LYNNWOOD CITY COUNCIL Work Session

Date: **Monday, March 29, 2021**
Time: **6:00 PM**
Place: **This meeting will be held electronically via Zoom. See the City of Lynnwood website for details.**

6:00 PM	**A**	Roll Call
6:05 PM	**B**	Executive Session: Potential Litigation
6:35 PM	**C**	Briefing: South Lynnwood Neighborhood Plan
7:25 PM	**D**	Break
7:35 PM	**E**	Debrief: Business Roundtable
8:35 PM	**F**	Mayor Comments and Questions
8:40 PM	**G**	Council Comments
		Adjourn

Memorandums for Future Agenda Items:

Memorandums for Your Information:

Contact: Executive Office (425) 670-5001

CITY COUNCIL ITEM A

CITY OF LYNNWOOD
Executive

TITLE: Roll Call

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM B

CITY OF LYNNWOOD
Executive

TITLE: Executive Session: Potential Litigation

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM C

CITY OF LYNNWOOD
Community Development

TITLE: **Briefing: South Lynnwood Neighborhood Plan**

DEPARTMENT CONTACT: **Ashley Winchell**

SUMMARY:

This briefing will provide City Council with progress of the South Lynnwood Project. Previous work in South Lynnwood, current status, and upcoming next steps will be discussed. Phase II of the project is currently underway with anticipated adoption for Council in 2021. This is the third briefing to Council on Phase II of the project. Erik Bagwell with EcoNorthwest will be providing a presentation on industrial land and housing in South Lynnwood.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

There are no immediate policy questions. Future policy questions and actions may be needed as this plan progresses.

ACTION:

To review activity to date regarding the South Lynnwood Neighborhood Plan.

BACKGROUND:

Creating a subarea plan for the South Lynnwood Neighborhood has previously been identified in the Lynnwood's Economic Development Plans adopted by Council in 2004 and 2015. During the update to the PARC Plan in 2016, the Parks, Recreation & Cultural Arts Department analyzed equity using composite maps. These maps identified South Lynnwood as a neighborhood experiencing significant inequities including income and language barriers. That discovery evolved into the phased South Lynnwood Project.

Phase I spanned from spring 2017 through fall 2018 and was supported by an interdisciplinary team focused on outreach and engagement in the neighborhood. The redevelopment of South Lynnwood Park is a major component of this phase.

The 2019-2020 budget included funding for Phase II, the South Lynnwood Neighborhood Plan. A request for proposals was solicited in early 2019 and subsequently a consultant team was selected to prepare major deliverables for the project. The plan seeks to

- Establish a vision for the neighborhood;
- Identify projects and policies to stabilize housing for all families;
- Provide opportunities for various land uses; improve access to transit, future light rail and non-motorized transportation for all ages and abilities; and
- Serve as a model for other improvements throughout the City of Lynnwood.

FUNDING:

Funding for this project was provided in the 2019-2020 budget.

KEY FEATURES AND VISION ALIGNMENT:

- To be a welcoming city that builds a healthy and sustainable environment.
- To encourage a broad business base in sector, size and related employment, and promote high quality development.
- To be a cohesive community that respects all citizens.
- To invest in efficient, integrated, local and regional transportation systems
- To be a city that is responsive to the wants and needs of our citizens.

DOCUMENT ATTACHMENTS

Description:	Type:
South Lynnwood Update Presentation	Presentation
Co-Design Meeting #5 Minutes	Backup Material
Co-Design Meeting #6 Minutes	Backup Material

LYNNWOOD
WASHINGTON
A great deal more

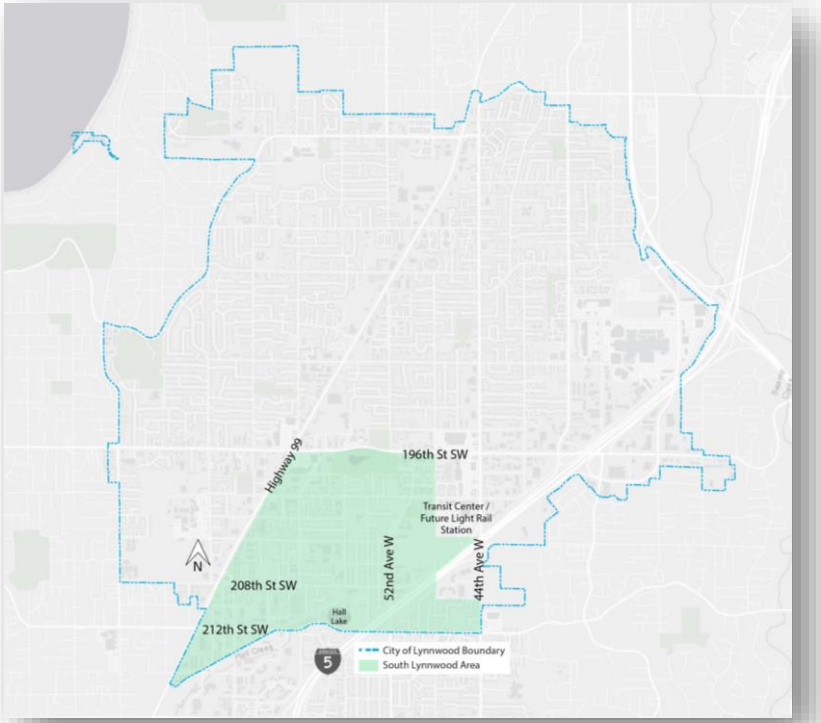
South Lynnwood Neighborhood Plan

City Council
March 29, 2021

Ashley Winchell, AICP, Community Planning Manager
Erik Bagwell, EcoNorthwest

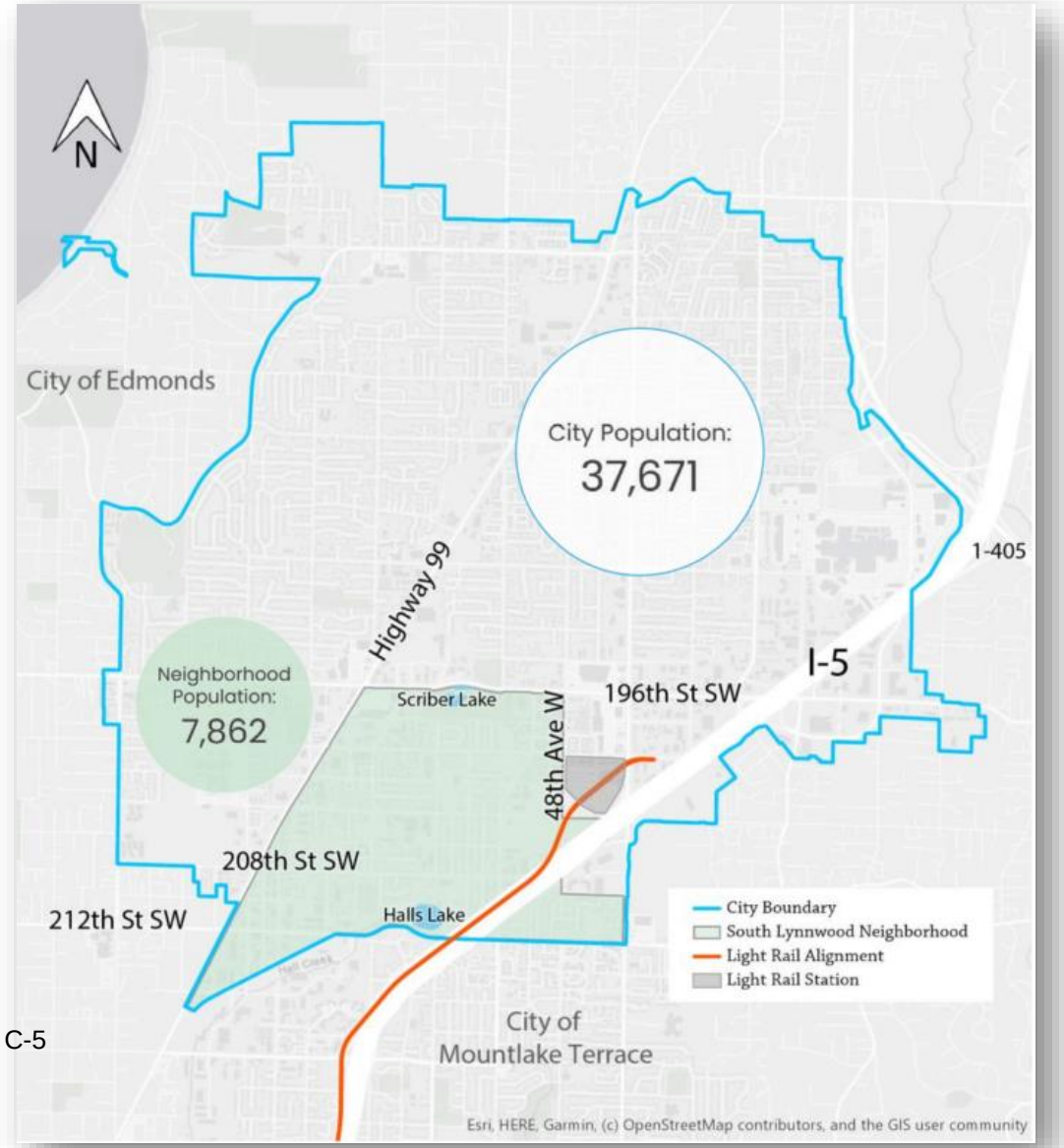
C-3

Where is South Lynnwood?



Who lives in South Lynnwood?

Race	South Lynnwood	Lynnwood
White	51%	55%
Black	7%	7%
Native American	1%	0%
Asian	11%	17%
Pacific Islander	0%	1%
Other	0%	0%
Multi-Racial	4%	7%
Hispanic	25%	13%



Plan Purpose

- Culturally rich place to live
- Support and grow businesses
- Ease transition to higher density areas
- Identify areas appropriate for redevelopment
- Protect residents against displacement
- Allow for residents to stay in South Lynnwood

Future Condition Statements

*Residents, businesses, and community partners **work together** to create a vibrant community which **celebrates diversity**.*

*Households, families, community partners, and businesses are **preserved and stable**.*

*A healthy neighborhood which is home to **safe walking networks, parks, open spaces, and gathering places**.*

*Economic development progresses through **employment opportunities** and **access to social services**.*

South Lynnwood – Industrial & Heavy Commercial

South Lynnwood - Residential

Market Analysis and Development Finance:
South Lynnwood Neighborhood

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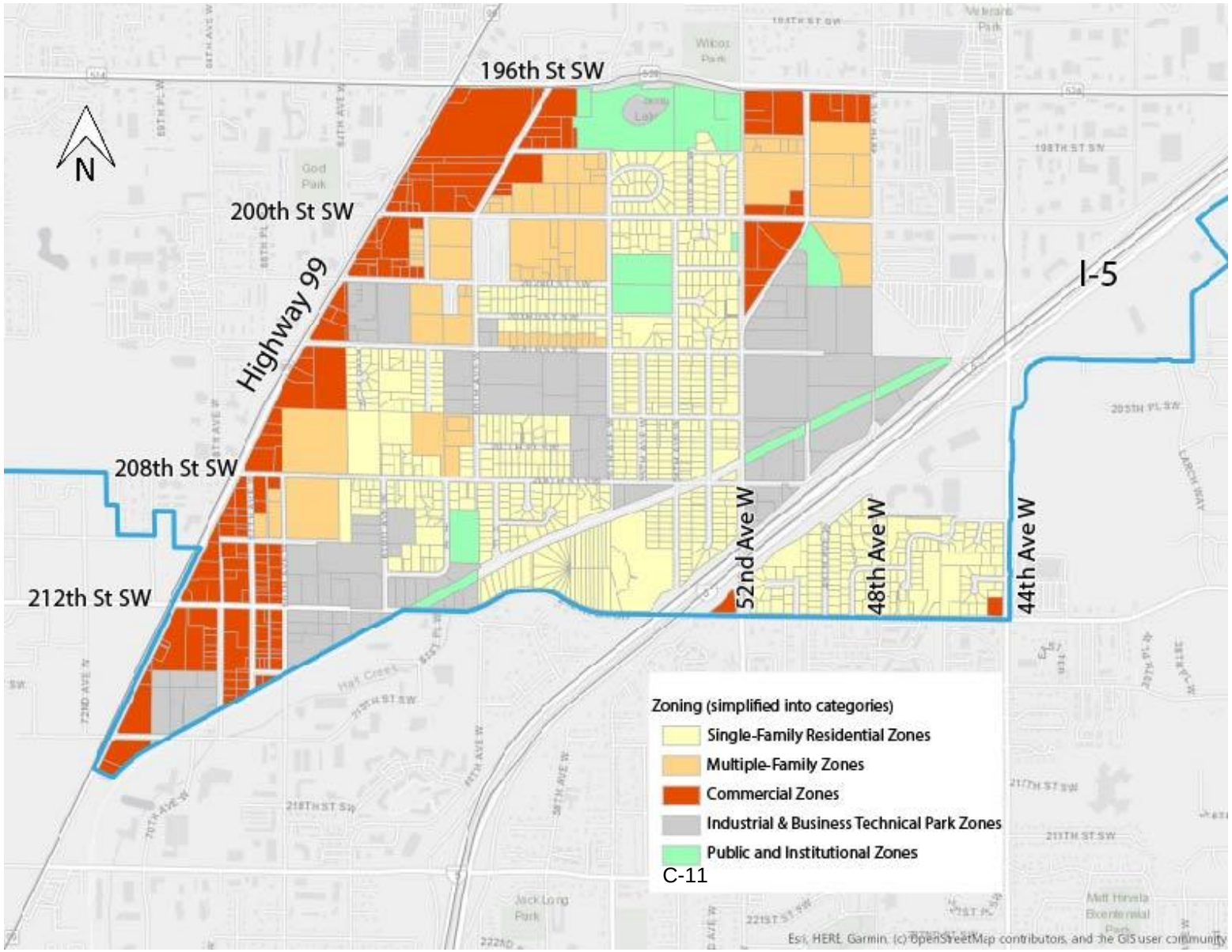
South Lynnwood Neighborhood Zoning



