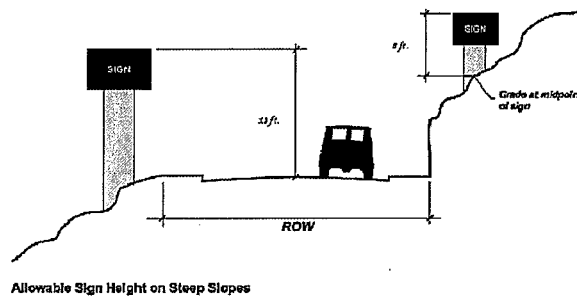
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A. The maximum allowable sign height is indicated in the freestanding signs table below. In those instances where the roadway is depressed below or elevated above the adjacent property, adjustments in the allowed maximum height may be allowed by the City Planner in accordance with this section.



1. The maximum height of a freestanding sign is measured from the elevation of the centerline of the adjacent roadway to the top of the frame or sign structure, whichever is tallest. Refer to the freestanding signs table below and the illustration above.

2. If the side slope of the property perpendicular to the street right-of-way is so steep that it does not allow the construction of a six (6) foot tall sign within the maximum allowable height limit, the City Planner may allow the sign to extend eight (8) feet above the grade. Refer to the freestanding signs table and the illustration below.



B. A freestanding sign may have two (2) faces. If the two (2) faces are located in such relationship to each other that both cannot be viewed from any point at the same time, only one (1) face will be counted in totaling the number of signs or sign area.

C. The maximum allowable sign face area, excluding the frame and mounting, shall be as set forth in the following freestanding signs table and as illustrated below:

