



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, July 15, 2025 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Equity, Diversity, and Inclusion Council Sub-Committee Update

B. Economic Development Advisory Board (EDAB) Updates

C. Subdivision Code Amendments

D. Sign Code Amendments

E. Budget Update

3. OTHER COUNCIL ITEMS

4. ADJOURN

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings



City Of Edgewood Council Agenda Summary Sheet

Subject: Equity, Diversity, and Inclusion Council Sub-Committee Update	Agenda Item #: 2.A
	For Agenda of: 7/15/2025
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

Item History:

The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Economic Development Advisory Board (EDAB) Updates	Agenda Item #: 2.B
	For Agenda of: 7/15/2025
	Prepared by: Jeremy Metzler
Attachments (list):	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 7/9/2025 Dave Olson, Mayor 7/9/2025	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: Monthly Report to Council, 2nd Study Session

Summary Statement: The EDAB last met on June 2, 2025, and the materials and recording can be found here: <https://edgewoodwa.portal.civicclerk.com/event/1081/overview>. The July 7, 2025 meeting was canceled, so staff has nothing new to report this month.

The next meeting scheduled for Monday, August 4, 2025, with the following tentative topics:

- Discussion – EDAB Productivity
- Discussion – Food Truck Outreach
- Discussion – Commercial Developer Outreach

Item History:

This is a reoccurring agenda item every second study session of the month.

Recommended Action:

Hold a discussion regarding Economic Development Advisory Board (EDAB) Updates

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Subdivision Code Amendments	Agenda Item #: 2.C
	For Agenda of: 7/15/2025
	Prepared by: Jeremy Metzler
Attachments (list): 25-008-CODE_SEPA DNS SIGNED - SIGNED PC Recommendation - Subdivision Amendments - DRAFT Ordinance 25-0xxx - Exhibit A	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 7/9/2025 Dave Olson, Mayor 7/9/2025	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 07/15/2025 SS 07/22/2025 RCM

Summary Statement: Updates to the subdivision provisions in Edgewood Municipal Code (EMC) are required to align with recent changes in state law. Here is a summary of the relevant legislation:

- ESSB 5258 (2023) – Section 11 amends RCW 58.17.060 to all require cities to include unit lot subdivisions in their short plat regulation procedures which allows division of a parent lot into separately owned unit lots.
- ESB 559 (2025) – Section 1 amends RCW 58.17.020 to include unit lot subdivision definitions. Section 2 amends RCW 58.17.060 to require specific notes on the fact of the unit lot subdivision’s plat and requires cities to incorporate changes by 2027.

A Unit Lot Subdivision (ULS) creates new buildable lots, like a typical subdivision, except that ULS allows “unit lots” flexibility in the application of dimension standards (setbacks, lot coverage, etc.). In a ULS development, the main lot(s) be subdivided is considered the “parent lot.” The individual lots created are called “unit lots” which are also called “child lots”. These unit lots are legal lots of record and get their own tax parcels. The parent lot is required to comply with setbacks, max impervious, lot coverage, etc., while the unit lots do not. A ULS proposal may include a lot with existing structures, a vacant lot, or a combination thereof. Please see the Planning Commission packet materials (linked below) for visual examples.

Here is a summary list of key changes being proposed herein:

- EMC 16.01.065 & .090 – Clarifying edits and updates.
- EMC 16.01.070 – Minor definition revisions and new unit lot subdivision definitions.
- EMC 16.01.120 & .125, 16.06.080 – Clarity updates and Comprehensive Plan consistency updates regarding community septic systems.

- EMC 16.01.160 – Recording signature updates.
- EMC 16.01.180 – Added model home regulations.
- EMC 16.02.050 through .080 – Clarity and consistency updates.
- EMC 16.03.020 through .070 – Short plat modification clarity and consistency revisions.
- EMC 16.04.040 – Revise subdivision neighborhood meeting requirements to occur during the comment period instead of prior to application.
- EMC 16.04.120 – Subdivision modification clarity and consistency revisions.
- EMC 16.04.030 & .160 through .180 – Move subdivision final plat approval authority from City Council to the Director, as directed by Planning Commission, and associated updates.
- EMC 16.07 – Clarifying edits and updates to plat and binding site plan alteration code.
- EMC 16.08 – New unit lot short subdivision chapter.
- EMC 18.40.070 – Updating process type chart as needed for above items.

Staff issued a SEPA Determination of Nonsignificance (DNS) on May 19, 2025 (attached), with the SEPA public comment period ending with the PC's public hearing on June 9, 2025. No public comments were received.

The Planning Commission unanimously approved their recommendation to the City Council at their June 9, 2025 meeting (attached). Also attached for Council's review and discussion are a draft adopting ordinance and redline exhibit containing the proposed code amendments.

Item History:

Planning Commission: [April 14, 2025](#), [May 12, 2025](#), June 9, 2025 ([Public Hearing](#), [Action](#))

Recommended Action:

Hold a discussion and provide staff guidance regarding Subdivision Code Amendments

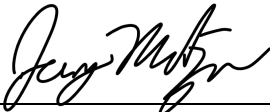
Fiscal Note/Consideration:

N/A



State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS)

City of Edgewood ■ 2224 104th Ave East ■ Edgewood, Washington 98372-1513 ■ 253-952-3299

Issued:	May 19, 2025
File:	#25-008-CODE 2025 Subdivision Code Amendments
Lead Agency:	City of Edgewood
Staff Contact:	Josh Kubitza, Planning Mananger 253-952-3299 comdev@cityofedgewood.org
Proponent:	City of Edgewood
Location:	City of Edgewood located in northern Pierce County, Washington. The proposal is for all areas within the City of Edgewood municipal boundaries.
Proposal:	City of Edgewood Municipal Code (EMC) Title 16 Amendments to add Unit Lot Subdivision language and correct inconsistencies and outdated requirements.
Existing Documents:	All existing environmental documents and studies associated with this proposal are available on the City of Edgewood Permit Portal via portal.cityofedgewood.org by searching the File No. 25-008-CODE. • SEPA Environmental Checklist; • DRAFT EMC Chapter 16 Code Amendments;
SEPA:	The City of Edgewood has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of an Environmental Checklist and other information on file with the City. This DNS is issued under WAC 197-11-340(2). A final decision will not be made on this proposal until after June 25, 2025. SEPA Responsible Official:  5/19/2025 Signature Date Jeremy Metzler, PE, Community Development Director
Comment Period:	Written comments may be submitted until June 9, 2025 by 5:00 PM via email, mail, or in-person via comdev@cityofedgewood.org or City of Edgewood, 2224 104th Avenue East, Edgewood, WA 98372. Verbal comments may be submitted during the Planning Commission public hearing.
Public Hearing:	The City of Edgewood Planning Commission will convene a hybrid public hearing on the matter at 6:00pm on Monday, June 9, 2025. Members of the public can attend and participate in person at Edgewood City Hall, Council Chambers, 2224 104th Ave East, Edgewood, WA 98372 or virtually via Zoom by visiting zoom.us/join using Meeting ID: 970 6596 9184. Meeting information is available at cityofedgewood.org/calendar .
Appeals:	Appeals for this threshold determination must be made to the City of Edgewood pursuant to EMC 20.05.250(J). Per EMC 20.05.250(E) appeals will be accepted until 5:00 PM on June 24, 2025. Appeals must be submitted in writing along with the appeal fee via the City's permit portal: portal.cityofedgewood.org .



CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION

The Planning Commission voted 6-0 to recommend that the City Council adopt the proposed amendments to Edgewood Municipal Code (EMC) Title 16 and Title 18 related to subdivisions, as presented herewith.

RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 9TH DAY OF JUNE 2025.



JoAnn Overfield
Planning Commission Chair

Attest by:



Jeremy Metzler, PE

Community Development Director

ORDINANCE NO. 25-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, IMPLEMENTING THE REQUIREMENTS OF ENGROSSED SECOND SUBSTITUTE SENATE BILL (E2SSB) 5258 AND ENGROSSED SENATE BILL (ESB) 5559 FOR UNIT LOT SUBDIVISIONS; AMENDING TITLES 16 AND 18 OF THE EDGEWOOD MUNICIPAL CODE (EMC) TO ENSURE CONSISTENCY WITH STATE LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, in 2023 the Washington State Legislature passed Engrossed Second Substitute Senate Bill (E2SSB) 5258 (chapter 337, Laws of 2023) related to condominiums and townhouses, with requirements for cities to include unit lot subdivisions in their short plat regulation procedures; and

WHEREAS, in 2025 the Washington State Legislature passed Engrossed Senate Bill (ESB) 5559 (chapter 271, Laws of 2025) related to unit lot subdivisions and local government procedures; and

WHEREAS, the changes adopted therein necessitate Edgewood Municipal Code (EMC) updates to ensure consistency; and

WHEREAS, the Planning Commission met to review suggested amendments to EMC Titles 16 and 18 on April 14, 2025 and May 12, 2025; and

WHEREAS, the procedures for amendments to development regulations as provided in EMC 18.60 were followed as documented in the Planning Commission staff reports dated April 14, 2025 and May 12, 2025; and

WHEREAS, this Ordinance was submitted to the Department of Commerce for 60-day expedited review on May 19, 2025; and

WHEREAS, in accordance with the State Environmental Policy Act (SEPA), the City issued a Determination of Nonsignificance (DNS) on May 19, 2025 under File No. 25-008-CODE with a public comment period ending on June 9, 2025 and appeal period ending on June 24, 2025, where no appeals were received; and

WHEREAS, in accordance with EMC 18.60.070, on May 19, 2025 the City issued a Notice of a Public Hearing on the proposed code amendments, setting the Planning Commission public hearing for June 9, 2025 at 6:00 PM; and

WHEREAS, on June 9, 2025, the Planning Commission voted unanimously to recommend adoption to the City Council of the proposed amendments to EMC Titles 16 and 18 related to subdivisions; and

WHEREAS, the City Council reviewed the proposed code amendments at their study session held on July 15, 2025; and

WHEREAS, the City Council considered the amendments at their regular meeting held on July 22, 2025;

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

Section 1. EMC Titles 16 and 18 Amended. Amendments to EMC Titles 16 and 18 relating to unit lot subdivisions, including clarifications and other updates to maintain consistency with state law, are attached hereto as Exhibit A, incorporated by reference.

Section 2. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. A summary of this Ordinance, consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication as provided by law.

PASSED BY THE CITY COUNCIL ON THE 22ND DAY OF JULY, 2025

Dave Olson, Mayor

ATTEST/AUTHENTICATED:

Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:

Maili C. Barber, City Attorney

Date of Publication: July 25, 2025

Effective Date: July 30, 2025

16.01.065 Administration.

~~The director is vested with the duty of administering and implementing the provisions of this title.~~ The duties and responsibilities of the reviewing entities are specified as follows:

A. The community development department is responsible for the administration and coordination of this title unless prescribed otherwise by law, and is responsible for reviewing compliance to those requirements set forth under this title. ~~The director is responsible for issuing decisions for boundary line adjustments, binding site plans prescribed in EMC 16.05.050(B), short subdivisions, and associated dedications, as prescribed in this title.~~

B. The public works department is responsible for reviewing compliance to engineering and technical requirements prescribed in EMC Title 11, Sewers; Title 12, Streets, Sidewalks and Public Places; Title 13, ~~Water and Sewers~~Surface Water Management and Site Development; and floodplain ~~certificates hazard areas~~ prescribed in EMC 14.80.~~060(A)(4)~~. The city engineer is responsible for accepting the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems, and other structures; and making recommendations to the decision making authority regarding dedication to the public of such improvements.

C. The fire code official is responsible for reviewing compliance with fire access and fire safety requirements that are prescribed in the International Fire Code, as adopted in EMC Title 15.

D. The ~~Tacoma-Pierce County health department~~TPCHD is responsible for reviewing compliance to sewer and/or water services when sewer and/or water services are not available from the city or an authorized purveyor.

E. The authorized water purveyor is responsible for issuing water availability letters and ensuring water system improvements are adequately available to the development.

~~F. The hearing examiner is responsible for holding an open record hearing and issuing a decision for preliminary full subdivisions, binding site plans prescribed in EMC 16.05.050, and associated dedications; and administrative appeal hearings as prescribed in this title and Chapter 18.40 EMC.~~

~~G. The city council is responsible for issuing a decision on final full subdivisions and dedications, and amendments thereto; and administrative closed record appeal hearings as prescribed in this title and Chapter 18.40 EMC.~~

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16.01.070 Definitions.

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“Community on-site septic system” means a septic system designed to simultaneously serve two or more ~~single family individual~~ dwelling units which may be located on a different lot, tract, or parcel from the unit(s) being served.

...

“Director” means the ~~mayer~~ Community Development Director or designee, unless otherwise specified.

...

“Lot, parent” means a residential lot that is subdivided into unit lots through the unit lot subdivision process.

“Lot, unit” means a subdivided lot within a residential development as created from a parent lot and approved through the unit lot subdivision process.

“Unit lot subdivision” means a short plat proposed as part of a residential development project that meets the development standards applicable to the parent lot at the time the application is vested, but which may result in development on one or more individual unit lots becoming nonconforming as to specified land use and development standards based on the analysis of the individual unit lot.

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“TPCHD” means the Tacoma – Pierce County Health Department, or their successor local health agency.

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16.01.090 Application of EMC Titles 11, 12, 13, 14, 18 and 20.

The provisions of EMC Title 11, Sewers; Title 12, Streets, Sidewalks and Public Spaces; Title 13, Surface Water Management and Site Development~~Water and Sewers~~; Title 14, Critical Areas; Title 18, Development Standards; and Title 20, SEPA, shall apply to this title. If a provision of this title conflicts or overlaps with the provision of another ordinance of the city, the most restrictive provision or the provision imposing the highest standard prevails.

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16.01.120 On-site sewage disposal.

Approval of on-site sewage disposal systems from ~~TPCHD~~~~the Tacoma-Pierce County health department~~ is required whenever public sanitary sewer systems are not available as set forth in EMC 11.30.070. Preliminary approval from ~~TPCHD~~~~the health department~~ of any proposed on-site sewage systems shall accompany any application for a ~~preliminary~~~~short~~ subdivision, ~~preliminary full subdivision~~ or binding site plan. ~~Approvals shall be based on the percolation test simulating high water conditions.~~ The city engineer shall review the TPCHD findings ~~of the Tacoma-Pierce County health department~~ for accuracy and not accept their ~~health department's~~ approval if it does not meet the city's following requirements:-

A. On-site sewage disposal systems for existing and proposed lots shall be located on the lot(s) they are intended to serve, except as authorized under EMC 16.01.125.

B. As of July 30, 2025, applications for new community on-site septic systems are prohibited. Existing community on-site septic systems compliant with current the Tacoma-Pierce County health department (TPCHD) regulations as set forth within the most current version of the TPCHD environmental health code are only permissible for unit lot subdivisions, where all the unit lots being served are located within the same parent lot as the community on-site septic system.

16.01.125 Exceptions – On-site sewage disposal.

An existing on-site sanitary “private disposal” system (inclusive of existing community on-site septic systems) may be approved as an off-site sewage disposal system when such approval, as part of a subdivision application review, (A) would not adversely affect the public interest, and (B) would provide for greater compliance with the provisions of the subdivision code overall.

The approval of an exception under this section must be noted in the findings of a formal written

decision or staff report conditions and subject to final approval by the city. Any off-site sewage system must comply with TPCHD~~the Tacoma Pierce County health department~~ requirements for properly certifying and recording all easements related to the off-site system prior to any final subdivision or short subdivision ~~final~~ approval.

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16.01.160 Recording certificates.

The following certificate shall be shown on the face of all final subdivisions~~short plats, plats,~~ binding site plans and boundary line adjustments; ~~except the certificate prescribed in subsection (D) of this section, which is required for a final plat only.~~ The ~~d~~Director shall approve the format of the certificates.

A. Owner's free consent;

B. Community Development Director;

C. Public ~~w~~Works ~~d~~Director/~~city engineer~~;

~~D. (for Full Subdivisions) Mayor, representing the city council's approval;~~

E. Pierce County ~~a~~Assessor/~~t~~Treasurer; and

F. ~~Tacoma Pierce County health department (w~~When on-site sewage disposal is used) TPCHD.

...

16.01.180 Building and occupancy permit.

A. No building permit, septic tank permit, occupancy permit, or other development permit shall be issued for any lot divided in violation of this title, except that an innocent purchaser of value may obtain permits needed for development if such purchaser shows the following:

1. The lot was purchased at a market value not reflecting the illegal division;
2. The purchaser exercised reasonable diligence but did not know of the illegal division;
- and
3. The public interest will not suffer;

4. A written notice of the date, time and place of the proposed action is mailed by first class mail to the owners of record of the parcels adjacent to the subject property and they are given 10 days to respond.

B. No building permit for a structure that may have occupancy ~~other than a temporary contractor's office or temporary storage building~~ shall be issued for a structure on a lot ~~or parcel~~ within lands being divided prior to final approval and recording of the land division plat, short plat, or binding site plan except provided by subsection C, below, and unit lot subdivisions (EMC 16.08).

C. Model Homes. It shall be the purpose and intent of this subsection to allow the construction of up to four detached principal units within a preliminary subdivision, which have been approved in accordance with all existing plans and regulations. Model homes shall be established subject to the following criteria:

1. Model homes must meet the requirements of the City of Edgewood Buildings and Construction Code (EMC 15.10.010) and obtain a certificate of occupancy as required in EMC 15.03.330.

2. All areas of the subdivision serving the model home(s) are served by an all-weather surface roadway as approved by the city engineer and fire official.

3. All required stormwater and drainage facilities necessary for the areas of the subdivision serving the model homes are in place and functional, to the satisfaction of the city engineer.

4. Only one model home may be occupied as a temporary real estate office pursuant to EMC 18.50.070.

5. Approval of model homes does not constitute a division of the property.

6. An existing dwelling(s) not demolished shall be counted against the total number of allowable model homes.

7. The footprint of all existing model homes, including roof overhangs, porches, decks, etc. shall be shown on the final plat to ensure that there are no encroachments into required setbacks.

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16.02.050 Application.

Applications for boundary line adjustments shall be made on forms provided by the city and include the following information:

A. At least one original drawing, ~~six copies, and one eight and one half inch by 11 inch copy in~~ an electronic format approved by the Director, containing the information prescribed in subsection (B) of this section.

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16.02.060 Final approval.

A. ~~The Director, having reviewed the boundary line adjustment for conformance with EMC 16.02.030, shall sign the boundary line adjustment indicating the city's approval. All other decisions shall comply with EMC 18.40.080 and EMC 18.40.200.~~

B. ~~The proposed boundary line adjustment is not considered formally approved until it is filed for recording with the County Auditor. It shall be the responsibility of the applicant to file for recording the approved boundary line adjustment, bearing all required signatures and certifications, with the County Auditor and provide the items listed in EMC 16.02.060(C) to the city.~~

C. ~~The applicant must return the following to the city within 14 days of recording:~~

1. Provide an electronic copy of the recorded boundary line adjustment.

~~A. After the director has granted approval of a boundary line adjustment application, the applicant shall have prepared and shall submit a Mylar drawing to the city containing the information prescribed in EMC 16.02.050 and any information required in the conditions of approval.~~

B. ~~The Mylar drawing shall include the following information:~~

~~1. A statement that the boundary line adjustment does not constitute a conveyance of real property.~~

~~2. The Mylar drawing shall contain all survey information required for a record of survey under the Survey Recording Act, Chapter 58.09 RCW and Chapter 332-130 WAC,~~

1 together with the signature blocks required in EMC 16.01.160, and the surveyor's
2 certificate, which shall be fully executed before approval.

3 3. The Mylar drawing submitted for recording shall also be submitted in an electronic
4 format approved by the city engineer.

5 4. A free consent statement, certifying that the individual(s) signed as a free and
6 voluntary act and deed for the uses and purposes herein mentioned, shall be inked on the
7 Mylar. This shall be dated, signed and notarized (paper press seals will not be accepted)
8 by a notary public in and for the state of Washington, with "notary's residing at" included
9 in notary's certification, prior to submittal, in permanent black ink, by all parties having
10 interest in the property. Owners' names shall also be lettered below the signatures....

11 **16.02.070 Review procedures.**

12 Boundary line adjustment applications shall be reviewed as a Process I administrative approval
13 as prescribed in EMC 18.40.080. ~~Boundary line adjustment applications shall be reviewed as a~~
14 ~~Process I administrative approval as prescribed in EMC 18.40.080. A completed application for a~~
15 ~~boundary line adjustment shall be determined incomplete, approved, returned to the applicant for~~
16 ~~modifications, or denied within 30 days of receipt of an application by the city. The city shall not~~
17 ~~be considered to be in receipt of a complete application unless and until such time as the~~
18 ~~applicant meets the requirements of EMC 18.40.140, Project permit applications, and any other~~
19 ~~requirements as determined by the director.~~

20 **16.02.080 Expiration.**

21 The approved boundary line adjustment shall be recorded with Pierce County Auditor within six
22 (6) months of the Director's signature. Boundary line adjustments not timely recorded shall
23 automatically expire. No expiration extensions of the expiration will be allowed.