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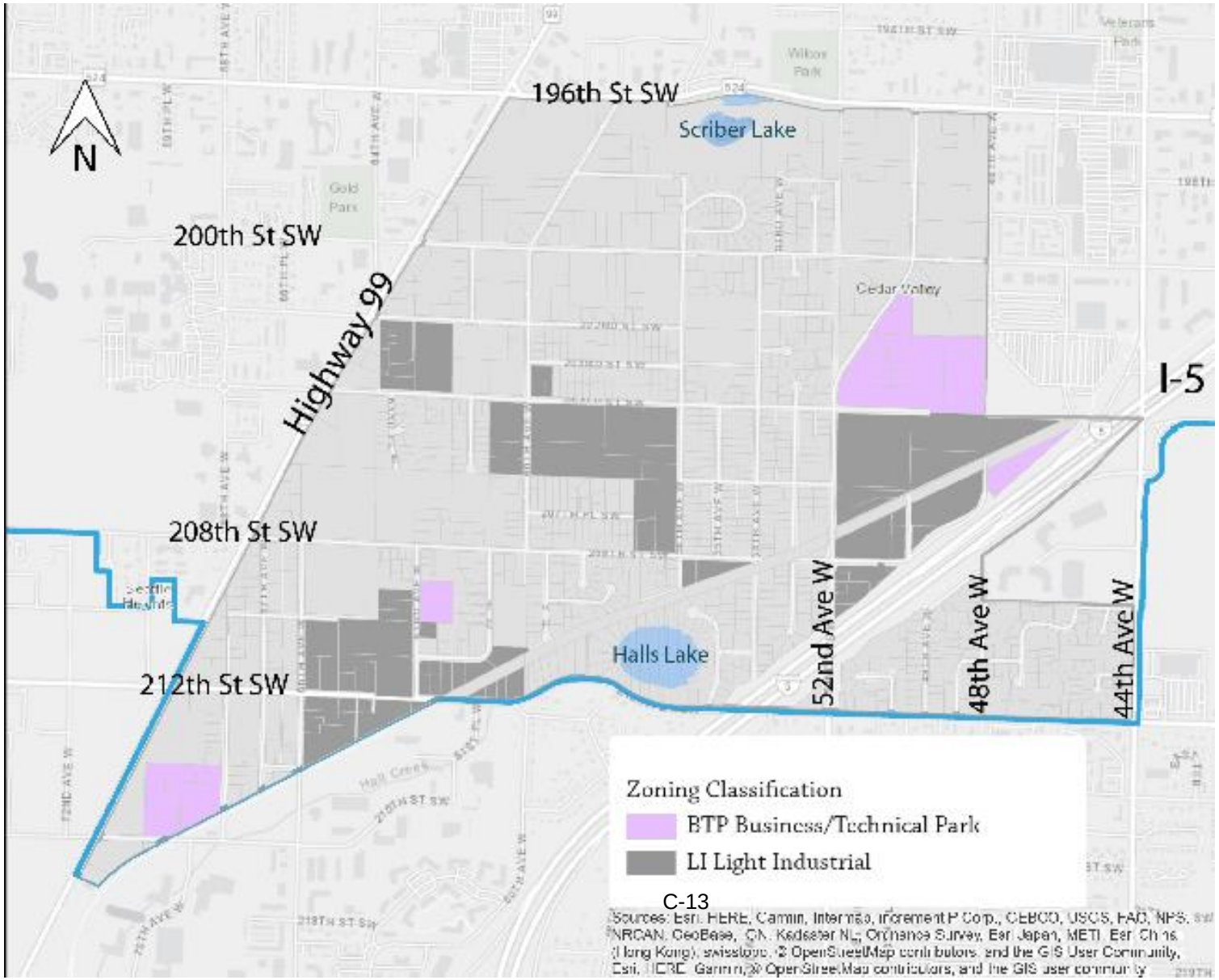
Zones where Light Industrial uses are allowed



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Industrial land uses are important

- Preservation of industrial land provides economic development opportunities
  - Lower cost facilities enable new businesses and potentially innovative industries to grow and expand
- Support more diverse enterprises (thus a more diverse community)
- Provide access to good paying job opportunities
- Needed to facilitate local public services (recycling and waste vehicles need to be stored somewhere)

There are different industrial uses

- <u>Heavy Industrial:</u>
  - Manufacturing, production, or storage that involve large undertakings (e.g. steel production or big equipment manufacturing)
  - Needs large areas of land and is high cost, and has high barriers to entry
- <u>Light Industrial:</u>
  - Less environmentally disruptive
  - More consumer oriented than business-oriented
  - Produce small consumer goods or provide consumer services

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Most industrial uses operate in two zones

- **Business and Technical Park (BTP)**
  - Primarily intended for business and technical parks and utilized for tracts considered difficult to develop
  - Permits a variety of uses: Office, wholesale, manufacturing, and research development
- **Light Industrial (LI)**
  - Allows light manufacturing and wholesaling activities with little retail contact
  - Permits more uses than BTP (e.g. athletic facilities, automotive repair, and food processing, packaging and distribution)
- **General Commercial Zone**
  - Some industrial uses exist in this zone
  - Warehouses, automotive repair, and Litho Craft (large format printing services)

A variety of businesses operate in the industrial zones

- Most industrial businesses in the subarea are in the Light Industrial (LI) and Business and Technical Park (BTP) zoned parcels

Business Activity	Number of businesses	Rentable Square Feet
Manufacturing	10	269,467
Office	8	177,524
Trades	7	92,966
Auto Repair	4	21,302
Professional Services	3	23,747
Towing	2	21,357
Warehouse	2	29,866
Auto Parts Retailer	2	27,768
Mobile Home Park	2	N/A
Distribution	1	43,029
Flex	1	3,060
Fiber Optic Cable Supplier	1	19,860
Metal Fabrication	1	9,120
Fuel Tank Cleaning	1	3,320
Auto Parts and Supplies	1	50,000
Glass Fabrication	1	13,680
Sound and Communcation Systems	1	10,172
Food Distribution and Packaging	C-17 1	24,218
Food Processing	1	10,355

Business activities support high paying jobs

The sectors within the BTP and LI zones represent some of the highest paying industries in Snohomish County.

Snohomish County Businesses, Employment and Wages by Sector

Industry	Employment	Percent of Total Employment	Establishment Count	Average Annual Wages
Information	3,640	0.8%	377	$109,044
Manufacturing	**57,834**	**12.5%**	**775**	**$95,836**
Goods-producing	**82,754**	**17.9%**	**4,279**	**$84,708**
Financial activities	12,735	2.8%	1,613	$80,756
Professional and business services	**27,025**	**5.9%**	**3,520**	**$68,588**
Construction	**23,107**	**5.0%**	**3,292**	**$57,772**
Education and health services	33,617	7.3%	5,327	$53,352
Service-providing	148,854	32.3%	17,533	$53,144
Trade, transportation, and utilities	**44,815**	**9.7%**	**3,265**	**$47,112**
Natural resources and mining	1,813	0.4%	212	$44,356
Other services	6,093	1.3%	1,559	$34,580
Leisure and hospitality	20,929	4.5%	1,872	$20,644
Total	**442,287**	**100%**	**4,905**	**$62,491**

Source: QCEW Snohomish County, June 2020

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Challenges of industrial land preservation

- Aging buildings (average building age 40 years) will require renovations soon
- Low rents (*avg. $12.32 /sf*) and low vacancy rate (*1%*) make renovations difficult
- Population growth and light rail add pressure to rezone / redevelop for other uses
- Prioritizing the preservation of industrial areas = limits land opportunities to build needed housing

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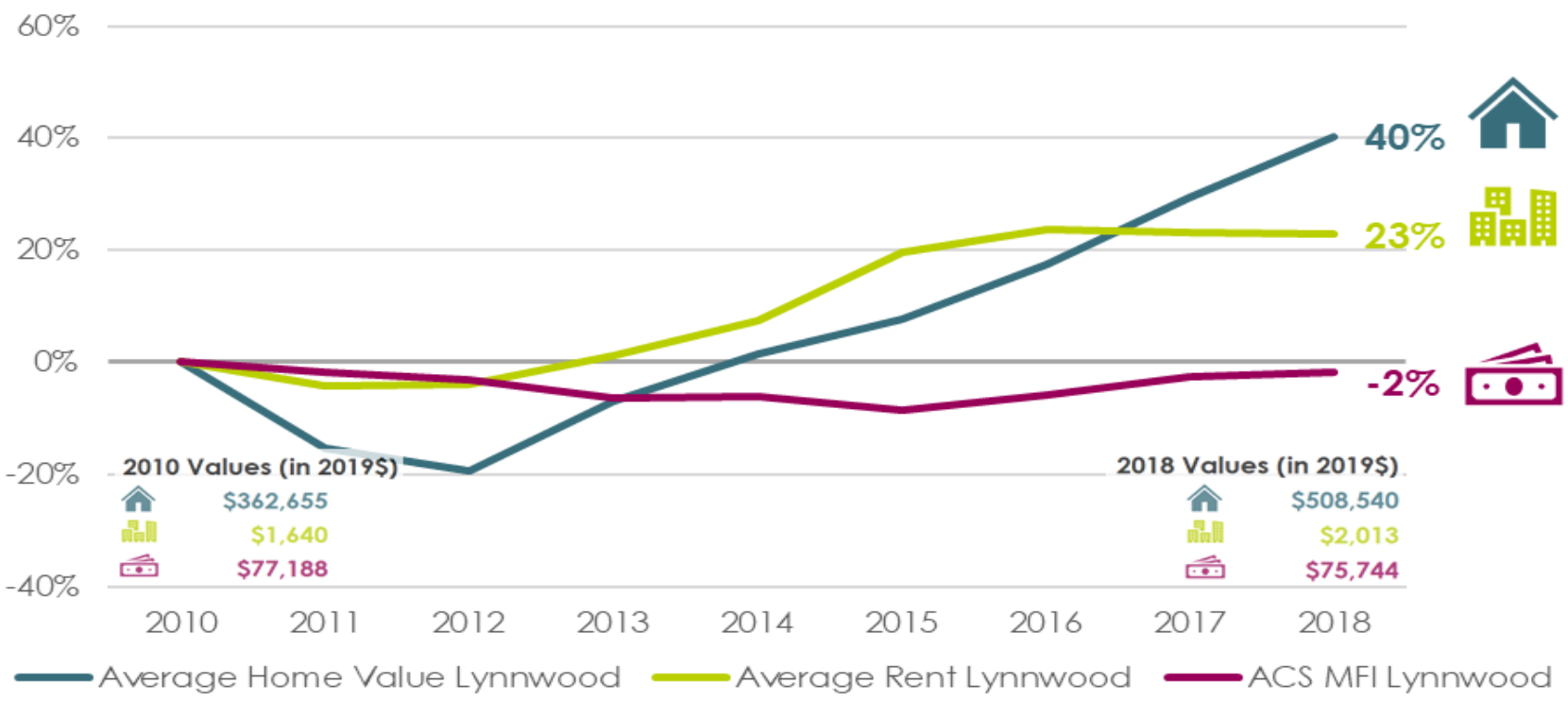
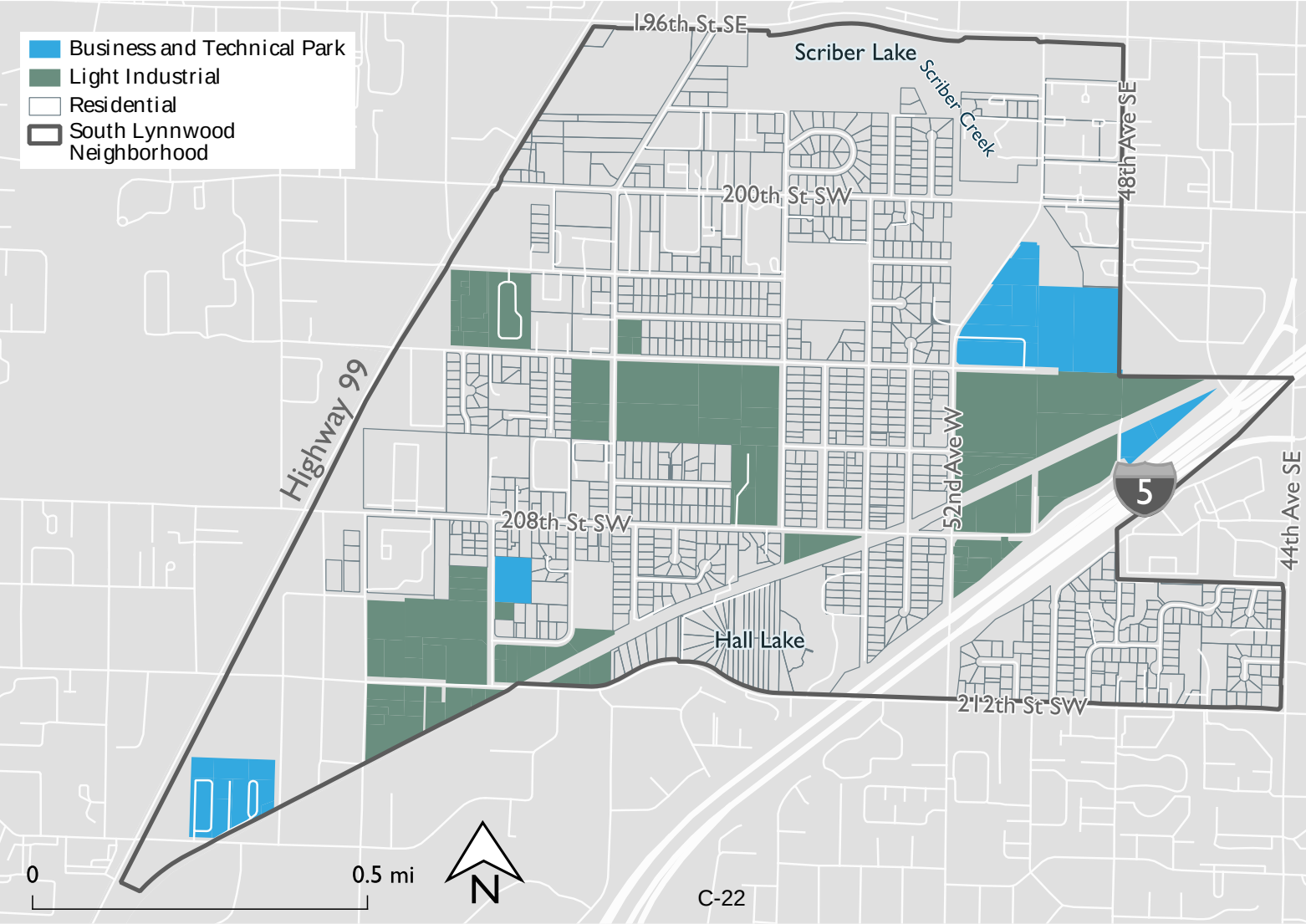
Housing costs have risen faster than incomes

