

P.O. Box 9
Woodland, WA. 98674
www.ci.woodland.wa.us

100 Davidson Avenue
FAX: (360) 225-1201

Fire
(360) 225-7076

Police
(360) 225-6965

219 Davidson Avenue
FAX: (360) 225-7467

Public Works
(360) 225-7999

230 Davidson Avenue
FAX: (360) 225-7336

Building
(360) 225-7299

Clerk-Treasurer
(360) 225-8281

Planning
(360) 225-1048

Date: June 28, 2013

RE: Proposed Amendments to the Zoning Code, including Non-Conforming Uses, Signs, and the Site Plan Review sections

Land Use Application No.: #211-913, #212-920, and #213-907

Lead Agency: City of Woodland, WA

Summary: The Woodland Planning Commission is proposing changes to the city's code to amend the Non-Conforming Use section, the Signs section and the Site Plan Review section. Changes would impact property owners and tenants citywide.

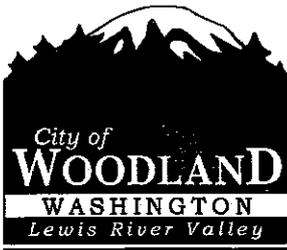
Enclosed Documents for Review: The enclosed Notice of Application, Likely SEPA Determination of Non-Significance, Notice of Public Hearing, draft ordinances and SEPA environmental checklist are submitted for your review and comments. Comments must be submitted to the City Planning Department by **5:00 p.m. on July 12, 2013.**

Public Hearing: A public hearing before the Planning Commission will be held at 7:00 PM on Thursday, July 18, 2013 at the Woodland City Council Chambers, 100 Davidson Ave, Woodland, Washington.

Please contact Amanda Smeller at (360)-225-1048 or smellera@ci.woodland.wa.us with any questions regarding this matter.

Sincerely,

Amanda Smeller
Community Development Planner



Building & Planning Department

P.O. Box 9, 230 Davidson Avenue
Woodland, WA 98674
www.ci.woodland.wa.us
(360) 225-1048 / FAX # (360) 225-7336

NOTICE OF APPLICATION

NOTICE OF PUBLIC HEARING

LIKELY DETERMINATION OF NON-SIGNIFICANCE (DNS)

Project:	Amendments to Woodland's Zoning Code, including the Non-Conforming Use section (LU# 211.913.ZTC/SEPA), the Sign section (LU # 212.920.ZTC/SEPA) and the Site Plan Review section (LU # 213.907.ZTC/SEPA)
Date of Issuance:	June 28, 2013
Applicant:	City of Woodland
Location:	This is a non-project action that could impact property owners and tenants Woodland citywide.
Comment Due Date:	July 12, 2013
Public Hearing Date:	July 18, 2013 at 7:00 PM at the Woodland City Council Chambers, 100 Davidson Ave, Woodland, Washington

I. DESCRIPTION OF PROPOSAL

The City of Woodland is considering changes to the Non-Conforming Use, Signs, and the Site Plan Review sections of the Zoning Code. The proposed changes would impact property owners and tenants citywide.

You are invited to comment on this proposed project.

II. ENVIRONMENTAL REVIEW:

The City of Woodland has reviewed the proposed project for probable adverse environmental impacts and expects to issue a determination of non-significance (DNS) for this project. The optional DNS process in WAC 197-11-355 is being used. This may be your only opportunity to comment on the environmental impacts of the proposed project. The proposal may include mitigation measures under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an Environmental Impact Statement is prepared. A copy of the subsequent threshold determination for the proposal may be obtained upon request.

Agencies, tribes, and the public are encouraged to review and comment on the proposed project and its probable environmental impacts. Comments must be submitted by 5 p.m. on July 12, 2013 to:

City of Woodland
Building and Planning Department
c/o Amanda Smeller
230 Davidson Ave., PO Box 9
Woodland, WA 98674

Email: smellera@ci.woodland.wa.us
Phone: 360-225-1048
Fax: 360-225-7336

IV. EXISTING ENVIRONMENTAL DOCUMENTS

1. SEPA checklist (June 28, 2013)

Application materials including the document listed above can be reviewed at the Woodland City Hall Annex, 230 Davidson Ave., Woodland, WA 98674 or can otherwise be obtained by contacting the SEPA responsible official.

V. REVIEW AUTHORITY

Per WMC 19.08.030, SEPA Threshold Determinations shall be made by the City Public Works Department Staff. After the close of the comment period on the NOA, the City will review any comments on the environmental impacts of the project and decide whether to proceed with issuing a DNS. The City is required to circulate the DNS, if issued, to the Department of Ecology, agencies with jurisdiction, anyone who commented on this NOA, and anyone requesting a copy.

VI. PUBLIC HEARING NOTICE

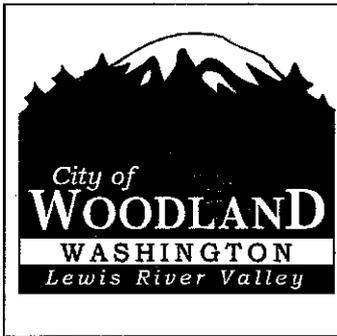
The Woodland Planning Commission will hold a public hearing on this matter at their July 18, 2013 meeting. The Planning Commission will accept testimony and make recommendations to the City Council. Date, time, and location are as follows:

Date: Thursday, July 18, 2013
Time: 7:00 p.m.
Location: Woodland City Council Chambers, 100 Davidson Ave, Woodland, WA

Date: June 28, 2013

Signature: 

Published in the Reflector: July 3, 2013



STATE ENVIRONMENTAL POLICY ACT CHECKLIST

Planning Department
P.O. Box 9, 230 Davidson Avenue
Woodland, WA 98674
<http://www.ci.woodland.wa.us>
(360) 225-1048 / FAX # (360) 225-7336

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant enough to require an EIS.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without hiring experts. If you do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have questions, the governmental agencies can assist you. (For questions about filling out this checklist for the City of Woodland, contact the Woodland Planning Department at (360) 225-1048).

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals:

Complete this checklist for non-project proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (Part D). For non-project actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

Submittal of this checklist:

Remove and discard this sheet. Sign and date the checklist upon submittal (date delivered or mailed). Fill out and attach a Land Use Master Application. See the applicable "submittal checklist" for the application. A fee of \$650.00 (or the amount listed under WMC 15.04.260) and other applicable fees are due upon submittal of the checklist.

About the Threshold Determination and Comment Period:

After this checklist is submitted AND DEEMED COMPLETE, a Threshold Determination will be issued. You will receive a copy for your records. There is usually a 14-day comment period for other agencies and interested parties to respond. Any comments will be forwarded to you. If there is a need for you to respond to these comments, please do so as quickly as possible.

Part A. BACKGROUND

1. Name of proposed project, if applicable:

Amendments to the Zoning Ordinance to include changes to the Sign section, Non-Conforming Use section and the Site Plan Review section.

2. Name of applicant:

City of Woodland

3. Address and phone number of applicant and contact person:

City of Woodland
City Hall Annex
230 Davidson Ave., PO Box 9
Woodland, WA 98674

4. Date checklist prepared:

June 28, 2013

5. Agency requesting checklist:

City of Woodland

6. Proposed timing or schedule (including phasing, if applicable):

The Planning Commission will likely hold a public hearing on this matter at a regularly scheduled meeting in August or September of 2013. The draft ordinance would then go to the City Council for approval in September or October of 2013.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

There are no current plans for further amendments to these sections of the Zoning Ordinance.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

No environmental information has been or will be prepared as part of this proposed code change.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None.

10. List any government approvals or permits that will be needed for your proposal, if known.

The Woodland City Council must approve the code amendment.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.

This is a non-project action to amend the Woodland Municipal Code as it pertains to Signs, Non-Conforming Uses, and Site Plan Review. If approved by City Council, it has the potential to impact all property owners and tenants.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist

Action is not site specific.

Part B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other:

Not applicable. This is a non-project action.

b. What is the steepest slope on the site (approximate percent slope)?

Not applicable. This is a non-project action.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

Not applicable. This is a non-project action.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Not applicable. This is a non-project action.

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

Not applicable. This is a non-project action.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Not applicable. This is a non-project action.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Not applicable. This is a non-project action.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Not applicable. This is a non-project action.

2. Air

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.**

Not applicable. This is a non-project action.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

Not applicable. This is a non-project action.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:**

Not applicable. This is a non-project action.

3. Water

a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

Not applicable. This is a non-project action.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

Not applicable. This is a non-project action.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

Not applicable. This is a non-project action.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.**

Not applicable. This is a non-project action.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

Not applicable. This is a non-project action.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

Not applicable. This is a non-project action.

b. Ground

1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

Not applicable. This is a non-project action.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals . . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not applicable. This is a non-project action.

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Not applicable. This is a non-project action.

2) Could waste materials enter ground or surface waters? If so, generally describe.

Not applicable. This is a non-project action.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

Not applicable. This is a non-project action.

4. Plants

a. Check or circle types of vegetation found on the site:

- Deciduous tree: alder, maple, aspen, other _____
- Evergreen tree: fir, cedar, pine, other _____
- Shrubs
- Grass
- Pasture
- Crop or grain
- Wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other _____
- Water plants: water lily, eelgrass, milfoil, other _____
- Other types of vegetation _____

b. What kind and amount of vegetation will be removed or altered?

Not applicable. This is a non-project action.

c. List threatened or endangered species known to be on or near the site.

None known.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Not applicable. This is a non-project action.

5. Animals

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

Birds: hawk, heron, eagle, songbirds, other: Geese and seagulls

Mammals: deer, bear, elk, beaver, other: squirrel

Fish: bass, salmon, trout, herring, shellfish, other:

b. List any threatened or endangered species known to be on or near the site.

None known.

c. Is the site part of a migration route? If so, explain.

Woodland is within the Pacific Flyway.

d. Proposed measures to preserve or enhance wildlife, if any:

Not applicable. This is a non-project action.

6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Not applicable. This is a non-project action.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

Not applicable. This is a non-project action.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Not applicable. This is a non-project action.

7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

Not applicable. This is a non-project action.

1) Describe special emergency services that might be required.

Not applicable. This is a non-project action.

2) Proposed measures to reduce or control environmental health hazards, if any:

Not applicable. This is a non-project action.