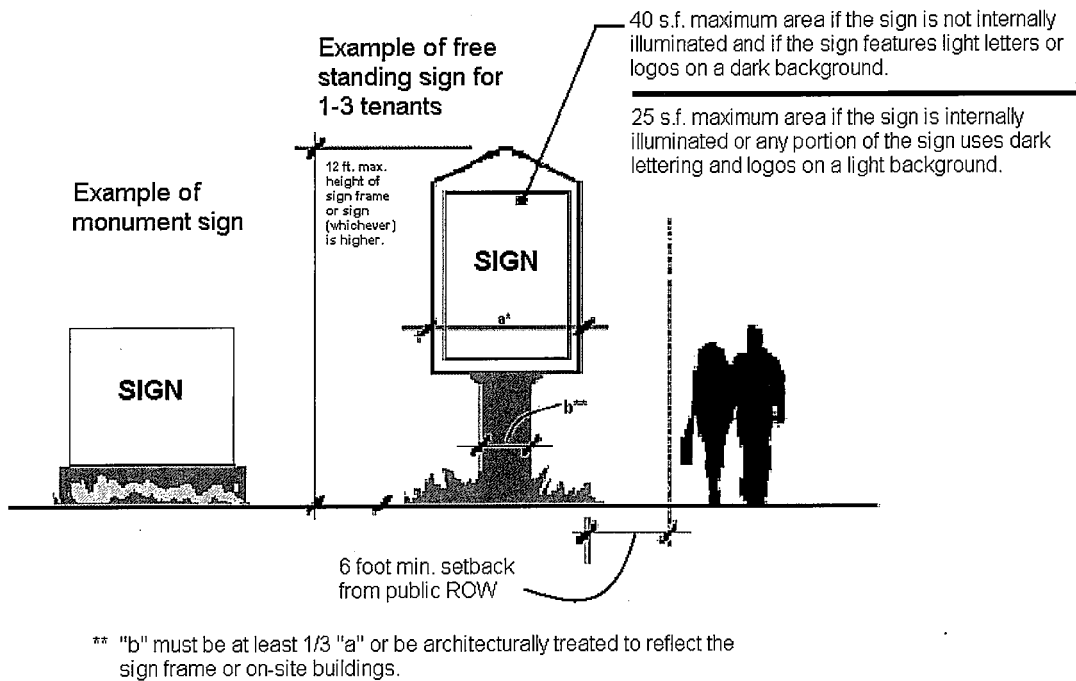
Freestanding Signs Table

No. of tenants or acreage (not both)	Square foot area of allowable text on sign	Sign height limit	Sign width limit
1 - 3 tenants	40 square feet if sign face is not internally illuminated and uses light lettering and logos on dark background 25 square feet if the sign face is internally illuminated or does not use light lettering and logos on a dark background	12'	5'
4 - 7 tenants	60 square feet if sign face is not internally illuminated and uses light lettering and logos on dark background 40 square feet if the sign face is internally illuminated or does not use dark lettering and logos on a light background	12'	6'
8+ tenants	75 square feet if sign face is not internally illuminated and uses light lettering and logos on dark background 50 square feet if the sign face is internally illuminated or does not use dark lettering and logos on a light background	15'	8'
7 acres or more	125 square feet if sign face is not internally illuminated or uses light lettering and logos on dark background and is a non-internally illuminated monument sign with design elements related to the principal structures on site identifying the name of the development 75 square feet if the sign face is internally illuminated or does not use light lettering and logos on a dark background In both of the above situations 1 additional monument sign may be installed with a maximum sign height of 5 feet above the ground and a maximum sign width of 8 feet. Said monument sign shall include design elements consistent with the principal structures on the site and shall relate to the entire site rather than an individual tenant	18'	--

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Freestanding Signs Table

No. of tenants or acreage (not both)	Square foot area of allowable text on sign	Sign height limit	Sign width limit
	For commercial developments 30 acres or more in size, a second 18-foot-high freestanding sign may be installed in lieu of the 5-foot-monument sign where: (1) the commercial development has more than 1 driveway along that street frontage; and (2) 2 freestanding signs are separated by a minimum of 500 feet		



D. In the freestanding signs table above, "light" and "dark" refer to the amount of light reflected by a color. A dark color reflects less light than a light color. The City Planner shall have the authority to interpret the lightness of lettering/logos and other graphics relative to the lightness of the sign background.

E. *Sign Base.* Freestanding signs must have a substantial base with a length of at least one-third (1/3) the maximum length of the sign at its maximum cross section as illustrated above.

F. *Location.*

- Any portion of a freestanding sign must maintain a six (6) foot minimum setback from the public right-of-way and a five (5) foot minimum setback from any property line.

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2. Freestanding signs shall meet the sight distance requirements of the City of Snohomish Public Works Standards.

G. *Number Per Site and Minimum Spacing.*

1. One (1) freestanding sign per site is allowed, except that a business with frontage on a City street and a state highway, where the building is not visible from the highway, may have an additional freestanding sign facing the highway; provided, that the sign shall not exceed eighteen (18) feet in height as measured from pre-existing grade or finished grade of the sign location and shall not exceed fifty (50) square feet in area.
2. Sites fronting on two (2) streets may have one (1) freestanding sign per street; provided, that these signs are at least one hundred fifty (150) feet apart as measured along the property lines.

H. *Landscaping.* A defined landscaped area shall be provided at least two (2) feet around the base of the freestanding sign to make the base of the sign and any ground-based lighting more attractive and deter vehicles, shopping carts, and people from contacting the base of the sign. The landscaping shall consist of a combination of ground cover materials and low-growing shrubs.