Since 2010 Lynnwood home values increased by 40% and rents grew 23% when accounting for inflation. During the same time period, incomes in the City of Lynnwood decreased 2% when adjusted for inflation.



Sources: Zillow, 2020; ACS Income 5-year estimates (Table S1901) 2010 - 2018; Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) Seattle-Tacoma-Bellevue WA 2010 – 2019; BERK, 2020.

Industrial areas are adjacent to residential



Development can be a challenging process

City Agency

Developer

Notes

Times frames are approximate and represent larger projects (50 or more units)

Time frames would be shorter for smaller developments

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What is housing affordability?

Definition: Housing costs no more than 30% of Income

Example:

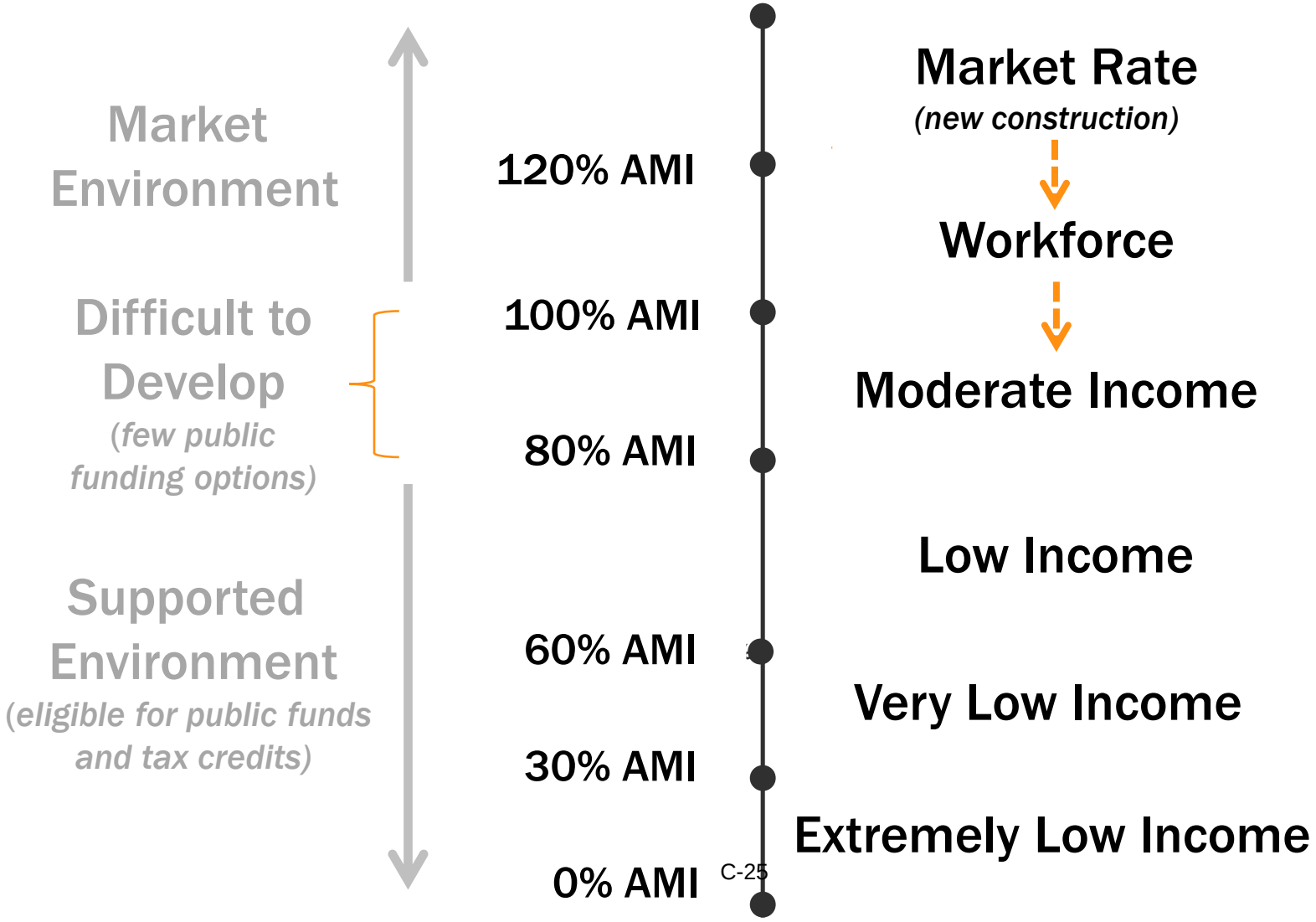
- Household income: $4,500/month ($54,000/year)
- 3-person household (2-bed unit) – qualifies as 50% AMI

Housing Costs (rent or mortgage + utilities)

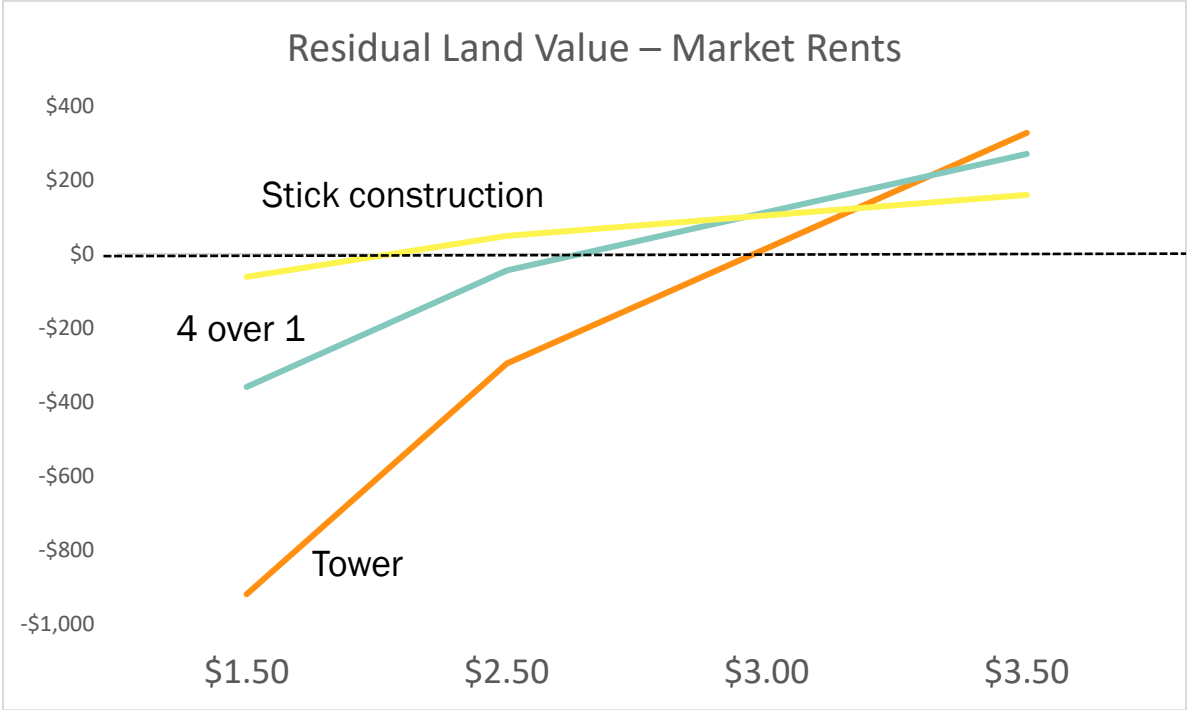
- $1300 /month — Less than 30% of income
- $1,500 / month — More than 30% of income (cost burdened)
- $2,250 / month — 50% of Income (severely cost burdened)

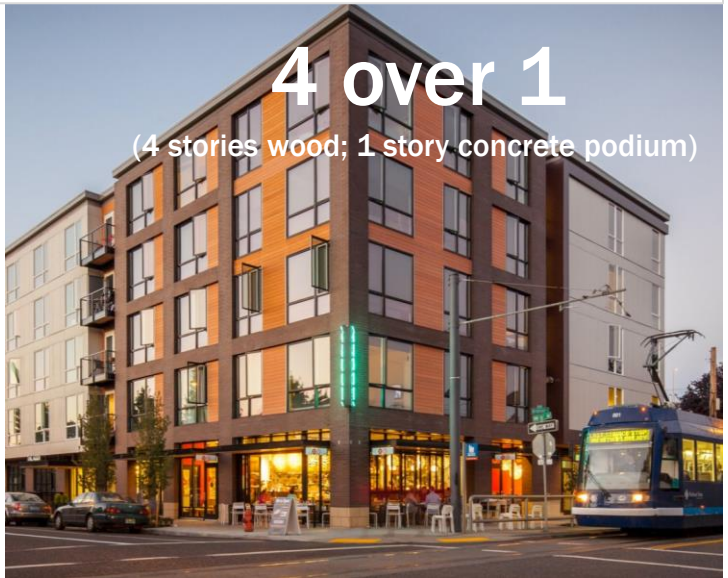
C-24

The market builds higher end housing

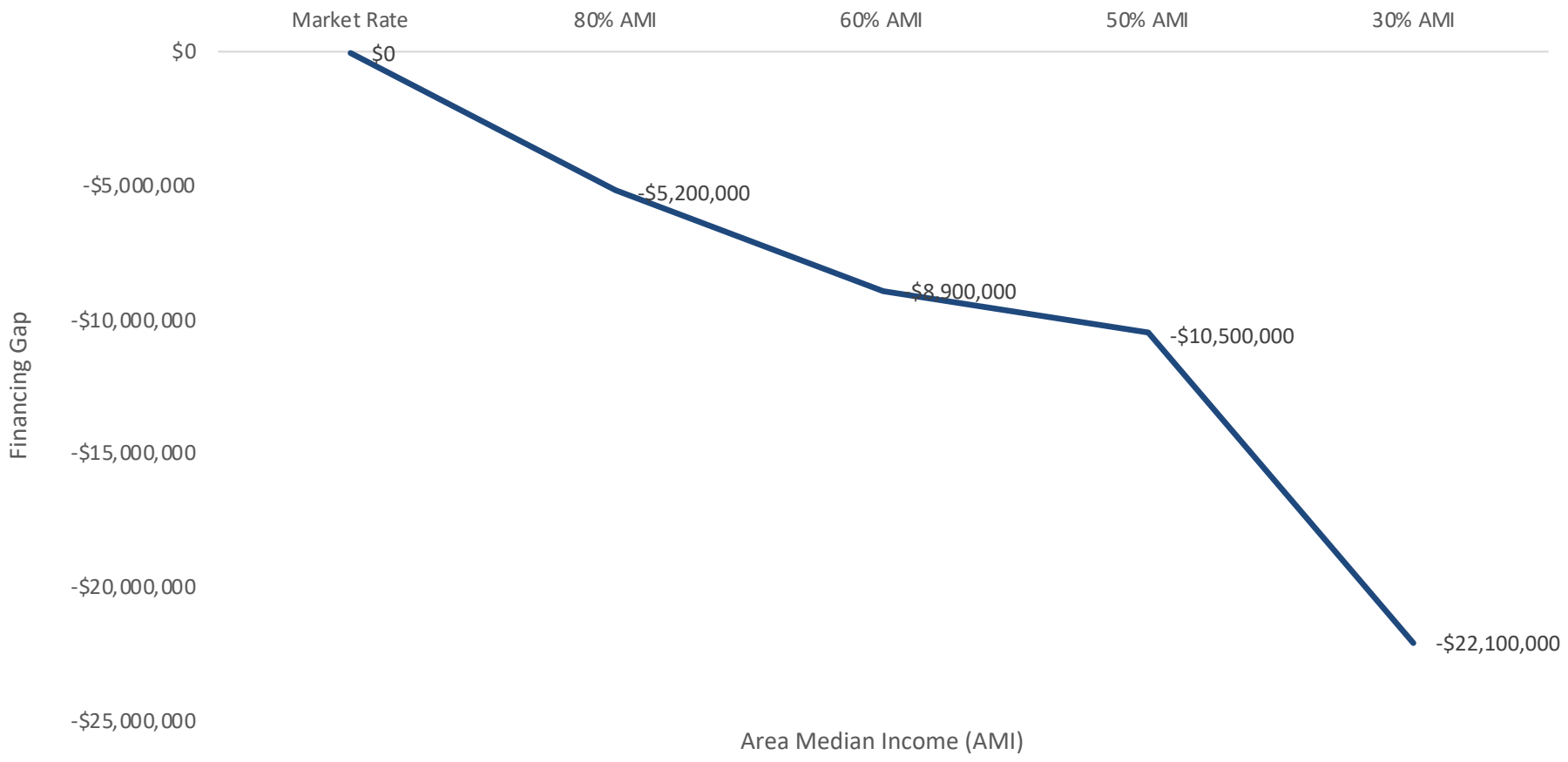


Construction type affects feasibility for all development





Filling financing gaps is needed for affordable housing



*Assumes the development of a 120-unit apartment complex (100% wood frame construction)
** All units set to the target AMI