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Not applicable. This is a non-project action.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Not applicable. This is a non-project action.

3) Proposed measures to reduce or control noise impacts, if any:

Not applicable. This is a non-project action.

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties?

Not applicable. This is a non-project action.

b. Has the site been used for agriculture? If so, describe.

Not applicable. This is a non-project action.

c. Describe any structures on the site.

Not applicable. This is a non-project action.

d. Will any structures be demolished? If so, what?

Not applicable. This is a non-project action.

e. What is the current zoning classification of the site?

Not applicable. This is a non-project action.

f. What is the current comprehensive plan designation of the site?

Not applicable. This is a non-project action.

g. If applicable, what is the current shoreline master program designation of the site?

Not applicable. This is a non-project action.

h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.

Not applicable. This is a non-project action.

i. Approximately how many people would reside or work in the completed project?

Not applicable. This is a non-project action.

j. Approximately how many people would the completed project displace?

Not applicable. This is a non-project action.

k. Proposed measures to avoid or reduce displacement impacts, if any:

Not applicable. This is a non-project action.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Not applicable. This is a non-project action.

9. Housing

**a. Approximately how many units would be provided, if any?
Indicate whether high, middle, or low-income housing.**

Not applicable. This is a non-project action.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not applicable. This is a non-project action.

c. Proposed measures to reduce or control housing impacts, if any:

Not applicable. This is a non-project action.

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Not applicable. This is a non-project action.

b. What views in the immediate vicinity would be altered or obstructed?

Not applicable. This is a non-project action.

c. Proposed measures to reduce or control aesthetic impacts, if any:

Not applicable. This is a non-project action.

11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Not applicable. This is a non-project action.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not applicable. This is a non-project action.

c. What existing off-site sources of light or glare may affect your proposal?

Not applicable. This is a non-project action.

d. Proposed measures to reduce or control light and glare impacts, if any:

Not applicable. This is a non-project action.

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

Not applicable. This is a non-project action.

b. Would the proposed project displace any existing recreational uses? If so, describe.

Not applicable. This is a non-project action.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Not applicable. This is a non-project action.

13. Historic and Cultural Preservation

a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

Not applicable. This is a non-project action.

b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

Not applicable. This is a non-project action.

c. Proposed measures to reduce or control impacts, if any:

Not applicable. This is a non-project action. No impacts anticipated.

14. Transportation

a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

Not applicable. This is a non-project action.

b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

Not applicable. This is a non-project action.

c. How many parking spaces would the completed project have? How many would the project eliminate?

Not applicable. This is a non-project action.

d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

Not applicable. This is a non-project action.

e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Not applicable. This is a non-project action.

**f. How many vehicular trips per day would be generated by the completed project?
If known, indicate when peak volumes would occur.**

Not applicable. This is a non-project action.

g. Proposed measures to reduce or control transportation impacts, if any:

Not applicable. This is a non-project action.

15. Public Services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

No increase in public services is expected.

b. Proposed measures to reduce or control direct impacts on public services, if any.

Not applicable. This is a non-project action.

16. Utilities

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Not applicable. This is a non-project action.

Part C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Amanda Smeller Date: 6/28/13

Printed Name of Applicant: Amanda Smeller, for the City of Woodland

Date Submitted: 6/28/13

Part D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(Do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

**1. How would the proposal be likely to increase discharge to water; emissions to air?
Production, storage, or release of toxic or hazardous substances; or production of noise?**

The code amendments being proposed are not anticipated to influence water pollution, air emissions and noise anywhere in the City.

Proposed measures to avoid or reduce such increases are:
None identified.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The effects of the draft ordinance are not likely to have any impact on plants, animals, fish or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:
None identified.

3. How would the proposal be likely to deplete energy or natural resources?

No depletion of energy or natural resources is expected.

Proposed measures to protect or conserve energy and natural resources are:
None identified.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

No impacts on environmentally sensitive areas or areas designated for governmental protection are anticipated.

Proposed measures to protect such resources or to avoid or reduce impacts are:
None identified.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposal is not likely to impact land and shoreline use.

Proposed measures to avoid or reduce shoreline and land use impacts are:
None identified.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

No increased demand on transportation or public services or utilities is expected.

Proposed measures to reduce or respond to such demand(s) are:

None identified.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No conflicts have been identified.

DRAFT ORDINANCE – SIGN CODE AMENDMENTS

Language shown in **yellow highlight** and *italics* is proposed to be added to the existing code. Language that is ~~struck through~~ is proposed to be removed.

Chapter 17.52 - SIGN REQUIREMENTS

Sections:

17.52.010 - Purpose.

17.52.020 - Applicability.

17.52.030 - General requirements.

17.52.040 - Prohibited signs.

17.52.050 - Definitions.

17.52.060 - Residential (LDR, MDR and HDR) districts.

17.52.070 - Commercial (C-1, C-2 and C-3) districts.

17.52.080 - Industrial (I-1 and I-2) districts.

17.52.090 - Temporary signs.

17.52.100 - Conditional uses.

17.52.110 - Abandoned or illegal signs.

17.52.120 - Maintenance of nonconforming signs.

17.52.130 - Exemptions.

17.52.140 - Permit requirements.

17.52.150 - Review procedures.

17.52.010 - Purpose.

The purpose of this chapter is to create a more attractive economic and business climate while improving the overall quality in the city. It is to promote and protect the public health, safety, welfare and aesthetics by regulating outdoor signs of all types and to encourage the installation of advertising signs that harmonize with buildings, natural settings, neighborhoods, and other signs in the area.

17.52.020 - Applicability.

This chapter applies to all signs that are visible from the public right-of-way, built or altered after the effective date of the ordinance codified in this chapter. No sign, unless exempted by this chapter, shall be constructed, displayed or altered without a sign permit issued by the city.

17.52.030 - General requirements.

A. Sign standards and conditions shall be as follows:

1. The structure and installation of all signs shall comply with the latest adopted edition of the building code and sign code and with all applicable state, county, and city building and fire codes;
2. Awnings, bulletin boards, canopies, display cases and marquees shall be subject to standards outlined in the latest adopted edition of the building code, and shall require, a building permit and inspection by the city building official;
3. All electrically illuminated signs shall have electrical components, connections and installations that conform to all federal, state and local requirements;
4. All signs, including all of their supports, braces, guys and anchors shall be maintained in good repair and in a safe, neat, clean and attractive manner.

B. Illumination. The light directed on, or internal to any sign shall be shaded, shielded or directed so that its brightness or glare does not adversely affect the safe vision of drivers or pedestrians to an unreasonable degree. Lighted signs visible from nearby residences shall be shielded in such a way to prevent glare and reduce brightness.

17.52.040 - Prohibited signs.

The following types of signs and advertising displays or structures are not permitted, except as indicated. Prohibited signs are subject to removal at the owner's expense after appropriate notification by the city:

A. Off-premise Signs. Any second party sign that advertises goods, products, services or facilities, or directs persons to a location different from where the sign is installed, and that does not relate strictly to the lawful use of the premise on which it is located. Lawful use is defined as a sign which indicates the business transacted, services rendered, goods sold or produced on the premises, name of the business, and name of person, firm or corporation occupying the premises (exception: off-premise signs as allowed in Section [17.52.070](#)).

B. Flashing, animated, rotating, moving or audible signs.

C. Billboards. Billboards are prohibited in all zones.

D. Signs that Obstruct. Any sign that substantially obstructs free and clear vision of an exit, traffic intersection entrance, traffic sign or signal or constitutes a traffic hazard by reasons thereof.

E. Signs Containing Unwarranted Content. Any sign, which contains statements, words and pictures of an obscene nature.

F. Window signs containing material unrelated to the merchandise for sale or service performed by the person or business on whose premises or property the sign is located; provide, however, on-premises signs may call the attention of the public to public holidays or community events.

G. Miscellaneous Signs and Poster. The tacking, pasting, painting or otherwise affixing of any sign or signs of a miscellaneous character, visible from a public right-of-way, located on exterior walls of any building, barn, shed, tree, pole, post, fence or other structure is prohibited unless otherwise permitted as official sign.

H. Signs which purport to be, or are in imitation of, or resemble an official traffic sign or signal, or which bear the words, "stop," "caution," "danger," "warning," or similar words.

I. Signs which, by reason of their size, location, movement, content, coloring or manner of illumination may be construed as a traffic-control sign, signal or device, or the light of an emergency or radio equipment vehicle; or which obstruct the visibility of any traffic or street sign or signal device.

J. Signs which, by reason of their size, location, movement or manner of illumination, obstruct the visibility of any aviation flight path.

K. Any sign or advertisement on a vehicle, trailer or cart visible from the public right-of-way and parked for the primary purpose of gaining signage not allowed by this chapter. This provision shall not be construed as prohibiting the identification of a firm or its principal products on a vehicle used in the normal course of business, or preventing the normal travel of fleet vehicles to and from places of employment and employee places of residence. Violation shall be evidenced by either of the following:

- i. The vehicle, trailer or cart is parked further than one hundred (100) feet from the space occupied by the business being promoted and such vehicle, trailer or cart is parked for a period exceeding twenty-four (24) consecutive hours; or*
- ii. The advertising is promoting a business with no valid City of Woodland business license.*

L. Any other sign that does not conform to all provisions of this code.

17.52.050 - Definitions.

The following definitions and terms shall be used in the interpretation of this chapter:

"Advertising copy" means any letters, figures, symbols, logos, trademarks or similar devices which identify or promote the sign user or any product or service; or which provides information about the sign user, the premises, the building or the products or services available.

"Awning, retractable" means a hood or cover projecting from, but not a permanent part of, an exterior wall of a building and supported by that wall and that is collapsible, retractable, or capable of being folded against the face of the supporting building.

"Awning, fixed" means a hood or cover projecting from, but not a permanent part of, an exterior wall of a building and supported by that wall, and is held in place with rigid frames and covered with a flexible material.

"Banner" means an on-site sign such as those used to announce an open house, a grand opening or to make a special announcement. Normally, it is constructed of cloth, canvas, or similar material and is without a rigid frame. It will be considered either as a fascia or freestanding sign, depending on the method of attachments, and will have to comply with the normal zone requirements.

"Building code" means the current building code as adopted by the state and Woodlands Municipal Code.