I. *Architectural Embellishment.* An additional allowance of two (2) feet in sign height and width is permitted for architectural embellishment, which shall not include any logo, writing, or other form of business identification or advertisement. (Ord. 2109, 2006; Ord. 2142, 2008; Ord. 2362, 2018)

14.245.070 Building Signs.

Building signs shall comply with the following regulations:

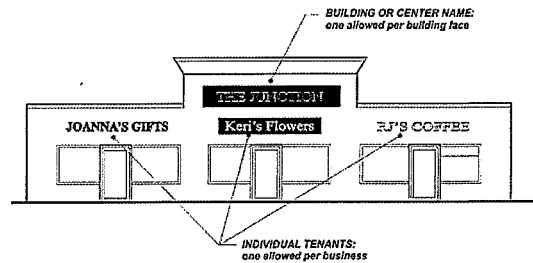
- A. Building signs must not extend higher than the building eave, parapet, roof, or cornice on which they are mounted.
- B. The maximum allowable sign face area is twenty-five square feet plus 10 percent of the building facade area facing the street or main parking area, except that a business with frontage on a City street and a State highway, where the building is visible from the highway, may have an additional building sign that faces the highway, which sign shall not exceed eighty square feet in area and shall be constructed of individual, internally illuminated (or back lit) letters. This total allowable area shall include awning and marquee signs but shall not include the area allowed for blade signs or shingle signs that are mounted perpendicular to the building facade pursuant to subsection D.
- C. The building signs must be integrated into the architectural design of the building and must be located in a manner compatible with other signs on the same building.
- D. Each tenant may also display a single blade or shingle sign that has a face perpendicular to the building, provided that the sign is no larger than three square feet, is no less than eight feet above the ground, and does not extend more than three feet from the building or beyond an existing architectural canopy.

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E. In the case of a multi-tenant building, the owner or the management of the building is responsible for allocation of sign area among the tenants and shall be a coapplicant on all sign applications pertaining to the building and property.

F. The illustration below depicts typical building signs as allowed by this section.

Total amount of sign: 25 s.f. + 10% if façade facing the street or main parking area.



(Ord. 2109, 2006)

14.245.075 Temporary Signs.

The following regulations shall apply to all temporary signs:

A. Types of Temporary Signs.

1. Portable signs.
2. Banners.
3. Construction site signs.

B. General Regulations for All Temporary Signs.

1. Only temporary signs as described in this section are allowed and, except as required by the International Building Code, or as otherwise required in this chapter, do not require building permits or sign permits.
2. Temporary signs shall not be:
 - a. Illuminated;
 - b. Inflated;
 - c. Animated or moving or have moving parts.
3. Balloons, festoon flags, pennants, lights or any other display shall not be attached to any temporary sign.

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4. No landscaping, other than holes in sod for signposts, may be damaged or modified to accommodate a temporary sign.
5. Temporary signs shall not be placed on any streetlight, crosswalk, curb, curbstone, lamppost, street sign, utility pole, hydrant, tree or shrub.
6. Temporary signs shall not block the sight distances pursuant to SMC 14.210.150 or create a safety hazard as determined by the City Engineer or his/her designee.
7. The signs allowed in this section are in addition to any other signs allowed in this chapter.
8. Signs that do not comply with the provisions of this section are subject to removal and disposal.
9. Window signs are not regulated as temporary signs.

C. *Portable Signs.*

1. Portable signs shall not exceed six square feet in area or exceed dimensions of 24 inches in width and 36 inches in height. Feather signs or feather flags which exceed these maximum dimensions are prohibited.
2. The top of portable signs shall not be more than 48 inches above the ground as measured from the existing ground level to the top of the sign.
3. A sign permit shall not be required for portable signs.
4. Portable signs may be located on public right-of-way; however, they shall be located so as not to create a safety hazard to pedestrians or motorists.

D. *Commercial Banners.*

1. Banners shall be attached to a building or fence or strung between support posts. They shall not be:
 - a. Strung between trees; or
 - b. Placed on the roof of a building.
2. Banners shall not be torn or faded so the text is difficult to read and should be in generally good condition.
3. Banners shall not exceed 45 square feet in area.
4. The height of banners shall not exceed the height of the building or fence to which they are attached. If the banners are strung between support posts, the maximum height shall not exceed 15 feet, as measured from the existing ground level to the top of the banner.
5. A maximum of one banner shall be allowed on a parcel.
6. A sign permit shall be required before displaying a banner.