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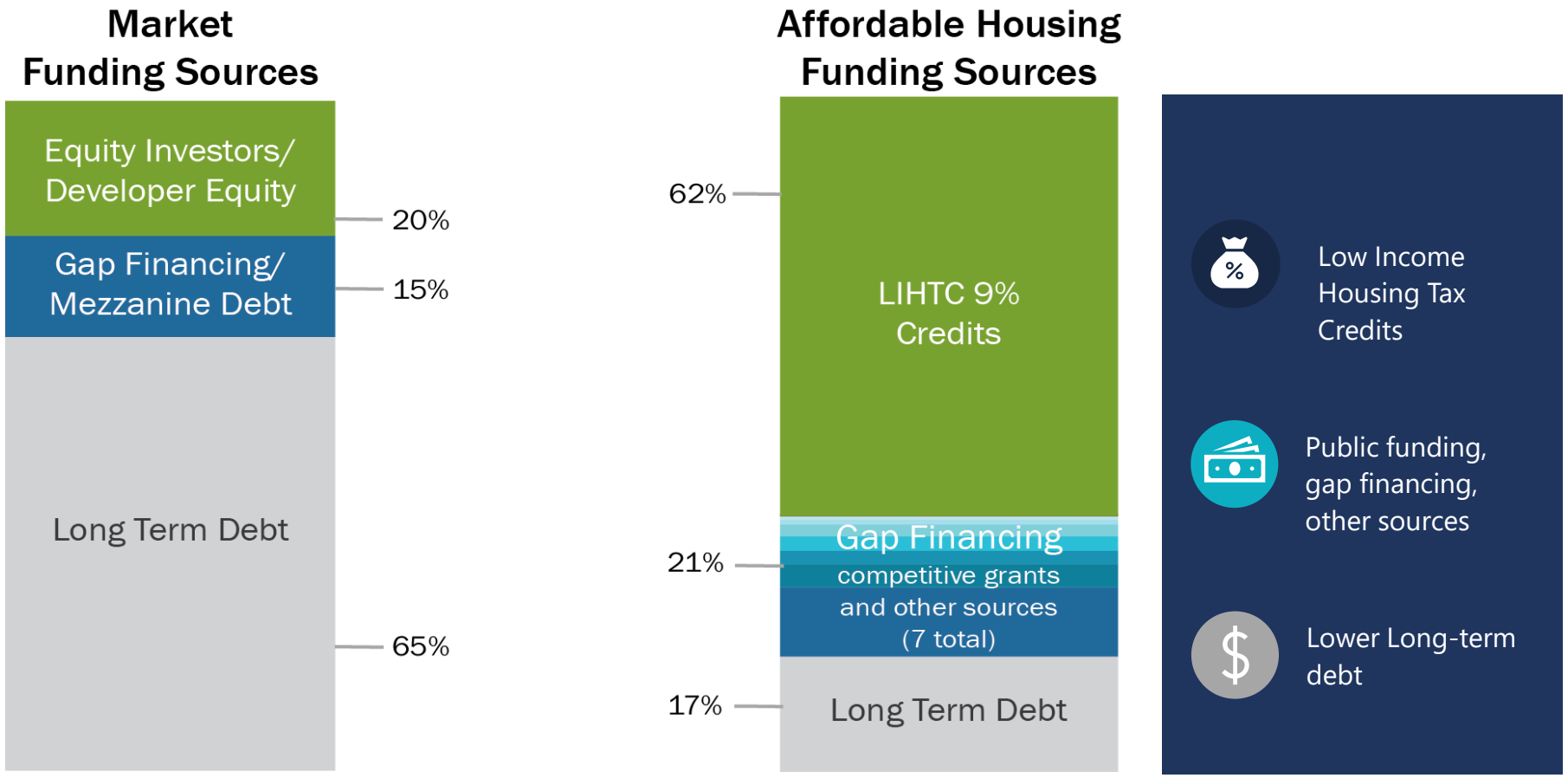
Market Rate and Affordable Housing Capital Stacks



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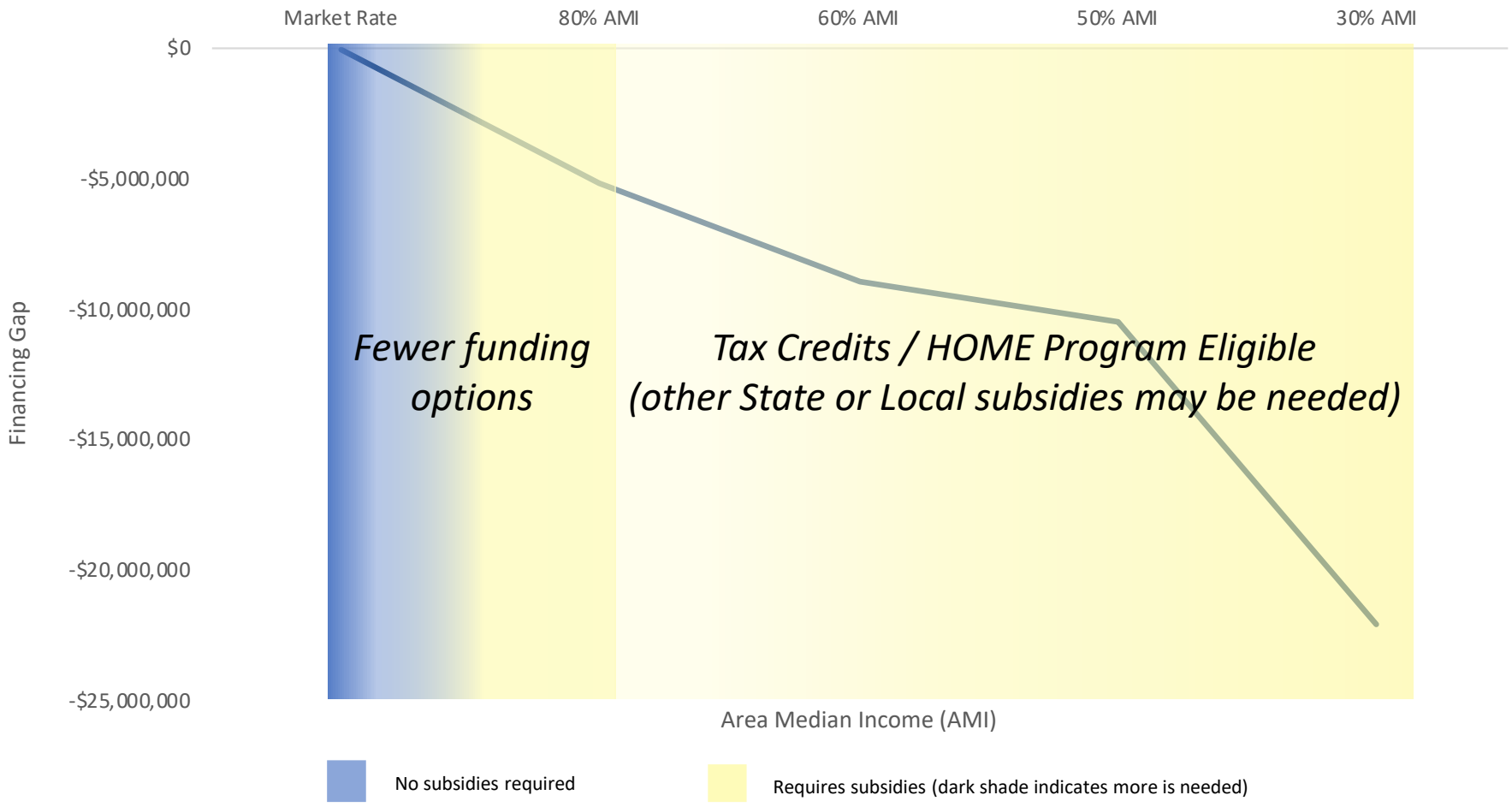
Deeper affordability requires more funding sources



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Housing Density Comes in a Variety of Forms

- Middle housing offers housing types for various household sizes and life stages.
- Traditionally public funding programs, local policies, and costs have disincentivized middle housing production (resulting in less housing type variety)
- Public subsidy programs also want to maximize the number of units produced.

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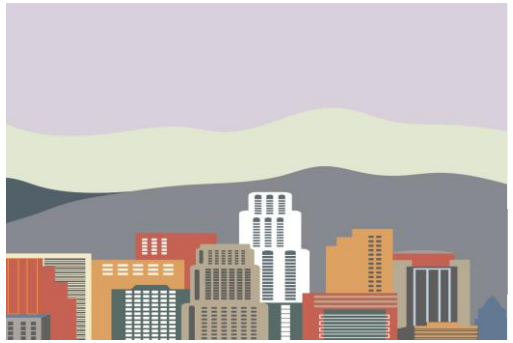


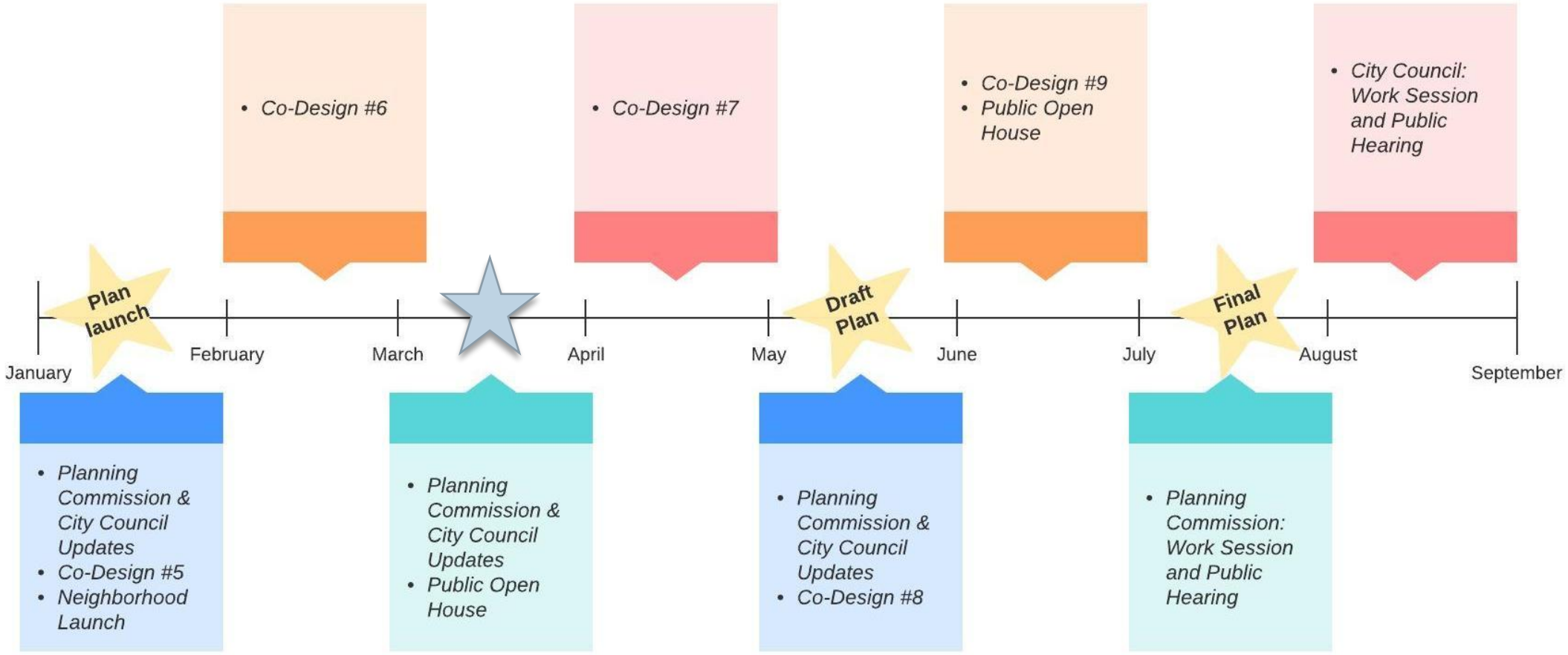
Los Angeles

Portland

Seattle

Boise

South Lynnwood Neighborhood Plan Schedule



South Lynnwood Co-Design Committee
Meeting #5
December 17, 2020

<u>Housing Action Plan Introduction</u>

The purpose of this meeting was to present progress on the Housing Action Plan to date to the South Lynnwood Co-Design Committee. The Housing Action Plan work is the result of conversations with the Housing Action Plan Stakeholder Committee, the general public, social service providers, developers, Planning Commission, and City Council. This meeting was important to set the framework for future discussions around housing in the South Lynnwood neighborhood.