24
25 ...

26 **16.03.020 Scope and redivision of a short plat.**

27 This chapter is for the division of A any land ~~being divided~~ into six or fewer lots for the purpose
28 of sale, lease, or transfer of ownership, tracts, parcels, sites, or divisions, and which has ~~not~~ been
29 divided by a short subdivision within the previous five years, ~~may be processed in accordance~~

~~with the provisions of this chapter.~~ Land within a short subdivision shall not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than ~~four~~ six ~~lots as described above~~ parcels, nothing in this section shall prevent the owner who filed the short subdivision from filing an amendment within the five-year period to create up to a total of ~~four~~ six lots within the original short subdivision boundaries.

...

16.03.030 Notice requirements.

Notice shall be provided as set forth in EMC 16.01.080 and EMC 18.40. ~~In addition to the notice requirements prescribed in Chapter 18.40 EMC, mailed notice shall be sent to property owners consistent with the requirements set forth in EMC 16.01.080.~~

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16.03.070 Minor Modifications to an ~~approved preliminary~~ short ~~subdivision~~ plat approval.

A. ~~Except as provided in subsections B and C of this sections, a modification of a previously approved preliminary short plat is treated as a new application. Minor modifications to an approved short subdivision which has not been recorded may be requested by the applicant and approved by the director subject to the provisions for a Process I administrative approval prescribed in EMC 18.40.080.~~

B. Exceptions. The following modifications of a preliminary short plat approval may be reviewed through final plat approval and do not require further review:

1. Changes required due to ~~E~~engineering design and details, unless the proposed detail modifies or eliminates features specifically required as an element of the preliminary plat approval;

2. Minor changes in lot lines or dimensions, as determined by the Director;

3. A decrease in the number of proposed lots.

C. Minor Modification Process and Criteria. Minor modifications to short plats shall be processed as a Process I application (EMC 18.040.080) to ensure that the modification meets the following criteria:

1 1. Does not create additional lots or significantly alter or vacate city easements, roads, or
2 city-owned lands;

3 2. Maintains the quality of design or product established by the original approval;

4 3. Does not cause a significant environmental or land use impact on or beyond the site;
5 or

6 4. Is necessary due to circumstances that render it impractical, unfeasible or detrimental
7 to the public interest to accomplish the subject condition or requirement of preliminary
8 plat approval.

9 D. Written Decision. The Director shall issue a written decision on the minor modification
10 which contains the following:

11 a. A description of the original preliminary plat approval and the proposed modification;

12 b. An analysis of the proposed minor modification using the applicable decision criteria,
13 including the facts upon which the decision and any conditions for the project are based;
14 and

15 c. A statement that the minor modification is approved, approved with modifications or
16 denied subject to the provisions of this section.

17
18 ~~The director shall find that the following exist before approving such amendment:~~

19 ~~1. The modification will not be inconsistent or cause the short subdivision to be~~
20 ~~inconsistent with the findings, conclusions, or approval of the original short subdivision;~~

21 ~~2. The modification will not cause the short subdivision to violate any applicable city~~
22 ~~policy, ordinance, or regulation;~~

23 ~~3. The intent of the short subdivision's original conditions is not altered; and~~

24 ~~4. The modification does not create additional lots, or involve significant relocation of~~
25 ~~streets.~~

~~B. Modifications that exceed the criteria above shall be processed as a new short or full subdivision application.~~

...

16.03.130 Distribution of copies and filing of short subdivision.

~~Once the required city departments have approved the short subdivision and executed their approval in accordance with the requirements of this chapter, the director shall return the original Mylar drawing to the applicant for recording with the auditor. After recording the final short plat, the applicant shall submit two reproducible copies of the short plat with the recording number to the city. The Mylar drawing with the recording number shall also be submitted to the city in an electronic format approved by the city engineer.~~

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16.04.030 Review procedures.

Full Subdivision applications shall be reviewed in accordance with the following procedures:

A. A preliminary full subdivision application is reviewed as a Process III hearing examiner action pursuant to EMC 18.40.100.

B. A final plat application is reviewed as a Process ~~IV quasi-judicial rezone~~ pursuant to EMC 18.40.~~110070~~.

C. Prior to submission of a preliminary full subdivision application, a preapplication conference as prescribed in EMC 18.40.130 is ~~required~~highly recommended. ~~The applicant is responsible for submitting the required information and paying the appropriate fee as set forth in Chapter 3.35-EMC.~~

...

16.04.040 Neighborhood meeting.

~~Prior to submitting a full subdivision application, a~~A neighborhood meeting is required following the Notice of Application~~Complete Application~~ issuance for a preliminary full subdivision application. The purpose of the neighborhood meeting is to allow the applicant to identify community concerns and directly receive public input on the preliminary plat application. ~~The applicant shall take action minutes of the meeting and shall submit the minutes to the City upon request with the preliminary plat application.~~

The meeting shall be held by the applicant at City Hall and shall be open to the public and ~~a to~~ representatives of the city ~~should attend~~. The meeting date and time will be scheduled by city staff, in consultation with the applicant, and included with the associated Notice of Application and consistent with EMC 18.40.180 and EMC 16.01.080. The meeting shall be held on a weekday evening, but not during a city observed holiday, and held between 15 days and 30 days from Notice of Application issuance. The Notice of Application comment period shall include the meeting date. The applicant team shall take meeting minutes and provide them to the city within one week to be included as part of the record.

~~In order to schedule a neighborhood meeting, the applicant shall perform the following three steps: (A) contact the city to receive a mailing list consistent with the requirement set forth in EMC 16.01.080; (B) verify the date is not an observed holiday; and (C) if required, pay the applicable fees as set forth in the city of Edgewood fee schedule. Once the meeting is scheduled, the applicant shall mail notice of the meeting to all property owners identified on the provided mailing list. The meeting notice shall be mailed at least 15 calendar days prior to the neighborhood meeting date. The applicant shall submit a copy of the mailed notice and an affidavit confirming all mailings to the City upon request with the preliminary plat application.~~

...

16.04.120 Minor Modifications to an approved preliminary subdivision plat approval.~~Modifications to an approved preliminary full subdivision.~~

A. Except as provided in subsections B and C of this sections, a modification of a previously approved preliminary plat is treated as a new application.

B. Exceptions. The following modifications of a preliminary plat approval may be reviewed through final plat approval and do not require further review:

1. Changes required due to Engineering design and details, unless the proposed detail modifies or eliminates features specifically required as an element of the preliminary plat approval;

2. Minor changes in lot lines or dimensions, as determined by the Director; or

3. A decrease in the number of proposed lots.

1 C. Minor Modification Process and Criteria. Minor modifications shall be processed as a
2 Process I application (EMC 18.040.080) to ensure that the modification meets the following
3 criteria:

4 1. Does not create additional lots or significantly alter or vacate city easements, roads, or
5 city-owned lands;

6 2. Maintains the quality of design or product established by the original approval;

7 3. Does not cause a significant environmental or land use impact on or beyond the site;
8 and

9 4. Is necessary due to circumstances that render it impractical, unfeasible or detrimental
10 to the public interest to accomplish the subject condition or requirement of preliminary
11 plat approval.

12 D. Written Decision. The Director shall issue a written decision on the minor modification
13 which contains the following:

14 a. A description of the original preliminary plat approval and the proposed modification;

15 b. An analysis of the proposed minor modification using the applicable decision criteria,
16 including the facts upon which the decision and any conditions for the project are based;
17 and

18 c. A statement that the minor modification is approved, approved with modifications or
19 denied subject to the provisions of this section.

20 ~~Minor modifications to an approved preliminary full subdivision, not involving the location or~~
21 ~~relocation of a lot, tract or parcel boundary line and not involving the location or relocation of a~~
22 ~~street or public way, may be requested by the applicant and approved by the director subject to~~
23 ~~the provisions for Process I administrative approval prescribed in EMC 18.40.080. The director~~
24 ~~must find that the following criteria are met before approving such amendment:~~

25 ~~1. No additional lots for sale or lease will be created by the modification;~~

26 ~~2. The modification will not be inconsistent or cause the full subdivision to be inconsistent with~~
27 ~~the findings, conclusions, or decision of the preliminary approval;~~

~~3. The modification will not cause the full subdivision to violate any applicable city policy, ordinance, or regulation; and~~

~~4. The intent of the full subdivision's original conditions is not altered.~~

~~B. Modifications that exceed the criteria above shall be processed as a new preliminary full subdivision application.~~

...

16.04.160 Final plat approval.

The Director must review a proposed final plat using the permit review procedures defined in EMC 18.40.080, and grant approval only if the final plat is in conformance with the approved preliminary plat and/or any approved modifications and complies with the following criteria:

1. All conditions of preliminary plat approval have been met;

2. The final plat is consistent with the provisions of RCW Chapter 58.17 and other applicable State and local laws;

3. The final plat bears the required certificates and statements of approval;

4. The plat is technically correct and accurate as certified by the land surveyor responsible for the plat; and

5. The required facilities and improvements have been completed or the required bond or financial guarantees have been provided as set forth in EMC 16.04.110, EMC 16.06, and EMC 16.07; and

6. Any inconsistencies with the approved preliminary plat are minor deviations that do not increase the number of lots, change any buildable lot size by more than 10 percent, or substantially alter the location or nature of improvements.;

~~After the city has reviewed the application for a final full subdivision and found the final plat to be in compliance with all applicable codes and conditions of approval, the applicant shall have a Mylar copy prepared of the final plat and submit it to the city. The applicant shall be responsible for obtaining the required signatures prior to submitting the Mylar to the city for city council approval~~

...

16.04.170 Time limitation on final full subdivision submittal.

The final full subdivision meeting all conditions of approval and local and state requirements shall be submitted to the city ~~council~~ within five years of the date of the preliminary full subdivision approval, or the preliminary approval shall expire and become null and void except as specifically provided for in accordance with RCW 58.17.140 and 58.17.170.

...

16.04.180 Effect of an approved final full subdivision.

A full subdivision shall be governed by the terms of approval of the final plat, and the statutes, ordinances and regulations in effect at the time of final approval for a period of five years after final plat approval, unless the ~~city council~~ Director finds that a change of conditions creates a serious threat to the public health or safety in the subdivision.

...

~~16.04.190 — Distribution of copies and filing of final full subdivision.~~

~~The director shall distribute the original and copies of the approved final full subdivision as follows:~~

~~A. The original Mylar with signatures shall be returned to the applicant to be recorded with the auditor;~~

~~B. The applicant shall transmit two paper copies to the Pierce County assessor;~~

~~C. The applicant shall transmit two paper copies of the recorded plat to the city; and~~

~~D. The Mylar drawing with the recording number shall also be submitted to the city in an electronic format approved by the city engineer.~~

...

16.06.080 Sanitary sewers and on-site septic systems.

Compliance with applicable regulations is required. Sanitary sewer regulations ~~and on-site septic systems~~ can be found in EMC Titles 11 ~~and 13~~. ~~Additionally, o~~ On-site septic systems must comply with ~~Tacoma Pierce County health department~~ TPCHD regulations and the requirements of this title.

1 ...

2 **16.07.020 Administration.**

3 The ~~d~~Director is authorized and directed to administer the provisions of this chapter. The
4 authority to approve, approve with conditions, or deny an approved plat or a final binding site
5 plan vacation or alteration is granted ~~to the hearing examiner after a public hearing in EMC~~
6 16.07.030.

7 ...

8 **16.07.030 Review Procedures.**

9 Plat and binding site plan alterations applications shall be processed and reviewed in the same
10 manners as the original application provided in EMC 16.04 or EMC 16.04, and EMC 18.40.

11 Short plat alteration applications shall be processed per EMC 16.07.090.

12 ~~Subsections (A) through (I) of this section shall be followed in the processing of approved plat or~~
13 ~~final binding site plan vacation or alteration applications and administrative appeals shall be~~
14 ~~heard by city council. See EMC 16.07.090 for alterations to a short subdivision.~~

15 ~~A. EMC 18.40.150, Determination of complete application;~~

16 ~~B. EMC 18.40.180, Notice of application;~~

17 ~~C. Chapter 20.05 EMC, SEPA (if required);~~

18 ~~D. EMC 18.30.050, determination of consistency;~~

19 ~~E. EMC 18.40.190, Notice of public hearing;~~

20 ~~F. EMC 18.40.100(K), preparation of staff report;~~

21 ~~G. EMC 18.40.100(L), Public Hearing;~~

22 ~~H. EMC 18.40.100(Q) through (R), notice of decision; and~~

23 ~~I. EMC 18.40.100(T), hearing examiner appeal.~~

24 ...

~~16.07.070 — Time limitation for final decision.~~

~~A full subdivision or binding site plan vacation or alteration application shall be approved, approved with conditions, or denied within 120 days after a complete application has been submitted, unless the applicant consents in writing to an extension of the 120-day time period.~~

...

New Chapter:

Chapter 16.08

UNIT LOT SHORT SUBDIVISION

Sections:

16.08.010 Purpose.

16.08.020 Applicability.

16.08.030 Application

16.08.040 Review Procedures.

16.08.050 Plat Notes.

16.08.060 General Requirements

16.08.070 Final approval and recording

16.08.080 Expiration

16.08.090 Conflicts

16.08.010 Purpose.

The purpose of these provisions is to allow an alternative method of subdividing individual middle housing, multiple detached single-family residences, and townhouses, while applying only those development standards applicable to the parent lot as a whole, rather than to individual unit lots resulting from the subdivision.

16.08.020 Applicability.

An applicant may apply for a unit lot subdivision under the following proposals:

A. The proposed unit lot subdivision shall include no more than the number of lots, tracts, and parcels allowed for short subdivision as provided in EMC 16.03.020.

B. Only parent lots developed with or proposed to be developed with middle housing types, multiple detached single-family residences, or townhouses in which no dwelling units are stacked on another dwelling unit or other use, may be subdivided into individual, separately owned unit lots and common areas.

C. For previously developed lots, eligibility for unit lot subdivision shall be subject to compliance with all standards applicable to the parent lot and proposed unit lots.

Inconsistency of existing development with the provisions of this section shall not constitute justification for a variance.

16.08.030 Application

An application for a unit lot subdivision shall include:

A. Application Form and/or Checklist provided and maintained by the Department; and

B. All documentation and information required by EMC 16.03.040.

16.50.040 Review Procedures.

Unit lot subdivisions shall be processed and reviewed in the same manner as EMC 16.03, Short Subdivisions and EMC 18.40.090, Process Type II. If the unit lot subdivision is subject to Process Type I Design Review, the design review shall occur concurrently with the unit lot subdivision review.

16.08.050 Plat Notes.

The following plat notes shall be placed on the face of the unit lot subdivision drawings:

A. The title of the plat shall include the phrase “Unit Lot Subdivision.”

B. Approval of the design and layout of the unit lot's housing development project was granted based on detailed review of that specified project, as a whole, on the parent lot, including specific reference to the applicable permit or file number for that specified project;

C. Subsequent subdivision actions, additions, or modifications to the unit lot housing development project's structures may not create or increase any nonconformity of the parent lot as a whole, and shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time of the proposed actions, additions, or modifications

D. If a structure or portion of a structure within the unit lot housing development project has been damaged or destroyed, any repair, reconstruction, or replacement of any structure shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time the proposed repair, reconstruction, or replacement project's permit application becomes vested

D. Additional development or redevelopment of the individual unit lots may be limited as a result of the application of development standards to the parent lot.

16.08.060 General Requirements.

In addition to any other standards and approval criteria applicable to the unit lot subdivision, including EMC 16.03, proposals shall be subject to the following:

A. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable development standards provided in EMC 18.80. This includes, but not limited to, setbacks, lot coverage, impervious surfaces, etc.

1 B. Except with unit lots with existing legally permitted dwelling unit, the unit lot shall be
2 subject to the design standards provided in EMC 18.95, except where they conflict with the
3 provisions of this section.

4 C. Portions of the parent lot not subdivided for individual unit lots shall be owned in
5 common by the owners of the individual unit lots, or by a homeowners' association
6 comprised of the owners of the individual unit lots located within the parent lot.

7 D. Parking shall be calculated and designed for each lot in compliance with EMC 18.90.130.
8 All off-street parking is subject to EMC 18.90.090 landscaping requirements.

9 E. Access easements, joint use and maintenance agreements, and covenants, conditions and
10 restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the
11 homeowners' association shall be executed and recorded with the county auditor for use and
12 maintenance of common garage, parking, and vehicle access areas; bike parking; solid waste
13 collection areas; underground utilities; common open space; shared interior walls; exterior
14 building facades and roofs; and other similar features.

15 F. Each unit lot shall have individual utility services and meters that are specific to that
16 dwelling unit. This includes utilities such as water, sanitary sewer/septic, power, gas, etc.

17 G. For unit lot short plats where any structures are proposed on, over, or across unit lot
18 boundaries, each unit lot shall have an approved and issued building permit with a completed
19 and inspected foundation prior to final plat approval to ensure that each unit lot conforms
20 with applicable building and fire codes, unless otherwise approved by the Building Official
21 and Fire Official.

22 **16.08.080 Final approval and recording.**

23 The final unit lot subdivision shall be prepared in accordance with the short subdivision final
24 approval and recording requirements provided in EMC 16.03.

25 **16.08.090 Expiration.**

26 Time limitations on final unit lot subdivisions shall be in accordance with EMC 16.03.

27 **16.08.100 Conflicts.**

28 Any conflicts between the provisions of this section and the text of other sections in this title
29 shall be resolved in favor of the text of this section.

30
31
32

18.40.070 Process types.

Permit applications for review shall be classified as a Process I, Process II, Process III, or Process IV action, all of which are administrative in nature. Process V actions are legislative in nature. All land use permit applications and decisions are categorized by process type as set forth in this chapter. Please refer to Table 1: Application Processing Type below:

Table 1: Application Processing Type

	Process I Minor Administrative Approval	Process II Major Administrative Action	Process III Hearing Examiner Action	Process IV Quasi-Judicial Action	Process V Legislative Action
Permits	Administrative interpretations; Boundary line adjustments; Building permit; Design standards review; Final binding site plan; Subdivision modification; <u>Final subdivision;</u> Short subdivision-plat modification; Final short plat; Limited home business; Manufactured or mobile home permit; ADU approval; Site development permit; Sign permit; Temporary sign permit; Temporary use; Tree removal permit; Zoning decisions	Administrative uses; Administrative variance; Binding site plan per EMC 16.05.050(B); <u>Binding Site Plan alteration;</u> Home business; Master plan; Environmental review; <u>Preliminary Plat Modification,</u> Short plat; Short plat amendment <u>Alteration</u> ; <u>Unit Lot Short Subdivision</u>	Binding site plan per EMC 16.05.050(A) ; <u>Binding Site plan alteration;</u> Conditional uses; Preliminary plat; <u>Plat Alteration</u> Public facilities permits; Reasonable use permit; variances; Residential cluster development	Site-specific rezone; **Final plat **No hearing or recommendation required from planning commission	Ordinance text or area-wide map change; Annexation ; Adoption of new planning-related ordinances

	Process I Minor Administrative Approval	Process II Major Administrative Action	Process III Hearing Examiner Action	Process IV Quasi-Judicial Action	Process V Legislative Action
Impacts	Minimal or no effect on others, so issuance of permit is not dependent on others	Application of the standards may require some knowledge of impacts and effect upon others	Potential significant effect on some persons or broad impact on a number of persons	Potential significant effect on some persons or broad impact on a number of persons	Potential significant effect on some persons or broad impact on a number of persons
Recommendations	NA	NA	Staff	Planning commission **except as noted above	Planning commission
Decision-Making Body	Designee	Designee	Hearing examiner	City council	City council
Appeal	Mayor	Hearing examiner	City council	State agencies, Pierce County superior courts	State agencies, Pierce County superior courts
Notice/Comment	Not required	Nearby property owners invited to comment on an application	In addition to applicant, others affected invited to present initial information	In addition to applicant, others affected invited to present initial information	Anyone invited to present information



City Of Edgewood Council Agenda Summary Sheet

Subject: Sign Code Amendments	Agenda Item #: 2.D	
	For Agenda of: 7/15/2025	
	Prepared by: Jeremy Metzler	
Attachments (list): 1. 25-007-CODE_SEPA DNS SIGNED 2. SIGNED PC Recommendation - Sign Code Amendments 3. DRAFT EMC 18.97 Redlines 2025-07-09 4. DRAFT Ordinance 25-0xxx Sign Code Updates 5. Exhibit A - EMC 18.97 Amendments 2025-07-09		
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 7/9/2025 Dave Olson, Mayor 7/9/2025		Expenditure Required: N/A Amount Budgeted: N/A Timeline: 07/15/2025 SS 07/22/2025 RCM

Summary Statement: There are some inconsistencies and conflicts to address in Edgewood Municipal Code (EMC) regarding signs located in public right-of-way. EMC 12.05.010(A) adopts Pierce County Code (PCC) Title 12 by reference, which prohibits objects in the public right-of-way “without the express permission in writing of the [City] Engineer” under [PCC 12.28](#). EMC Chapter 18.97 is consistent with this for permanent signs, but inconsistent for temporary signs. While EMC remains dependent on PCC for certain provisions, staff believes EMC 18.97 needs to be updated to resolve this inconsistency.