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7. Banners may be displayed for not more than 30 days in a calendar year.

E. *Noncommercial Banners.*

1. Banners shall be attached to a building or fence or strung between support posts. They shall not be:

- a. Strung between trees; or
- b. Placed on the roof of a building.

2. Banners shall not be torn or faded so the text is difficult to read and should be in generally good condition.

3. Banners shall not exceed 45 square feet in area.

4. The height of banners shall not exceed the height of the building or fence to which they are attached. If banners are strung between support posts, the maximum height shall not exceed 15 feet, as measured from the existing ground level to the top of the banner.

5. Banners may be placed anywhere on a site with no restrictions on their orientation direction except they shall be:

- a. Set back at least 10 feet from the back of the sidewalk, or if there is no sidewalk, 15 feet from the edge of the street pavement; and
- b. Separated by at least 50 feet from any other banner on the site.

6. The maximum number of banners allowed shall be:

- a. One on parcels less than 20,000 square feet; or
- b. Two on parcels 20,000 square feet or greater.

7. If both sides of a double-sided banner can be seen at the same time from any vantage point then each side shall be considered a separate banner.

8. No permit is required to display a banner.

9. *Duration of Display.*

- a. Any individual banner shall be on display for no more than 30 consecutive days.
- b. There shall be at least 30 days between the display of banners during which no banners are displayed.
- c. A site shall not have any banner on display for at least 240 days in a calendar year.

10. Banner signs advertising an event or activity shall not advertise:

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- a. Events or activities provided off site; or
- b. Anything involving the wholesale or retail sale of items/products.

11. Message banners shall not include any commercial content.

F. *Construction Site Signs.*

1. Construction site signs shall not exceed 32 square feet in area.
2. Construction site signs shall only be allowed on sites where an active development permit has been issued.
3. A maximum of two construction site signs may be allowed on a single construction site.
4. Construction site signs shall be removed from a site no later than the date of issuance of the first occupancy permit for the site or two years after placement of the signs, whichever occurs first. (Ord. 2109, 2006; Ord. 2362, 2018; Ord. 2421, 2021; Ord. 2488, 2024)

14.245.080 Prohibited Signs.

The following signs are prohibited:

- A. Signs, or sign structures, which by coloring, working, or location resemble or conflict with traffic-control signs or devices.
- B. Signs that create a safety hazard for pedestrians or vehicular traffic.
- C. All signs that rotate, move, glare, flash, change, reflect, or blink, or appear to do any of those things, including search lights, except as otherwise provided in this chapter.
- D. All inflatable advertising or attention-getting devices, including balloon signs of all sizes.
- E. Any signs located on public right-of-way without evidence of specific approval by the City, except as otherwise provided in this chapter.
- F. Signs with changeable letters and numbers with the exception of gas price signs at service stations, with the exception of 35 percent of sign area for signs outside the Historic Business District land use designation area, and with the exception of electronic changing message signs as provided in this chapter.
- G. Off-site signs, except for off-site highway signs as provided by SMC 14.245.082, and signs which advertise community events and meet the following criteria:
 1. Are not displayed for longer than two weeks.
 2. Are not located in City right-of-way or are permitted by a City right-of-way use permit.

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3. Are allowed by the property owner.
- H. Private signs attached to municipal sign and signal poles.
- I. Electronic changing message signs in the Historic District pursuant to SMC 14.245.085.
- J. *Erection of Signs or Structures.* It is unlawful to use, place, or erect any sign board, sign, billboard, bulletin board, post, pole, or device of any kind for advertising in any park; or to attach any notice, bill, poster, sign, wire, rod, or card to any tree, shrub, railing, post, or structure within any park; or to place or erect in any park a structure of any kind. (Ord. 2097, 2005; Ord. 2109, 2006; Ord. 2204, 2011; Ord. 2362, 2018; Ord. 2488, 2024)