Below is a summary of what we heard at the meeting. These topics will be further discussed at the February 24, 2021 South Lynnwood Co-Design Committee.

Q1. What do you like (or the communities you work with) like about housing units in South Lynnwood?

1. Housing
    a. Less spread out than other parts of Lynnwood
    b. Like that there is some housing diversity - positive and negative (ie- trailer parks)
    c. Should be more housing towards businesses, freeway, and transit.
    d. Could use cottages, duplexes, and townhomes, and ADUs in single family areas. A little nervous about size of ADUs/feeling squished in.
2. Access
    a. Relatively connected to the interurban trail
    b. Easy to get in/out
    c. Everything within easy access
    d. Transportation pretty decent for area
3. Amenities
    a. Trails and parks
    b. Liking where you live is almost as important as what you live in
    c. Space, trees and yards
    d. Everything is there!
    e. Mom and pop fruit stands, small businesses
    f. Possibilities for the future. How do we make beautiful village?
4. Population Diversity
    a. Population is diverse, but seems segregated
    b. Multiculturalism of area is value-added.

Q2. What are some concerns you(or the communities you work) with have about housing units in South Lynnwood?

1. Affordability
    a. Residents scared they are getting priced out of market
    b. Increased density leading to tax on infrastructure on roads/utility
    c. Subsidized housing- people having to move elsewhere for it
    d. Affordability is intertwined with other things (ie- car ownership, walking, etc)
2. Safety
    a. Feeling safe in community
    b. Feeling safe in housing they live in
    c. Life safety of structures (fire, mold, leaks, etc)
    d. Structures are very old, several fires, (older along 204th)
    e. Trailer park where wall will fall over
    f. Crime- more density/population, more crime. Physical safety and property crimes.
    g. Sweeps to remove needles, feces, stealing. Property and personal crime related to drug abuse is much more complicated.
3. Infrastructure
    a. Well-lit sidewalks (And sidewalks in general)
    b. Pedestrian infrastructure and access within the neighborhood
    c. Infrastructure (water, sewer, etc)
4. Quality of Life
    a. Increase green space/sporting complex/fields for more community interaction (active and passive)
    b. Accessibility
    c. Traffic and noise

Q3. What types of housing units are needed in South Lynnwood?

1. Apodments/micro units where people can walk to things (HWY 99 near college)
2. Townhouses, duplexes, triplexes – need interim homeownership opportunities and rental opportunities that are between apartments and sf in size/responsibility
3. Area is mostly built out – need greater density and well-designed density to take advantage of open spaces
4. Artists lofts and live/work with multicultural center

Q4. Do you have ideas for ways to improve housing affordability in South Lynnwood?

1. Connect people who live in South Lynnwood to jobs in South Lynnwood
2. HUB zone – incentive to employ people from the neighborhood
3. Incentives for property owners (for sr/disabled for property taxes)
4. Reduce cost of building by changing zoning requirements
5. Infrastructure upgrades? Do higher end development have to pay for offsite impacts?
6. Having lived through 2 fires – keep safety first in buildings

7. Does the city have the capital to purchase properties that would be desirable for this housing project?
8. Need more housing inventory.
9. Need more density and subsidized housing. There's a reason more housing hasn't happened. Need to dispel myths.
10. Idea that renters don't pay their "fair share" – need to address and understand how economics work.
11. Avoid sales tax and bonds… it's pricing people out.

Q5. What do you want to address with Housing at FEB meeting?

1. A concrete action plan for affordable higher density housing that includes walkable, safe spaces.
2. Variability and affordability

Other priorities discussed:

1. Character
2. Livability
3. Safety
4. Infrastructure
5. It's not just a roof over your head, it's the full experience of living in a neighborhood/livability
6. Desirability of neighborhood
7. Small, nearby grocery stores. Healthcare. Not just a mall, but also a small village area
8. Accessible/good walkways
9. Environment (take care of parks and wetlands)
10. Transportation routes between north and south Lynnwood
11. Representation of diversity in all communities
12. Zoning
13. Multicultural center
14. Making it feel like it's nice to live there, not just your only option.

Topics to discuss/areas to look at for housing in S Lynnwood:

1. Housing
    a. Where will housing go? There aren't big vacant tracts so are we going to tear down old units?
    b. Ability to build more units on available land and make affordable
    c. How do you incentivize variety in housing?
    d. Need more multifamily instead of single family
    e. Work with landlords to get greater understanding of how vouchers and subsidized housing work
    f. Units need to be nice – people with lower incomes shouldn't live in run down places (everyone deserves a clean place to live)

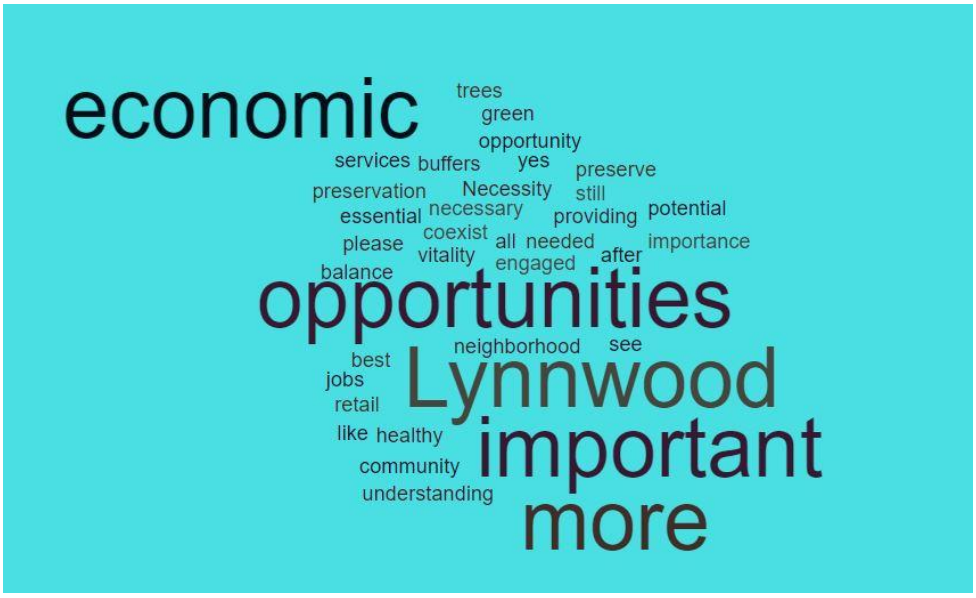
    g. Townhomes, duplexes, condos, and apt rights
    h. Lots of opportunity with dilapidated/unused buildings
    i. Look for underused land where you don't need to displace anyone
2. Amenities
    a. Buildings with safe spaces for children to play
    b. What kind of infrastructure is needed to allow it? (parking? Sidewalks? Green spaces?)
3. Community Support
    a. Don't want to upset residents who already live there. Need to talk to neighbors and get them onboard.
    b. Need to make case to community/explain what it's for/the future vision
    c. Make this transition gentle

South Lynnwood
Co-Design Committee Meeting #6: Light Industrial and Heavy Commercial lands in South Lynnwood
January 27, 2021

Chat Icebreaker & Presentation

At the beginning of the meeting, participants were asked to write down 2-3 words to describe how they feel about Industrial and Heavy Commercial Land Use. A word cloud based on these responses shows:

After a presentation by consultant team member from ECONorthwest characterizing Industrial and Heavy Commercial Lands in South Lynnwood, the activity was repeated, and the resultant word cloud is as follows:



Breakout Room Discussion Highlights
The meeting broke into 3 smaller groups to tackle the following discussion questions.

What industrial or heavy commercial businesses do you know or value in the neighborhood?

- Big E is closing; will be sad to see it go. Miss Larsen's bakery. Liked that these places were light industrial/businesses and also gathering and eating establishments, too.
- Familiar with auto repair shops, mechanics, transmission repair, knives manufacturing, pasta manufacturing, roofing, warehouse/distribution in the neighborhood.
- The businesses here are essential to how our neighborhood feels.
- The businesses tend to feel a little under the radar; not causing a lot of conflict. But also there may not be enough awareness of what these businesses are and how they contribute to the neighborhood.
- These zones support many jobs, and the community at large needs to have more awareness of that added value.
- Staff for these businesses work close by, and that balance is desirable.
- Community members raised concern and diverted Sound Transit alignment from wiping out existing light industrial areas.
- Industrial land is valuable.
- There could be more partnerships: finding training for local people to get local jobs.
- We learned a lot about the extent and the nature of our light industrial lands during the presentation.
- Didn't realize *all* of the City's Light Industrial lands are in South Lynnwood – feel more protective of that land use knowing this.
- The jobs are valuable.
- Can we balance these lands with green space, ambiance, human-scale?
- Liked the idea of frontage being storefront, retail, or family-owned shops, with light industrial uses behind.
- Current buffering is pretty good.
- Would like to see more green in the buffers; more trees, maybe gardens. This could be decent space for collaboration and innovation as long as maintenance responsibilities are clear.
- Would like to see design requirements for frontage.
- Would like to see more fencing and screening for aesthetics and for security.
- Parking and traffic considerations are important. Could we have more on-street parking to slow down cars that go too fast and provide more needed parking for businesses?

How do the Industrial Land Uses contribute to the neighborhood? Are there other examples in other neighborhoods you like?

- Jobs!
- Local employers, family wages, local commutes.
- Might not add that many jobs to the neighborhood.
- Some concern that the land uses are problematic.
- Desire to see the jobs that are here benefitting the people who live here.

- It would be great if people could live and work in the neighborhood; if it would be possible to “walk to work” in South Lynnwood.
- Don’t want to protect light industrial if it’s at the expense of affordable housing. (Families in the area are more concerned about gentrification and losing affordable housing.)
- Want increased awareness of what is here.
- Would like to take advantage for proximity to schools and see more collaboration. There’s the potential for a pipeline between students and local vocations they can learn about and possibly shadow or apprentice in.
- Don’t see the local light industrial land uses as all that consumer-facing, and there’s not a lot of interaction with residents currently. Can their engagement with the community be enhanced beyond sponsorships and improved landscaping?
- It would be nice to have programs for façade improvements & upgrades.
- Like the idea of retail up front.
- Would more consumer-facing businesses attract unwanted traffic to the area?
- Maybe the quiet nature of the current businesses doesn’t fit with the increased connectivity, increased employment opportunities, increased access to social services we’d like to see here.
- We want to be prepared for capital investments that will be needed for aging buildings.
- Are vertical gardens a possibility for some of the facades or traditional gardens in empty lots or green spaces? Could this be a way to produce fresh vegetables for local food banks? Have seen examples of vertical gardens in England.
- City requirements seem to be preventing maintenance and tree care in some of the required green spaces. Can we look at those city codes?
- Like idea of pocket parks, gardens, planter boxes around these uses.
- Some current uses are really well fenced in and not noticeable from the street. That seems like a good model to keep going. Other uses became more visible when the trees came down near I-5, and would like buffers to be put back.
- Like idea of live/work spaces on industrial lots. There are examples in San Diego, in Europe of uses being stacked. (ie- San Diego ground floor gallery, 2nd floor artist loft, and 3rd & 4th floor residential).
    - How would you feel about 4-story tall buildings in South Lynnwood?
    - People felt 4 stories could be ok under the right circumstances. They would like to see taller buildings set back from the sidewalk a bit to allow green space, open space, allowances for space for kids to play. Don’t mind height, but want there to be space for humans.
    - Generally felt like increased height would be a good tradeoff if it preserved light industrial land use in South Lynnwood. Wouldn’t want to see light industrial to be chased away and replaced by only residential.
- Concerned about the loss of existing low-income housing that is not being replaced in South Lynnwood. If preserving light industrial lands gets in the way of replacing this housing, the housing should be a priority.
- Concern about auto shops using 211th for fast, reckless test drives.
- Concern about redevelopment encountering contaminated site conditions and requiring environmental clean-up.
- Concerns about some uses by adjacent businesses of streets (for parking cars part of an automotive business too close to the walkway, or for leaving piles of dirt on the street).

How do these uses contribute to the City as a whole?

- Concern that light industrial will go away without a plan to keep it.
- Mixed use is new reality.
- Preserve and accommodate light industrial uses for people who live here.
- The fact that this is the only light industrial in Lynnwood calls for more commitment, collaboration, and innovation for its preservation.
- Concern that the spread-out nature weakens the light industrial uses – would it be better if they were geographically more consolidated?
- Concerns that residential areas located geographically "in between" other uses are going to receive disproportionate pressure for density.
- Feel general lack of awareness about what is allowed in light industrial lands. Some uses aren't allowed, like fitness or education facilities. Would it be possible to allow more flexibility in these spaces, such as warehouses that can be re-used for more family and community-focused spaces like gyms, indoor soccer?

Do you have any additional concerns you'd like to address?