"Building frontage—Primary" means as follows:

1. In a building containing only one business, primary frontage shall be the width, as defined in this section, of that side of the building, which contains the main public entrance to that business.
2. In a building containing more than one business, all of which businesses have their main public entrances on the same side, primary frontage shall be the width, as defined in this section, of that side of the building, which contains those public entrances.
3. In a building containing more than one business, where those businesses have their main public entrances on more than one side of the building, each such side shall constitute a primary frontage. Each primary frontage shall be the width, as defined in this section, of that frontage.

"Building frontage—Secondary" means as follows:

1. In a building containing one or more businesses, and having all main public entrances on one side, one secondary frontage may be designated by the building owner. That frontage shall be the width, as defined in this section, of that side of the building so designated.

"Bulletin board" means a board utilized for posting public notices, i.e. garage sales, for sale, etc.

"Business complex" means two or more commercial businesses on a lot or contiguous lots with common access and parking.

"Canopy" means a freestanding permanent structure providing protection from the elements, such as a service station gas pump island.

"Changing image sign" means any sign that, through the use of moving elements, flashing or sequential lights, lighting elements, or other automated method, results in movement, the appearance of movement, or change of sign image or text. Changing image signs do not include otherwise static signs where illumination is turned off and back on not more than once every twenty-four hours.

"Directional sign" means any sign which is designed and erected solely for the purpose of traffic or pedestrian direction (i.e. menu boards, bank machines, height warning) and which are placed on the property to which the public is directed.

"Facade" means the entire building front or the street sidewall of a building from the grade of the building to the top of the parapet or eaves and the entire width of the building elevation.

"Flashing sign" means an illuminated sign, which changes intensity of lighting and/or switches on and off in a constant pattern or in which lighting is not maintained stationary and constant intensity and color.

"Freestanding sign" means a sign or advertising display which is not supported by a building, but which is supported by one or more upright poles or braces which are in or on the ground.

"Gross area of a sign" means the area within a continuous perimeter enclosing the outer limits of the sign face, but not including structural elements, which are not a part of the display. The gross area of a two-faced sign equals the area of one side. The gross area of a spherical, cubical or polyhedral sign equals one-half the total surface area.

"Marquee" means a permanent roof or hood structure attached to, supported by, and projecting from a building over the public right-of-way or public place. It provides protection from weather elements, but does not include a projecting roof.

"Monument sign" means a sign and supporting structure, which has similar top and bottom dimensions and is constructed as a solid structure or one, which gives the appearance of a continuous, nonhollow, unbroken mass.

"Nameplate sign" means a sign, which indicates no more than the name, address and home occupation of the resident of the premises.

"Off-premise sign" means any sign that draws attention to or communicates information about business establishment (or any other enterprise) that exists at a location other than the location of that which the sign has been placed.

"On-premise sign" means a sign which carries only advertisements strictly related to a lawful use of the premises on which it is located, including signs or sign devices indicating the business transacted, services rendered, goods sold or produced on the premises, name of the business, and name of the person, firm or corporation occupying the premises.

"Outdoor advertising" means all publicly displayed messages such as signs, placards, pennants or posters whose purpose is to provide official or commercial information, direction and advertising.

"Political signs" means a sign that is deemed to include information pertaining to levies, nonpartisan, partisan, initiative and/or referendum elections.

"Projecting sign" means a sign attached to and supported by a wall of a building or structure which projects more than one foot horizontally from the vertical face of a building, awning, canopy or parapet.

"Public or semipublic sign" means a sign, which directs attention to public or semipublic buildings, including but not limited to churches, schools, libraries and hospitals.

"Real estate sign" means a temporary sign advertising the real estate upon which the sign is located as being for rent, lease or sale.

"Roof sign" means a sign or advertising display supported by and erected on or above a roof or parapet of a building or similar structure.

"Sign" means a display or device affixed to the ground, attached to a building, or other structure using graphics, logos, symbols, and/or written copy designed specifically for the display of a commercial or other advertisement to the public.

"Street frontage—Primary" means the property width as measured along the street right-of-way at the primary entrance to the property. In cases of pipestem lots or similar reduction in street right-of-way, the lot width which is most parallel to the primary building frontage.

"Street frontage—Secondary" means the property width at the street frontage that is not the primary frontage as measured along the street right-of-way.

"Temporary sign" means a sign that is (1) used in connection with a circumstance, situation or event that is designed, intended or expected to take place or to be completed within a reasonably short or definite period after the erection of such sign, or (2) is intended to remain on the location where it is erected or placed for a period of not more than thirty days. In case of construction project signs, they may be maintained for the duration of the construction. If a sign display area is subject to periodic changes, that sign shall not be regarded as temporary.

"Wall sign" means a sign attached to and supported by a wall of a building or structure, with the exposed face of the sign parallel to the wall. Any sign placed behind glass, or affixed to a window of a building and located in such a manner as to have an obvious intent to capture interest of persons outside the building, shall be considered a wall sign and shall be treated in the same manner.

"Width" means the horizontal distance measured in a straight line between any two corners of a building, exclusive of corners having an angle of greater than ninety degrees.

"Window sign" means a sign attached to or otherwise obscuring vision, in whole or in part, through a window. It is intended to be viewed by persons outside of the building.

17.52.060 - Residential (LDR, MDR and HDR) districts.

The following signs are permitted in the LDR, MDR and HDR zoning districts with an approved building permit:

A. Public or Semipublic Uses.

1. Public or semipublic use freestanding identification sign and/or bulletin board. Such signs shall not exceed sixty square feet in gross area per face, shall be placed a minimum of ten feet behind all property lines, and shall not be over sixteen feet in height from ground level to sign top. No more than one double-faced freestanding sign shall be allowed per use. Such sign shall be located on the premises of the use to which the sign refers and shall be unobtrusive and in keeping with the character of the neighborhood.

2. Wall, Roof or Projecting Signs. Public or semipublic use, wall, roof or projecting identification sign and/or bulletin board shall not exceed six percent of the building face to which the sign is attached and in no event shall there be more than a total of two signs of either the freestanding, wall, roof or projecting type allowed per use.

B. Residential.

1. A sign advertising a subdivision, housing development or construction thereof; no more than two double-faced signs shall be allowed per subdivision or housing development. Such signs shall be located on the premises, of the use, to which the sign refers and shall be unobtrusive and reflect the character of the neighborhood. Such signs shall not exceed thirty-two square feet, shall be setback a minimum of ten feet behind all property lines, and shall be no more than ten feet in height from ground level. Once all lots or units have been sold or otherwise disposed of, the sign or signs shall be removed by the original owner, property developer, builder or agent.

2. A permanent sign identifying a subdivision, multifamily complex or building, mobile home park or subdivision, or similar housing development and located on the premises of the development. Such sign shall not exceed sixteen square feet in gross area per face, shall be placed a minimum of ten feet from all property lines, and shall not be over ten feet in height from ground level if a wall sign or five feet in height from ground level if freestanding. Each entrance is allowed one sign of either the freestanding or wall type, to a maximum of two per subdivision and/or development. Freestanding signs shall be set in a landscaped setting and designed and constructed of materials compatible with the development and the neighborhood and shall be unobtrusive.

3. For sale, lease or rent signs—Allowable area six square feet, sign shall be located inside property lines as not to restrict site distance and shall be considered a temporary sign to be removed upon the sale, rental or lease of said property. Sign shall be located on property for which the sale, lease or rental is referring.

4. Directional signs; for real estate purposes (open house or special sale)—One four square foot sign per function per street frontage, which shall be removed at completion of open house or special sale or a maximum of seven continuous days.

5. Illumination of signs in any residential district shall be limited to ground or sign level flood lighting, illuminating only the sign and not casting glare or light into neighboring properties. With the exception of individual residence nameplates and permanent development identification signs, all lighting of signs shall terminate at ten p.m.

6. Identifying home occupation signs shall not exceed four square feet in gross area, shall be limited to one per property, and shall be set back a minimum of ten feet from all property lines. The style and materials used shall be in keeping with the character of the neighborhood.

17.52.070 - Commercial (C-1, C-2 and C-3) districts.

The following signs are permitted in the C-1, C-2 and C-3 zoning districts with an approved building permit:

A. On-premise Freestanding Signs.

1. Allowable Area. Primary frontage within the C-1 and C-3 districts shall be calculated at one square foot per linear foot of street frontage of the premises up to a maximum of one hundred square feet, provided that premises with less than thirty-two feet of linear street frontage shall be allowed a maximum of a thirty-two square foot sign. Secondary frontage shall be calculated at one-half square foot of sign area for each linear foot of street frontage up to a maximum of fifty square feet.

2. Primary frontage within the C-2 district shall be calculated at one square foot per linear foot of street frontage of the premises up to a maximum of two hundred square feet; provided that a premises with less than thirty-two feet of linear street frontage shall be allowed a maximum of a thirty-two square foot sign. Secondary frontage shall be calculated at one-half square foot of sign area for each linear foot of street frontage up to a maximum of one hundred square feet.

3. Number of Signs. Each commercial building shall have not more than one freestanding sign to be located either on a primary frontage or a secondary frontage. A business complex shall have not more than two freestanding signs; one sign to be located on a primary frontage and the second sign located on the secondary frontage.

4. Height of Sign. Maximum height in all C-2 districts shall not exceed thirty feet. Businesses or business complexes of 1.5 acres or greater located within five hundred feet of the traveled way of the I-5 corridor (including off ramps and the frontage roads known as Pacific and Atlantic) may be allowed one freeway oriented sign not to exceed forty-five feet in height. *Such sign must be placed within five hundred feet of the travel way of the I-5 corridor.* Maximum height in C-1 and C-3 districts shall not exceed twenty-five feet.

5. The placement of freestanding signs or pole signs shall be in such a fashion and location as to not unreasonably obstruct the safe vision of motorists and pedestrians, nor unreasonably obstruct the view of signs on adjacent properties.

6. Freestanding or pole signs shall not be located closer than one hundred feet to another freestanding sign along the same side of the street or right-of-way, except if the establishment's lot width would result in less than one hundred feet, the distances between signs shall be the maximum possible.

7. Each freestanding or pole sign shall have a landscaped area twice the size of the sign ~~face area~~ **around** at the base of the sign. Pre-existing developments may be exempt from the landscape requirement subject to the approval of the public works director or his or her designee.