14.245.082 Off-Site Highway Signs.

- A. As permitted by Chapter 47.42 RCW, Chapter 468-66 WAC, and this section, an off-site highway sign visible from SR-9 or US-2 may identify and provide directional information to one or more businesses in Snohomish.
- B. Location, number, and separation requirements.
 1. Off-site highway signs may be located upon properties that conform to the definition of “commercial and industrial areas” provided by RCW 47.42.020.
 2. Off-site highway signs shall be located within 150’ of and primarily visible from the right-of-way of SR-9 or US-2 (highway).
 3. For signs on the same side of a highway, no off-site highway sign shall be located within 2,000 feet of another off-site highway sign.
- C. *Eligibility requirements.* Commercial developments meeting the specifications below shall be eligible for identification on an off-site highway sign:
 1. One or more individual businesses within one commercial district.
 2. Multi-tenant commercial developments and individual businesses therein.
 3. *Business districts such as.* Downtown Snohomish; Pilchuck District, Avenue D Business District; and the Bickford Avenue Corridor, and individual businesses therein.
 4. Off-site highway signs shall identify and promote businesses actively in operation. When businesses identified on an off-site highway sign cease operation or are renamed or replaced, the corresponding message area shall be updated, revised, removed, etc. within 60 calendar days.
- D. Off-site highway signs shall identify businesses, commercial developments, and business districts and provide a primary message area, a secondary message area, and a directional message area as set out in this section, subject to the review and approval process described herein.



1. The sole purpose of the primary message area is to identify individual businesses and commercial developments located within one commercial district.
2. The sole purpose of the secondary message area is to identify the commercial development or commercial district where the businesses identified upon the primary message area are located.
3. The sole purpose of the directional message area is to provide driving/ location information that will assist motorists in reaching the business district identified upon the secondary message area.

E. Dimensional requirements – Sign height.

1. Except where the elevation of the highway has been raised to function as a ramp, bridge, or over-pass, sign height shall be measured from the elevation of the adjacent highway travel lane(s) to which the sign is oriented.
2. Where the elevation of the highway has been raised to function as a ramp, bridge, or over-pass, sign height shall be measured from the elevation of the adjacent highway travel lane to which the sign is oriented, or the elevation of the sign location, whichever is lower.
3. Minimum sign height: 15 feet.
4. Maximum sign height: 35 feet.

F. Dimensional requirements – Primary message area.

1. Maximum vertical dimension: 12 feet.
2. Maximum horizontal dimension: 10 feet.
3. Maximum sign area, calculated as one rectangle enclosing all panels, text, logos, illuminated areas, and corporate color fields: 120 sq. ft.

G. Dimensional requirements – Secondary message area

1. Maximum vertical dimension: 18 inches.
2. Maximum horizontal dimension: 12 feet.
3. Maximum sign area: 18 sq. ft.

H. Dimensional requirements – Directional message area

1. Maximum vertical dimension: 2 feet.
2. Maximum horizontal dimension: 10 feet.
3. Maximum sign area: 20 sq. ft.

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I. Design requirements – General.