- Would like to see more avenues for collaboration between businesses and neighbors
- Some businesses have friendly relationships with neighbors but not others, where it seems like the only interactions have been related to complaints. Want to see more avenues for organic human connections so that other, more positive basis for relationships can be established.
- Some businesses/neighbors have an easy and symbiotic relationship already – where residents feel safer when the business is open later at night, and the resident will call the business owner if they see suspicious activity.
- Would be interested in something like a community open house or job fair to raise awareness of who the businesses are, what's in our neighborhood, and give the community a reason to talk to each other.
- Value the light industrial uses and mixed uses. Is there a way to combine uses?
- The light industrial provides valuable buffer between I-5 or Hwy 99 and residential areas.
- The PUD was able to build on a former hazardous waste site and clean up a riparian area in the process.

CITY COUNCIL ITEM D

CITY OF LYNNWOOD
City Council

TITLE: Break

DEPARTMENT CONTACT: George Hurst, Council President

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM E

CITY OF LYNNWOOD
City Council

TITLE: **Debrief: Business Roundtable**

DEPARTMENT CONTACT: **Council President George Hurst**

SUMMARY:

Council to discuss key learnings and implications from the business roundtable held on March 17th. LMC code for signs and business fees are attached. A transcript of the meeting will be sent under separate cover.

DOCUMENT ATTACHMENTS

Description:	Type:
questions	Backup Material
round table participants	Backup Material
Transmittal Memo	Backup Material
Business Fee Tax Memo	Backup Material
2017_2020 Historical Actuals report	Backup Material
LMC business fees	Backup Material
LMC signs	Backup Material

Business Roundtable March 17, 2021- 6:00 PM

Questions for Discussion

A. Describe your best and your worst experience with the City of Lynnwood regarding the operation of your business.

B. What are the top three concerns for your business?

C. What impact has the pandemic had on your business?

D. What can the City do to help businesses in Lynnwood recover quickly?

3/17/21 Round Table Discussion- Businesses recruited

Council Member	Businesses	Contact	Email	Phone
Hurst	Pink Nails (written)			
	Savory Spice	Alisa Inouye	alderwood@savoryspiceshop.com	425-673-2188
	Chamber of Commerce	Linda Jones	ljones@lynnwoodchamber.org	425-563-7505
Smith	Anna's Home Furnishings	Phong Nguyen	phong@annashome.com	425-771-0857
	Clean and Simple Cleaning, Inc.	Stacie Sutton	stacie@cleanandsimplecleaning.com	425-673-4733
Sessions	Award Services (written)	Bill Barnes	Trophies@frontier.com	425-774-6462
	Moonshine BBQ	Tom Sprague	Sprague77@gmail.com	310-733-8220
	Todo Mexico	Andres De LaCruz	Andresdelacruz99@gmail.com	425-931-1544
Cotton	Lynnwood Grocery Outlet	Colleen Studioso	studiosolynnwood@gmail.com	425-774-0198
	Bindi Yoga studio	Susan Rennert	susan_rennert@frontier.com	425-771-4688
Altamirano-Crosby	Zuri's Donutz	Davis Vincent	zurisdonutz@gmail.com	485-582-8803
	Taqueria Puebla	Adrian Ramirez	adrian@redcorkbistro.com	206-304-2461 425-374-8472
Frizzell	Lexus of Seattle	Cathy Samuelson	cathy.samuelson@lexusofseattle.com	425-743-7400
	Best Lynnwood Inn	Yun Song	yunsong5060@gmail.com	425-582-8556
Ross	Around the Table Game Pub	Nick Coehlo	rabbitovsky@gmail.com	425-582-2745
	Las Americas Business Center	Rosario Reyes	rosario@lasamericasplaza.com	425-672-4255

LYNNWOOD WASHINGTON FINANCE

MEMORANDUM

Date: March 24, 2021

To: City Council

From: Corbitt Loch

RE: MARCH 29, 2021: BUSINESS ROUNDTABLE FOLLOW-UP- BUSINESS EMPLOYEE FEE

In response to the City Council's request of March 22, 2021, staff will provide information regarding the City's business employee fee. Given the limited time between these City Council meetings, information provided at this time includes:

1. Revenue history and budget information (one page).
2. A November 2019 report to the Finance on this topic (27 pages).

LYNNWOOD WASHINGTON
ADMINISTRATIVE SERVICES

MEMORANDUM

Date: November 12, 2019

To: Finance Committee

From: Sonja Springer & Corbitt Loch

RE: Business fees/taxes

During the October 25, 2019 meeting of the Finance Committee, staff was directed to provide information to support the Committee's discussion of fees and taxes imposed upon local businesses. The information provided here focuses on options and alternatives for business license fees and Business and Occupation (B&O) taxes.

Policy Question: Should the City change its current business license fee structure? Could an alternative fee structure maintain current revenue levels and offer greater equity for small, medium, and large businesses of different types?

Staff Recommendation: 1. Continue to utilize business license fees consisting of a base fee and a per-employee fee. 2. For simplicity, reduce the number of special fees for certain businesses. 3. Consider amending the per employee fee structure to create fee ranges (1-10 employees, 11-20 employees, etc.)

Current conditions

Presently, the City of Lynnwood requires that virtually all businesses obtain a business license. Most licenses are for general purposes that support community welfare, while some licenses are designed to support regulation of specific types of businesses (pawn shops, door-to-door sales, adult entertainment, etc.).

Lynnwood imposes two types of license fees on local businesses: 1) Flat-rate fee, which varies by category or type of business; and 2) a per-employee fee. The flat-rate fee compensates the City for the cost of administering business license requirements. The per-employee fee provides revenue to support the delivery of municipal services to the community. Examples of city services that support local businesses are provided in Attachment A.

The per-employee fee consists of two tiers: 1) $48.50 for each employee working 14 or less hours per week; and 2) $93.00 for each employee working 15 or more hours per week.

Adopted business fees are part of the City's Fee Schedule and are provided in Attachment B. The number of business licenses and revenue trends for the City of Lynnwood are summarized in Tables 1 and 2 and Figure 1.

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19100 44TH Ave W | Lynnwood, WA 98036 | Phone: 425-670-5000 | Fax: 425-771-6144 | www.lynnwoodwa.gov

Table 1. Number of Business Licenses by Type, 2014-2019
Note: Missing data not readily available.

	2014	2015	2016	2017	2018	2019
Resident (Local) Business			2,473		2,911	1,757
Non-Resident			330		1,526	1,522
60-Day Non-Resident						33
Home Occupations			206		259	239
Regulatory Licenses						15
Special Event						7
Total	-	-	3,009	-	4,696	3,573

Table 2. City of Lynnwood Business License Revenue by Type, 2014-2018

	2014	2015	2016	2017	2018
Base Fees	$ 763,841	$ 839,138	$ 740,471	$ 836,827	$ 778,920
Employee Fees	$ 1,293,912	$ 1,643,008	$ 1,542,617	$ 2,151,551	$ 1,974,628
Total	$ 2,057,754	$ 2,482,145	$ 2,283,088	$ 2,988,379	$ 2,753,548

Figure 1. City of Lynnwood Business License Revenue by Type, 2014-2018

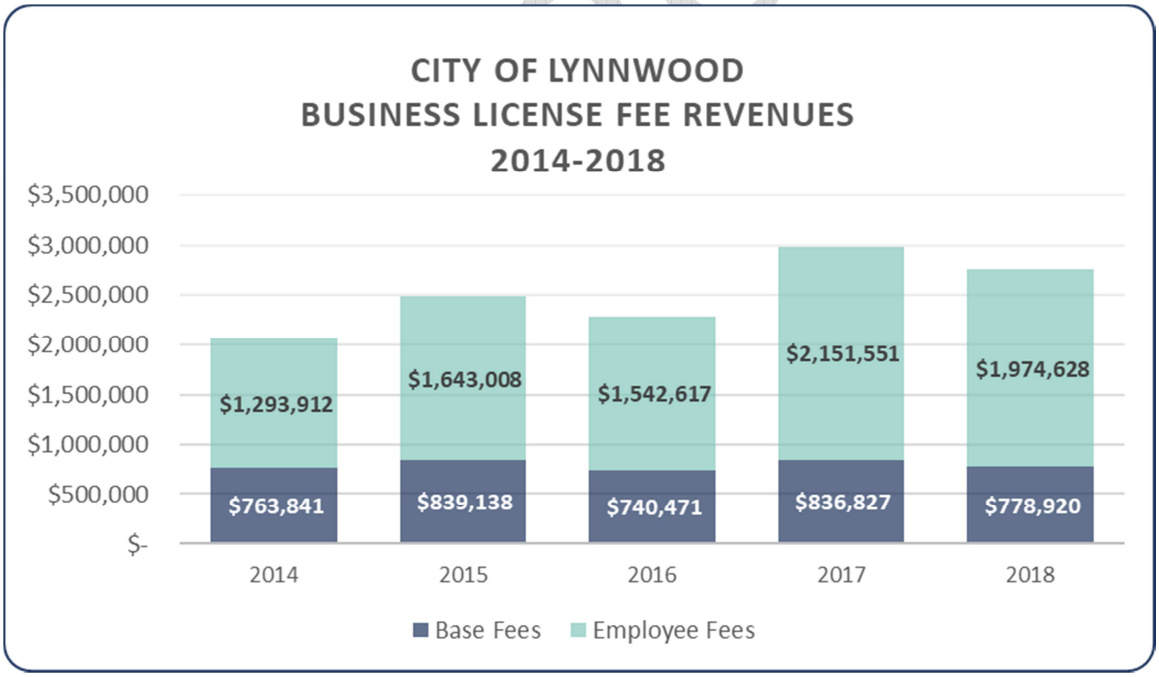

Table 3 offers a few examples of what a local business would currently pay in licensing fees.

Table 3. Example Annual Licensing Fees for Resident Business

Example Business	Full-Time Emp. (>15 hrs.)	Part-Time Emp. (<14 hrs.)	Base Fee	Emp. Fee	Total Fee
Home Occupation, Accountant	1	0	$ 30	$ 93	$ 123
Dental Office	5	2	$ 103	$ 562	$ 665
Auto Parts Retail Store	12	4	$ 103	$ 1,310	$ 1,413
Restaurant	40	26	$ 103	$ 4,981	$ 5,084
Department Store	90	30	$ 103	$ 9,825	$ 9,928

Legislative History

The $85 per-employee fee for businesses was enacted on November 29, 2010 (special business meeting to approve budget). The meeting minutes demonstrate that the City was facing financial hardship and that options for expenditure reductions and revenue increases had been evaluated by the City Council Budget Task Force (see page 2, line 47). The City Council increased the existing $15 per-employee fee to $85 (see page 10, line 16). The packet materials prepared by staff for this meeting did not include a change to the $15 fee.

Also at that time, other new revenue sources were approved, such as increased fees for permit review and utility taxes. Also, several reductions in expenditures were approved, including layoff of personnel. Ordinance 2862 specifically references the Council's intent to adopt new sources of revenue.

On December 8, 2014, the City Council passed Ordinance 3103, which replaced the $85 per-employee fee with the current, two-tier fee system of $48.50 per employee working 14 hours or less, and $88.50 per employee working more than 15 hours per week.

Rate Structure Options

From a regulatory standpoint, businesses vary by size and by type. These groupings attempt to categorize the extent of impact upon the community (municipal services) with some degree of equity. For example, a home occupation has little impact upon city services and has a low business license fee, while a large department store may generate considerable 911 calls and traffic congestion. As shown by Table 3 above, the business license fee for the department store is significantly more than the home occupation fee.

Most fee/tax structures imposed upon businesses utilize one or more of the following parameters and/or tiers:

A. Size of business, as defined by:
   - Revenue (used for business & occupation tax and sales tax)
   - Number of employees (used by Lynnwood)
   - Building or land size

B. Type of business, such as:
   - General retail
   - Professional services

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Eating and drinking establishments
Automobile repair, etc.

All of these categories and tiers can provide useful delineation for setting business license fees/taxes, but no method offers perfect equity. This is why there is not a single convention for stratifying fees/taxes. Local governments select fee structures best-suited for their community. Table 4 summarizes the benefits and limitations of these various methods of setting business fees/taxes.

Also, there are two distinct purposes for setting business license fees:

A. To compensate the city solely for the cost of administering business license regulations.

B. To compensate the city for the cost of administering business license regulations, and to generate additional General Fund revenue to support city services and infrastructure provided to businesses, their employees, and their customers. The City of Lynnwood utilizes this approach.

Table 4. Summary of Advantages and Disadvantages of Business Fee/Tax Structures.

Method	Advantage	Drawback	Comment
Sales tax	• Paid by consumer, not the business. • Majority of sales tax revenue generated by non-residents. • Administered by the WA State. • Used in communities throughout WA.	• Regressive (partially). • Revenue subject to fluctuation.	• The City of Lynnwood's sales tax rate is 10.4%.
Business license base fee	• Covers basic administrative costs of business licensing. • Can be administered by WA BLS system.	• Does not address the cost of ancillary city services (police, traffic management, etc.).	•
Business license base fee by business type	• Covers basic administrative costs of business licensing and costs associated with type of business activity. • Can be administered by WA BLS system.	• Categories of business types need continual updating. • High level of complexity. • Accuracy of fee to city cost is unknown.	• City of Lynnwood's base fees are by business type and are provided in Attachment B. • Lynnwood's categories of business types are antiquated.
Business fee per employee	• Offers a degree of equity between large	• Does not consider revenue volume or	• City of Lynnwood rates utilize two

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Method	Advantage	Drawback	Comment
	and small businesses. • Can differentiate between full-time and part-time employees. • Can be administered by WA BLS system.	profit margin. • May be perceived as disincentive for job growth.	tiers of hours worked per employee. See Attachment B.
Business fee per size of land or building	• Offers a degree of equity between large and small businesses. • Size of land or building can be readily known/verified. • Can be administered by WA BLS system.	• Size of land or building not proportional to impact upon city services. • Does not consider revenue volume or profit margin.	•
Business fee per revenue generated (B&O tax)	• Can utilize established provisions of WA B&O tax. • Tax rates can be stratified by business type. • File Local software available for administration (at significant cost).	• Based upon gross revenue and ignores profit margin (net revenue). • Cannot be administered by WA BLS system. Would require abandonment of the planned launch of BLS system.	• Would require adoption of B&O model ordinance per State law.