Staff has also received multiple complaints regarding signs mounted on fences and other site features that are facing the public right-of-way, as well as signs that are located on a different site than the business or service for which they are promoting or intended, as they may be considered distractions for the driving public and/or pose a legitimate safety concern.

Staff issued a SEPA Determination of Nonsignificance (DNS) on May 19, 2025 (attached), with the SEPA public comment period ending with the PC's public hearing on June 9, 2025. No public comments were received.

The Planning Commission (PC) unanimously approved their recommendation to the City Council at their June 9, 2025 meeting (attached). Since the PC's recommendation, the City Attorney has reviewed the proposed amendments and advised changing EMC 18.97.240(G) to remain compliant with relevant case law regarding the prohibition of signage within the public right-of-way. To summarize, staff proposes the following clarifications to the existing provisions:

- Prohibiting signage in public right-of-way adjacent to public property,

- Prohibiting signage attached to any public owned improvements or infrastructure within the public right-of-way,
- Prohibiting signage placed within a drainage swale located within the public right-of-way, and
- Requires the approval of the abutting property owner to place signage in the public right-of-way.

Finally, attached for Council's review and discussion are a redlined copy of EMC Chapter 18.97, a draft adopting ordinance, and an exhibit containing only the proposed code amendments. Section 18.70.240(G) has been highlighted in the attached documents for ease of review.

Item History:

Planning Commission: [May 12, 2025](#), June 9, 2025 ([Public Hearing](#), [Action](#))

Recommended Action:

Hold a discussion and provide staff guidance regarding Sign Code Amendments

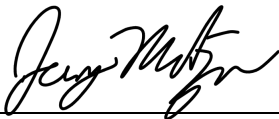
Fiscal Note/Consideration:

N/A



State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS)

City of Edgewood ■ 2224 104th Ave East ■ Edgewood, Washington 98372-1513 ■ 253-952-3299

Issued:	May 19, 2025
File:	#25-007-CODE 2025 Sign Code Amendments
Lead Agency:	City of Edgewood
Staff Contact:	Josh Kubitza, Planning Mananger 253-952-3299 comdev@cityofedgewood.org
Proponent:	City of Edgewood
Location:	City of Edgewood located in northern Pierce County, Washington. The proposal is for all areas within the City of Edgewood municipal boundaries.
Proposal:	City of Edgewood Municipal Code (EMC) Chapter 18.97 Sign Code amendments to address temporary signs.
Existing Documents:	All existing environmental documents and studies associated with this proposal are available on the City of Edgewood Permit Portal via portal.cityofedgewood.org by searching the File No. 25-007-CODE. • SEPA Environmental Checklist; • DRAFT EMC Chapter 18.97 Sign Code Amendments;
SEPA:	The City of Edgewood has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of an Environmental Checklist and other information on file with the City. This DNS is issued under WAC 197-11-340(2). A final decision will not be made on this proposal until after June 25, 2025. SEPA Responsible Official:  5/19/2025 Signature Date Jeremy Metzler, PE, Community Development Director
Comment Period:	Written comments may be submitted until June 9, 2025 by 5:00 PM via email, mail, or in-person via comdev@cityofedgewood.org or City of Edgewood, 2224 104th Avenue East, Edgewood, WA 98372. Verbal comments may be submitted during the Planning Commission public hearing.
Public Hearing:	The City of Edgewood Planning Commission will convene a hybrid public hearing on the matter at 6:00pm on Monday, June 9, 2025. Members of the public can attend and participate in person at Edgewood City Hall, Council Chambers, 2224 104th Ave East, Edgewood, WA 98372 or virtually via Zoom by visiting zoom.us/join using Meeting ID: 970 6596 9184. Meeting information is available at cityofedgewood.org/calendar .
Appeals:	Appeals for this threshold determination must be made to the City of Edgewood pursuant to EMC 20.05.250(J). Per EMC 20.05.250(E) appeals will be accepted until 5:00 PM on June 24, 2025. Appeals must be submitted in writing along with the appeal fee via the City's permit portal: portal.cityofedgewood.org .



CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION

The Planning Commission voted 6-0 to recommend that the City Council adopt the proposed amendments to Edgewood Municipal Code (EMC) Chapter 18.97 related to signs in and near the public right-of-way, as presented herewith.

RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 9TH DAY OF JUNE 2025.


JoAnn Overfield
Planning Commission Chair

Attest by:



Jeremy Metzler, PE
Community Development Director

Chapter 18.97

SIGN CODE

Sections:

Article I. General Provisions

- 18.97.010 Intent and purpose.
- 18.97.020 Applicability and interpretations.
- 18.97.030 Exemptions.
- 18.97.040 Prohibited signs.

Article II. Sign Standards Applicable to All Signs

- 18.97.050 Sign illumination.
- 18.97.060 Sign materials.
- 18.97.070 Sign placement and location restrictions.
- 18.97.080 Sign area measurements.
- 18.97.090 Sign height measurement.
- 18.97.100 Sign structure and installation.
- 18.97.110 Digital signs.
- 18.97.120 Electronic message center signs (EMCS).

Article III. Sign Types

- 18.97.130 Permanent signs.
- 18.97.140 Accessory signs.
- 18.97.150 Awning or canopy signs.
- 18.97.160 Building-mounted wall signs.
- 18.97.170 Changeable copy sign.
- 18.97.180 Freestanding signs.
- 18.97.190 Ground-mounted or landscape wall sign.
- 18.97.200 Portable signs.
- 18.97.210 Projecting signs.
- 18.97.220 Service island signs.
- 18.97.230 Sign walkers.
- 18.97.240 Temporary signs.
- 18.97.250 Window signs.

Article IV. Permitting

- 18.97.260 Sign permits.
- 18.97.270 Master sign plans.
- 18.97.280 Sign variances.
- 18.97.290 Nonconforming signs, maintenance, removal and enforcement.

Article V. Definitions

- 18.97.300 Definitions.
- Article I. General Provisions

18.97.010 Intent and purpose.

A. Intent. Signs have a strong visual impact on the character and quality of the community. As a prominent part of the scenery, they attract or repel the viewing public, affect the safety of vehicular traffic, and their suitability or appropriateness helps to set the tone for the neighborhood. The city relies upon its scenery and physical beauty to attract commerce; aesthetic considerations assume economic value. It is the intent of the city, through this chapter,

The Edgewood Municipal Code is current through Ordinance 25-675, passed February 11, 2025.

to protect and enhance the city's historic and residential character and its economic base through the provision of appropriate and aesthetic signage. In addition, it is the intent of the city to limit the size, type and location of signs in order to minimize their distracting effect on drivers and thereby improve traffic safety.

B. Purpose. The purpose of this chapter is to promote the public health, safety and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral and nondiscriminatory sign standards and requirements. This chapter has also been adopted to:

1. Promote and accomplish the goals, policies and objectives of the city's comprehensive plan and the Edgewood Municipal Code (EMC), specifically this title, Development Standards;
2. To 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;
3. Recognize free speech rights by regulating signs in a content-neutral manner;
4. 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, or illegible signage;
5. Protect the beauty of the city's built environment by encouraging signs that are compatible with the architectural style, characteristics, and scale of the building to which they may be attached, and to encourage signs that are compatible with adjacent buildings and businesses;
6. Protect property values, the local economy, and the quality of life by preserving and enhancing the appearance of the streetscape;
7. Provide consistent sign design standards;
8. Encourage creative and innovative approaches to signage, and signs that are of a quality design, pleasing in appearance and are appropriate in size, materials and illumination to the surrounding neighborhood;
9. Provide an improved visual environment for the citizens of and visitors to the city;
10. Adopt clear, understandable regulations which enable the fair and consistent enforcement of this chapter; and
11. Address emerging trends in digital and electronic sign technologies and provide regulations that facilitate the use of such technologies while ensuring the protection of motorists and pedestrians from the hazards of glare, startling bursts of light, and use of virtual movement and animation intended to attract driver attention, hold driver gaze, or otherwise distract drivers from the safe operation of their vehicles. Protect neighborhoods, surrounding development, and the night sky from the nuisance factors associated with such glare, movement, and animation of digital and electronic signs. (Ord. 19-552 § 2 (Exh. A)).

18.97.020 Applicability and interpretations.

A. This chapter applies to all signs, as defined in EMC 18.97.300, Definitions, within the city that are visible or audible from any street, sidewalk, or public place, regardless of the type or nature.

B. This chapter is not intended to, and shall not be interpreted to, restrict speech on the basis of its content, viewpoint, or message. Any classification of signs in this chapter which purports to permit speech by reason of the type of sign, identity of the sign user or otherwise shall be interpreted to allow commercial or noncommercial speech on the sign. No part of this chapter shall be construed to favor commercial speech over noncommercial 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.

C. Nothing in this chapter shall be construed to prohibit a person from holding a sign while picketing or protesting on public property that has been determined to be a traditional or designated public forum, e.g., a sidewalk or park, so long as the person holding the sign does not block ingress to and egress from buildings; create a safety hazard by

impeding travel on sidewalks, in bike or vehicle lanes, or on trails; or violate any other reasonable time, place, and manner restrictions adopted by the city. (See EMC 18.97.230, Sign walkers.)

D. Compliance with these regulations does not remove an applicant's obligation to comply with applicable provisions of any other federal, state, or local law or regulation. (Ord. 19-552 § 2 (Exh. A)).

18.97.030 Exemptions.

The following signs or activities relating to signs are not subject to the permitting requirements of this chapter, as long as they meet the standards set forth below:

A. Changes to the face or copy of changeable copy signs, digital signs, or EMCS, provided such changes do not change the material, appearance, size, or dimensions of the sign as originally permitted by the city.

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

C. Temporary signs meeting the requirements in EMC 18.97.240, Temporary signs.

D. Building identification signs that meet one or more of the following four criteria:

1. Signs not exceeding one square foot in area for residential buildings, or not exceeding two square feet in area for nonresidential buildings.

2. Business name and address signs on an entry door that do not exceed two square feet in area.

3. Certain stone or cement plaques and cornerstones with engraved or cast text or symbols that are permanently embedded in the building's foundation or masonry siding materials; provided, that none of these exceed four square feet in area.

4. Other building identification signs meeting these requirements as required pursuant to the city's building code (EMC Title 15, Buildings and Construction) or zoning code (this title, Development Standards), public works standards, or any other city or state code, ordinance, or regulation.

E. 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 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.

F. Flags. Any flags; provided, that they conform to all provisions of this chapter for signs.

G. Interior Signs. Signs or displays located entirely inside of a building and located at least three feet away from transparent doors and windows.

H. Nondiscernable Signs. Signs and associated sign support structures that are not visible, odorous, or audible beyond the boundaries of the lot or parcel upon which they are located, or from any public right-of-way.

I. Vehicle Signs. Any sign on a vehicle not prohibited by EMC 18.97.040(I) and placed in accordance with EMC 18.97.070(B).

J. Temporary Signs in Windows. Any temporary sign taped or otherwise affixed to the inside of a window, in such a manner as to be easily removed; provided, that the total area of such sign in any one window does not exceed the size limitations in EMC 18.97.250, Window signs, and EMC 18.97.240, Temporary signs.

K. Bench Signs. Any outdoor bench or furniture with any signs, other than plaques, that do not exceed one square foot in area.

L. Private Signs. Privately maintained traffic control signs in a subdivision with private roads or privately maintained traffic control signs in a private parking lot. (Ord. 19-552 § 2 (Exh. A)).

18.97.040 Prohibited signs.

No person shall erect, alter, maintain, or relocate any of the following signs in the city:

A. Animated Signs. Rotating or revolving signs, or signs where all or a portion of the sign moves in some manner. This includes any sign animated by any means, including fixed aerial displays, balloons, pennants, spinners, propellers, whirling, or similar devices designed to flutter, rotate or display other movement under the influence of the wind, including flag canopies not otherwise allowed in EMC 18.97.150, Awning or canopy signs, streamers, tubes, or other devices affected by the movement of air or other atmospheric or mechanical means. This does not include historic signs and historic replica signs where the applicant is able to prove, through documentation or other evidence, that the original historic sign produced the same motion or movement and is proposed in the same location.

B. Rotating Signs. Any sign in which the sign body or any portion rotates, moves up and down, or any other type of action involving a change in position of the sign body or any portion of the sign, whether by mechanical or any other means.

C. Nuisance Signs. Any sign which emits smoke, visible particles, odors or sound, except that speakers in drive-through facilities shall be permitted in accordance with any other applicable restrictions contained within the EMC.

D. Bench or Furniture Signs. Any sign on a bench or other furniture that is greater than one square foot in area.

E. Flashing Signs or Lights. A sign that contains an intermittent or flashing light source, or a sign that includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. Flashing light sources are prohibited. Signs with an exposed light source, exceeding the equivalent of 25 watts per lamp, including clear light bulbs which do not flash on a theater marquee except for neon incorporated into the design of the sign, are also prohibited. EMCS and digital signs are allowed under the provisions of EMC 18.97.110, Digital signs, and EMC 18.97.120, Electronic message center signs (EMCS).

F. Hazardous Signs. Any sign that constitutes a traffic hazard or detriment to traffic safety by reason of its size, location, movement, or method of illumination, or by obstructing the vision of drivers, or by distracting from the visibility of an official traffic control device by diverting or tending to divert the attention of drivers of moving vehicles from traffic movements on streets, roads, intersections, or access facilities. No sign shall be erected so that it obstructs the vision of pedestrians or by glare or method of illumination constitutes a hazard to pedestrians or traffic. No sign may interfere with, mislead, or confuse traffic.

G. Impeding Signs. Any sign that impedes free ingress to and egress from any door, window, or exit way required by building and fire regulations.

H. Permanent Signs or Signs Posted or Carried on Portable, Nonmotorized or Motorized Wheeled Vehicles That Are Placed on Vacant Lots, Parcels, or Easements. Any permanent sign located on a vacant lot, parcel, or easement. Signs may only be established as an accessory use to a principally permitted use and may not be the principal use of a lot, parcel, or easement.

I. Certain Movable Signs. Portable, nonmotorized wheeled vehicles or motorized, wheeled vehicles containing or carrying signs that are: (1) for the primary purpose of advertising; (2) not permanently affixed (painted directly on

the body of the vehicle or applied as a decal); (3) that extend beyond the overall length, width or height of the vehicle; and (4) parked on any public street within city limits.

J. Abandoned Signs. Any sign that meets the definition of “abandoned sign” in EMC 18.97.300.

K. Support Signs. Any sign tacked, painted, burned, cut, pasted, or otherwise affixed to utility poles, fences, poles, trees, rocks, posts, ladders, or similar supports visible from and/or within public rights-of-way.

L. Off-Site ~~Controlled~~ Signs. Any sign that is not located on the property for which it supports~~programmed or controlled off site.~~

M. Roof-Mounted Signs. A sign mounted on, and supported by, the main roof portion of a building, or above the uppermost edge of a parapet wall of a building, and that is wholly or partially supported by such a building.

N. Feather Signs. Any temporary, portable sign made of lightweight materials that is prone to move in the wind, and that contains a harpoon-style pole or staff that is driven into the ground or supported by means of an individual stand. This definition includes such signs of any shape including flutter, bow, teardrop, rectangular, shark, and U-shaped.

O. Except as permitted with a city street use permit or otherwise specifically authorized in this chapter, signs may not be placed within, on, or projecting over a city right-of-way or within, on, or over other city property. (Ord. 21-603 § 1 (Exh. A); Ord. 19-552 § 2 (Exh. A)).

Article II. Sign Standards Applicable to All Signs

18.97.050 Sign illumination.

A. General. No temporary sign may be illuminated. No sign located in a residential zone may be illuminated, except that on parcels two acres in size or greater, signs may be halo illuminated or illuminated as necessary for allowable digital signs. Permanent signs allowed by this chapter may be nonilluminated, or illuminated by internal light fixtures, halo illuminated, or have external indirect illumination, unless otherwise specified. All illuminated signs shall comply with the time limitations of subsection (D) of this section.

B. Externally Illuminated Signs.

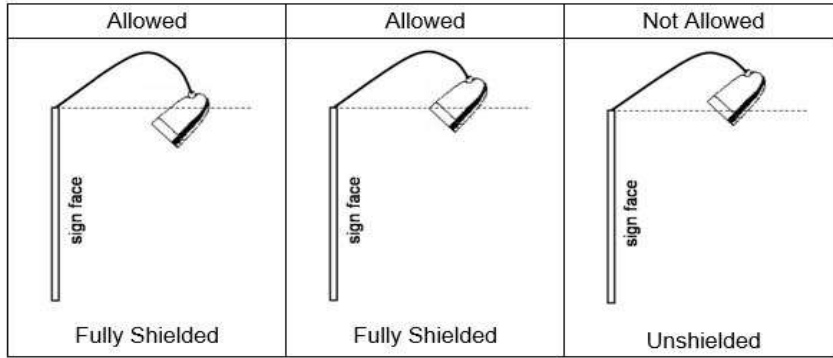
1. Except as provided in this subsection, externally illuminated signs shall be illuminated only with steady, stationary, fully shielded light sources directed solely onto the sign without causing glare. Light shielding shall ensure that the lamp or light source is not visible beyond the premises and shall further ensure that the light is contained within the sign face.

2. A light fixture mounted above the sign face may be installed with its bottom opening tilted toward the sign face, provided:

a. The bottom opening of the light fixture is flat, i.e., it could be covered by a flat board allowing no light to escape; and

b. The uppermost portion of the fixture’s opening is located no higher than the top of the sign face, as shown in Figure 1 below. Light fixtures aimed and installed in this fashion shall be considered fully shielded.

Figure 1



C. Internally Illuminated Signs.

1. Internally illuminated signs shall be constructed with an opaque sign face background with translucent text, symbols, logo shields, or any combination of these. If the sign owner desires to have the entire sign face visible at night, an external light source may be used to illuminate the sign, subject to the illumination standards in this chapter.

2. In no case may an internally illuminated sign, a digital sign, or an EMCS exceed a light output of 50 nits in a residential zone or 100 nits in a nonresidential zone during nighttime hours.

3. Neon sign lighting is allowed only within the TC, C, MUR, BP, I, and P zoning districts. Neon lighting shall not exceed 100 nits per sign face and may be used as text or copy, but shall not be used as a sign graphic. Neon signs with solid backgrounds are not allowed in windows in order to ensure maximum light and visibility through windows. Examples of neon signs are shown in Figures 2a and 2b below.

Figure 2a (Allowed)



Figure 2b (Prohibited)



D. Time Limitations. All illuminated signs over three square feet in area shall be turned off by 11:00 p.m., or when the business closes, whichever is later. Signs subject to time limitations are required to have functioning and properly adjusted automatic shut-off timers. (Ord. 19-552 § 2 (Exh. A)).

18.97.060 Sign materials.

A. Temporary Signs. The construction of temporary signs is limited to the materials described in the definition of "temporary sign" in EMC 18.97.300, Definitions. In addition, the temporary sign must also conform to the requirements of this chapter, including, but not limited to, EMC 18.97.240, Temporary signs.

B. Permanent Signs. Permanent signs must be manufactured of durable materials that are designed to withstand the natural elements and the effects of water and wind (see Figures 3 and 4). The following additional requirements apply to any permanent sign larger than 30 square feet, except for window signs located inside glass:

1. Paper-faced signs, including vinyl-coated paper and those applied with adhesives, are not allowed. Canvas or vinyl signs must be made of minimum 20-ounce materials with polymeric plasticizers for durability.

2. Sign faces made of canvas, fabric, vinyl, or similar pliable materials that are attached to permanent sign structures must be mounted behind a perimeter frame or trim cap so that the edges of the sign face are not exposed. Flags made of 100 percent spun polyester are exempt from this requirement.