1. Except where the provisions of this section conflict, the provisions of this chapter applicable to all signs shall apply to off-site highway signs.
2. Off-site highway signs shall be sited and oriented to be viewed from the travel lane(s) of the adjacent highway(s). The faces of off-site highway signs shall be perpendicular to the highway to which it is oriented.
3. Off-site highway signs shall conform to the standard design for off-site highway signs adopted by the City Council by resolution.
4. Off-site highway signs shall include each of the following:
 - i. A primary message area identifying specific businesses.
 - ii. A secondary message area identifying the commercial development or business district where the businesses identified on the primary message area are located.
 - iii. A directional message area identifying the appropriate highway exit for the commercial development or business district identified on the secondary message area.
5. In order to limit the amount of time required for a highway motorist to read and comprehend the content of an off-site highway sign, the number of letters, words, messages, symbols, and images shall be kept to the minimum amount practicable.
6. Off-site highway signs shall not identify or advertise businesses (or the goods or services offered by businesses) located on the property where the sign is located.
7. Electronic changing message signs and sign area with changeable messages, text, or images are prohibited.
8. Off-site highway signs shall not display or support temporary signs, banners, pennants, etc.
9. Structural and electrical service components shall be architecturally integrated and/or screened from view.
10. Landscaping consisting of drought-tolerant groundcover and shrubs shall be provided surrounding the base of the sign's vertical supports. The City Planner may approve alternative methods of screening or enhancing the appearance of the juncture of the sign supports and the ground.
11. In instances where the City Planner determines that it is not practicable to extend conventional electric power to a remote off-site highway sign, the City Planner may authorize alternative means of illumination as provided below. The decision to approve an alternative means of illumination shall be made in writing. The City Planner's decision to allow an alternative means of illumination shall confirm the following:
 - i. No adverse impacts relating to glare, light spillage, or light pollution will occur.



- ii. The sign will be illuminated during the business' regular hours of operation.
- iii. The sign text/symbols have a high level of reflectivity.
- iv. The sign face/background are a matte finish so as to minimize reflectivity.
- v. When conventional electrical service is available, the sign can be modified to comply with the internal illumination requirements specified by subsections J-L below.

J. Design Requirements – Primary message area.

1. Sign cabinets and sign area shall be configured so no air space appears between signs, sign panels, or sign cabinets constituting the primary message area.
2. In order to limit the amount of time required for a highway motorist to read an off-site highway sign, a maximum of six businesses, corporations, or entities may be identified within the primary sign area. Text shall be limited to the name of the development or business and words/symbols contained in a corporate logo or identifier. For example, a sign may contain the business name, "Safeway," but not the business name along with other information, such as, "Safeway – Deli Pharmacy Gas."
3. Except for text and/or symbols contained in established corporate logos, text in capital letters shall have a minimum vertical height of 12 inches. The height of rotated text shall be measured perpendicular to the line of text.
4. The primary sign area shall consist of one or more internally-illuminated sign cabinets or internally-illuminated, reverse pan-channel letters mounted upon an opaque background.
5. The panels of internally-illuminated sign cabinets shall consist of translucent text/symbols and the remainder of the sign panel, constituting the sign background or field, shall be opaque.

K. Design Requirements – Secondary message area.

1. The purpose of the Secondary message area is to identify the business district or the commercial development where the businesses identified on the primary sign area are located. Examples of business districts and commercial developments include, "Historic District," "Historic Downtown," "Pilchuck District," "Second Street Shops," "Avenue D Shops," "Bickford Avenue," and "Snohomish Station." The Secondary message area shall not contain the name of a specific business.
2. The Secondary message area shall be limited to one line of text.
3. The panels of the internally-illuminated sign cabinets shall consist of translucent letters/text and background/field.

L. Design Requirements – Directional message area.

1. The directional message area shall include succinct, route information for highway motorists, such as "Next Exit" or "Next Left" and may include an arrow.

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2. The directional message area shall consist of one internally-illuminated sign cabinet or internally-illuminated, reverse pan-channel letters mounted upon an opaque background.
3. The panels of an internally-illuminated sign cabinet shall consist of translucent text/symbols and the remainder of the sign panel, constituting the sign background or field, shall be opaque.
4. In order to promote safe and orderly operation of vehicles upon highways and streets, the directional message area shall not contain information unrelated to route of travel.

M. Properties with an off-site highway sign.

1. Typically, an off-site highway sign shall be regulated as an accessory rather than primary land use.
2. Electric power shall be provided by underground service line.

N. *Approval process.* Approval of a Site Development Plan as provided by Chapter 14.65 SMC is required for the construction of an off-site highway sign. The City Planner may impose conditions of approval to mitigate adverse impacts that may otherwise occur. The decision of the City Planner may be appealed pursuant to Chapter 14.20 SMC.