Other Jurisdictions

Table 5. 2019 Cities/Towns With and Without B&O Tax

Number of cities and towns without a B&O tax	235	84%
Number of cities and towns with a B&O tax	46	16%
	281	100%

AWC's list of the 46 B&O cities, and their tax rates, is provided as Attachment C.

Conclusions

The Lynnwood community is fortunate to have and benefit from the considerable amount of local business activity. Resident businesses provide jobs and goods and services desired by our residents. Lynnwood's portion of sales tax revenue is now the largest source of General Fund revenue. Meanwhile, it is important to acknowledge the broad range of municipal services and infrastructure provided by the City in support of local commerce.

There is not an ideal methodology for assessing business licensing fees/taxes. Given that Lynnwood's per-employee fee is already in place, and that switching to a B&O tax would

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preclude our use of the State BLS, staff suggests that it is in the community's interest to not move to a B&O tax at this time.

While much work has been accomplished to update the City's business licensing fees, the remaining special fees remain outdated and lack proven alignment to City services and the cost thereof. Therefore, a re-evaluation of special business license fees (pawn shops, door-to-door sales, etc.) would be prudent.

Business reporting of the number of employees utilizes self-reporting via the "honor system" and some lacks the accuracy that a per-employee fee implies. It may be advantageous for the City and businesses to change the per-employee fee to use a range of number of employees (1-10, 11-20, etc).

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Attachment A
Examples of Municipal Services Provided on Behalf of Businesses (General Fund)

Law enforcement *Awaiting service call data from PD*
- Emergency response
- Police patrols
- Traffic enforcement
- Alarm response (after hours)
- Investigations
- Evidence and property custody
- Prosecutorial support
- Public defender services
- Adjudication
- Jail, probation, etc.

Transportation infrastructure
- Streets, sidewalks, and bridges
- Pavement markings, traffic signals, and congestion management
- Traffic routing during road/lane closures
- Street trees and other streetscape amenities
- Coordination/collaboration with transit agencies

Community-wide emergency planning and management

Business recruitment, retention, and training

Participation in business and economic development groups

Business licensing, background checks, finger-printing, etc.

Permits and inspections
- Fire alarm & sprinkler system inspection
- Equitable administration of zoning, land, sign, and building codes
- Equitable administration of stormwater and environmental regulations

Public records requests (especially property records)

Special event coordination

Legislative engagement (local and external)

Attractive parks and trails

City Hall customer service

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LYNNWOOD WASHINGTON
ADMINISTRATIVE SERVICES

Attachment B
City of Lynnwood Business License Fees

Table 3.104.050 – LMC Title 5 Fees and Charges		
LMC TITLE 5 – BUSINESS REGULATIONS AND LICENSE FEES		
Base Fee: Resident, Nonresident and Home Occupation – LMC 5.06.040		
First time business license (resident and home occupation business)	Initial application	122.50
Home occupation	Per year	30.00
Nonresident business	Per year	166.00
Nonresident business – Short-term	60 days	40.00
Resident business	Per year	103.00
Base Fee: Business Employee		
Each employee working 14 or less hours per week		48.50
Each employee working 15 or more hours per week		93.00
Special Fee Assessed – LMC 5.06.040 and 5.06.050	**In addition to Base Fee above**	
Late business license application		15% of total fee
Liquor license – In addition to resident business	Max. person load capacity	1.00
Garbage Collection – LMC 5.08.020	**In addition to Base Fee above**	
Garbage collection	For each resident	3.00
	For each commercial account	100.00
Pawnbroker – LMC 5.16.025	**In addition to Base Fee above**	
Pawnbroker business	Per year	281.00
Investigation fee, per each new pawnbroker employee	One time	56.00
Peddlers and Salesmen – LMC 5.20.030	**In addition to Base Fee above**	
Investigation fee, per each new employee	Initial application	56.00

Table 3.104.050 – LMC Title 5 Fees and Charges		
LMC TITLE 5 – BUSINESS REGULATIONS AND LICENSE FEES		
Special license – Daily fee	Per day	17.00
Public Dances – LMC 5.25.020	**In addition to Base Fee above**	
Public dance license – Non-cabaret	Per year	200.00
One dance only	Per dance	20.00
Special Events – LMC 5.30.040	**In addition to Base Fee above**	
Commercial or community special event permit	Initial permit fee	170.00
Repeat of previously approved event during same calendar year	Repeating	56.00
Commercial or community special event permit sponsored by the city of Lynnwood	Initial or repeating permit fee	–
Expressive special event permit		–
Appeal of director's decision on a special event permit application	Note: Appeal fee moved from LMC 5.30.080(B) to Fee Schedule.	500.00
Taxicabs and For-Hire Vehicles – LMC 5.40.050	**In lieu of Base Fee above**	
For-hire vehicle business	Per year	175.00
	Per vehicle, per year	20.00
Investigation fee, per each new vehicle driver	One time	56.00
Emergency Care, First Aid and Ambulance Services – LMC 5.45.020	**In lieu of Base Fee above**	
Registration fee	Per year	28.00
CATV System	**In lieu of Base Fee above**	
Application fee – LMC 5.48.030	Initial application	200.00
Franchise fee – LMC 5.48.050	Of gross receipts from prior calendar quarter	0.05
Escort Bureaus, Services and Escorts – LMC 5.49.070	**In lieu of Base Fee above**	

Table 3.104.050 – LMC Title 5 Fees and Charges		
LMC TITLE 5 – BUSINESS REGULATIONS AND LICENSE FEES		
Escort bureau or introductory service	Per year – Nonrefundable	562.00
Escort or escort bureau runner	Per year – Nonrefundable	112.50
Escort bureau or intro service manager	Per year – Nonrefundable	112.50
Adult Entertainment – LMC 5.50.050	**In lieu of Base Fee above**	
Adult entertainment premises license	Per year	2,809.00
Adult entertainer's license	Per year	281.00
Adult entertainment manager	Per year	1,124.00
Public Bathhouses – LMC 5.51.040	**In lieu of Base Fee above**	
License fee	Per year	47.50
Each employee	Per year	15.50
Investigation fee, per facility and per each new employee	One time	40.00
Private Security Guards and Companies, Private Detectives and Agencies – LMC 5.54.020	**In lieu of Base Fee above**	
Nonresident business	Per year	166.50
Resident business	Per year	103.00
Additional per employee	Per year	15.50
Day Spas – LMC 5.55.040	**In addition to Base Fee above**	
Body scrub facility	Per year	40.00
Investigation fee – Nonrefundable	Initial application, per facility and per each new employee overseeing body scrubs	40.00
Amusement Centers – LMC 5.60.020	**In addition to Base Fee above**	
Amusement center	Per year	339.50
Operator's fee – LMC 5.60.050	Per year	228.00
Amusement device – Over $0.10 to operate/more than $0.10 per hour	Per year	50.00
Amusement device – $0.10 or less	Per year	25.00
Master license – One who leases or rents amusement devices to others – LMC	Per year, in	339.50

Table 3.104.050 – LMC Title 5 Fees and Charges			
LMC TITLE 5 – BUSINESS REGULATIONS AND LICENSE FEES			
5.60.085		lieu of base fee above	
Panorams, Previews, Picture Arcades, Peep Shows – LMC 5.62.050		**In lieu of Base Fee above**	
Panoram premises license		Per year	561.50
Panoram device license		Per year for each device	56.00
Panoram manager's license		Per year	28.00
Master license fee – Required if no premises license		Per year	339.00
Vending Machines – LMC 5.63.040		**In addition to Base Fee above**	
Operator's license		Per year	111.50
Vending machine license		Per year	6.00
Certain Business – LMC 5.70.030		**In lieu of Base Fee above**	
Bowling alley – Same as resident		Per year	103.00
	Each employee – Resident	Per year	15.50
Hotel		Per year	25.00
	Each room	Per year	0.60
Theater and show		Per seat – Per year not to exceed $200.00	0.20
Skating or roller rink		Per year	112.50
Open air Christmas tree lots		Two months	28.00
Flea market			
	Special license – Daily fee	Per day	10.00
	Special license – Weekend	Saturday and Sunday	16.00
	Flea market participants	Per year	40.00
Auctions and Auctioneers – LMC 5.81.020		**In lieu of Base Fee above**	
Business Premises		Per day	28.00
	Including dates of auction	Jan. – Dec. before first event	225.00
Auctioneer – Home occupation		Per year	30.00
	Nonresident	Per year	166.00

Table 3.104.050 – LMC Title 5 Fees and Charges			
LMC TITLE 5 – BUSINESS REGULATIONS AND LICENSE FEES			
	Resident	Per year	103.00
	Resident – Employees	Per employee per year	15.50
Secondhand Dealers – LMC 5.82.020		**In lieu of Base Fee above**	
Dealers		Per year	280.00
$1,000.00 bond required		Annually	
Employees – LMC 5.82.025		Per year	56.00

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Attachment C
Association of Washington Cities, Local B&O Tax Rates (January 1, 2019)

City	Phone #	Manufacturing rate	Retail rate	Services rate	Wholesale rate	Threshold	
						Quarterly	Annual
Aberdeen	(360) 533-4100	0.002	0.003 e	0.00375 e	0.003 e	$5,000	$20,000
Algona	(253) 833-2897	0.00045	0.00045	0.00045	0.00045	$10,000	$40,000
Bainbridge Island	(206) 780-8668	0.001	0.001	0.001	0.001		$150,000
Bellevue	(425) 452-6851	0.001496	0.001496	0.001496	0.001496		$160,000
Bellingham	(360) 778-8010	0.0017	0.0017	0.0044 e	0.0017	$5,000	$20,000
Bremerton	(360) 473-5311	0.0016	0.00125	0.002	0.0016		$160,000
Burien	(206) 241-4647	0.001	0.001	0.001	0.001		$200,000
Cosmopolis	(360) 532-9230	0.002	0.002	0.002	0.002	$5,000	$20,000
Darrington	(360) 436-1131	0.00075	0.00075	0.00075	0.00075		$20,000
Des Moines	(206) 878-4595	0.002	0.002	0.002	0.002		$50,000
DuPont	(253) 964-8121	0.001	0.001	0.001	0.001	$5,000	$20,000
Everett	(425) 257-8610	0.001	0.001	0.001	0.001	$5,000	$20,000
Everson	(360) 966-3411	0.002			0.002		$1,000,000
Granite Falls**	(360) 691-6441					$5,000	$20,000
Hoquiam	(360) 532-5700	0.002	0.002	0.002	0.002	$5,000	$20,000
Ilwaco	(360) 642-3145	0.002	0.002	0.002	0.002		$20,000
Issaquah	(425) 837-3054	0.0012	0.0012	0.0015	0.0012	$25,000	$100,000
Kelso	(360) 423-0900	0.001	0.001	0.002	0.001		$20,000
Kenmore	(425) 398-8900	0.002 *				$5,000	
Kent	(253) 856-6266	0.00046	0.00046	0.00152	0.00152	$62,500	$250,000
Lacey	(360) 491-3214		0.001	0.002		$5,000	$20,000
Lake Forest Park	(206) 368-5440	0.002	0.002	0.002	0.002	$5,000	
Long Beach	(360) 642-4421	0.002	0.002	0.002	0.002	$5,000	
Longview	(360) 442-5040	0.001	0.001	0.002	0.001		$20,000
Lyman*****	(360) 826-3033	0.002	0.002	0.002	0.002	$5,000	$20,000
Mercer Island	(206) 275-7783	0.001	0.001	0.001	0.001		$150,000
North Bend	(425) 888-1211	0.002	0.002	0.002	0.002	$5,000	
Ocean Shores	(360) 289-2488	0.002	0.002	0.002	0.002	$5,000	$20,000
Olympia	(360) 753-8327	0.001	0.001	0.002	0.001	$5,000	$20,000
Pacific	(253) 929-1100	0.002	0.002	0.002	0.002	$5,000	$20,000
Port Townsend****	(360) 385-2700	0.002	0.002	0.002	0.002	$0	$100,000
Rainier	(360) 446-2265	0.002	0.002	0.002	0.002	$5,000	
Raymond	(360) 942-3451	0.002	0.002	0.002	0.002	$5,000	$20,000
Renton****	(425) 430-6400	0.00085	0.00050	0.00085	0.00085		$500,000
Roy	(253) 843-1113	0.001	0.002	0.002	0.001	$5,000	$20,000
Ruston	(253) 759-3544	0.00110	0.00153	0.00200	0.00102	$5,000	$20,000
Seattle***	(206) 684-8484	0.00222 v	0.00222 v	0.00427 v	0.00222 v		$100,000
Shelton	(360) 426-4491	0.001	0.001	0.001	0.001	$5,000	$20,000
Shoreline*****	(206) 801-2324	0.001	0.001	0.002	0.001		$500,000
Snoqualmie	(425) 888-1555	0.0015	0.0015	0.0015	0.0015	$5,000	
South Bend	(360) 875-5571	0.001	0.002	0.002	0.002	$5,000	
Tacoma	(253) 591-5252	0.00110	0.00153	0.00400 e	0.00102		$250,000
Tenino	(360) 264-2368	0.002	0.002	0.002	0.002	$5,000	$20,000
Tumwater	(360) 754-5855	0.001	0.001	0.002	0.001	$5,000	$20,000
Westport	(360) 268-0131	0.0025 e	0.005 e	0.005 e	0.0025 e	$5,000	
Yelm	(360) 458-3244	0.001	0.002	0.002	0.001	$5,000	

(v) = voter approved increase above statutory limit

(e) = rate higher than statutory limit because rate was effective prior to January 1, 1982 (i.e., grandfathered).