8. If more than one business in an area where businesses share the use of a parking lot, structure, parcel or facility, has the need of a freestanding, pole sign, or monument type sign, all signs shall be located together on the same joint use sign.

9. One sandwich board or A frame sign is allowed. The sign shall be situated on the private property of the location of the business or within the **planting strip** ~~right-of-way~~ immediately at the front of said business, and is erected only during hours of operation. **Where the sidewalk immediately at the front of said business is six-feet wide or greater, an A frame sign may be situated in the public sidewalk as long as forty-four inches of pedestrian travel area, or current ADA standard, whichever is greater, is maintained at all times.** Such signs shall not be placed so as to obstruct traffic or visibility. ~~A minimum of forty four inches of pedestrian travel area must be maintained at all times.~~

10. For the purpose of informing and directing traffic, on-premises directory signs, menu boards, bank machines and height warning signs are permitted; provided the signs are not oriented to and not intended to be legible from a street or other private property. On-site directory signs shall not exceed thirty-two square feet in area and eight feet in height.

11. For the purpose of informing and directing traffic; on-premise directional signs are permitted; provided the placement of such signs shall be situated in such a way as not to create a vehicle or pedestrian hazard; shall be limited to not more than two signs per business; shall not exceed sixteen square feet in area and eight feet in height.

B. Off-premise Signs.

1. Any second party sign that advertises goods, products, services or facilities, or directs persons to a location different from where the sign is installed and that does not relate strictly to the lawful use of the premises on which it is located may be allowed in the highway commercial (C-2) district provided; such signs shall be unobtrusive in nature; shall not exceed thirty-two square feet in gross area per sign face; shall be limited to one double faced sign on the premise of either the off-premise type or on-premise type; and shall be subject to written permission by the property owner of said site where the off-premise sign is located. Off-premise signs shall not exceed ten feet in height. Off-premise sign shall be subject to building permit approval.

2. Off-premise signs shall not be posted in state, county or city rights-of-way, on telephone poles, utility poles, bridge abutments, traffic signs or other public structures. Off-premise signs shall not be affixed to or painted on trees, rocks, or other natural features. Such signs shall observe the corner vision requirements and shall be placed in such a manner that does not create any type of traffic hazard. All off-premise signs shall be aesthetically pleasing and unobtrusive in nature.

C. On-premise Wall, Window, Roof Projecting.

1. Allowable Area. Primary frontage within the C-1 and C-3 districts shall be calculated at one square foot per linear foot of building frontage as measured horizontally along the side building elevation at the appropriate frontage, up to a maximum of one hundred square feet total sign area. Primary frontage within the C-2 district shall be calculated at one square foot per linear foot of building frontage as measured horizontally along the side building elevation at the appropriate frontage, up to a maximum of two hundred square feet total sign area; provided that a building elevation with less than thirty-two feet of horizontal length shall be allowed a maximum of thirty-two square feet of sign area. Secondary frontage shall be calculated at one-half square foot of sign area for each linear foot of building frontage up to a maximum of fifty square feet.

2. Number of Signs. Three per primary frontage; one per secondary frontage; and in no event shall there be more than a total of four wall, roof or projecting signs per business.

3. In any building occupied by more than one business, the maximum sign area on each primary frontage shall be shared proportionally by those businesses whose main public entrance is along that frontage. Where applicable, the sign allowed on the secondary frontage shall be a joint use sign.

4. The maximum sign area per primary frontage may be divided between projecting, wall and first floor window signs. The total sign area per frontage shall be determined by adding together the area for all types of signs.

5. Each business shall be allowed one painted window sign in addition to the maximum number of signs and square footage allowed by this chapter for the limited purpose of identifying the business owner, business name and hours of operation. The sign shall not cover more than six square feet of window area where it is located.

6. For buildings located on or within one foot of the street right-of-way line, projecting signs shall project no more than five feet from the walls to which they are attached.

7. All projecting signs shall be at least ten feet above sidewalks and walkways.

D. Awnings and Canopies.

1. Awnings and canopies shall not be considered signs, except that the area of any awning or canopy, which displays advertising copy, shall be considered a sign.

2. Advertising copy, which appears on any side of an awning, or canopy, which most nearly parallels the side of the building, shall be treated as a wall sign, and shall be subject to all the requirements of this chapter which apply to wall signs affixed directly to a building.

3. Advertising copy which appears on any side of an awning or canopy which is generally perpendicular to the side of the building, shall be treated as a projecting sign, and shall be subject to all of the requirements of this chapter which applies to projecting signs affixed directly to a building. In the event advertising copy appears on two sides of an awning or canopy which are perpendicular to the same wall, those sides shall be considered one projecting sign.

4. Marquees, awnings, and canopies shall not extend further than the curb of the street.

E. Sign Illumination. The light from any illuminated sign shall be shaded, shielded or directed so that the light will not be objectionable to surrounding uses, residential areas and public safety. No sign shall have rotating, flashing or blinking lights or other illuminating device that changes in lights or other illuminating device that changes in light intensity, brightness or color except as follows:

1. In the central business (C-1) district and the highway commercial (C-2) district one changing image sign shall be allowed per business.

2. In the central business (C-1) district and the highway commercial (C-2) district, changing image signs are allowed for alphanumeric messages. Changing image signs may scroll, travel and may not change information more frequently than once every two seconds.

3. In the central business (C-1) district changing image signs shall not exceed eight square feet in area and the lighting of the message area *and lighting of the background* shall not consist of more than one color *each, for a possible two color changing image sign*. The allowed changing image sign area is to be included in the total allowed sign area, not in addition to.

4. In the highway commercial (C-2) district changing image signs shall not exceed fifty percent of the total allowed sign area up to a maximum of thirty-two square feet in area. The lighting of the message area *and lighting of the background* shall not consist of more than one color *each, for a possible two color changing image sign*. The allowed changing image sign area is to be included in the allowed sign area, not in additions to.

5. Rotating barber poles are allowed in all commercial districts.

F. For Sale, Lease or Rent Signs. *No more than one, double-face sign* Allowable area six *thirty-two* square feet *in area shall be allowed. The* sign shall be located inside property lines as not to restrict site distance and shall be considered a temporary sign to be removed upon the sale, rental or lease of said property. Sign shall be located on property for which the sale, lease or rental is referring *and shall be no more than ten feet in height from ground level and more than ten feet from all property lines*.

17.52.080 - Industrial (I-1 and I-2) districts.

The following signs are permitted in the I-1 and I-2 zoning districts with an approved building permit:

A. On-premise Freestanding Signs.

1. Allowable Area. Primary frontage shall be calculated at one square foot per linear foot of street frontage of the premises up to a maximum of two hundred square feet, provided that premises with less than thirty-two feet of linear street frontage shall be allowed a maximum of a thirty-two square foot sign.

2. Secondary frontage shall be calculated at one-half square foot of sign area for each linear foot of street frontage up to a maximum of one hundred square feet, provided that a premises with less than thirty-two feet of linear street frontage shall be allowed a maximum of a thirty-two square foot sign.

3. Number of Signs. Each industrial business shall have not more than one freestanding business identification sign, located on the primary or secondary frontage. An industrial complex shall have not more than two freestanding signs; one to be located on a primary frontage and the second sign located on the secondary frontage. Entrance, delivery, warning and other strictly directional signs are permitted; provided each sign does not exceed sixteen square feet in area and eight feet in height.

4. Height of Sign. Maximum height shall not exceed thirty feet.

5. The placement of freestanding signs or pole signs shall be in such a fashion and location as to not unreasonably obstruct the safe vision of motorists and pedestrians, nor unreasonably obstruct the view of signs of adjacent property owners.

6. Freestanding or pole signs shall not be located closer than one hundred feet to another freestanding sign along the same side of the street or right-of-way, except if the establishment's lot width would result in less than one hundred feet, the distances between signs shall be the maximum possible.

7. Each freestanding or pole sign shall have a landscaped area twice the size of the sign ~~face area~~ **around** at the base of the sign. Pre-existing developments may be exempt from the landscape requirement subject to the approval of the public works director or his or her designee.

8. If more than one business in a complex where businesses share the use of a parking lot, structure, parcel or facility, has the need of a freestanding, pole sign or monument type sign, all signs shall be located together on the same joint use sign.

9. One sandwich board or A frame sign is allowed. The sign shall be situated on the private property of the location of the business or that portion of public right-of-way immediately at the front of said business, and is erected only during hours of operation. Such signs shall not be placed so as to obstruct traffic or visibility. A minimum of forty-four inches of pedestrian travel area, **or current ADA standard, whichever is greater,** must be maintained at all times.

B. On-premises Wall, Window, Roof Projecting.

1. Allowable Area. One square foot per linear foot of building frontage as measured horizontally along a side building elevation, at the appropriate frontage, up to a maximum of two hundred square feet per sign; provided that a building elevation with less than thirty-two feet of horizontal length shall be allowed a maximum thirty-two square foot sign.

2. Number of Signs. One per primary frontage; one per secondary frontage; and in no event shall there be more than a total of two wall, roof or projecting signs per business.

3. In any building occupied by more than one business, the maximum sign area on each primary frontage shall be shared proportionally by those businesses whose main public entrance is along that frontage. Where applicable, the sign allowed on the secondary frontage shall be a joint use sign.

4. Each business shall be allowed one painted window sign in addition to the maximum number of signs and square footage allowed by this chapter for the limited purpose of identifying the business owner, business name and hours of operation. The sign shall not cover more than six square feet of window area where it is located.

C. Awnings and Canopies.

1. Awnings and canopies shall not be considered signs, except that the area of any awning or canopy, which displays advertising copy, shall be considered a sign.

2. Advertising copy, which appears on any side of an awning, or canopy, which most nearly parallels the side of the building, shall be treated as a wall sign, and shall be subject to all the requirements of this chapter which apply to wall signs affixed directly to a building.

3. Advertising copy which appears on any side of an awning or canopy which is generally perpendicular to the side of the building, shall be treated as a projecting sign, and shall be subject to all of the requirements of this chapter which apply to projecting signs affixed directly to a building. In the event advertising copy appears on two sides of an awning or canopy which are perpendicular to the same wall, those sides shall be considered one projecting sign.