Figure 3



Figure 4



(Ord. 19-552 § 2 (Exh. A)).

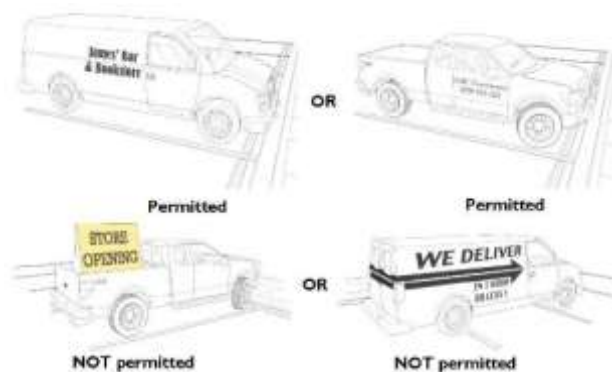
18.97.070 Sign placement and location restrictions.

A. Rights-of-Way. No sign, permanent or otherwise, may be placed within the roadway portion of any city public right-of-way, except Governmental Signs (EMC 18.97.030(E)) or as otherwise permitted by first obtaining a street use permit or a special event permit from the city. No permanent sign may be placed within the right-of-way. See EMC 18.97.240(G) for restrictions on temporary signs within the right-of-way but outside the roadway.

B. Attached to Vehicles on Private Premises. No sign may be mounted, attached, or painted on a trailer, boat, or motor vehicle that is parked, stored, or displayed conspicuously on private premises in a manner intended to attract the attention of the public, excluding signs that are permanently painted or wrapped on the surface of the vehicle, or adhesive vinyl film affixed to the interior or exterior surface of a vehicle window, or signs magnetically attached to motor vehicles or rolling stock that are actively used in the daily conduct of business (see Figure 5). All vehicles

covered by this subsection shall be operable and parked in a lawful or authorized manner within a required parking stall that is marked and striped for the parking of vehicles.

Figure 5



C. Attached to Other Fixtures. No sign may be painted, attached, or mounted on any fuel tanks, storage containers, or solid waste receptacles or their enclosures, except for information that is required by law.

D. Freeway-Oriented Signs. Freeway-oriented signs are prohibited, except in the following instances:

1. Building-mounted wall signs per EMC 18.97.160, window signs per EMC 18.97.250, and temporary signs per EMC 18.97.240 as otherwise allowed by this chapter may face the freeway if:

- a. They are installed by a business that has its primary customer entrance facing the freeway; and
- b. The wall, window or temporary sign also faces an intervening parking lot or frontage road that serves the business.

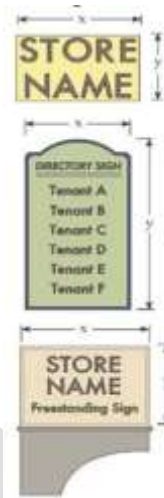
2. Freestanding signs as otherwise allowed by this chapter may be permitted for businesses located on and facing frontage roads along freeways, even if such signs are incidentally visible from the freeway. (Ord. 19-552 § 2 (Exh. A)).

18.97.080 Sign area measurements.

Sign area for all sign types is measured as follows:

A. Background Panel or Surface. Sign copy mounted, affixed, or painted on a background panel or surface distinctively painted, textured, or constructed as a background for the sign copy is measured as that area contained within the smallest rectangle, parallelogram, triangle, or circle that will enclose the sign copy and the background, as shown in Figure 6.

Figure 6



B. Individual Letters or Graphics. Sign copy mounted as individual letters or graphics against a wall, fascia, mansard, or parapet of a building or surface of another structure, that has not been painted, textured, or otherwise altered to provide a distinctive background for the sign copy, is measured as the sum of the smallest square, rectangle, parallelogram, triangle, or circle that will enclose every word, sentence, and complete message, and each graphic in the sign.

C. Illuminated Surface. Sign copy mounted, affixed or painted on an illuminated surface or illuminated element of a building or structure is measured as the entire illuminated surface or illuminated element which contains sign copy, as shown in Figure 7. Such elements may include, but are not limited to, illuminated canopy fascia signs, interior illuminated awnings, or both.

Figure 7

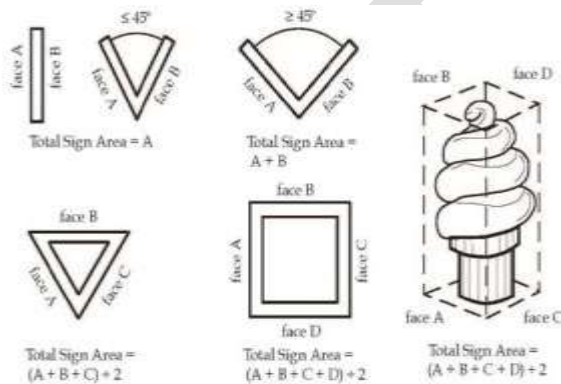


D. Backlit Translucent Panels. Backlit translucent panels and spandrels, with or without text or graphics, are measured as the area of the height and width of any internally illuminated translucent panel or spandrel, including the side panels if the structure or spandrel is greater than six inches in width.

E. Multi-Face Signs. Multi-face signs, as shown in Figure 8, are measured as follows:

1. Two-Face Signs. If the interior angle between the two sign faces is 45 degrees or less, the sign area is of one sign face only. If the angle between the two sign faces is greater than 45 degrees, the sign area is the sum of the areas of the two sign faces.
2. Three- or Four-Face Signs. The sign area is 50 percent of the sum of the areas of all sign faces.
3. Spherical, free-form, sculptural or other nonplanar sign area is measured as 50 percent of the sum of the areas using only the four vertical sides of the smallest four-sided polyhedron that will encompass the sign structure, as show in Figure 8 below. Signs with greater than four polyhedron faces are prohibited.

Figure 8



(Ord. 19-552 § 2 (Exh. A)).

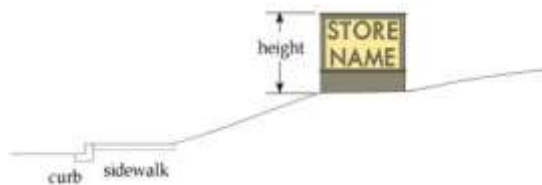
18.97.090 Sign height measurement.

Sign height is measured as follows:

A. Freestanding Signs. Sign height is measured as the vertical distance from natural grade at the base of a sign to the top of the sign, including the sign support structure; except that signs within 25 feet of an adjacent road may be measured as follows:

1. If natural grade at the base of a sign is higher than the grade of the adjacent road, sign height shall be measured from the base of the sign as shown in Figure 9.

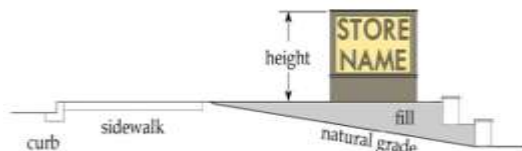
Figure 9



2. If natural grade at the base of the sign is lower than the grade of an adjacent road, the height of the sign shall be measured from the top of curb or road-grade elevation; provided, that fill is placed between the curb and the

sign and extends at least five feet beyond the base of the sign in all directions, as shown in Figure 10. Any cut, fill, or grading work must comply with applicable site grading, fill, or excavation requirements contained elsewhere in the EMC.

Figure 10



(Ord. 19-552 § 2 (Exh. A)).

18.97.100 Sign structure and installation.

A. Support Elements. Any angle iron, bracing, guy wires, or similar features used to support a sign shall not be visible.

B. Electrical Service. When electrical service is provided to freestanding signs or landscape wall signs, all such electrical service is required to be underground and concealed. Electrical service to building-mounted wall signs, including conduit, housings, and wire, shall be concealed. A building permit (electrical) must be issued prior to the installation of any new signs requiring electrical service.

C. Raceway Cabinets. Raceway cabinets, where used as an element of building-mounted wall signs, shall match the building color scheme at the location of the building where the sign is located. Where a raceway cabinet provides a contrast background to sign copy, the colored area is considered part of the sign face and is counted in the aggregate sign area permitted for the site or business. Examples of raceway cabinets are shown in Figure 11.

Figure 11



D. Limitation on Attachments and Secondary Uses. All permitted sign structures and their associated landscape areas shall be kept free of supplemental attachments or secondary uses, including, but not limited to, supplemental signs not part of a permitted sign, light fixture, newspaper distribution rack, or trash container. The use of sign structures and associated landscape areas as bicycle racks or support structures for outdoor signs is prohibited. (Ord. 19-552 § 2 (Exh. A)).

18.97.110 Digital signs.

A digital sign is not a separately allowed sign type. The purpose of this section is to regulate the manner in which digital sign technology can be applied to sign types that are otherwise allowed in this chapter. This section is not intended to allow more signs or larger signs than otherwise permitted in this chapter. No permit shall be issued for a digital sign that does not comply with the following standards:

A. Zoning. Allowed in all zoning districts.

B. Number. One digital sign per 100 feet of street frontage in the TC, C, MUR, BP, I, and P zoning districts. One digital sign per 100 feet of street frontage in residential zones on parcels two acres or greater in size, not to exceed one sign per parcel.

C. Setback Location. As allowed under the specific sign type; however, a minimum separation spacing in the TC, C, MUR, BP, I, and P zoning districts of 100 feet is required in order to comply with subsection (B) of this section.

D. Size and Area. Maximum of 30 square feet, or as otherwise limited by the size limits of this chapter.

E. Height. As allowed under the specific sign type.

F. Design. Maximum luminance: 50 nits during nighttime hours. Motion limits: no motion allowed except for instantaneous change of message. Minimum hold between messages: eight seconds.

G. Programming. To ensure that digital signs are programmed and continue to operate according to local standards, digital signs shall be designed for local on-site control and programming. (Ord. 19-552 § 2 (Exh. A)).

18.97.120 Electronic message center signs (EMCS).

An EMCS is not a separately allowed sign type. The purpose of this section is to regulate the manner in which EMCS technology can be applied to sign types that are otherwise allowed in this chapter. This section is not intended to allow more signs or larger signs than otherwise permitted in this chapter. No permit shall be issued for an EMCS that does not comply with the following standards:

A. Zoning. Only allowed in the TC, C, MUR, BP, I, and P zoning districts.

B. Number. One EMCS per 100 feet of street frontage, not to exceed one per business or tenant space. Parcel area must meet or exceed one acre and contain at least 100 feet of contiguous street frontage to allow an EMCS.

C. Setback Location. As allowed under the specific sign type; however, a minimum separation spacing of 100 feet is required in order to comply with subsection (B) of this section.

D. Size and Area. Maximum of 30 square feet, or as otherwise limited by the size limits of this chapter.

E. Height. As allowed under the specific sign type.

F. Design – Maximum Luminance.

1. Daytime: 5,000 nits.

2. Nighttime: 50 nits.

3. Signs shall include auto-dimming features with light-sensory capabilities to dim the sign to allowable luminance levels during nighttime hours.

G. Motion Limits. No motion except for a fade-in of the next message with the fade transition being no more nor less than one and one-half seconds. Fade transition is required rather than instantaneous message changes to avoid sudden or startling flashes of light. The minimum hold between messages shall be 10 seconds, plus one and one-half seconds for a transition fade. Signs shall have no flashing copy or lights; revolving beacon lights; chasing, blinking, or stroboscopic lights; or fluttering, undulating, swinging, or otherwise moving parts.

H. Programming. To ensure that EMCS are programmed and continue to operate according to local standards, EMCS shall be designed for local on-site control and programming. The applicant shall provide a written certificate from the sign manufacturer that the nighttime light intensity has been factory preset not to exceed allowable levels under this section, and that this setting is protected from end-user modification by password-protected software or other method that ensures compliance. (Ord. 19-552 § 2 (Exh. A)).

Article III. Sign Types

- 1 **18.97.130 Permanent signs.**
- 2 Permanent signs shall comply with the sign area, height, number, type, and other requirements of this section and
- 3 any other applicable sections, as well as the following Table 1 in this section ¹. Sign permits are required for all
- 4 permanent signs in accordance with EMC 18.97.260, Sign permits.

Table 1 – Standards for Permanent Signs by Sign Type.

Type	Zone	Number of Signs	Maximum Height (feet)	Maximum Area (sq. ft.)	Setbacks
Accessory Sign (EMC 18.97.140)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 sign at each vehicle ingress or egress, no more than 4 accessory signs per parcel	Building- mounted max. of 8 ft.; freestanding max. of 3 ft. from grade	3 sq. ft. per sign face; may be double-sided	Flexible, see EMC 18.97.140
Accessory Sign – Drive Through, Large (EMC 18.97.140)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	In addition to other accessory signs, 1 large accessory sign for each point of entry to a drive-up window	5.5 ft., including the associated sign structure	45 sq. ft. per drive-up point of entry	Signs shall be oriented so that the sign face is not visible from vehicles travelling in the public right-of-way
Awning or Canopy Sign (EMC 18.97.150)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 awning sign for each primary entrance to a tenant space, see EMC 18.97.150 for secondary entrances	Awning sign cannot be mounted higher than a max. of 25 ft. above the ground floor	On primary elevation, sign shall not exceed 1 sq. ft. of sign per linear foot of awning or canopy width	Cannot project beyond the edges of the awning on which it is displayed. Cannot project above, below, or beyond the edges of the building wall on which it is located.
Building-Mounted Wall Signs (EMC 18.97.160)	Residential parcels larger than 2 acres in any zoning district	1 per each building facade on an accessory structure, e.g., barn that is parallel to and visible from a street frontage	Shall not project above rooflines or obscure architectural details and may not exceed 70% of the blank wall height	50 sq. ft., but cannot exceed 3% of the area of the facade of building where sign is mounted	Mounted on building that must comply with setbacks
Building-Mounted Wall Signs (EMC 18.97.160)	In the TC, C, MUR, BP, I, and P zoning districts	1 per each building facade that is parallel to and visible from a street frontage	Shall not project above rooflines or obscure architectural details and may not exceed 70% of the blank wall height	Up to 5% of the area of the facade upon which sign is placed, not to exceed 60% of the width of wall plane or tenant space	Mounted on building that must comply with setbacks
Changeable Copy Signs (EMC 18.97.170)	In all zoning districts	1 per parcel but 1 additional sign allowed if placed 100 ft. from public right-of-way and other restrictions	15 ft. max.	No more than 20% of the allowed wall sign area or 50% of a freestanding sign may be changeable copy; if at least 100 ft. from streets, may be a max. of 50% of wall sign area	If building-mounted, building must comply with setbacks; if freestanding, sign must comply with setbacks for freestanding signs
Freestanding Signs (EMC 18.97.180)	MR-2 , TC, C, MUR, BP, I, and P zoning districts ¹	See code – 1 for each site frontage	See code – depending on street frontage, 6 to 15 ft.	See code – depending on street frontage, 20 to 100 sq. ft.	5 ft. from street property line; 25 ft. from any interior side lot line; and 30 ft. from any residential zone
Ground-Mounted or Landscape Wall Signs (EMC 18.97.190)	Allowed in all zones but not allowed on individual single-family lots	1 per development	5 ft. max. from grade	Between 24 sq. ft. to 32 sq. ft., see EMC 18.97.190	At least 5 ft. from street property line; 25 ft. from any interior side lot line
Portable Signs (EMC 18.97.200)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 per business or tenant space	Sandwich board signs, max. of 4 ft. in height; pole-mounted signs, max. of 5 ft. in height	Sandwich board signs, 3 ft. in width; pole-mounted, 2 ft. in width	Must be located no further than 10 ft. from primary building of business; prohibited on city public

The Edgewood Municipal Code is current through Ordinance 25-675, passed February 11, 2025.

Table 1 – Standards for Permanent Signs by Sign Type.

Type	Zone	Number of Signs	Maximum Height (feet)	Maximum Area (sq. ft.)	Setbacks
					right-of-way, sidewalk without street use permit
Projecting Signs (EMC 18.97.210)	All zoning districts	1 per tenant space or building frontage, allowed in addition to wall signage	No higher than the first story level of the building; no lower than 8 ft. above the grade of sidewalk, walkway or driveway	Nonresidential zones: cannot exceed 12 sq. ft.; residential zones: face of sign cannot exceed 1.5 sq. ft. in area	Must be attached to building which complies with setbacks, may extend a max. of 4 ft. from building and hung a minimum of 6 inches from building
Service Island Signs (EMC 18.97.220)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 sign on canopy fascia per street frontage, not to exceed 20% of area of canopy fascia	See building-mounted wall sign requirements	20% of area of canopy fascia to which sign is mounted	Mounted on building that must comply with setbacks
Sign Walker (EMC 18.97.230)	Only allowed in the TC, C, MUR, BP, and I zoning districts	No limit	Shall not exceed 8 ft. in height when held in place	8 sq. ft. in area	Minimum of 30 ft. from street intersection; prohibited on public property or public right-of-way, in driveways, parking stalls, driving lanes, etc.
Window Sign² (EMC 18.97.250)	All zoning districts	No more than 1 permanent window sign per window	No higher than second-story windows for permanent window signs	Shall not exceed 25% of area of window in which sign is displayed	Building in which window sign is displayed must comply with setbacks

1. See EMC 18.97.240 for temporary freestanding signs which are allowed in residential areas.

2. Window signs may be permanent or temporary. This table includes the regulations for permanent window signs.

(Ord. 19-552 § 2 (Exh. A)).

18.97.140 Accessory signs.

No permit shall be issued for an accessory sign which does not comply with the following standards:

A. Zones. Only allowed in the TC, C, MUR, BP, I, and P zoning districts.

B. Number. A maximum of one sign at each vehicle point of entry or egress, not to exceed four accessory signs per parcel.

C. Setback Locations. Flexible; provided, that the number of signs in subsection (B) of this section is not exceeded; and provided, that the signs comply with setback standards for freestanding signs in EMC 18.97.180.

D. Dimensions. Maximum sign area: three square feet per face; may be double-sided.

E. Height – Mounting Height.

1. Building-mounted wall sign (EMC 18.97.160): maximum of eight feet; must be flat against a wall of the building.

2. Freestanding sign (EMC 18.97.180): maximum of three feet from grade.

F. Design. Nonilluminated or internal illumination only. Any accessory sign with electronic display must conform to all digital sign or EMCS standards in EMC 18.97.110, Digital signs, or EMC 18.97.120, Electronic message center signs (EMCS).

Figure 12



G. Drive-Through Large Accessory Signs. In addition to the accessory signs allowed for vehicle points of entry and in addition to freestanding signs otherwise allowed under EMC 18.97.180, large accessory signs are allowed for each point of entry to a drive-up window, subject to the following standards:

1. Maximum Sign Size. Thirty square feet.
2. Maximum Sign Height. Five feet, six inches, including the associated sign structure.
3. Orientation. Large accessory signs must be oriented so that the sign face is not visible from vehicles travelling in any public rights-of way.
4. Screening. All sides of large accessory signs must be screened from the view of vehicles travelling in the street or public right-of-way with landscaping or walls of brick, stone, or siding materials that match the principal walls of the building to which the sign applies. If landscaping is used for screening, it must provide full screening at maturity and must be large enough at planting to provide at least 70 percent screening of the sign.
5. Audio. No sound or amplification may be emitted that is audible beyond the site. (Ord. 19-552 § 2 (Exh. A)).

18.97.150 Awning or canopy signs.

No permit shall be issued for an awning or canopy sign which does not comply with the following standards:

- A. Zone. Only allowed in the TC, C, MUR, BP, I, and P zoning districts.
- B. Number. One awning or canopy sign is allowed for each primary entrance to a building or tenant space. In addition, one awning or canopy sign may be allowed on a secondary entrance which faces a public street or on-site parking area. The awning or canopy sign may only be placed on the ground-floor level facade of the building. Awning or canopy signs shall be included in the calculations for allowable wall signage per facade.
- C. Setback Location.
 1. An awning or canopy sign may not be mounted higher than a maximum of 25 feet above the ground floor.

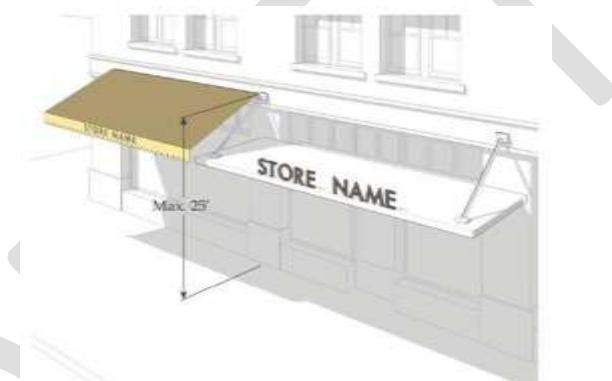
2. An awning or canopy sign shall not project above, below, or beyond the edges of the face of the building wall or architectural element on which it is located.