O. *Decisional criteria.* In addition to the Administrative Development Plan criteria specified by SMC 14.65.020.B., off-site highway signs shall satisfy the following criteria:

1. No unmitigated adverse impacts such as glare, sight obstruction, soil erosion, obstruction of public scenic views, noise, etc. will occur.
2. The overall height of the sign is no greater than necessary to facilitate visibility and readability of the sign from the adjacent highway.
3. Provision is made for regular and ongoing maintenance of the sign. The application shall specify and the decision of the City Planner shall confirm the party or entity responsible for maintenance of the off-site highway sign.
4. Provision is made for the removal of the sign at the time there is no longer a legal or financial basis for its existence. The application shall specify and the decision of the City Planner shall confirm the party or entity responsible for removal of the off-site highway sign. The City Planner may require the owner of the property served by a sign to execute a covenant in recordable form providing assurance for the removal of the sign.
5. Written confirmation provided by the owner of the property where the sign is to be located regarding the property owner's responsibility for compliance with this Title, including but not limited to removal of abandoned off-site highway signs. (Ord. 2204, 2011; Ord. 2215, 2011)

14.245.085 Electronic Changing Message Signs.

The following provisions shall apply to electronic changing message signs:

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- A. Electronic changing message signs are prohibited in the Historic District because they are inconsistent with the historic character of the District.
- B. Only one (1) electronic changing message sign shall be allowed per development.
- C. Electronic changing message signs shall only be allowed within the Commercial and Business Park land use designation areas.
- D. The maximum height for the electronic portion of an electronic changing message sign shall be ten (10) feet.
- E. The maximum sign area for an electronic changing message sign, which is freestanding or wall-mounted, shall be no greater than thirty-five (35) percent of the maximum total allowable sign area.
- F. All electronic changing message signs shall be constructed as an integral part of a permanent sign constructed on site. "Integral" shall be considered to be incorporated into the framework and architectural design of the permanent sign.
- G. A maximum of two (2) colors shall be used for each electronic message displayed on an electronic changing message sign. The text of the message shall be a single color while the background color shall be a different, darker color.
- H. The occupant's name and address shall be provided in non-electronic format.
- I. The display shall be limited to numbers, letters, standard punctuation, and symbols. Video boards shall be prohibited.
- J. Displays or messages on electronic readerboards shall not change more frequently than once every five (5) seconds with a three (3) second maximum transition time between messages. (Ord. 2109, 2006; Ord. 2362, 2018)

14.245.090 Illumination of Signs.

- A. Light directed on, or internal to, any sign shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises, nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect on, or into, residential structures.
- B. No sign shall have blinking, flashing, or fluttering lights, or other illumination devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing, except those showing date, time, and temperature, exclusively. However, within the Historic Business land use designation area, this provision shall not apply to signs which are approved consistent with the procedures set forth in Chapter 14.225 SMC. Further, nothing contained in this chapter shall be construed as preventing the use of lights or decorations relating to religious and patriotic festivities. (Ord. 2362, 2018)

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14.245.115 Signs in Residential Land Use Designations.

Signs in residential land use designations shall be allowed as set forth in the following table:

	Places of worship, school, and public land uses		Other non-residential land uses
	Sites under 1 acre	Sites 1 acre and greater	
Freestanding signs			
Maximum sign area	12 sq. ft.	24 sq. ft.	12 sq. ft.
Maximum sign height	5'	8'	5'
Maximum number of signs	1 per frontage with 150' separation	1 per frontage with 150' separation	1 per frontage with 150' separation
Minimum setback from internal property line	10'	10'	10'
Minimum setback from right-of-way	6'	6'	6'
Changeable messages	Yes	Yes	No
Building signs			
Maximum sign area	12 sq. ft.	20 sq. ft. or 5% of 1 street-facing facade up to 60 sq. ft.	12 sq. ft.
Maximum number of signs	1 per frontage	1 per frontage	1 per frontage
Changeable messages	Up to 80% of allowable sign area	Up to 40% of allowable sign area	No
General			
External illumination and halo lighting	Yes ¹	Yes ¹	Yes ¹
Internal illumination	No	Yes ^{1,2}	No
Electronic signs	No	No	No
A-frame signs	No, except as allowed for special events	No, except as allowed for special events	No
Signs identifying occupants of individual dwelling, bed and			One freestanding or building sign not to exceed 2 sq. ft.