4. Marquees, awnings and canopies shall not extend further than the curb of the street.

D. Sign Illumination. The light from any illuminated sign shall be shaded, shielded or directed so that the light will not be objectionable to surrounding uses, residential areas and public safety. No sign shall have rotating, flashing or blinking lights or other illuminating device that changes in lights or other light intensity, brightness or color.

E. For Sale, Lease or Rent Signs. *No more than one, double-face sign* Allowable area six *thirty-two* square feet *in area shall be allowed. The* sign shall be located inside property lines as not to restrict site distance and shall be considered a temporary sign to be removed upon the sale, rental or lease of said property. Sign shall be located on property for which the sale, lease or rental is referring *and shall be no more than ten feet in height from ground level and more than ten feet from all property lines.*

17.52.090 - Temporary signs.

A. Signs endorsing bond elections, levies, fairs, political signs, little league sign up, and similar activities shall be removed within five days following the election, event and/or last showing of any fair, show or similar activity. It shall be the joint responsibility of the property owner or tenant and the party or parties who initiated the placement of the sign or signs to remove said sign or signs, within five days after the election or event for which the sign(s) are displayed. Failure to comply with this requirement

shall be deemed a violation of this chapter and each and every day for which said violation continues shall be deemed a distinct and separate violation (See Section [17.52.130](#)).

B. Political signs shall be deemed to include those pertaining to nonpartisan, partisan, initiative and/or referendum elections. Political signs shall not exceed four feet in height or width and eight feet in length, shall not be placed or situated in such a manner to obstruct or impede the sight distance of those using the public streets and shall not be erected on public right-of-way.

C. Outdoor Sale and Temporary Advertising Signs. Individual business establishments may utilize special but temporary advertising signs or displays related only to the services and goods offered by the business. No more than two signs are to be used and the gross areas of each sign will not exceed twenty-five square feet with the total area of all signs, not exceeding fifty square feet, shall be placed in such a fashion and location as to not unreasonably obstruct the safe vision of motorists and pedestrians, and shall not exceed fifteen days unless through an approved temporary use or conditional use permit.

D. Displays utilizing banners, flags, pennants, streamers, twirlers or propellers, strings of light, flares, balloons and similar devices are permitted as seasonal decorations, grand openings or special sales. Such signs may be used for a maximum of thirty consecutive days with no more than three events per year, provided it does not adversely affect the safe vision of drivers, pedestrians or aviation traffic.

E. Beacon and Searchlights. Individual business establishments may utilize special but temporary beacons or search lights for special sales, and/or grand openings and may be used for a maximum of three consecutive days provided it does not adversely affect the safe vision of drivers, pedestrians or aviation traffic.

17.52.100 - Conditional uses.

Signs for all conditional uses in all zoning districts will be permitted as part of the conditional use approval. The sign code applicable to that zoning district, in which the conditional use is approved, shall designate the size, number and location of each sign unless otherwise noted on the conditional use allowed.

17.52.110 - Abandoned or illegal signs.

A. Any abandoned or illegal sign, any sign that exists after a business closes that advertised the closed business, any graffiti placed on a sign, building, parking lot or landscaped area, or any temporary sign that exists after its expiration time is hereby declared to be a danger to the health, safety, and welfare of the citizens of Woodland. Any sign that is partially or wholly obscured by the growth of vegetation or weeds or by the presence of debris or litter also presents a danger to the health, safety and welfare of the citizens.

B. Any such signs as set forth in subsection A of this section are hereby deemed to be a public nuisance. Any such sign shall be removed by the property owner within ten days after notice from the public works director or designee. Any sign not removed within ten days after such notice, may summarily be abated by the public works director or designee. Costs of such abatement may be assessed against the

property using the procedures established in Woodland Municipal Code [Chapter 8.12](#). C. Legal, conforming structural supports for abandoned signs may remain, if installed with a blank sign face and supporting structures are maintained.

17.52.120 - Maintenance of nonconforming signs.

Except as restricted in specific zoning districts, legally pre-existing nonconforming signs may be maintained, or altered if:

- A. Structural revisions or alterations will not increase the sign's nonconformity with the provisions of this chapter.
- B. Such alteration or relocation is required because of government action.
- C. The sign is not changed to another nonconforming sign.
- D. The sign is not reestablished after discontinuance for ninety days or more.
- E. The sign is in full compliance with all other ordinances of the city.

17.52.130 - Exemptions.

The following types of signs are permitted without benefit of a building permit, all signs are required to conform to the provision of this chapter.

- A. A residential nameplate sign not to exceed two square feet and bearing only the name and address of the occupant.
- B. A sign announcing a product is being offered for sale at a reduced price for a limited period, provided that the sign is located within the building where the product is sold, to include the interior surface of windows and doors.
- C. Special event signs, provided that all of the following conditions are met:

- 1. The promoter of the event *receives permission from the Public Works Director or his/her designee that the event meets the following criteria for a special event, 1) the event is open to the general public, and 2) the event has broader benefits related to tourism, promotion of a charitable or civic cause, or fostering community pride and identity. Events such as the Planters Days Festival, the farmers market, the Lilac Festival, and the Tulip Festival are examples of special events;* shall have first met with the public works director or designee to obtain a determination that the proposed sign falls within the definition of a special event sign;
- 2. No such sign shall include moving parts or flashing lights;
- 3. No such sign shall be erected or displayed more than ten days before the special event it announces; and

4. Special event signs less than 6 square feet in size and no more than 3 feet in height above ground level may be placed in planting strips within the public right-of-way or with permission on private property. Special event signs can also be situated on the public sidewalk where the sidewalk is six-feet wide or greater as long as forty-four inches of pedestrian travel are, or current ADA standard, whichever is greater, is maintained at all times. Signs shall not be placed so as to obstruct traffic or visibility or in street medians or sidewalks within the public right-of-way.

5.4. All such signs shall be removed within three days after the conclusion of the event.

D. Temporary signs to indicate that the premises are for sale or rent. Such signs using terms such as quitting business, open for business, for sale, inquire within, for rent, open house, sold, may also include a telephone number and insignia. These signs shall not exceed two square feet.

E. Signs erected by a public official in the performance of his or her duty, on property under the jurisdiction of that official shall be allowed without a permit.

F. Campaign political signs are permissible providing the sign copy is limited to information about a candidate, political party or public issue in a current election campaign. They shall be removed within five days after the applicable election.

G. Public service directional signs for public buildings such as public schools, libraries, hospitals and similar public services facilities placed within public rights-of-way.

H. Signs of a public, noncommercial nature including, but not limited to, safety, direction, danger, and no trespassing.

I. Traffic signs, traffic control devices, traffic signals and markings installed by the city.

J. "No hunting," "no trespassing," "no dumping," "no parking," "private" and other informational warning signs, shall not exceed four square feet in gross area per sign.

K. Plaques, tablets or inscriptions indicating the name of a building, its date of erection, or other commemorative information, which are an integral part of the building structure or are attached flat to the face of the building, which are non-illuminated, and which do not exceed three square feet in surface area.

L. Product Dispensers.

M. Sandwich board or A Frame.

N. Reasonable seasonal decorations within the appropriate public holiday season. However, such displays shall be removed promptly at the end of the public holiday season.

O. The Flag of a Commercial Institution. No more than one flag is permitted per business premises, the flag shall not exceed twenty square feet in surface area, and shall be left loose to fly in the breeze.

P. Sculptures, fountains, mosaics and design features which do not incorporate advertising or identification.

Q. Advertisement on existing theater marquees (freestanding and/or building-mounted).

R. Repair, maintenance and/or modification of existing conforming or pre-existing nonconforming signs; provided the sign's conformance or nonconformance is not structurally altered and/or increased.

17.52.140 - Permit requirements.

A. A sign permit shall be required before the placing, erecting, moving, reconstructing, altering or displaying of any sign within the city, unless expressly exempted by Section [17.52.130](#) of this chapter. Signs requiring permits shall comply with this chapter and all other applicable laws and ordinances.

B. Sign permit applications shall be made on forms provided by the city of Woodland, public works department. The completed application form and plans shall be accompanied by the required fee as set forth from time to time by the Woodland city council by resolution.

17.52.150 - Review procedures.

A. All sign permit applications shall be reviewed to comply with this chapter by the public works director or designee as provided in this section:

1. Name, address and telephone number of sign owners;
2. Name, address and telephone number of sign contractor or erectors;
3. Address of sign by site location;
4. Two site plans showing locations of proposed sign(s);
5. Two plans of the proposed sign with sign style and size included with a scaled design;
6. Type of sign, whether illuminated or non-illuminated;
7. Electrical permit for the sign, if illuminated.

DRAFT Ordinance

Date: June 21, 2013

The text **highlighted** and *italicized* are proposed amendments to the current code. Text ~~struck through~~ is proposed to be eliminated from the current code.

Chapter 17.60 - PRE-EXISTING USES AND STRUCTURES

Sections:

17.60.010 – Purpose.

17.60.020 – Nonconforming uses, structures and lots.

17.60.030 – Abatement of illegal use, structure or development

17.60.040 – Continuation.

17.60.050 – Modification.

17.60.060 – Discontinuance.

17.60.070 – Change of use.

17.60.080 – Destruction.

17.60.090 – Completion of structure.

17.60.100 – Single-family dwellings.

17.60.110 – Nonconforming lots.

17.60.010 - Purpose.

The purpose of this chapter is to provide for those circumstances, uses and lots that are inconsistent with regulations of this title but which enjoy rights based on their previous legal existence. The intent of this chapter is to permit legal nonconforming developments, lots, structures, and uses to continue until they are removed but not to encourage their perpetuation.

17.60.020 - Nonconforming uses, structures and lots.

A nonconforming use is a use of property that was allowed at the time the use was established but which, because of changes in zoning regulation, is no longer permitted. A nonconforming structure is a

structure that complied with zoning and development regulations at the time it was built but which, because of subsequent changes to the zoning and/or development regulations, no longer fully complies with those regulations. A nonconforming lot is one that, at the time of its establishment, met the minimum lot size requirements for the zone in which it is located but which, because of subsequent changes to the minimum lot size applicable to that zone, no longer complies with requirements.

17.60.030 - Abatement of illegal use, structure or development.