3. No part of the sign, as a part of, or displayed on, the vertical surface of an awning or canopy, shall project beyond the edges of the awning or canopy surface on which it is displayed. If an awning or canopy is placed on multiple store fronts, each business or tenant space is permitted signage no greater than 60 percent of the store width or tenant space.

4. The awning or canopy sign shall not extend horizontally a distance greater than 60 percent of the width of the awning, canopy, or valance on which it is displayed.

D. Dimensions. The sign area on the primary elevation shall not exceed one square foot of sign area per linear foot of awning or canopy width. A maximum of 40 percent of an awning or canopy on which signage is proposed may be of an angle greater than 60 degrees from horizontal.

Figure 13



E. Height. See subsection (C) of this section (Setback Location).

F. Design. If sign letters or logos are backlit or internally illuminated, only the face area containing the letters or logos may be illuminated. The sign may also be externally illuminated as allowed by EMC 18.97.050. (Ord. 19-552 § 2 (Exh. A)).

18.97.160 Building-mounted wall signs.

No permit shall be issued for a building-mounted wall sign which does not comply with the following standards:

A. Residential. Wall signs are not allowed on residential parcels smaller than two acres in size in any zoning district, except for address numbers as required by law and building identification signs allowed by EMC 18.97.030.

1. Number. One per each accessory building facade that is parallel to and visible from a street frontage.

2. Setback Location. Permitted on the building wall of an individual building.

3. Dimensions. Total area shall not exceed 100 square feet or three percent of the area of the facade upon which the sign is placed, whichever is less. Width: not to exceed 60 percent of the width of the wall plane upon which the sign is placed.

Figure 14



4. Height. Shall not project above rooflines or obscure architectural details and may not exceed 70 percent of the blank wall height.

5. Design. Nonilluminated only.

B. Nonresidential Zones.

1. Number. One per each building facade that is parallel to and visible from a street frontage.

2. Location on Building. Signs may not cover or obscure architectural details of a building, such as stair railings, windows, doors, decorative louvers or similar elements intended to be decorative features of a building design. Signs must appear to be a secondary feature of the building facade.

3. Dimensions.

a. Area. The total signage area may be up to five percent of the area of the facade upon which the sign is placed.

b. Width. Not to exceed 60 percent of the width of the wall plane upon which the sign is placed or the width of the tenant space.

c. Height. Shall not project above rooflines or obscure architectural details and may not exceed 70 percent of the blank wall height.

4. Size of Parcel or Site. No restrictions.

5. Design.

a. Illumination, Flush- or Tight-Mounted. All individual letter signs shall be installed to appear flush-mounted. If the letters are illuminated and require a raceway, the letters shall be installed tight against the raceway, which shall be painted to match the color of the surface to which the raceway is mounted. Where possible – especially on new construction – the raceway should be recessed to allow letters to be flush with the wall surface.

b. Where more than one sign is allowed for a business, all signs shall be consistent in design, style, color, and method of illumination. Where there are multiple businesses or tenants on a site, all signs shall conform to a master sign plan, consistent with EMC 18.97.270. (Ord. 19-552 § 2 (Exh. A)).

18.97.170 Changeable copy sign.

No permit shall be issued for a changeable copy sign which does not comply with the following standards:

A. Zones. Changeable copy signs are allowed in all zoning districts, but only as an integral part of a building-mounted wall sign or freestanding sign.

B. Number. No more than one changeable copy sign shall be allowed for each parcel, except that additional changeable copy signs are permitted as follows:

1. The additional changeable copy sign(s) must be placed at least 100 feet from abutting ~~public streets or~~ rights-of-way; and
2. The additional changeable copy sign(s) must not exceed the maximum area, height, and quantity standards otherwise applicable to any freestanding or building-mounted wall sign on the parcel.

Figure 15



C. Setback Location. Placement is allowed only as an integral part of a building-mounted wall sign or a freestanding sign. Changeable copy signs that are portable are not permitted.

D. Dimensions. No more than 20 percent of the allowed building-mounted wall sign area if placed less than 100 feet from abutting streets and no more than 50 percent of a freestanding sign face may be changeable copy; however, these size limitations do not apply to signs required by law. Building-mounted wall signs with changeable copy placed at least 100 feet from abutting streets may be a maximum of 50 percent of permitted wall sign area.

E. Height above Grade. Fifteen feet maximum. Building-mounted wall signs are limited to the maximum height for freestanding signs.

F. Design. Nonilluminated in all zones. Internally or indirectly illuminated in nonresidential zones subject to the illumination standards in EMC 18.97.050. (Ord. 19-552 § 2 (Exh. A)).

18.97.180 Freestanding signs.

No sign permit shall be issued for a freestanding sign that does not comply with the following standards:

A. Zone. Permanent freestanding signs are only allowed in the MR-2, TC, C, MUR, BP, I, and P zoning districts.²

B. Number.

1. The number and type of freestanding signs for single and multiple-tenant uses are derived from the use, zone, location, and length of development site frontage as described in this section.

2. One individual freestanding sign is allowed per parcel for each street frontage. Multiple shared freestanding signs may be permissible in accordance with the minimum separation distance in subsection (C)(4) of this section, and subject to a master sign plan. Flag lot sites with frontage on a public street are permitted one sign on the frontage providing primary access to the site and may request or apply for a master sign plan with adjoining properties to erect a shared freestanding sign that complies with the street frontage requirements of the properties joined in the master sign plan.

3. Shopping centers, mixed-use developments, adjoining parcel development, or multi-tenant buildings may request or apply for a master sign plan for the comprehensive review of all signs proposed within the site development.

Figure 16



C. Setback and Location.

1. No freestanding sign shall be permitted on any site that does not have street frontage.

2. Freestanding signs shall be set back a minimum of five feet from the street side property line, a minimum of 25 feet from any interior side lot line and a minimum of 30 feet from any residential district.

3. No freestanding sign shall be located in the triangular area(s) measured 15 feet by 15 feet where a driveway enters onto a street, or in any other area which may obstruct the vision of motorists so as to create a safety hazard. Additionally, all signs are subject to the public works standards regarding sight distances.

4. Where more than one freestanding sign is proposed on a site with multiple frontages, a minimum of 150 linear feet shall separate each sign.

Figure 17



D. Dimensions.

1. Maximum sign size and height dimensions are determined based on the property's linear distance of total street frontage and are subject to both the setback and location criteria in subsection (C) of this section and the following requirements:

Individually Permitted Freestanding Signs

Total Street Frontage	Maximum Size	Maximum Height
0 – 60 feet	40 square feet	6 feet
61 – 119 feet	50 square feet	8 feet
120 feet or more	75 square feet	10 feet

Shared Freestanding Signs (approved under a master sign plan)

Total Street Frontage	Maximum Size	Maximum Height
0 – 60 feet	48 square feet	7.5 feet
61 – 119 feet	60 square feet	10 feet
120 feet or more	90 square feet	12 feet

2. An individual freestanding sign may be permitted up to a maximum height of 12 feet and a maximum size of 120 square feet and a shared freestanding sign may be permitted up to a maximum height of 15 feet, in accordance with subsection (D)(2)(c) of this section, and a maximum size of 150 square feet; provided, that all of the following conditions are satisfied:

- The sign is ground-mounted on a monument-style base, made or covered with brick or stone, which extends at least the full width of the sign face and is at least one-fourth of the total sign height. An alternate material may be approved by the director if he or she finds that the material better reflects the materials and architecture of the closest or principal building on the site;
- The sign cabinet and the associated trim caps that secure and frame the sign face are dark bronze, black, or an earth tone color that reflects the color of the sign base or the color of the siding or trim of the building to which the sign applies;

c. The sign is no taller than 75 percent of the height of the tallest building on the property or within the master sign plan area, as measured to the midpoint between the fascia line and the ridge on a pitched roof building, or the top of the highest cornice or parapet on a flat roof building; and

d. The sign maintains a setback separation distance of 200 feet from any other freestanding sign on the same property or subject to the same master sign plan.

E. Design. The following design standards apply to freestanding signs:

1. The sign face may be either nonilluminated or externally illuminated. An internally illuminated sign is allowed if the background of the sign is totally opaque and only the graphics, text, or both are illuminated.

2. The permanent sign base shall have a minimum aggregate width of 40 percent of the width of the sign cabinet or face. (Ord. 19-552 § 2 (Exh. A)).

18.97.190 Ground-mounted or landscape wall sign.

No permit shall be issued for a ground-mounted or landscape wall sign which does not comply with the following standards:

Figure 18



A. Zones. Allowed in all zones ~~except but not allowed on individual single family residential~~ lots in the ~~single-family R-1 and R-2 zones.~~

B. Number. Multiple signs are permitted to a maximum of 24 square feet and sign(s) shall not cover more than 40 percent of the landscape wall's background area.

C. Setback. Perimeter/screen walls shall ~~be located wholly on private property, comply with setback requirements of the underlying zone, and~~ be located at least five feet from ~~either the sidewalk when abutting or~~ public right-of-way.

D. Dimensions.

1. ~~Single-family Residential~~ subdivisions or multifamily developments: one sign up to a maximum of 24 square feet in area.

2. ~~Nonresidential use in R-1, R-2, MR-1, and MR-2 zoning districts: one sign up to a maximum of 16 square feet in area.~~

3. Nonresidential use in TC, C, MUR, BP, I, and P zoning districts: one sign up to a maximum of 24 square feet in area.

4. Civic uses in all zoning districts: one sign up to a maximum of 32 square feet.

E. Height. Maximum of five feet above grade. The sign copy shall be a minimum of six inches below the top of the wall and 12 inches above ground level. Signs shall not project above or beyond the top or sides of the landscape wall.

F. Design. Illumination is permitted. (Ord. 19-552 § 2 (Exh. A)).

18.97.200 Portable signs.

No permit shall be issued for a portable sign, sandwich board sign, or pole-mounted sign that does not comply with the following standards:

A. Zone. Allowed only in the MR-2, TC, C, MUR, BP, I, and P zoning districts, except that temporary portable signs are allowed in residential zones, subject to the provisions of EMC 18.97.240, Temporary signs.

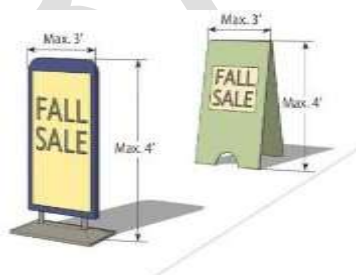
B. Number. Not more than one portable sign may be displayed per business or per tenant space.

C. Location. Must be located no farther than 10 feet from the primary building of the business, or, if there is only one business or tenant space on the site, it may be located not farther than 10 feet from the site's driveway entrance. No portable sign may be located within, over, or on ~~the city-public right-of-way or any public sidewalk~~ without a street use permit issued by the city.

D. Dimensions – Size and Height. Sandwich board signs: a maximum of four feet in height as measured in the flat standing position and not the open standing position, and a maximum of three feet in width. Pole-mounted signs: a maximum of five feet in height, and a maximum of two feet in width.

E. Design and Materials. Must be constructed with durable materials that are designed to withstand the natural elements and the effects of water and wind, otherwise they will be regulated as temporary signs under EMC 18.97.240. Portable signs must be designed to withstand typical prevailing winds and must include a heavy weighted base for pole-mounted signs, and a heavy weight suspended between the opposing faces of a sandwich board sign.

Figure 19



F. Display Hours. Portable signs and temporary portable signs may only be displayed during business operating hours.

G. Type. Portable signs may not be changeable copy signs or illuminated in any manner. (Ord. 19-552 § 2 (Exh. A)).

18.97.210 Projecting signs.

No permit shall be issued for any projecting sign that does not comply with the following standards:

A. Zone. Allowed in all zoning districts.

B. Number. One projecting sign may be allowed per tenant space or building frontage. Projecting signs are permitted in addition to allowable wall signage.

C. Location.

1. No part of any projecting sign shall be located closer than eight feet above the grade of the sidewalk, walkway, or driveway directly below and within three feet of the sign.
2. Projecting signs may extend a maximum of four feet from the building and shall be separated a minimum of six inches away from the building.
3. No projecting sign shall be located within 25 feet of another projecting sign on the same site or on the same building.
4. No projecting sign shall be located higher than the first-story level of the building.
5. No projecting sign shall extend into the public right-of-way to any point within ten feet of a vehicular travel lane, including the sidewalk, without an approved street use permit issued by the city.

D. Dimensions.

1. Nonresidential Zones. The face of a projecting sign shall not exceed 12 square feet in area.
2. Residential Zones. The face of a projecting sign shall not exceed one and one-half square feet in area.

Figure 20



E. Height. No higher than the first-story level of the building, and a maximum of 25 feet above grade.

F. Design.

1. ~~In nonresidential zones, projecting signs may~~ be illuminated, internally or indirectly. In residential zones, projecting signs may not be illuminated.
2. Projecting signs shall be perpendicular to the building wall to which they are affixed.
3. Projecting signs shall not exceed four inches in thickness.
4. Projecting signs shall be supported by or suspended from solid rods or otherwise tethered or reinforced to avoid movement in wind. (Ord. 19-552 § 2 (Exh. A)).

18.97.220 Service island signs.

No permit shall be issued for a service island sign that does not comply with the following standards:

The Edgewood Municipal Code is current through Ordinance 25-675, passed February 11, 2025.

A. Zone. Allowed only in the TC, C, MUR, BP, I, and P zoning districts.

B. Number and Size.

1. Island Canopies. One sign on the canopy fascia per street frontage, not to exceed 20 percent of the area of canopy fascia to which the sign is mounted.

2. Spandrel Signs and Canopy Support Signs. Spandrel signs shall not exceed 20 percent of the spandrel area, and both spandrel signs and signs attached to canopy support columns shall be deducted from allowable wall signage on the associated principal building on the site.

C. Setback – Location. Mounted on building that must comply with setbacks.

D. Height. Shall not project above rooflines or obscure architectural details and may not exceed 70 percent of the blank wall height.

E. Design. Spandrel signs may be internally illuminated, subject to the illumination standards of EMC 18.97.050. Signs attached to canopy support columns shall not be illuminated. (Ord. 19-552 § 2 (Exh. A)).

18.97.230 Sign walkers.

Sign walkers are allowed, subject to the following standards:

A. Permit. A permit is not required for a sign walker, but the sign walker shall comply with all applicable requirements of this chapter.

B. Zone. Only allowed in the TC, C, MUR, BP, and I zoning districts.

C. Number. No limit.

D. Location. Sign walkers are restricted to a minimum of 30 feet from a street or driveway intersection, measured from the back of the curb or edge of pavement if no curb exists, and shall not be located in any of the following places:

1. On any public property or within public right-of-way, although sign walkers are allowed on public sidewalks, as limited above;

2. In parking aisles or stalls;

3. In driving lanes;

4. On fences, walls, boulders, planters, other signs, vehicles, utility facilities or other structures; or

5. In a manner which results in a sign walker or the sign walker's sign physically interfering with motorists, pedestrians, or bicyclists.

E. Dimensions. The sign walker's sign shall not exceed eight square feet in area, and shall not exceed eight feet in height when held in place.

F. Design. The sign walker's sign cannot be illuminated. Sign walkers shall be limited to daylight hours only. A sign walker's sign may not include any element of a prohibited sign as described in EMC 18.97.040. (Ord. 19-552 § 2 (Exh. A)).

18.97.240 Temporary signs.

A. No Permit Required – Materials. No sign permit is required for temporary signs that comply with the standards in this section. Temporary signs are primarily distinguished by the materials which make up the sign (see definition of "temporary sign" in EMC 18.97.300 and EMC 18.97.060, Sign materials). Temporary signs shall comply with the requirements of this chapter.

- 1 B. Removal. Temporary signs shall be removed if the sign is in need of repair, is worn, dilapidated, or creates a
2 public nuisance.
- 3 C. City Property (Excluding City Right-of-Way). See EMC 18.97.020(C). Temporary signs on city-owned property
4 (excluding city right-of-way) are allowed only in conjunction with a city approved and issued special event permit.
- 5 D. Residential Zones. Temporary signs may be placed on property residentially zoned in accordance with the
6 requirements of this chapter and the following:
- 7 1. Building-/Surface-/Wall-Mounted Signs. Not allowed on properties under two acres in size. For larger
8 parcels, see subsection (F) of this section.
- 9 2. Changeable Copy Signs. See applicable sign type.
- 10 3. Freestanding Signs (Includes Post-Mounted, Stake-Mounted, and Portable Signs). No more than two on-site
11 freestanding temporary signs may be displayed per site, as follows:
- 12 a. ~~NonSingle-Multi~~Family Properties. Temporary freestanding signs shall not exceed four square feet in
13 size and five feet in height if the sign is mounted on the ground. Temporary freestanding signs shall not
14 exceed three feet in height if the sign is stake-mounted or portable.
- 15 b. Multifamily Properties. Temporary freestanding signs shall not exceed six square feet in size and five
16 feet in height if the sign is post-mounted on the ground. Temporary freestanding signs shall not exceed
17 three feet in height if the sign is stake-mounted or portable.
- 18 4. Window Signs. Limited to no more than one temporary window sign per residential unit, not to exceed four
19 square feet.
- 20 E. Nonresidential or Mixed-Use Properties. Temporary signs are allowed on properties within the TC, C, MUR, BP,
21 and P zoning districts in accordance with the requirements of this chapter and the following:
- 22 1. Building-/Surface-/Wall-Mounted Signs.
- 23 a. Size. Limited to 40 square feet total per building site, not to exceed 20 square feet per individual sign.
- 24 b. Location. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site
25 fences only if not visible from public right-of-way either facing the abutting street, or facing inward to the
26 subject site. Signs shall not be attached or tethered to other site improvements.
- 27 2. Freestanding Signs (Including Post-Mounted, Stake-Mounted, and Portable Signs) – Size and Height.
28 Limited to four square feet in area, and sign cannot exceed five feet in height if the temporary sign is
29 post-mounted in the ground and cannot exceed three feet in height if the temporary sign is stake-mounted or
30 portable. No more than two on-site freestanding temporary signs may be displayed per site.
- 31 3. Window Signs. Limited to one temporary sign per window not to exceed 50 percent of the individual
32 window area, and not to exceed 20 percent of the total ground-floor window area on any given facade, subject
33 to the window sign requirements of EMC 18.97.250.
- 34 F. Temporary Signs on Large Properties within Any Zoning District. The following temporary signs may be placed
35 on any site at least two acres in size, in accordance with the requirements of this section and the following:
- 36 1. Type. Any type.
- 37 2. Size and Height. Not to exceed 64 square feet and up to eight feet above ground level.
- 38 3. Exclusivity. The sign allowed under this subsection is in lieu of and shall not be displayed with or be in
39 addition to other temporary signs allowed by this section.

1 G. City Right-of-Way. Except for Governmental Signs (EMC 18.97.030(E)), and unless otherwise authorized by a
2 street use permit, other valid permit, license, or other government approval, Temporary signs are prohibited in the
3 public right-of-way adjacent to public property. Temporary signs placed in violation of this section are subject to
4 removal and disposal by the city without notice. The city shall hold signs removed from public right-of-way for a
5 minimum of two weeks before disposing of the sign roadway. Other temporary signs in the public on city
6 right-of-way (placed outside of the roadway) must comply with the following requirements:

7 1. Location.-

8 a. Where a sidewalk or pathway exists: Allowed only between the property line and the back edge of the
9 nearest sidewalk or pathway.

10 b. ~~Where no sidewalk or pathway exists:~~ Allowed only between the property line and a line five feet
11 away from the nearest edge of the roadway pavement.

12 c. Signs may not be placed on sidewalks, driveways, or other paved areas designed for pedestrian or
13 vehicular use; attached to any public owned improvements or infrastructure within the public right-of-way;
14 or placed within a drainage swale located within the public right-of-way in planter strips; or as conditioned
15 in a street use permit. Approval of the abutting property owner is required-recommended.

16 2. Type. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs
17 are prohibited, unless specifically allowed by a street use permit.

18 3. Size and Height. Limited to four square feet in area, and no more than three feet in height.

19 4. Other Signs. The city may allow other signs in city right-of-way with a street use permit.

20 45. Attachments. Signs in the right-of-way may not include attachments such as balloons, streamers, or other
21 attention-getting devices. (Ord. 19-563 § 1 (Exh. A); Ord. 19-552 § 2 (Exh. A)).

22 18.97.250 Window signs.

23 No permit shall be issued for a permanent window sign that does not comply with the following standards:

24 A. Zone. Allowed in all zoning districts.

25 B. Number. No more than one permanent window sign may be placed in a single window.

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Figure 21



C. Setback – Location. No higher than second-story windows for permanent window signs. For the requirements applicable to temporary window signs, see EMC 18.97.240.