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	Places of worship, school, and public land uses		Other non-residential land uses
	Sites under 1 acre	Sites 1 acre and greater	
breakfast or home occupation			

- 1 Signs, where allowed to be illuminated, shall not be illuminated between 10:00 p.m. and 6:00 a.m.
- 2 Subject to the following:
 - a Sign shall be no closer than fifty (50) feet from an internal property line and twenty (20) feet from right-of-way;
 - b Either background or foreground type and images shall be opaque; and
 - c No light source shall be visible, including neon and bare bulbs.

(Ord. 2109, 2006; Ord. 2180, 2009; Ord. 2258, 2013; Ord. 2362, 2018)

14.245.120 Maintenance of Signs.

All signs and components thereof which are not kept in good repair and in safe, neat, clean, and attractive condition are in violation of this code and shall be subject to abatement as a public nuisance.

14.245.130 Non-Conforming Signs.

A. A sign legally in existence at the effective date of this chapter that does not comply with the provisions of this chapter shall be deemed non-conforming and may continue to exist. For the purpose of this section, "legally in existence" shall mean:

1. Installed prior to the existence of sign regulation within the City; or
2. Installed pursuant to a permit issued by Snohomish County prior to annexation into the City of Snohomish; or
3. Installed pursuant to a permit issued by the City of Snohomish or pursuant to an exemption from permit requirements.

B. Modification of a sign legally in existence on the effective date of this chapter that does not comply with the provisions of this chapter may only occur as follows:

1. As part of an action to bring the entire sign more into compliance with the sign regulations in effect at the time of the modification; or
2. Replacement of the sign face/cabinet.

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C. The non-conforming status of a sign shall not be affected by cleaning or other normal maintenance and repair, including changes to tenant or business names on multi-tenant signs; provided, that the original design function, operational capability, and structure of the sign are maintained and the sign is not otherwise enhanced or upgraded.

D. *Abatement.*

1. Signs located within the street rights-of-way that are not in compliance with this chapter and are not legally non-conforming pursuant to subsection A of this section shall be abated in the following manner:

a. The property owner or business owner responsible for the sign will be contacted by certified mail from the City Building Official and/or City Planner, informed of the observed violation, and given a copy of the sign ordinance. The mailed notice will specify a reasonable time period within which the sign must be removed. If the City confirms that the sign has not been removed after the specified time period has passed, City crews will remove and impound the sign. The business or property owner will be charged one hundred dollars (\$100.00) per sign to recover the sign.

b. No notice or hearing will be required to remove signs from the street right-of-way where the sign is determined to be an immediate danger to public health, safety, or welfare, or interferes with maintenance of the right-of-way. Such determination shall be made in the sole discretion of the City Engineer.

2. Signs located on private property which are not in compliance with this chapter and are not legally non-conforming pursuant to subsection A of this section shall be abated as provided in Chapter 14.85 SMC.

E. Subject to compliance with all other provisions of this chapter, permits may be issued for new signs on property containing one (1) or more non-conforming signs. (Ord. 2077, 2005; Ord. 2109, 2006; Ord. 2362, 2018)

The Snohomish Municipal Code is current through Ordinance 2535, passed December 2, 2025.

Disclaimer: The city clerk's office has the official version of the Snohomish Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: www.snohomishwa.gov

City Telephone: (360) 568-3115

Hosted by General Code.

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