Any use, structure, lot or other site improvement not established in compliance with use, lot size, and development standards in effect at the time of establishment shall be deemed illegal and shall be discontinued or terminated and subject to removal.

17.60.040 - Continuation.

A pre-existing use or structure which is nonconforming may be continued and maintained in reasonable repair and safe condition; provided that the use or structure is not enlarged, increased, made more nonconforming, or extended to occupy a greater area than was occupied on the date of adoption of the ordinance codified in this title or applicable amendments thereto. The extension of said pre-existing use to a portion of a structure which was built for the pre-existing use at the time of the passage of the ordinance codified in this title is not considered an extension of a nonconforming pre-existing use. A nonconforming, pre-existing use or structure may not be moved in whole or in part to any other portion of the lot or zoning district in which it is located. If moved, it must be to a district in which the use is permitted. *Any nonconformance that is brought into conformance for any period of time shall forfeit status as nonconformance.* For single-family dwelling exception, see Section **17.60.100**.

17.60.050 - Modification.

A. A pre-existing structure nonconforming with respect to height, yard requirements, lot coverage, or density may be utilized by a use which is permitted in the district in which the structure is located. In order to accommodate a permitted use, the structure may be repaired, modified, or altered, internally and externally; provided such repairs and modifications do not increase the nonconformance of the structure and that they meet the International Building Code standards.

B. In addition, a pre-existing structure which is non-conforming according to the description contained in subsection (A) of this section may be modified or altered in such a manner that it conforms to the standards of the district, this title, and the International Building Code.

C. *The owner of a pre-existing use which is non-conforming, may be able to expand with special permission of the hearing examiner through a conditional use permit.*

17.60.060 - Discontinuance.

A pre-existing, nonconforming use that lies vacant for a period of six months or that is abandoned by the property owner, shall be deemed discontinued. Abandonment is evidenced by an overt act, or failure to act, which carries the implication that the owner does not claim or retain any interest in the right to the

nonconforming use. A period of nonuse alone does not prove intent to abandon a nonconforming use. Instead, the intent to abandon must be shown by the owner or occupier's overt acts, or failure to act, such as a written statement showing an intent to abandon the use, structural alterations to the building inconsistent with the continuance of the nonconforming use, or the listing of the property or structure for sale or lease in a manner inconsistent with the continuance of the nonconforming use. ~~If a pre-existing use is nonconforming and not actively used for a period of six months, it shall be deemed discontinued. A discontinued pre-existing use which is nonconforming cannot be revived and any further uses of the property must conform to the provisions of this title as provided for above.~~

17.60.070 - Change of use.

If a pre-existing use which is nonconforming is changed, it shall be changed to a use conforming to the regulations of the **zoning** district in which it is located, and after change, it cannot be changed back again. *A pre-existing use cannot be changed into some other kind of nonconforming use but is limited to either retaining the specific pre-existing, nonconforming use legally established or changing to a use allowed by the zoning code.*

17.60.080 - Destruction.

If a pre-existing use or structure which is nonconforming is destroyed by any cause to an extent exceeding fifty percent of the cost of replacement of the structure, using new materials, a future structure or use of the property shall conform to the provisions of this title. For single-family dwelling exception, see Section **17.60.100**.

17.60.090 - Completion of structure.

Nothing contained in this title shall require any change in the plans, construction, alternation, or designated use of a structure for which a building permit has been legally issued and construction commenced prior to the adoption of the ordinance codified in this title and subsequent amendments thereto.

17.60.100 - Single-family dwellings.

A. Single-family dwellings, *including manufactured homes*, existing in the C-1, C-2, **C-3, I-1, and I-2** districts at the time of passage of the ordinance codified in this title shall be allowed to remain, and any addition or improvements thereto shall meet the standards of the LDR-6 district.

~~**B.** If said single family dwelling existing at the time of passage of the ordinance codified in this title are destroyed by any cause to an extent exceeding fifty percent of the cost of the structure, such dwellings are permitted to be improved or reconstructed; provided the standards of the LDR-6 district are maintained.~~

***B.** In any zone, a single-family dwelling destroyed by any cause to any extent, shall be allowed to be improved or reconstructed, provided the setback standards of the LDR-6 district are maintained or provided that the original footprint of the destroyed dwelling is maintained.*

~~17.60.110 – Manufactured home on an individual lot.~~

~~A manufactured home legally sited on an individual lot outside of a manufactured home park or subdivision, may be replaced by another manufactured home, provided the replacing manufactured home meets the standards set forth in Section [17.16.080\(L\)](#) of this code.⁴~~

17.60.110 – Nonconforming lots.

Any permitted use may be established on an undersized lot that cannot satisfy lot size or width requirements of this Title; provided that:

- 1. All other applicable zoning development standards, such as building setback requirements and lot coverage requirements, are met or a variance has been granted;*
- 2. The lot was legally created and satisfied the lot size and width requirements applicable at the time of creation;*
- 3. No unsafe condition is created by permitting development on the nonconforming lot; and*
- 4. The lot was not created as a “special tract” to protect critical area, provide open space, or as a public or private access tract.*

¹ SB 6593 (2004) requires that cities regulate manufactured homes no differently than they regulate other types of homes.

SITE PLAN REVIEW - DRAFT ORDINANCE

The text **highlighted** and *italicized* are proposed amendments to the current code. Text ~~struck through~~ is proposed to be eliminated from the current code.

1. **Repeal Old Section WMC 17.84.130– Site plan review and decision procedures – Development proposals.**
2. **Repeal Old Section WMC 16.19 – Binding Site Plans.**
3. **New Ordinance to be added to WMC Title 19 – Development Code Administration.**

NEW ORDINANCE (Text to be added as a new WMC Chapter) capitalization

Chapter 19.10 Site Plan Review

Sections:

- 19.10.010 *Purpose.*
- 19.10.020 *Applicability.*
- 19.10.030 *Exemptions.*
- 19.10.040 *Site plan review types and procedures.*
- 19.10.050 *Submittal requirements.*
- 19.10.060 *Criteria for site plan approval.*
- 19.10.070 *Final site plan review.*
- 19.10.080 *Appeal.*
- 19.10.080 *Preliminary site plan approval / Final civil plan approval.*
- 19.10.090 *Modifications to approved site plan.*
- 19.10.100 *Compliance required and expiration.*
- 19.10.110 *Completion prior to occupancy.*
- 19.10.120 *Phasing.*

19.10.010 Purpose.

The purpose of site plan review is to ensure compatibility between new developments, existing uses, and future developments in a manner consistent with the goals and objectives of the comprehensive plan, the Woodland Municipal Code, and city¹ development standards in order to create healthful and safe conditions. Site plan review is required according to the provisions of this chapter in order to promote developments that are harmonious with their surroundings and maintain a high quality of life for area residents. Site plan review is required for all developments as specified in this chapter.

19.10.020 Applicability.

¹ Woodland's code publisher has decided not to capitalize the word "city" regardless of if it is referring to the city as a governmental organization or to the city as a geographic area.

The provisions of this chapter shall apply to all changes of use, new construction, and expansion or alteration of a land use unless expressly exempted by this chapter. No use shall be established, no structure erected or enlarged, and no other improvement or construction undertaken except as shown upon an approved plan that is in conformance with the requirements set out in this chapter.

19.10.030 Exemptions.

The following are exempt from the site plan review provisions of this chapter unless otherwise classified as a Type I or II site plan review or a binding site plan:

- A. New construction of or modification to existing single-family detached and duplex residential dwellings within an approved plat.
- B. Modifications to the interior of an existing structure that does not change the use or the degree of a use.
- C. Subdivisions, short plats, boundary line adjustments, and lot consolidations subject to WMC Title 16.
- D. The installation or replacement of underground utilities.
- E. Any change in commercial or industrial land use to another commercial or industrial land use permitted in the applicable zoning district.
- F. Landscaping or landscape alterations, unless such landscaping or alterations would modify or violate a condition of approval or landscaping requirements.
- G. Normal or emergency repair or maintenance of public or private buildings, structures, landscaping, or utilities.
- H. New parking lots having ten (10) or fewer parking spaces.
- I. On-site utility permits, e.g., sewer hook-ups, water hook-ups.
- J. Comprehensive plan² map and text amendments and associated zoning changes and site-specific rezoning requests not associated with any other land use permit.
- K. Fire and life safety permits.
- L. Other development determined by the development review committee to be exempt because it does not result in an appreciable increase in land use activity or intensity or in adverse off-site impacts, does not trigger review under the adopted stormwater ordinance, and because the city can assure the development complies with applicable standards without site plan review.

19.10.040 Site plan review types and procedures.

² Woodland's code publisher has decided not to capitalize "comprehensive plan".

A. Except for exempt activities listed in WMC 19.10.030, site plan reviews shall be classified and processed as follows:

1. *Type I Site Plan Review.* Type I site plan reviews are typically relatively minor in nature, consistent with the zoning of surrounding land uses, and do not have a substantial impact on the natural and built environment. Type I applications are approved by the public works director³ or his/her designee without public notice and without a public hearing. A pre-application conference is not required unless requested by the applicant. The following are classified as Type I site plan reviews:

a. Changes in use of an existing structure or site not exempt under WMC 19.10.030.

b. Any development or change of use that will result in thirty (30) or fewer PM peak trips and that requires payment of a traffic impact fee. Trips shall be based on the latest edition of the International Transportation Engineer's Trip Generation Manual or substantial evidence by a professional engineer licensed in the State of Washington with expertise in traffic engineering.

c. New construction or expansions of existing construction that does not exceed any of the following:

i. Four thousand (4,000) square feet of additional floor area,

ii. Twenty (20) new parking spaces, or

iii. Four (4) new multifamily residential units, except as provided for in WMC 19.10.030.

2. *Type II Site Plan Review.* Type II site plan reviews are typically more substantial in nature and may have potential incompatibility with surrounding zoning or land uses or may have a more substantial impact on the natural and built environment. Type II reviews are approved by the development review committee⁴ with public notice and an opportunity for comment. A pre-application conference is required. The following are classified as Type II site plan reviews:

a. Any development which is not listed as a Type I site plan in subsection (A)(1) of this section or listed as exempt under WMC 19.10.030.

b. Any development subject to SEPA pursuant to WMC Chapter 15.04 (Environmental Policy).