D. Window Coverage. Window signs, whether temporary or permanent, shall not exceed 25 percent of the area of the window on which they are displayed.

E. Height. No higher than the first-story level of a building, maximum height 25 feet from grade.

F. Design. Permanent window signs are limited to individual painted or vinyl cut-out letters and graphics, or neon signs constructed with or without a solid or opaque background. Permanent signs with solid backgrounds are not permitted in windows in order to ensure maximum light and visibility through windows. Temporary window signs are exempt from the restrictions in this subsection. (Ord. 19-552 § 2 (Exh. A)).

Article IV. Permitting

18.97.260 Sign permits.

A. What Is a Sign Permit? A sign permit is the approval granted by the city for any person to erect, alter, expand, or relocate a sign. For some signs, a building permit may also be required.

B. Is a Sign Permit Required? A sign permit is not required for any sign that is erected, altered, expanded, or relocated in accordance with the criteria listed in EMC 18.97.030, Exemptions. Even if a permit is not required, the sign must conform to this sign code.

C. Who Approves the Application? Sign permits are approved by the community development director or designee. If a building permit is required for the sign, the building code official approves the building permit. If a street use permit is required, the public works director approves the permit.

D. Who May Submit an Application? The owner or tenant of the property where the sign will be located, or the owner's agent on their behalf and with their written consent.

E. How Do I Submit an Application? A complete sign permit application must be submitted to the city and the application must include all of the following:

1. Application Form. A completed sign permit application, including the applicant's name, address, phone number, and email address. If the applicant is not the property owner, then the property owner must be identified, and the application must include an affidavit from the property owner, verifying that the property owner has given permission to the applicant for the submission of the sign permit application and for the installation or posting of the sign on the property owner's land.
 2. Other Permit Applications. If required by the building code, a completed building permit application. In some instances, a street use permit application or a special event permit application may be required.
 3. Building Elevation/Site Plan. Signs proposed to be mounted on a building require a building elevation drawn to scale that specifies the locations and size of existing signs on the building, the location and size of new signs proposed on the building, the dimensions of the wall plane upon which the signs will be placed, and drawings or photographs which show the scale of the sign in relation to surrounding doors, windows and other architectural features. Freestanding signs require a site plan indicating the proposed sign location as it relates to property lines, surrounding landscaping, adjacent streets, driveways and adjacent buildings.
 4. Detailed Description of Sign. A scaled colored rendering or drawing of the sign and its associated structure, including dimensions of all sign faces, and descriptions of materials to be used on the sign and associated trim caps, fixtures and support structure, description of the sign face illumination and methods used to ensure that only text, graphics and logo shields are internally illuminated.
 5. Scaled Installation Drawing. A scaled drawing that includes the sign description, proposed materials, size, weight, manner of construction and method of attachment, including all hardware necessary for proper sign installation, and, if applicable, foundation design.
 6. Lighting. A drawing indicating the location and fixture type of all exterior lighting for the proposed signs. The drawing shall specify wattage and lamp type to ensure compatibility with the illumination standards in EMC 18.97.050.
 7. Master Sign Plan. If the sign is subject to a master sign plan as described in EMC 18.97.270, a master sign plan must be included as part of a complete sign permit, unless a master sign plan for the site or building has already been approved, is current and is on file with the city.
 8. Fees. Payment of the sign permit fee as set forth in the city of Edgewood fee schedule.
- F. How Is Notice Provided? There is no notice to the public that a sign permit application has been submitted.
- G. How Is an Application Reviewed? A sign permit application follows the Process I procedure in EMC 18.40.070 and 18.40.080. The application is categorically exempt from SEPA and, pursuant to RCW 36.70B.140(2), is exempt from the other permit processing requirements in RCW 36.70B.060 and 36.70B.110, including, but not limited to, the notice of application, determination of completeness and issuance of a final decision within the time permit set forth in RCW 36.70.080.
- H. What Approval Criteria Are Used?
1. A sign permit application shall not be approved unless the director makes written findings and conclusions that the criteria applicable to each sign type, as well as the sign standards in this chapter, are satisfied.
 2. Building permit applications associated with the sign shall be reviewed by the building code official for consistency with the building code.
 3. If the sign uses electrical wiring and connections, a licensed electrician must submit a copy of the electrical permit application to the city, with the original submitted for approval to the state of Washington. If the sign requires a street use or special event permit, the application shall be submitted with the sign permit application for review by the public works director.
- I. What If an Application Is Denied? The applicant may file an administrative appeal as provided in EMC 18.40.080(D).

J. What Happens after Approval? Once the sign permit issues, the sign must be installed within 180 days or the sign permit will expire. Building permits and street use permits shall expire in accordance with other applicable code provisions. No sign may be erected, altered or relocated if the sign permit has expired, even if the associated building permit or street use permit has not expired. (Ord. 24-660 §§ 24, 25 (Exh. B); Ord. 23-652 § 85 (Exh. A); Ord. 19-552 § 2 (Exh. A)).

18.97.270 Master sign plans.

A. What Is a Master Sign Plan? A master sign plan is a plan that includes, in a coordinated fashion, all of the signs needed for spaces in a proposed mixed-use or nonresidential, multi-tenant building(s) or site development or for coordination of adjoining parcels seeking to combine their total street frontage subject to the sizing requirements in EMC 18.97.180(D). In addition, a master sign plan may be voluntarily developed by the owner or agent of any new or existing nonresidential use.

B. Who Approves the Application? The community development director or designee.

C. Who May Submit an Application? The owner of the buildings or site development.

D. How Do I Submit an Application? A complete application for a master sign plan must be submitted, which includes all of the following information:

1. A complete master sign plan application, including the applicant's name, address, phone number and email address. If the applicant is not the property owner(s), then the property owner(s) must be identified and the application must include an affidavit from the property owner(s), verifying that the property owner(s) has given permission for the applicant to submit the master sign plan application. No master sign plan application may be submitted without written consent from all affected property owners, and no sign may be placed upon real property without the consent of the real property owner(s);

2. A site plan drawn to legible scale, indicating the location of all buildings, driveways and pavement areas, landscape areas, abutting streets, and proposed freestanding signs on the site;

3. Elevation drawings of each building on a site that indicate proposed sign locations on each of the buildings;

4. Maximum allowable signage on each elevation based upon a five percent calculation of all facades;

5. The master sign plan application shall identify the sign features and sign types proposed to be used on each building and the proposed location. In addition, the applicant shall include a statement describing the manner in which the building or site owner wishes to allocate allowable signage among tenants and where specific tenant signage shall be located;

6. A narrative description of the development to demonstrate that the master sign plan meets the required design standards of this chapter;

7. Fees. Payment of the master sign plan fee, as set forth in the city of Edgewood fee schedule.

E. How Is Notice Provided? There is no notice provided to the public that a master sign plan application has been submitted.

F. How Is an Application Reviewed? A master sign plan application follows the Process I procedure in EMC 18.40.070 and 18.40.080. The application is categorically exempt from SEPA and, pursuant to RCW 36.70B.140(2), is exempt from the other permit processing requirements in RCW 36.70B.060 and RCW 36.70B.110, including, but not limited to, the notice of application, determination of completeness and issuance of a final decision within the time permit set forth in RCW 36.70.080.

G. What Approval Criteria Are Used? All signs in the master sign plan must meet the criteria for approval of a sign permit in this section. In addition, all of the signs in the master sign plan:

1. Shall be architecturally similar and visually related to each other through the incorporation of common design elements. Up to two sign types may be used on any one building. All sign cabinets, trim caps, and all sign supports, such as poles and braces, shall be of a common color;

2. Shall be architecturally integrated with the buildings included in the master sign plan; and

3. Must not obscure the view of other signs which are consistent with this chapter.

H. What Happens If a Master Sign Plan Is Denied? The applicant may file an administrative appeal as provided in EMC 18.40.080(D).

I. What Happens after Approval? Once the master sign plan issues, the signs depicted in the approved plan must be installed within 180 days or the master sign plan will expire. Building permits and street use permits for any signs shown in the master sign plan shall expire in accordance with other applicable code provisions. No sign may be erected, altered or relocated if the master sign plan has expired, even if the associated sign permit, building permit or street use permit has not expired.

J. Can the Master Sign Plan Be Amended? An application for an amendment to an approved master sign plan can be submitted at any time, subject to the same requirements and procedures that apply to the original master sign plan application. Tenants whose signs are included in the amendment application need the property owner's consent to file such application. In order to approve any such amendment, the director shall consider the existing signs on the building(s) subject to the approved master sign plan when determining whether the application meets the criteria for approval in subsection (G) of this section. (Ord. 23-652 § 86 (Exh. A); Ord. 19-552 § 2 (Exh. A)).

18.97.280 Sign variances.

A. What Is a Sign Variance? A variance application is submitted concurrent with a sign permit application when the property owner/tenant seeks to deviate from the strict application of the regulations in this chapter which apply to:

1. Sign placement on a parcel or building frontage;

2. Sign area; or

3. Sign height (as limited in this chapter).

A variance may not be granted to allow any prohibited signs or prohibited sign features, as described in EMC 18.97.040, or for any other purpose that is not specifically listed in this subsection. The variance procedure in this section does not apply to the processing of any street use permit or building permit.

First Amendment Exception. Where an applicant can demonstrate that the strict application of the regulations in this chapter would violate his/her First Amendment rights, the city may grant a First Amendment exception that does not conform to all of the variance criteria in subsection (G) of this section. However, the applicant shall submit an application which provides his/her response to each of the variance criteria in subsection (G) of this section. In order to process a First Amendment exception, the city shall follow all other requirements of this section. In order to approve a First Amendment exception, the city must make written findings, and may only grant such exception to the extent reasonably necessary to protect the applicant's First Amendment rights. If a First Amendment exception is granted, it shall be processed as an approval of a variance for purposes of this chapter.

B. Who Approves the Application? After a public hearing on the consolidated applications of the sign permit and sign variance, the hearing examiner approves the applications.

C. Who May Submit an Application? The owner of the buildings, the owner of the property or site development.

D. How Do I Submit an Application? A complete application for a sign variance shall consist of the following:

1. Application Form. A completed sign variance application, including the applicant's name, address, phone number and email address. If the applicant is not the property owner, then the property owner must be identified and the application must include an affidavit from the property owner, verifying that the property

owner has given permission to the applicant for the submission of the sign variance application and for the installation/posting of the sign on the property owner's property.

2. Sign permit application (all of the materials required by EMC 18.97.260(E)).

3. A narrative report which describes the requested variance in detail. The report shall identify all of the sections of this chapter from which the applicant is requesting the variance, as well as the nature and extent of the variance (in size, area, location on the property, height).

4. The narrative report shall also include the applicant's description of the manner in which the sign variance satisfies all of the variance criteria in subsection (G) of this section.

5. Payment of the sign variance fee, as set forth in the city of Edgewood fee schedule.

E. How Is Notice Provided? The public is given notice of a sign variance application and the associated sign permit application through issuance of a notice of application, as described in EMC 18.40.180.

F. How Is an Application Reviewed? The sign variance application is consolidated for processing, with the associated sign permit application, as Process III (hearing examiner review) in EMC 18.40.100. The city determines whether the applications are complete (EMC 18.40.150), the notice of application issues (EMC 18.40.180), a notice of public hearing issues (EMC 18.40.190) and a public hearing is held by the hearing examiner (EMC 18.40.190(E)). The hearing examiner issues a decision (EMC 18.40.100(Q) and (R)).

G. What Approval Criteria Are Used? Sign variance applications shall be reviewed by the hearing examiner to determine whether all of the following criteria are satisfied. In order to approve any sign variance, the director must make written findings to show that all of the following criteria have been met:

1. The request for a sign variance is due to unusual conditions pertaining to sign visibility needs for a specific building or lot; and

2. The sign will not create a hazard; and

3. The sign will not violate any state statute or any city code provision (other than the ones identified in subsections (A)(1) through (3) of this section); and

4. The sign will not negatively affect adjacent property; and

5. The sign will be in keeping with the general character of the surrounding area and the granting of the variance would not result in an alteration of the essential character of the surrounding area; and

6. The proposed variance is consistent with the purposes and intent of the zoning/development code and the purposes of this chapter; and

7. The variance is consistent with the city's comprehensive plan; and

8. The applicant has established that there are practical difficulties in complying with the provision(s) of this chapter identified in subsections (A)(1) through (3) of this section and that the proposed sign is a reasonable use of the property (economic considerations alone do not constitute practical difficulties); and

9. The plight of the applicant is due to circumstances unique to the property, which were not created by the applicant or landowner; and

10. The variance will not permit any sign or use that is not allowed in the zoning district where the affected land is located, nor will it allow any sign or sign feature prohibited under EMC 18.97.040.

H. What If an Application Is Denied? The applicant may file an administrative appeal as provided in EMC 18.40.100(T) and (X).

I. What Happens after Approval? Once the variance and sign permit issue, the sign must be installed within 180 days or the variance and sign permit will expire. Building permits and street use permits shall expire in accordance with other applicable code provisions. No sign may be erected, altered or relocated if the sign permit has expired, even if the associated building permit or street use permit has not expired. (Ord. 23-652 § 87 (Exh. A); Ord. 19-552 § 2 (Exh. A)).

18.97.290 Nonconforming signs, maintenance, removal and enforcement.

A. Nonconforming Signs. Any lawful nonconforming sign may be continued, as long as it is maintained only in the manner and to the extent that it existed at the time it became nonconforming. Illegal signs shall not be considered nonconforming signs.

B. Maintenance. It is unlawful for any owner of record, lessor, lessee, manager, or other person having lawful possession or control over a building, structure, or parcel of land to fail to maintain any signs on the building, structure, or parcel in compliance with this chapter and the zoning code (this title, Development Standards). Failure to maintain a sign constitutes a violation of this chapter, and shall subject the violator to issuance of a notice of code violation and enforcement under the provisions of EMC Title 7 and Chapter 18.85 EMC, unless otherwise specified.

1. Sign Maintenance. All signs, whether or not in existence prior to the adoption of this chapter, shall be maintained. Maintenance of a sign shall include periodic cleaning, replacement of flickering, burned-out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements and contents of the sign permit issued for its installation and the provisions of this chapter.

2. Landscape Maintenance. Required landscaped areas associated with an approved sign shall receive regular repair and maintenance. Plant materials that do not survive after installation in required landscape areas are required to be replaced within six months of the plant's demise or within the next planting season, whichever event first occurs.

C. Removal. Any vacant or unused sign support structures, angle irons, sign poles or other remnants of old signs which are currently not in use, or are not proposed for immediate reuse by a sign permit application for a permitted sign, shall be removed. In addition to the remedies in Chapter 18.85 EMC, Enforcement, the director shall have the authority to require the repair, maintenance or removal of any sign or sign structure which has become dilapidated or represents a hazard to the safety, health or welfare of the public, at the cost of the sign and/or property owner.

D. Enforcement. Violations of the provisions of this chapter shall be deemed civil violations enforced according to EMC Title 7 and Chapter 18.85 EMC, unless otherwise specified. (Ord. 20-572 § 9 (Exh. I); Ord. 19-552 § 2 (Exh. A)).

Article V. Definitions

18.97.300 Definitions.

The words and phrases used in this chapter shall be construed as defined in this section, unless the context clearly appears otherwise. Unless specifically defined in this section, the definitions set forth in other provisions of this code shall likewise apply to this chapter.

A Definitions.

"A-frame sign" means signs capable of standing without support or attachment. See also "Portable sign" or "Sandwich board sign."

"Abandoned sign" means a sign, the face of which has been removed or is broken and is not refaced within 180 days thereafter. Abandoned signs shall also include signs with rusted, faded, peeled, cracked, or otherwise deteriorated materials or finishes that have not been repaired within 90 days after the city provides notice of the sign's deteriorated condition under the city's enforcement title (EMC Title 7, Code Enforcement).

"Accessory sign" means a permanent, freestanding or building-mounted sign of limited height and size that provides supplemental opportunity for freestanding or building-mounted signage on a site, at points of egress or entry.

“Aerial sign” means a free-floating balloon, kite or similar object not directly secured to property within the city.

“Alter” means to change the copy, color, size, shape, illumination, position, location, construction or supporting structure of a sign, not including ordinary maintenance.

“Area of a sign” means the smallest square, rectangle, parallelogram or circle that will enclose the extreme limits of writing, representation, logo, or any figure of similar character, together with any frame, background area, structural trim, or other materials or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed. The supports or uprights on which any such sign is supported shall not be included in determining the sign area. The area of signs with two faces shall be considered to be the area of the largest face. The area of signs with three or more faces shall be considered to be the area of the largest face or one-half the area of all of the faces, whichever is less.

“Awning or canopy sign” means a sign affixed to or imprinted on an attached shelter composed of nonrigid materials such as an awning, or a permanent architectural projection, such as an awning or canopy, composed of nonrigid materials on a supporting framework, affixed to the exterior wall of a building, extending over a door, entrance, window or outdoor service area.

B Definitions.

“Business activity” means an enterprise offering goods, services, or other consideration to the public, in legal occupancy of a site or of a specific portion of a site and under separate and distinct management from any other enterprise located on the same site.

“Business frontage” means the horizontal dimensions of a building or individual business elevation measured at ground level.

C Definitions.

Canopy or Awning Sign. See definition under “Awning or canopy sign.”

“Changeable copy sign” means a sign or portion thereof which is designed to have its message or copy readily changed manually or by remote or automatic means without altering or replacing the face or surface. Changeable copy signs support hard-copy text or graphics and do not use digital or electronic text or images.

D Definitions.

“Daytime” means the hours beginning one-half hour after legal sunrise and continuing until one-half hour before legal sunset.

“Digital sign” means a changeable copy sign with monochrome LED (light emitting diodes) text, graphics or symbols over a black, nonilluminated background.

“Directional sign” means a sign erected for the purpose of facilitating or controlling the efficient and safe movement of pedestrians or vehicles within a multi-tenant development.

E Definitions.

“Electronic message center sign” or “EMCS” means an electrically activated changeable copy sign having variable message and/or graphic presentation capability that can be electronically programmed by computer or handheld device from a remote location. EMCS typically use light-emitting diodes (LEDs) or liquid crystal display (LCD) as a lighting source.

“Elevation” means the visible vertical plane of the side of a building from ground level to the roofline.

“Elevation, primary” means the side of a building directly abutting either a street or a parking area. A business owner may choose which elevation is considered the primary elevation, except that in a multi-tenant building, the elevation which is contiguous to other businesses shall be the primary elevation.

“Elevation, secondary” means any elevation of a building not determined to be a primary elevation.

F Definitions.

“Facade” means the elevation of a building extending from the ground level up to the bottom of the fascia on a pitched-roof building, and up to the top of the wall or parapet on a flat-roof building. The area of a facade for purposes of calculating allowable wall signage includes the area of the windows and doors but excludes openings that do not have solid coverings, such as breezeways, colonnades and gateways that extend to the backside of the building.

“Fascia” means an architectural term for a vertical frieze or board under a roof edge or which forms the outer surface of a cornice, visible to an observer.

“Flag canopy” means a line of flags, or a series of lines of flags, suspended above a site.

“Flashing sign” means an electric sign, or portion thereof, except an EMCS, which changes light intensity in a sudden transitory burst, or which switches on and off in a constant pattern in which more than one-third of the nonconstant light source is off at any one time.

“Freestanding sign” means a sign and its support pole or base standing directly on the ground that is independent from any building or other structure.

“Freeway” means a limited access highway, state route or interstate.

“Freeway oriented sign” means a sign within 150 feet of a freeway right-of-way that has its sign face parallel to, perpendicular to, angled toward, or otherwise readable from the freeway right-of-way.

“Frontage” means the property line of an individual lot, tract or parcel that abuts a public or private street right-of-way, excluding alleys and private driveways. The number of frontages on a lot is the same as the number of public or private street rights-of-way that the lot abuts.

G Definitions.

“Gross leasable space” means area of a single leasable space, regardless of the number of tenants or leases within the space.

“Ground-mounted or landscape wall sign” means a sign consisting of individual letters mounted on a screen or perimeter wall which may be attached or detached from a building, but which is architecturally integrated with the overall development.

H Definitions.

“Halo illuminate” means a light source placed behind totally opaque letters or symbols so that the light reflects off the wall or background to which the letters or symbols are mounted rather than emanating through the letters or symbols, creating a halo effect that leaves the letters or symbols viewable in silhouette form only.

“Height of sign” means the overall height of the sign above grade directly below or at the base of the sign.

I Definitions.

“Illegal sign” means a sign which does not conform to the requirements and standards of this chapter and which does not meet the criteria of a nonconforming sign as defined in this section.