³ Woodland's code publisher has decided not to capitalize "public works director".

⁴ Woodland's code publisher has decided not to capitalize "development review committee".

c. Any development or change of use that will result in thirty-one (31) or more PM peak trips, based on the latest edition of the International Transportation Engineer's Trip Generation Manual, or substantial evidence by a professional engineer licensed in the State of Washington with expertise in traffic engineering.

3. *Binding Site Plan Reviews.* A binding site plan functions as an alternative to dividing commercial or industrial property through the platting process. A binding site plan is required for any proposal which involves the division of commercial or industrial property for the purposes of sale, lease, or transfer of ownership without completing the platting process pursuant to WMC Title 16 and RCW Chapter 58.17.

a. There are two types of binding site plans:

i. *Binding site plan – New developments.* This type of binding site plan includes all applications to create legal lots in conjunction with a new development. Any binding site plan of this type less than five (5) acres⁵ in size shall be administratively approved by the development review committee. Land division associated with any binding site plan of this type five (5) acres or greater in size shall first be approved by city council with a recommendation by the planning commission⁶ (preliminary binding site plan approval). Following preliminary approval of the proposed land division, staff shall administratively approve proposed site improvements.

ii. *Binding site plan – Existing developments.* This type of binding site plan includes all applications to create legal lots in conjunction with an existing development or when no development is proposed. Any binding site plan of this type that is less than five (5) acres shall be administratively approved by the development review committee. Any binding site plan of this type five (5) acres or greater shall be approved by city council with a recommendation by the planning commission.

b. A pre-application conference is required for all binding site plan applications. Binding site plans shall be completed consistent with the requirements and provisions of RCW 58.17.035 and this chapter and shall be valid for the same period as a Type I or II site plan.

c. Revisions to a binding site plan are permitted so long as any revisions are made through the site plan review process and are consistent with the regulations in effect at the time of application for revisions. If a binding site plan expires or is vacated, the

⁵ The Commission was leaning towards recommending a 5-acre threshold at the May 2013 meeting.

⁶ Woodland's code publisher has decided not to capitalize "planning commission".

parcel boundaries shall return to the original configuration. Vacation of a binding site plan shall require the signatures of all current owners of the parcels involved.

B. If a site plan review is part of an overall application that is subject to a higher approval authority, site plan review shall be considered in conjunction with the overall application by that higher review authority.

17.143.050 Submittal requirements.

A. Applicants shall submit the information:

1. A completed land-use application.
2. Written narrative and phasing plan, if applicable, that includes a description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries, and construction schedule including project phasing.
3. Payment of all applicable application fees.
4. Five (5) copies of an existing conditions plan drawn to scale on a sheet no larger than twenty-four inches by thirty-six (24x36) inches and one reduced eleven-by-seventeen-inch (11x17) copy showing the following (not required for Type I reviews):
 - a. Vicinity map showing location of subject site within the city and the surrounding existing street system.
 - b. Property boundaries, dimensions, and size of the subject site.
 - c. Graphic scale of the drawing and the direction of true north.
 - d. Zoning and uses of subject site and of properties adjacent to the subject site.
 - e. Current structural setbacks.
 - f. Location of on-site driveways and access points within 100 feet of the subject site.
 - g. Location of existing on-site structures and the approximate location of existing structures within 100 feet of the site.
 - h. Location of existing aboveground electrical, telephone or utility poles, and traffic control poles.
 - i. Location of existing fire hydrants.
 - j. Location, centerline, and dimensions of existing public rights-of-way and easements on-site and within 100 feet of the site.

k. Locations, centerlines, and dimensions of existing private streets on-site and within 100 feet of the site.

l. Approximate on-site slopes and grades within 100 feet of the site.

m. Approximate location of significant natural conditions such as rock outcroppings; floodplain and floodway boundaries; drainage patterns and courses; slopes in excess of fifteen percent; unstable ground; high seasonal water table or impermeable soils; areas of severe erosion potential; areas of weak foundation soils; areas of significant wildlife habitat; and areas known to have historic, cultural, or archaeological resources.

5. Five (5) copies of a site plan drawn to a minimum scale on a sheet no larger than twenty-four inches by thirty-six (24x36) inches and one reduced eleven-by-seventeen-inch (11x17) copy. The site plan shall at a minimum indicate the following:

a. Property boundaries, dimensions, and size of the subject site.

b. Location, dimensions, and height of proposed buildings and location and dimensions of existing buildings to remain on site.

c. Proposed building setbacks.

d. Proposed project-phasing boundaries, if applicable.

e. Legend indicating total site area, the total square footage of proposed buildings or structures including percentage of total site area, the total square footage amount of impervious area including percentage of total site area, the total square footage amount of on-site landscaping including percentage of total site area, the total amount of dedicated parking area including percentage of total site area, the proposed number of parking spaces including the number of standard parking spaces, the number of compact parking spaces, the number of handicapped-accessible parking spaces, and the required number of parking spaces.

f. Location of proposed access points including vehicular driveways and designated pedestrian access points.

g. Location and dimensions of proposed on-site parking areas including required parking landscaping islands and indicating whether proposed parking is standard, compact, or handicapped-accessible. On-site drive aisles and circulation areas shall be indicated including their dimensions.

h. Location and dimensions of proposed on-site pedestrian connections between the public street and buildings, between on-site buildings, and between on-site buildings and on-site or off-site parking areas.

i. Location and size of off-site parking areas, if applicable, including details on the number and type of off-site parking spaces and existing or proposed drive aisles and circulation areas including dimensions.

j. Locations, centerlines, and dimensions of proposed on-site public or private streets and public and private easements.

k. Location, centerlines, and dimensions of proposed dedications, and identification of proposed frontage improvements including roadway improvements, curb and gutter installation, landscaped planter strip installation, and public sidewalk installation.

l. The location and dimensions of loading and service areas, recreational or open space features, aboveground utilities, location of fences and signs, and the size and location of solid waste and recyclable storage areas.

m. Specialized site treatments including but not limited to pedestrian plazas, bicycle parking, and outdoor seating areas.

n. Environmental features including critical areas and their buffers, the ordinary high water mark, shorelines jurisdiction, the 100-year floodplain, and floodway location.

o. Applicants for binding site plan shall also show proposed lots including dimensions and total acreage.

6. If applicable, a preliminary utility plan indicating the proposed location, size, connection points to existing public systems, and terminus points for sanitary sewer, water, and stormwater drainage and control. Public and private easements for sanitary sewer, water, and stormwater shall also be indicated.

7. If applicable, stormwater information shall be provided in conformance with WMC Chapter 15.12.

8. If applicable, a preliminary grading and erosion control plan shall be provided consistent with WMC Chapter 15.10.

9. If applicable, a preliminary landscape plan shall be submitted at the time of application for site plan review. The preliminary landscape plan need not include the detail required for final approval, although areas of proposed landscaping must be shown. Final civil plan approval cannot be given until a final landscape plan is submitted and approved. The final plan shall show the location of proposed vegetation, the common and botanical name of the proposed vegetation, the initial planting size (height or gallon) and the mature planting size, and proposed methods of irrigation, if any. Landscaping proposed in and around buildings, on the perimeter of

the site and within proposed parking areas shall be indicated. In addition, street trees or other forms of landscaping within the public rights-of-way shall be indicated.

10. *If applicable, architectural elevations, showing north, south, west and east elevations and specifying a measurable scale, structural dimensions, and structural heights.*

11. *If applicable, lighting plan indicating the location, height, and type of proposed exterior lighting fixtures (pole-mounted or wall-mounted). Photometric point or curve detail shall be provided for the subject site, abutting properties, and abutting public streets or rights-of-way at final civil plan review.*

12. *A certified document, typically a title report that is provided by a title company and issued within the last 60 days that details all encumbrances, easements, and ownership (not required for Type I site plan reviews).*

13. *If applicable, a State Environmental Policy Act (SEPA) checklist.*

14. *Completed critical areas identification checklist.*

15. *Signed agreement to reimburse the city for professional services used in the processing of applications for site plan review and site inspections.*

16. *If applicable, a traffic study.*

17. *Any additional items requested by the city during the pre-application conference.*

19.10.060 Criteria for site plan approval.

A. *In approving site plans, it shall be the responsibility of the planning official⁷ to review each plan for compliance with all provisions of this chapter and any other applicable regulations that may affect the final plan as submitted or revised. The planning official shall coordinate review with the public works director, building official⁸, staff or contract fire professionals, and the city's reviewing consultants.*

B. *In reviewing a site plan for approval, the planning official shall find that all of the following have been met:*

1. *The proposal does or can comply with all applicable land use and development standards including but not limited to landscaping and screening requirements, parking and loading standards, frontage improvements, design standards, sewer and water standards, stormwater and erosion control standards, and critical areas standards, with or without conditions of approval. If compliance cannot be achieved by imposing conditions of approval, the application shall be denied.*

⁷ Woodland's code publisher has decided not to capitalize "planning official".

⁸ Woodland's code publisher has decided not to capitalize "building official".

2. All conditions of any applicable previous approvals have been met.

3. Proposed phasing plans comply with the requirements of WMC 19.10.120 and any necessary performance bonds or other suitable securities per WMC 19.10.110 have been secured.

19.10.070 Preliminary site plan approval / Final civil plan approval.

A. Where a site plan is issued subject to conditions that require the submittal of additional materials or changes to existing plans (preliminary approval), the planning official may require that the applicant submit for final civil plan approval to determine if the revised plans comply with the conditions of approval. If so required, the proponent must submit final civil construction drawings for review and approval. Unless waived by the public works director, the final civil plan set shall include the following elements:

1. Overall site plan that is substantially the same as that preliminarily approved.

2. Final grading plan.

3. Final stormwater plan and report pursuant to WMC Chapter 15.12.

4. Erosion control plan pursuant to WMC Chapter 15.10.

5. Final landscaping plan.

6. Final utilities plan.

7. Additional information as required by the public works director or his/her designee.

B. In addition to the requirements of a standard final civil plan submittal, a final binding site plan application shall also contain a survey prepared and stamped by a land surveyor or engineer licensed in the state of Washington showing land division lines, area of the lots created expressed in square footage, property addresses, future buildings, setbacks, parking areas, roads, stormwater detention, and other proposed site improvements. The name of the proposed development, the land use number, and the title "Binding Site Plan" shall be at the top of the plan along with the following statement:

The use and development of this property must be in accordance with the plan as represented herein or as hereafter amended, according to the provisions of the binding site plan regulations of the city of Woodland. The roads and utilities shown on this plan need not have been constructed and/or installed at the time that the property subject to this plan is divided. No permit required to build permanent structures upon any portion of this property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of this property have been constructed and installed or until arrangements acceptable to

NOTARY PUBLIC in and for the State of Washington, residing at _____

CITY OF WOODLAND:

Examined and Approved:

This _____ Day of _____, 20_____.

(Signed) _____

Public Works Director

AUDITOR:

Filed for Record at the Request of: _____

This _____ Day of 20____, and Recorded in Volume _____ of _____, on Page _____ Records of Cowlitz County, Washington.

(Signed) _____

Cowlitz County Auditor

(Signed) _____

Deputy Auditor

TREASURER:

I hereby certify that the taxes on the land described hereon have been paid to date.

Dated: _____

(Signed) _____

SURVEYOR:

I hereby certify that the Binding Site Plan shown herein and known as _____ is based on actual survey and land division in Section(s) _____, Township _____ North, Range _____, W.M., city of Woodland, Cowlitz County, Washington, and that the distances, courses and angles are shown thereon correctly and that proper monuments have been set.

(Seal)

Professional Land Surveyor

- C. Prior to decision, the planning official may refer site plans for development proposals to the planning commission for review and comment and shall make such referral when requested by the planning commission or as the planning official or public works director deems appropriate.

D. Approved binding site plans shall be filed with the county auditor at the applicant's expense and three (3) copies of the recorded document shall be returned to the planning department. All lots or parcels created through the binding site plan procedure shall be legal lots of record.

19.10.080 Appeal.

Appeal procedures for administrative decisions are set forth in WMC 19.06 and 19.08.

19.10.090 Modifications to approved site plan.

A. No approved site plan shall be modified or amended except after reapplication for site plan review and approval. The determination of the application type (Type I or Type II site plan review) for site plan modifications will be based upon the criteria in WMC 19.10.040.

19.10.100 Compliance required and expiration.

A. All development of the property for which a site plan was approved shall conform to the approved site plan and any conditions imposed thereon unless amended or replaced by a subsequent city approval.

B. An approved site plan (without phasing) shall be null and void if:

1. Complete building permit applications for all proposed structures are not submitted to the Woodland Building Department within three (3) years of site plan review approval.
2. Construction does not commence within four (4) years of site plan review approval.

C. A site plan review approval with a phasing plan shall be null and void if the applicant fails to meet the conditions and time schedules specified in the approved phasing plan.

D. Once expired, an applicant must re-apply for site plan review and receive approval before further development of the site proceeds. Expiration of site plan approval shall not apply to applicants with complete applications before the effective date of this ordinance, _____ (Month Day, Year). The public works director or his/her designee may approve up to two, one-year extensions if:

1. There have not been any substantial changes in the laws governing the development of the site with which lack of compliance would be contrary to the changed laws;
2. Approved building permits have been issued to the applicant; and
3. The applicant has pursued development in good faith where good faith is evidenced by progress on final permitting, surveying, engineering, and construction of improvements.

19.10.110 Completion prior to occupancy.

A. All required public and site improvements and other conditions of site plan approval shall be met prior to occupancy of any site unless required sooner as a condition of approval provided that completion and occupancy may be accomplished in phases if approved by the public works director or his/her designee as part of the site plan review process. Incomplete items may be secured by the

issuance of a performance bond or other suitable security as a condition of approval to secure an applicant's obligation to complete the provisions and conditions of the approved site plan.

B. For binding site plans, the roads and utilities shown on the plan need not be constructed and/or installed at the time the property is divided. However, no permit required to build permanent structures upon any portion of the property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of the property have been constructed and installed or until arrangements acceptable to the city have been made to ensure that the construction and installation of such roads and utilities will be accomplished.

19.10.120 Phasing.

A. Upon written request, the public works director or his/her designee may approve a time schedule for developing a site in phases, but in no case shall the total time period for all phases be greater than eight (8) years without reapplying for site plan review.

B. The criteria for approving a phased site plan review application shall be as follows:

1. All public facilities necessary to serve a phase shall be completed prior to or with the development of the phase.
2. The development and occupancy of any phase is not dependent on the use of temporary public facilities. A temporary public facility is any facility not constructed to the applicable city standard.
3. The phased development shall not result in requiring the city, other property owners, or latecomers, to construct public facilities that were required as part of the approved development proposal.

4. Repeal and Replace Old Section WMC 19.08.030 – Review and appeal authority.

19.08.030 - Review and appeal authority.

The following table describes development permits and the final decision and appeal authorities. All applicable administrative appeals shall be exhausted prior to initiation of judicial review. All judicial appeals shall be made to county superior court in accordance with RCW 36.70.C except comprehensive plan policy decisions or updates which may be appealed to the State Growth Management Hearings Board and final shoreline permit actions which may be appealed to the Shoreline Hearings Board. As per WMC [19.06.050](#), appeal of the city's procedural SEPA decision or threshold determination shall be consolidated with a hearing or appeal on the underlying governmental action in a single simultaneous hearing before the hearing examiner and any further appeal shall be made to **Cowlitz or Clark County Superior Court**. When decision making authority rests with the city council, appeal shall be to the

county superior court. Appeal procedures for decisions and interpretations of the fire chief and building official are set forth in WMC [14.48](#).

Key:	R	=	Recommendation to Higher Review Authority	D	=	Decision
	OP	=	Open Record Predecision Hearing	SR	=	Staff Recommendation with Staff Report
	C	=	Closed Record Appeal Hearing	A	=	Appeal Decision
	ORH	=	Open Record Hearing			

	Public Works Department Staff	Development Review Committee	Hearing Examiner	Planning Commission	City Council
ZONING					
ADMINISTRATIVE CONDITIONAL USE PERMITS	D		A (ORH)		
CONDITIONAL USE PERMITS		SR	D (OP)		A (C)
MINOR MODIFICATION TO APPROVED CONDITIONAL USES AND ADMINISTRATIVE CONDITIONAL USES		D		A (ORH)	
ADMINISTRATIVE TEMPORARY USE PERMITS	D		A (ORH)		
MAJOR VARIANCE		SR	D (OP)		A (C)
MINOR VARIANCE		D		A (ORH)	
SITE SPECIFIC ZONE CHANGES		SR		R (OP)	D
ZONING TEXT AMENDMENT (DEVELOPMENT REGULATION CHANGES)		SR		R (OP)	D
AREA WIDE MAP AMEND		SR		R (OP)	D
COMPREHENSIVE PLAN					
COMPREHENSIVE PLAN TEXT AMENDMENT		SR		R (OP)	D
COMPREHENSIVE PLAN MAP AMENDMENT		SR		R (OP)	D
LAND DIVISION					
RE-PLAT	SR		D (OP)		A (C)
PLAT VACATION	SR		D (OP)		A (C)
BOUNDARY LINE ADJUSTMENT	D				A (ORH)
PRELIMINARY PLAT		SR		R (OP)	D
VARIANCE RELATED TO PRELIMINARY PLAT		SR		R (OP)	D
PHASING AND EXPIRATION EXTENSION OF APPROVED PRELIMINARY PLAT		D			A (ORH)
SHORT PLAT	D				A (ORH)

VARIANCE RELATED TO SHORT PLAT		SR			D (OP)
FINAL PLAT		SR		R	D
PLANNED UNIT RESIDENTIAL DEVELOPMENT		SR		R (OP)	D
BINDING SITE PLAN (UNDER 5 ACRES)	Ⓟ	D	A (ORH)		A (ORH)
BINDING SITE PLAN (5 ACRES OR LARGER)		SR		R (OP)	D
ENVIRONMENTAL					
CRITICAL AREAS PERMIT	D		A (ORH)		
SEPA PROCEDURAL DETERMINATION					
1. DNS	D		A (ORH)* ¹		
2. MDNS	D		A (ORH)* ¹		
3. DS/EIS	D		A (ORH)* ¹		
SHORELINES					
SUBSTANTIAL DEVELOPMENT PERMIT		SR	D (OP)* ²		
CONDITIONAL USE PERMIT		SR	D (OP)* ²		
VARIANCE		SR	D (OP)* ²		
EXEMPTION	D		A (ORH)* ²		
EXTENSION OF SHORELINE RELATED PERMIT	D		A (ORH)		
SITE PLAN REVIEW					
TYPE I SITE PLAN REVIEW	D		A (ORH)		
TYPE II SITE PLAN REVIEW		D	A (ORH)		
COMMERCIAL		Ⓟ			A (ORH)* ³
INDUSTRIAL		Ⓟ			A (ORH)* ³
MULTI FAMILY		Ⓟ			A (ORH)* ³
OTHER USES		Ⓟ			A (ORH)* ³
MOBILE HOME PARK		Ⓟ			A (ORH)* ³
OTHER					
BUILDING/GRADING/FILL PERMIT W/SEPA	Building Official				
SIMILAR USE DETERMINATION		SR		D	A (ORH)

FLOODPLAIN DEVELOPMENT PERMIT	D ^{*4}		A (ORH)		
APPEAL OF ENFORCEMENT ACTION PER WMC 17.92		SR	A (ORH)		
APPEAL OF ADMINISTRATIVE DECISIONS UNRELATED TO SEPA OR ENFORCEMENT ACTION PER WMC 17.92		SR	D (OP)		A (C)
APPEAL OF DECISIONS RELATED TO TAKINGS OR SUBSTANTIVE DUE PROCESS RELATED ISSUES AS OUTLINED IN WMC 17.81.095		D	A (ORH)		
WAIVER OF VIOLATION AS OUTLINED IN WMC 17.81.020.C			D (OP)		

*¹ See WMC [19.06.040](#) and [19.06.050](#)

*² Appeals of the hearing examiner's decisions shall be reviewed by the Shoreline Hearings Board. Shoreline conditional use permits and variances must also be approved by the Department of Ecology.

*³ Unless the appeal includes SEPA related matters in which case appeal is to hearing examiner as set forth in WMC [19.06.050](#)

*⁴ Preferably the city's floodplain manger.