“Integrated development site” means any commercial or noncommercial development site, regardless of the number of lots or individual tenants, that is developed with common parking, layout, architecture or design features.

“Item of information” means a word, figure, logo, abbreviation or other symbolic representation.

L Definitions.

Landscape Wall Sign. See “Ground-mounted or landscape wall sign.”

“Logo” means a design of letters, colors or symbols used as a trademark or for identification in lieu of, or in conjunction with, other signs.

“Logo shield” means a logo contained within an area no greater than four square feet, incorporated into a larger sign face or designed as an individual sign or component of a sign containing individually mounted sign graphics.

“Lot line” means a line that separates two lots.

“Luminance” means the photometric quality most closely associated with the perception of brightness. Luminance is measured in candelas per square meters or “nits.”

M Definitions.

“Mansard” means a roof with two slopes on each of the four sides, the lower steeper than the upper.

“Master sign plan” means a coordinated sign plan which includes the details of all signs (not including exempt or temporary signs) which are or will be placed on a site.

“Monument sign” means a freestanding, low-profile sign with the sign width greater than the sign height and designed with a solid base and background.

“Motion” means the depiction of movement or change of position of text, images or graphics. Motion shall include, but not be limited to, visual effects such as dissolving and fading text and images, running sequential text, graphic bursts, lighting that resembles zooming, twinkling or sparkling, changes in light or color, transitory bursts of light intensity, moving patterns or bands of light, expanding or contracting shapes and similar actions.

“Multi-tenant development” means a development consisting of three or more leasable spaces.

N Definitions.

“Natural grade” means the topographic condition or elevation of a site or portion of a site over the past five years, or the finished grade of an approved site development plan. Changes to grade or elevation resulting from fill, mounding, or berming within five years preceding any requested permit other than a site development plan shall not be considered natural grade for permitting purposes.

“Neon sign” means a sign with illumination affected by a light source consisting of a neon or other gas tube which is bent to form letters, symbols or other shapes.

“Nighttime” means the hours beginning one-half hour before legal sunset and continuing until one-half hour after legal sunrise.

“Nits” means a unit of measure of brightness or luminance. One nit is equal to one candela/square meter.

“Nonconforming sign” means any sign, which at one time conformed to all applicable requirements and standards of this chapter, including all permit requirements, but which subsequently ceased to so conform due to changes in such requirements and standards.

“Nonresidential zone” means, in the context of this chapter, the Mixed Use Residential (MUR), Commercial (C), Town Center (TC), Public (P), Business Park (BP), and Industrial (I) zones. ~~any zone that does not include residential dwelling units except for mixed use zoning districts where residential units are located above or behind nonresidential uses and the ground floor streetscape is characterized by commercial and other nonresidential uses.~~

O Definitions.

“Opaque” means a material that does not transmit light from an internal illumination source.

P Definitions.

“Painted sign” means a sign painted directly on a building or on material which is then attached to a building. See also “Wall sign.”

“Pan-channel” means a sign graphic that is constructed of a three-sided metal channel, usually having a light source contained within the channel. The open side may face inward, resulting in silhouette lighting, or it may face outward to allow full illumination. The open side of the channel may be enclosed with a translucent material.

“Parapet” means a protective wall or barrier projecting above any canopy, balcony or roof.

“Permanent sign” means a sign constructed of weather-resistant material and intended for permanent use and that does not otherwise meet the definition of “temporary sign.” Wall-mounted sign holders designed for insertion of signs and posters shall be considered permanent signage and subject to all standards of this chapter.

“Pole sign” means a sign mounted on a weighted base, intended to be movable.

“Portable sign” means a freestanding sign that is readily movable and not permanently affixed to the ground, including A-frame or sandwich board signs, pole signs mounted on weighted bases, and similar signs that are used on more than a temporary basis.

“Projecting sign” or “projection sign” means a sign attached to a building with the face not parallel to the vertical surface of the building. Projecting signs include signs projecting directly from walls, or signs hanging from porch ceilings or other support structures.

R Definitions.

“Raceway” means a box-type conduit to house electrical wires for signs and used to support and/or affix signage on a wall.

“Residential zone” means, in the context of this chapter, the Residential (R-1/R-2) and Mixed Residential (MR-1/MR-2) zones.

“Right-of-way” means the strip of land platted, dedicated, condemned, established by prescription or otherwise legally established for the use of pedestrians, vehicles or utilities.

“Roadway” means that portion of the street improved, designed, or ordinarily used for vehicular travel and parking, exclusive of the sidewalks and shoulder. Where there are curbs, the roadway is the curb-to-curb width of the street.

“Roof-mounted sign” means a sign which has a point of attachment to the roof or mansard of a building. Architectural projections, including mechanical equipment screens, above any parapet or roofline whose sole function is a background for signs shall be considered a sign structure. A sign on such an architectural projection shall be considered a roof sign.

“Roofline” means the uppermost edge of the roof or the top of the parapet, excluding mechanical equipment screens, whichever is highest. Where a building has several roof levels, the roofline shall be the one belonging to that portion of the building on which the sign is located.

S Definitions.

Sandwich Board Sign. See “A-frame sign.”

“Service island sign” means a permanent sign displayed on the service island canopy of a gas station, bank, car wash or other use that provides a canopy cover for vehicles. Service island signs are not the same as awning or canopy signs as otherwise defined by this chapter.

“Sign” means letters, figures, symbols, trademarks, or logos, with or without illumination, intended to identify any place, subject, person, firm, business, product, article, merchandise or point of sale. A “sign” also includes balloons attached to sign structures, products, streamers, spinners, pennants, flags, inflatables or similar devices intended to attract attention to a site or business, as well as architectural or structural forms, illuminated panels, spandrels, awnings and other structural or architectural features not common to classic vernacular or noncorporate regional architecture and that are intended to convey a brand, message or otherwise advertise a location or product, whether or not such features include text or graphics and whether or not they serve other practical purposes such as lighting, covering or enclosure of persons or products. A “sign” includes any device which streams, televises or otherwise conveys electronic visual messages, pictures, videos or images, with or without sound or odors. Refer to EMC 18.97.040 for a list of prohibited signs.

“Sign walker” means a sign carried by a person.

“Signable area” means the area of the largest rectangular portion of a face of a building to which a sign is affixed or proposed to be affixed, which can be included within parallel, vertical, and horizontal lines uninterrupted by significant architectural features of the building.

“Site” means a unit of land, together with all improvements thereon, determined as follows:

1. A unit of land which may be conveyed separately from any and all adjacent land without the requirement of approval of a boundary line adjustment, short plat or a preliminary plat.
2. Two or more buildings or business activities that are or will be related to each other physically or architecturally, such as by sharing off-street parking facilities, so as to form an integrated development, such as a shopping center, industrial park, or office complex.

“Spandrel” means a panel or box-type structure that spans between and/or is connected to the support columns of a porch, colonnade or canopy, usually for architectural embellishment and/or signage purposes.

“Special event sign or temporary sign” means signs or advertising displays or a combination thereof which advertises or attracts public attention to a special one-time event, including, but not limited to, the opening of a building or business activity, the sale of goods and services at discounted or otherwise especially advantageous prices or similar event.

“Static” means without motion.

“Story” means that portion of a building included between the upper surface of a floor and the upper surface of the floor or ceiling next above.

“Suspended sign” means a sign mounted above a sidewalk adjacent to a business, affixed to a beam, overhang, roof or other fixture that is an integral part of a building.

T Definitions.

“Temporary sign” means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of this chapter. “Temporary sign” may also include special event signs.

“Tenant space” means the entire building which encompasses a building or use on a site; or in buildings designed for multi-tenant occupancy, it is the space between demising walls and which has an independent entrance to common corridors or to the outside. Portions of tenant spaces that are sublet to or otherwise allowed to be used by persons or businesses other than the principal person or business of a tenant space are not considered tenant spaces in the context of this chapter.

U Definitions.

“Unshielded lighting” means an external illumination source which is exposed to view.

W Definitions.

“Wall sign” means a sign which is attached parallel to or painted on a wall, including parapet or canopy fascia, or a building.

“Width of sign” means the total horizontal dimension of a sign, including all frames or structures.

“Window” means the entire window unit including individual sashes or panes that might otherwise divide the area between the head, jamb and sill; except that in commercial storefront window assemblies, a single window is the glass area between each mullion that divides the window assembly, whether installed as a single piece of glass or as multiple pieces of glass divided by muntins.

“Window sign” means a sign that is attached to or is intended to be seen in, on or through a window of a building and is visible from the exterior of the window. (Ord. 21-603 § 2 (Exh. A); Ord. 20-572 § 9 (Exh. I); Ord. 19-552 § 2 (Exh. A)).

¹. This table presents the sign standards in an abbreviated format for the reader’s convenience. To the extent that there may be a conflict between this table and the text of the code, the text of the code provision relating to the individual sign type shall prevail.

². Temporary freestanding signs are allowed in all zones, see EMC 18.97.240.

ORDINANCE NO. 25-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, RELATING TO AMENDMENTS TO EMC CHAPTER 18.97, SIGN CODE; UPDATING REGULATIONS FOR SIGNS WITHIN OR FACING PUBLIC RIGHT-OF-WAY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Edgewood adopted a new sign code under Ordinance 19-0552 on July 9, 2019, and amended sections regarding prohibited signs and definitions under Ordinance 21-0603 on April 13, 2021; and

WHEREAS, inconsistencies in Edgewood Municipal Code (EMC) have been identified regarding temporary sign allowances within the public-right-of-way; and

WHEREAS, staff has also received complaints regarding signs mounted on fences and other site features that are facing the public right-of-way, as well as signs that are located on a different site than the business or service for which they are promoting or intended, as they may be considered distractions for the driving public and/or pose a legitimate safety concern; and

WHEREAS, the Planning Commission met to review suggested amendments to EMC Chapter 18.97 on May 12, 2025; and

WHEREAS, this Ordinance was submitted to the Department of Commerce for 60-day expedited review on May 19, 2025; and

WHEREAS, in accordance with the State Environmental Policy Act (SEPA), the City issued a Determination of Nonsignificance (DNS) on May 19, 2025 under File No. 25-007-CODE with a public comment period ending on June 9, 2025 and appeal period ending on June 24, 2025, where no appeals were received; and

WHEREAS, in accordance with EMC 18.60.070, on May 19, 2025 the City issued a Notice of a Public Hearing on the proposed code amendments, setting the Planning Commission public hearing for June 9, 2025 at 6:00 PM; and

WHEREAS, on June 9, 2025, the Planning Commission voted unanimously to recommend adoption to the City Council of the proposed amendments to EMC Chapter 18.97 related to signs in and near the public right-of-way; and

WHEREAS, the City Council reviewed the proposed code amendments at their study session held on July 15, 2025; and

WHEREAS, the City Council considered the amendments at their regular meeting held on July 22, 2025;

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

Section 1. EMC Chapter 18.97 Amended. Amendments to EMC Chapter 18.97 relating to signs in and near the public right-of-way are attached hereto as Exhibit A, incorporated by reference.

Section 2. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. A summary of this Ordinance, consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication as provided by law.

PASSED BY THE CITY COUNCIL ON THE 22ND DAY OF JULY, 2025

Dave Olson, Mayor

ATTEST/AUTHENTICATED:

Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:

Maili C. Barber, City Attorney

Date of Publication: July 25, 2025

Effective Date: July 30, 2025

Chapter 18.97 SIGN CODE

18.97.010 – NO CHANGES

18.97.020 Applicability and interpretations.

A. to C. – NO CHANGES

D. Compliance with these regulations does not remove an applicant's obligation to comply with applicable provisions of any other federal, state, or local law or regulation.

18.97.030 – NO CHANGES

18.97.040 Prohibited signs.

No person shall erect, alter, maintain, or relocate any of the following signs in the city:

A. to J. – NO CHANGES

K. Support Signs. Any sign tacked, painted, burned, cut, pasted, or otherwise affixed to utility poles, fences, poles, trees, rocks, posts, ladders, or similar supports visible from and/or within public rights-of-way.

L. Off-Site ~~Controlled~~ Signs. Any sign that is not located on the property for which it supports programmed or controlled off site.

M. to O. – NO CHANGES

18.97.050 to 18.97.060 – NO CHANGES

18.97.070 Sign placement and location restrictions.

A. Rights-of-Way. No sign, permanent or otherwise, may be placed within the roadway portion of any city-public right-of-way, except Governmental Signs (EMC 18.97.030(E)) or as otherwise permitted by first obtaining a street use permit or a special event permit from the city. No permanent sign may be placed within the right-of-way. See EMC 18.97.240(G) for restrictions on temporary signs within the right-of-way but outside the roadway.

B. to D. – NO CHANGES

18.97.080 to 18.97.120 – NO CHANGES

18.97.130 Permanent signs.

Permanent signs shall comply with the sign area, height, number, type, and other requirements of this section and any other applicable sections, as well as the following Table 1 in this section ¹. Sign permits are required for all permanent signs in accordance with EMC 18.97.260, Sign permits.

Table 1 – Standards for Permanent Signs by Sign Type.

Type	Zone	Number of Signs	Maximum Height (feet)	Maximum Area (sq. ft.)	Setbacks
Accessory Sign (EMC 18.97.140)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 sign at each vehicle ingress or egress, no more than 4 accessory signs per parcel	Building- mounted max. of 8 ft.; freestanding max. of 3 ft. from grade	3 sq. ft. per sign face; may be double-sided	Flexible, see EMC 18.97.140
Accessory Sign – Drive Through, Large (EMC 18.97.140)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	In addition to other accessory signs, 1 large accessory sign for each point of entry to a drive-up window	5.5 ft., including the associated sign structure	45 sq. ft. per drive-up point of entry	Signs shall be oriented so that the sign face is not visible from <u>vehicles travelling in</u> the public right-of-way
Awning or Canopy Sign (EMC 18.97.150)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 awning sign for each primary entrance to a tenant space, see EMC 18.97.150 for secondary entrances	Awning sign cannot be mounted higher than a max. of 25 ft. above the ground floor	On primary elevation, sign shall not exceed 1 sq. ft. of sign per linear foot of awning or canopy width	Cannot project beyond the edges of the awning on which it is displayed. Cannot project above, below,

Table 1 – Standards for Permanent Signs by Sign Type.

Type	Zone	Number of Signs	Maximum Height (feet)	Maximum Area (sq. ft.)	Setbacks
					or beyond the edges of the building wall on which it is located.
Building-Mounted Wall Signs (EMC 18.97.160)	Residential parcels larger than 2 acres in any zoning district	1 per each building facade on an accessory structure, e.g., barn that is parallel to and visible from a street frontage	Shall not project above rooflines or obscure architectural details and may not exceed 70% of the blank wall height	50 sq. ft., but cannot exceed 3% of the area of the facade of building where sign is mounted	Mounted on building that must comply with setbacks
Building-Mounted Wall Signs (EMC 18.97.160)	In the TC, C, MUR, BP, I, and P zoning districts	1 per each building facade that is parallel to and visible from a street frontage	Shall not project above rooflines or obscure architectural details and may not exceed 70% of the blank wall height	Up to 5% of the area of the facade upon which sign is placed, not to exceed 60% of the width of wall plane or tenant space	Mounted on building that must comply with setbacks
Changeable Copy Signs (EMC 18.97.170)	In all zoning districts	1 per parcel but 1 additional sign allowed if placed 100 ft. from <u>public</u> right-of-way and other restrictions	15 ft. max.	No more than 20% of the allowed wall sign area or 50% of a freestanding sign may be changeable copy; if at least 100 ft. from streets, may be a max. of 50% of wall sign area	If building-mounted, building must comply with setbacks; if freestanding, sign must comply with setbacks for freestanding signs
Freestanding Signs (EMC 18.97.180)	<u>MR-2</u> , TC, C, MUR, BP, I, and P zoning districts ¹	See code – 1 for each site frontage	See code – depending on street frontage, 6 to 15 ft.	See code – depending on street frontage, 20 to 100 sq. ft.	5 ft. from street property line; 25 ft. from any interior side lot line; and 30 ft. from any residential zone
Ground-Mounted or Landscape Wall Signs (EMC 18.97.190)	Allowed in all zones but not allowed on individual single-family lots	1 per development	5 ft. max. from grade	Between 24 sq. ft. to 32 sq. ft., see EMC 18.97.190	At least 5 ft. from street property line; 25 ft. from any interior side lot line
Portable Signs (EMC 18.97.200)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 per business or tenant space	Sandwich board signs, max. of 4 ft. in height; pole-mounted signs, max. of 5 ft. in height	Sandwich board signs, 3 ft. in width; pole-mounted, 2 ft. in width	Must be located no further than 10 ft. from primary building of business; prohibited on <u>city</u> <u>public</u> right-of-way, <u>sidewalk</u> without street use permit
Projecting Signs (EMC 18.97.210)	All zoning districts	1 per tenant space or building frontage, allowed in addition to wall signage	No higher than the first story level of the building; no lower than 8 ft. above the grade of sidewalk, walkway or driveway	Nonresidential zones: cannot exceed 12 sq. ft.; residential zones: face of sign cannot exceed 1.5 sq. ft. in area	Must be attached to building which complies with setbacks, may extend a max. of 4 ft. from building and hung a minimum of 6 inches from building
Service Island Signs (EMC 18.97.220)	Only allowed in the TC, C, MUR, BP, I, and P zoning districts	1 sign on canopy fascia per street frontage, not to exceed 20% of area of canopy fascia	See building-mounted wall sign requirements	20% of area of canopy fascia to which sign is mounted	Mounted on building that must comply with setbacks
Sign Walker (EMC 18.97.230)	Only allowed in the TC, C, MUR, BP, and I zoning districts	No limit	Shall not exceed 8 ft. in height when held in place	8 sq. ft. in area	Minimum of 30 ft. from street intersection; prohibited on public

Table 1 – Standards for Permanent Signs by Sign Type.

Type	Zone	Number of Signs	Maximum Height (feet)	Maximum Area (sq. ft.)	Setbacks
					property or public right-of-way, in driveways, parking stalls, driving lanes, etc.
Window Sign² (EMC 18.97.250)	All zoning districts	No more than 1 permanent window sign per window	No higher than second-story windows for permanent window signs	Shall not exceed 25% of area of window in which sign is displayed	Building in which window sign is displayed must comply with setbacks

1. See EMC 18.97.240 for temporary freestanding signs which are allowed in residential areas.

2. Window signs may be permanent or temporary. This table includes the regulations for permanent window signs.

18.97.140 Accessory signs.

No permit shall be issued for an accessory sign which does not comply with the following standards:

A. to F. – NO CHANGES

G. Drive-Through Large Accessory Signs. In addition to the accessory signs allowed for vehicle points of entry and in addition to freestanding signs otherwise allowed under EMC 18.97.180, large accessory signs are allowed for each point of entry to a drive-up window, subject to the following standards:

1. Maximum Sign Size. Thirty square feet.
2. Maximum Sign Height. Five feet, six inches, including the associated sign structure.
3. Orientation. Large accessory signs must be oriented so that the sign face is not visible from vehicles travelling in any public rights-of way.
4. Screening. All sides of large accessory signs must be screened from the view of vehicles travelling in the street or public right-of-way with landscaping or walls of brick, stone, or siding materials that match the principal walls of the building to which the sign applies. If landscaping is used for screening, it must provide full screening at maturity and must be large enough at planting to provide at least 70 percent screening of the sign.
5. Audio. No sound or amplification may be emitted that is audible beyond the site.

18.97.150 to 18.97.170 – NO CHANGES

18.97.180 Freestanding signs.

No sign permit shall be issued for a freestanding sign that does not comply with the following standards:

A. Zone. Permanent freestanding signs are only allowed in the MR-2, TC, C, MUR, BP, I, and P zoning districts.²

B. to E. – NO CHANGES

18.97.190 Ground-mounted or landscape wall sign.

No permit shall be issued for a ground-mounted or landscape wall sign which does not comply with the following standards:

Figure 18



A. Zones. Allowed in all zones ~~except but not allowed on individual single family residential~~ lots in the ~~single family R-1 and R-2~~ zones.

B. Number. Multiple signs are permitted to a maximum of 24 square feet and sign(s) shall not cover more than 40 percent of the landscape wall's background area.

C. Setback. Perimeter/screen walls shall be located wholly on private property, comply with setback requirements of the underlying zone, and be located at least five feet from ~~either the sidewalk when abutting or~~ public right-of-way.

D. Dimensions.

1. ~~Single family Residential~~ subdivisions or multifamily developments: one sign up to a maximum of 24 square feet in area.

2. Nonresidential use in R-1, R-2, MR-1, and MR-2 zoning districts: one sign up to a maximum of 16 square feet in area.

3. Nonresidential use in TC, C, MUR, BP, I, and P zoning districts: one sign up to a maximum of 24 square feet in area.

34. Civic uses in all zoning districts: one sign up to a maximum of 32 square feet.

E. Height. Maximum of five feet above grade. The sign copy shall be a minimum of six inches below the top of the wall and 12 inches above ground level. Signs shall not project above or beyond the top or sides of the landscape wall.

F. Design. Illumination is permitted.

18.97.200 Portable signs.

No permit shall be issued for a portable sign, sandwich board sign, or pole-mounted sign that does not comply with the following standards:

A. Zone. Allowed only in the MR-2, TC, C, MUR, BP, I, and P zoning districts, except that temporary portable signs are allowed in residential zones, subject to the provisions of EMC 18.97.240, Temporary signs.

B. Number. Not more than one portable sign may be displayed per business or per tenant space.

C. Location. Must be located no farther than 10 feet from the primary building of the business, or, if there is only one business or tenant space on the site, it may be located not farther than 10 feet from the site's driveway entrance.

No portable sign may be located within, over, or on ~~the city-public~~ right-of-way ~~or any public sidewalk~~ without a street use permit issued by the city.

D. to G. – NO CHANGES

18.97.210 Projecting signs.

No permit shall be issued for any projecting sign that does not comply with the following standards:

A. to B. – NO CHANGES

C. Location.

1. to 4. – NO CHANGES

5. No projecting sign shall extend into the ~~public~~ right-of-way ~~to any point within ten feet of a vehicular travel lane, including the sidewalk,~~ without an approved street use permit issued by the city.

D. to E. – NO CHANGES

F. Design.

1. ~~N~~~~In~~ ~~n~~onresidential ~~Z~~zones, ~~Projecting signs M~~ay be illuminated, internally or indirectly. In residential zones, projecting signs may not be illuminated.

2. to 4. – NO CHANGES

18.97.220 – NO CHANGES

18.97.230 Sign walkers.

Sign walkers are allowed, subject to the following standards:

A. to C. – NO CHANGES

D. Location. Sign walkers are restricted to a minimum of 30 feet from a street or driveway intersection, measured from the back of the curb or edge of pavement if no curb exists, and shall not be located in any of the following places:

1. On any public property or within public right-of-way, although sign walkers are allowed on public sidewalks ~~as limited above;~~

2. to 5. – NO CHANGES

E. to F. – NO CHANGES

18.97.240 Temporary signs.

A. to C. – NO CHANGES

D. Residential Zones. Temporary signs may be placed on property residentially zoned in accordance with the requirements of this chapter and the following:

1. to 2. – NO CHANGES

3. Freestanding Signs (Includes Post-Mounted, Stake-Mounted, and Portable Signs). ~~No more than two on-site freestanding temporary signs may be displayed per site, as follows:~~

a. ~~NonSingle-Multi~~Family Properties. Temporary freestanding signs shall not exceed four square feet in size and five feet in height if the sign is mounted on the ground. Temporary freestanding signs shall not exceed three feet in height if the sign is stake-mounted or portable.

b. Multifamily Properties. Temporary freestanding signs shall not exceed six square feet in size and five feet in height if the sign is post-mounted on the ground. Temporary freestanding signs shall not exceed three feet in height if the sign is stake-mounted or portable.

4. – NO CHANGES

E. Nonresidential or Mixed-Use Properties. Temporary signs are allowed on properties within the TC, C, MUR, BP, and P zoning districts in accordance with the requirements of this chapter and the following:

1. Building-/Surface-/Wall-Mounted Signs.

- a. Size. Limited to 40 square feet total per building site, not to exceed 20 square feet per individual sign.
- b. Location. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences ~~only if not visible from public right-of-way either facing the abutting street, or facing inward to the subject site.~~ Signs shall not be attached or tethered to other site improvements.

2. to 3. – NO CHANGES

F. – NO CHANGES

G. City Right-of-Way. ~~Except for Governmental Signs (EMC 18.97.030(E)), and unless otherwise authorized by a street use permit, other valid permit, license, or other government approval, Temporary signs are prohibited in the public right-of-way adjacent to public property. Temporary signs placed in violation of this section are subject to removal and disposal by the city without notice. The city shall hold signs removed from public right-of-way for a minimum of two weeks before disposing of the sign.~~ ~~roadway.~~ ~~Other temporary signs in the public city right-of-way (placed outside of the roadway) must comply with the following requirements:~~

1. Location.

a. ~~Where a sidewalk or pathway exists:~~ Allowed only between the property line and the back edge of the nearest sidewalk or pathway.

~~b. or w. Where no sidewalk or pathway exists;~~ Allowed only between the property line and a line five feet away from the nearest edge of the roadway pavement.

c. Signs may not be placed on sidewalks, driveways, or other paved areas designed for pedestrian or vehicular use; ~~attached to any public owned improvements or infrastructure within the public right-of-way; or placed within a drainage swale located within the public right-of-way in planter strips; or as conditioned in a street use permit.~~ Approval of the abutting property owner is ~~required~~ recommended.

2. Type. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs are prohibited, unless specifically allowed by a street use permit.

3. Size and Height. Limited to four square feet in area, and no more than three feet in height.

4. Other Signs. ~~The city may allow other signs in city right-of-way with a street use permit.~~

45. Attachments. Signs in the right-of-way may not include attachments such as balloons, streamers, or other attention-getting devices.

18.97.250 to 18.97.290 – NO CHANGES

18.97.300 Definitions.

The words and phrases used in this chapter shall be construed as defined in this section, unless the context clearly appears otherwise. Unless specifically defined in this section, the definitions set forth in other provisions of this code shall likewise apply to this chapter.

“A Definitions” to “Nonconforming sign” – NO CHANGES

“Nonresidential zone” means, in the context of this chapter, ~~the Mixed Use Residential (MUR), Commercial (C), Town Center (TC), Public (P), Business Park (BP), and Industrial (I) zones,~~ any zone that does not include residential dwelling units except for mixed-use zoning districts where residential units are located above or behind nonresidential uses and the ground-floor streetscape is characterized by commercial and other nonresidential uses.

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“O Definitions” to “Raceway” – NO CHANGES

“Residential zone” means, in the context of this chapter, the Residential (R-1/R-2) and Mixed Residential (MR-1/MR-2) zones.

“Right-of-way” to “Window sign” – NO CHANGES

DRAFT



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Budget Update	Agenda Item #: 2.E
	For Agenda of: 7/15/2025
	Prepared by: Hardeep Goraya
Attachments (list): 1. BudgetUpdateCouncil SS 7152025	
Approval of Materials: Hardeep Goraya Rachel Pitzel, Assistant City Administrator 7/9/2025 Dave Olson, Mayor 7/9/2025	Expenditure Required: NA
	Amount Budgeted: NA
	Timeline: SS06172025, SS07012025

Summary Statement:

Presenting sales tax and development revenue collections through June 2025 and General Fund projections for 2026-2030.

Item History:

This presents elements arising from the continued budgetary review - referencing previous study sessions on 06172025 & 07012025.

Recommended Action:

Discuss a sustainable revenue source for the city.

Fiscal Note/Consideration:

NA

BUDGET UPDATE

City of Edgewood – July 15, 2025



AGENDA

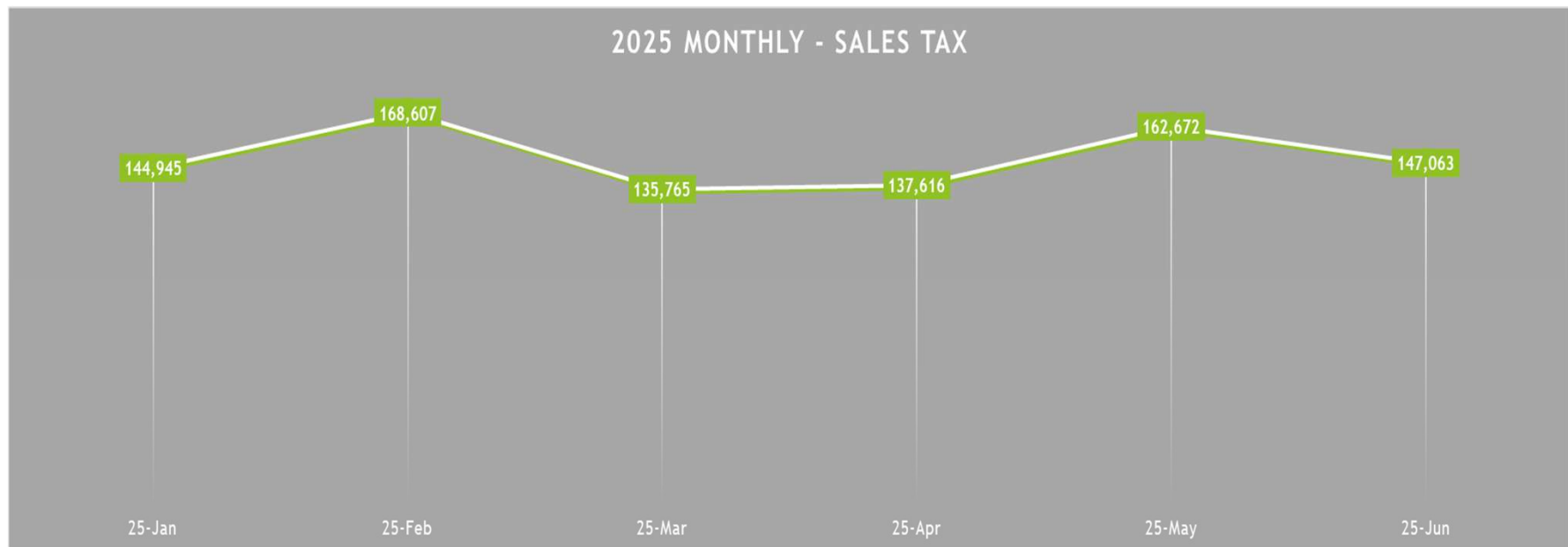
- Sales Tax
- Development Revenue
- General Fund Balance Projections
- Questions

CITY OF EDGEWOOD – BUDGET DISCUSSION – JULY 15, 2025



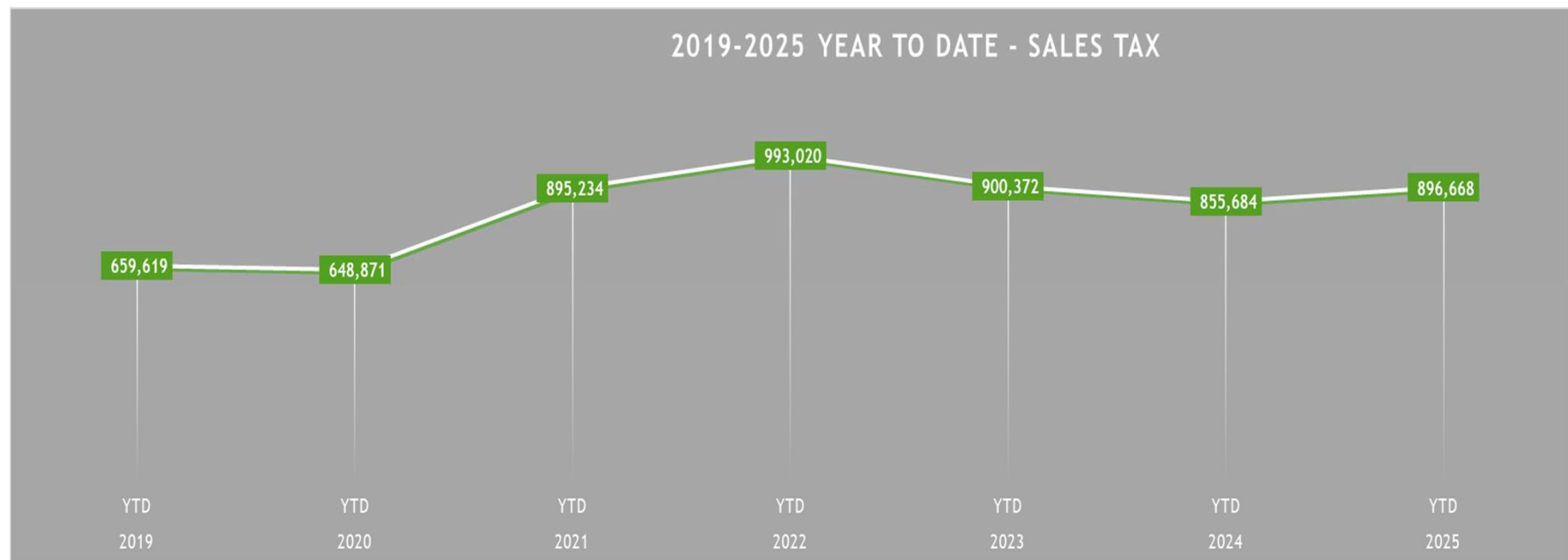
MONTHLY SALES TAX

SOURCE - VISION

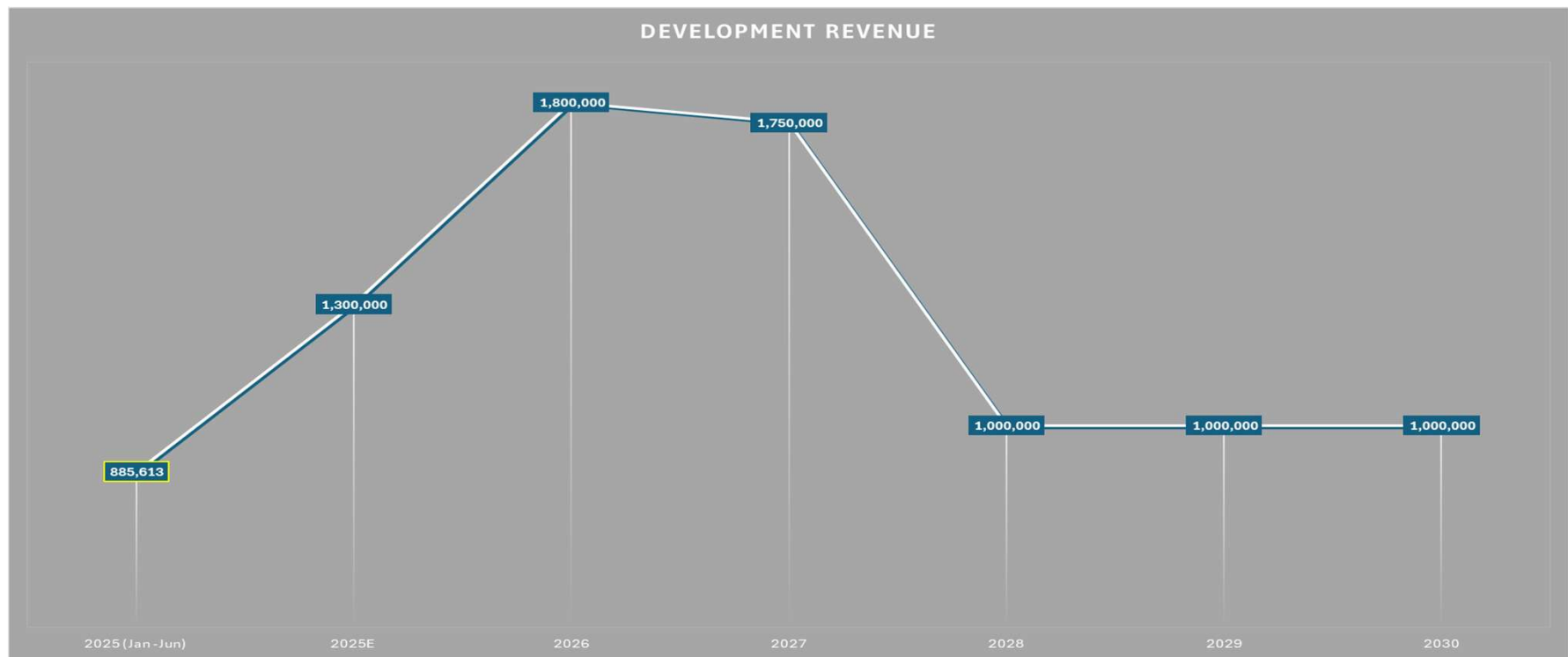


2019-2025 YEAR TO DATE SALES TAX

SOURCE - VISION



DEVELOPMENT REVENUES

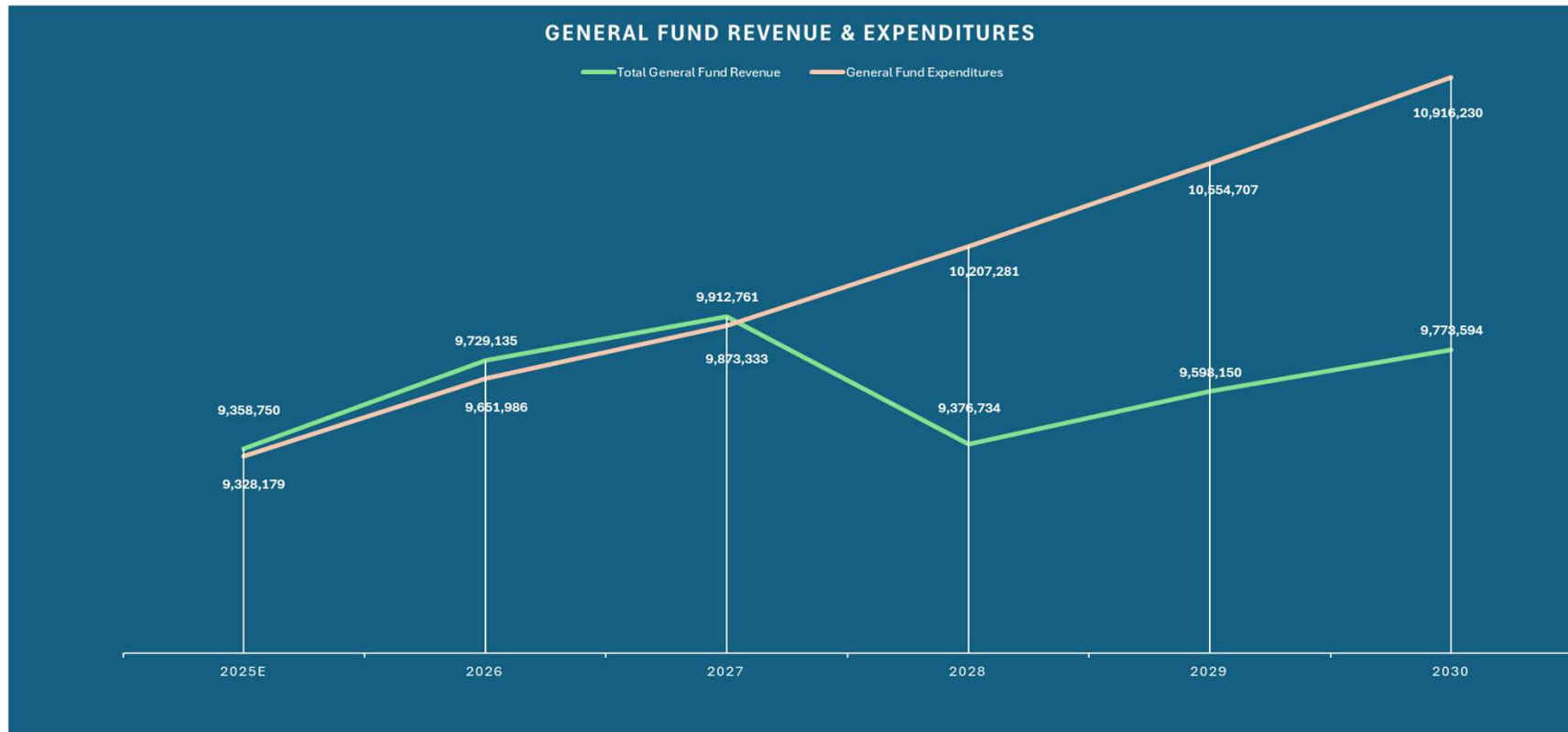


GENERAL FUND PROJECTIONS



General Fund						
General Fund	Estimated	Projection				
	2025E	2026	2027	2028	2029	2030
Fund Balance	5,295,806	5,326,000	5,403,000	5,442,000	4,611,000	3,654,000
Revenue	9,358,750	9,729,135	9,912,761	9,376,734	9,598,150	9,773,594
Expenditures	9,328,179	9,651,986	9,873,333	10,207,281	10,554,707	10,916,230
Revenue less Expenditure	31,000	77,000	39,000	(831,000)	(957,000)	(1,143,000)
Ending Fund Balance	5,326,000	5,403,000	5,442,000	4,611,000	3,654,000	2,511,000

GENERAL FUND PROJECTIONS GRAPHS





QUESTIONS?

Hardeep Goraya, Finance Director

hardeep@cityofedgewood.org

253-300-5645