*Kenmore's B&O tax applies to heavy manufacturing only.

**Granite Falls repealed its B&O tax for all businesses other than extracting.

***Seattle changed its rates effective January 1, 2018.

****Port Townsend and Renton changed the minimal threshold in 2018

*****Shoreline implemented its B&O tax effective January 1, 2019.

*****Lyman rates went into effect in 2017 with billings starting in December.

******Blaine will implement a B&O tax effective January 1, 2020.

NOTE: Tax rates may apply to businesses categories other than those above. Thresholds are subject to change. Exemptions, deductions, or other exceptions may apply in certain circumstances. Contact the city finance department for more information.

Attachment D
Meeting Minutes, City Council Special Business Meeting, November 29, 2010

With Annotations Added for November 2019 Finance Committee Meeting

CITY OF LYNNWOOD
CITY COUNCIL SPECIAL BUSINESS MEETING MINUTES
November 29, 2010

10. CALL TO ORDER - The November 29, 2010 Special Business Meeting of the Lynnwood City Council, held in the Council Chambers of Lynnwood City Hall, was called to order by Mayor Gough at 7:00 p.m. The flag salute was led by Councilmember Ed dos Remedios.

20.

ROLL CALL	Others Attending:
Mayor Don Gough	Interim Finance Director Dugan
Council President Mark Smith	Budget Analyst Harrigan
Council VP Kerri Lonergan-Dreke	Economic Development Director Kleitsch
Councilmember Ted Hikel	Public Works Director Franz
Councilmember Loren Simmonds	Deputy PW Director Elekes
Councilmember Jim Smith	Fire Chief Olson
Councilmember Kimberly Cole	Assistant Chief Macke
Councilmember Ed dos Remedios	Community Development Director Krauss
	Parks & Recreation Director Sordel
Asst. City Administrator Art Ceniza	Assistant Finance Director Haugan
Council Assistant Beth Morris	City Attorney Larson
	Deputy Chief Stanifer
	Patrol Commander Steichen
	AFSCME President Navage
	Police Guild President Brinkman

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30. APPROVAL OF MINUTES

Motion made by Councilmember Jim Smith, seconded by Councilmember Simmonds, to approve the minutes of:

A. Special Work Session 11/3/2010
B. Business Meeting 11/8/2010
C. Work Session 11/15/2010

Motion passed unanimously.

Councilmember Jim Smith requested that the agenda be changed on the second page so that 90.4-B be moved to follow item 90.4-E. Seeing no objection this was approved.

Motion made by Council Vice President Lonergan-Dreke, seconded by Councilmember Mark Smith, to excuse Councilmember Kimberly Cole from the November 17, 2010 Work Session. Motion passed unanimously.

40. MESSAGES AND PAPERS FROM THE MAYOR

Mayor Gough commented that the forecast for the Puget Sound area is for a hard winter. He thanked the staff and crews for the excellent job that they did in last week's weather

situation, both in the adoption and operation of our Emergency Operations Center as well as the operations that actually took place out of there with regard to police, fire, public works and all the staff and departments that helped with that. Public Works street crews were on the roads 24 hours a day spreading, sanding and de-icing all the way through Thanksgiving morning. The Emergency Services staff responded to many accidents due to the slippery conditions. There was also a very coordinated response at City Hall where they activated the Emergency Operations Center last Monday night to help coordinate the crew response and messages out to the public. We had our first use of the Code Red or Reverse 911 system which happened on Tuesday and Wednesday. The website also included important information about the snow.

50. COUNCIL COMMENTS AND ANNOUNCEMENTS

50.1 Councilmember Loren Simmonds reminded everyone that the Lynnwood police and fire departments have teamed up with the Holiday Toy Shop to collect new, unwrapped toys to give to many of the needy families in our own community and in the surrounding area. There are drop boxes at each of the fire stations and the police station; gifts can be dropped off before December 9.

50.2 Councilmember Ted Hikel stated that he was pleased to see the Code Red system up and running. He participated in the opening of the shelter on Tuesday and Wednesday of last week. He also checked in at the Emergency Operations Center where the Mayor and many of the staff members were busy making sure that the city kept running. He acknowledged several young ladies in the audience who have been participating in the cleaning up a creek. He commended all the people who did so much to help out during the snow.

50.3 Councilmember Ed dos Remedios also commended the work that the streets crews did on the roads during the snow event. He thanked VFW 1040 for the ceremony for the veterans for Veterans Day. He also attended Meadowdale Middle School's celebration for the veterans and was blown away by the ceremony.

50.4 Councilmember Kimberly Cole thanked the volunteers who went into the cold weather shelters which were full during the extreme weather. She also thanked Council for passing the agreement for the shelters and staff for making the city safer for all of us who live here.

50.5 Councilmember Jim Smith commented on the success of and the need for the cold weather shelters in the community. He thanked the churches and volunteers who make these possible. He emphasized that some of the clients of these facilities would die if they did not have shelter available. He thanked the Council, the city and everyone else for making these possible.

50.6 Council President Mark Smith thanked everyone for showing up for this rescheduled meeting. He announced a change in the way the Council announces its meetings in response to the budget crisis that they are facing. Previously they would put a rather large notice in the Herald for every Council meeting, but this has been reduced in size and ultimately they will be discontinuing that completely and moving totally to electronic notification via the website and public service announcements sent to the newspapers.

50.7 Council Vice President Kerri Lonergan-Dreke encouraged everyone to focus on what they are thankful for rather than what they don't have. As a member of the Budget Task Committee, she stated that she would be supporting the recommendations of the

committee regarding reductions to personnel and services along with proposed tax increases. Without these measures in place the subsequent reductions to essential services will be devastating to the long-term viability and quality of life in Lynnwood. She urged the employees of Lynnwood and the Mayor not to take her support of new taxes as ongoing. The way out of this budget crisis in the future is not continued tax increases and/or slashing of programs. The way out of this crisis is for economic development to become the number one priority of city leadership, in addition to prioritized spending on programs and services, and controlling personnel costs. The City Center project is critical in this effort.

60. PRESENTATIONS AND PROCLAMATIONS - None

70. WRITTEN COMMUNICATIONS AND PETITIONS - None

80. CITIZENS COMMENTS AND COMMUNICATIONS

80.1 Douglas Kerley, 16624 37th Place W, Lynnwood, WA 98037, suggested the Council consider a plaque for the recreation center for all those councilmembers who voted for the recreation center with their pictures on it and a plaque for all the municipal employees and their families who are discharged with this current budget debacle. He thought it would be good to attach personal responsibility for both the recreation center vote and the employees and their families to make the people of Lynnwood aware of what the recreation center is truly costing us. He also commented that at one point a few years ago he applied for home-based business license but was denied. He asked how many others have been denied and how much revenue this has cost the city. He stated that they need to make Lynnwood a better business environment and open things up, even for web-based businesses.

80.2 Dorothy Morehouse, 1831 Filbert Rd, Lynnwood, WA 98036, spoke on behalf of the Lynnwood Senior Center and discussed the importance of this to the community. She stated that they are a very progressive fundraising committee that continually brings in money to purchase equipment that the city is unable to provide. She discussed many of the items they have been able to purchase as a result of their efforts as well as the numerous volunteer services they offer to seniors and the community in general. She spoke against moving the senior center to the North Administration Building plus exercise classes moved to the recreation center as it will drastically reduce their available space and split the camaraderie they now enjoy. She urged the Council to reconsider moving the seniors out of their current location.

80.3 Judy Henceroth, 3915½ Serene Way, Lynnwood, WA 98087, spoke in support of the Lynnwood Senior Center. She stated that the Lynnwood Senior Center is outstanding in many ways and supports people's physical and mental health. She commented the staff at the senior center are truly amazing. She encouraged the Council to remember that this is a very important part of many people's lives.

80.4 Dominique de la Fuente, 3730 175th Street SW, Lynnwood, WA 98037, stated that she is a co-founder of Teens in Action, a club started where teens can come together and work on community service projects. They recently worked on the Tunnel Creek restoration project on Saturday, November 20 with over 40 volunteers who helped remove invasive blackberry bushes, removed trash, and learned how to reintroduce native species into the environment. She thanked the City for their support and stated

that it was a very rewarding project. She plans to expand Teens in Action and hosting more community service projects.

80.5 Penka Stratieva, 16521 43rd Ave W, Lynnwood, WA, owner of Amanti Pizza and Pasta, spoke against any layoffs in the police and fire departments.

90. BUSINESS ITEMS AND OTHER MATTERS

90.1 UNANIMOUS CONSENT AGENDA

Councilmember Jim Smith asked to remove item I from the Consent Agenda.

Councilmember Hikel moved for unanimous consent of the following items:

A. Appointment/Reappointments: Tourism Advisory Committee / Lodging Tax Advisory Committee. There are two actions related to this item:

1. Move to confirm the appointment of Koren Spas to Position 7, Retail Representative, Tourism Advisory Committee / Lodging Tax Advisory Committee for the unexpired term through December 31, 2010.

2. Move to confirm reappointments of the Tourism Advisory Committee/Lodging Tax Advisory Committee members for one-year terms ending December 31, 2011:

Position 2, Lodging Tax Collector, Shawn Walker, 360 Hotel Group
Position 3, Lodging Tax Collector, Julie Horrigan, Embassy Suites Hotel
Position 4, Lodging Tax User, Grant Dull, Lynnwood Public Facilities District
Position 5, Lodging Tax User, Amy Spain, Snohomish County Tourism Bureau
Position 7, Retail Representative, Koren Spas, Alderwood (if appointed)
Position 8, Citizen Representative, Debby Mueller

B. Confirmation of Reappointment: Arts Commissioners
Reappoint Lynette Stefansson to position 3 and Rennie Grossman to position 4 of the Arts Commission for three-year terms expiring December 31, 2013.

C. Parks, Recreation & Cultural Arts Fee Policy – Proposed Revision
Approve the Parks, Recreation and Cultural Arts Fee Policy number 09-01, with an effective date of January 1, 2011, and which supersedes the policy revision dated December 2009.

D. Approval: 2010-2011 Surface Water Education Grants
Authorize the Mayor to enter into and execute on behalf of the City a contract with Spruce Elementary and Seaview Elementary, both of the Edmonds School District, for the 2010 - 2011 school year surface water education grants in the respective amounts of $3,530 and $2,439.57.

Authorize the Mayor to enter into and execute on behalf of the City a contract with St. Thomas More for the 2010 - 2011 school year surface water education grants in the amount of $1,500.

E. Final Approval: 2009 Waterline Improvements Phase 1 Schedule A – 212th Street from SW 48th Avenue W to 44th Avenue W

Grant final approval of the work performed under the contract for the 2009 Waterline Improvements Phase 1 Schedule A - 212th St SW from 48th Ave W to 44th Ave W, subject to the requirements of appropriate federal and state agencies, if any, and ultimately release of the retainage to the contractor.

F. Interlocal Agreement with the City of Sunnyside for Inmate Housing
Authorize the Mayor, on behalf of the City, to sign the new updated three year Interlocal Agreement for inmate housing with the City of Sunnyside for the years 2011-2013.

G. Interlocal Cooperative Purchase Agreement – Mukilteo
Authorize the Mayor, on behalf of the City, to sign the Interlocal Agreement with the City of Mukilteo without any direct costs or obligations to the City of Lynnwood.

H. Hiring Authorization: Request to Fill Positions – Public Works Department
Authorize the Public Works Department to begin the selection process to fill the following positions after January 1, 2011, contingent upon funding included in the 2011-12 biennial budget:

1. Lead Position in the Stormwater Utility Maintenance Crew
2. Development Services Supervisor in the Stormwater group in the Engineering Division

I. Pulled.

J. Voucher Approval
Approve claims and payroll in the amount of $1,314,374.97 and $1,105,053.08 respectively.

Motion passed unanimously.

90.1-I. Recruitment Authorization: Recreation Center Staff

Motion made by Councilmember Hikel, seconded by Councilmember Simmonds, to authorize the recruitment process for aquatics, customer service and fitness staff in preparation for the re-opening of the Lynnwood Recreation Center scheduled for April 2011.

Councilmember Hikel stated that this is part of the normal process of hiring back staff to open the facility in April. Councilmember Jim Smith stated that he does not have problem with the hiring back of new staff; it is the expansion of new staff members that he is concerned about. Councilmember Kimberly Cole spoke in support of this item, noting they had a great presentation that explained the need for the additional staff. She pointed out that this funding is only for the recruitment process, not the approval of the actual positions.

Motion carried.

90.2 PUBLIC HEARINGS OR MEETINGS - None

A. Public Hearing #4: Mayor's Preliminary Budget for 2011-2012

Mayor Gough opened the hearing at 7:44 p.m. and announced the purpose of the hearing and discussed the hearing procedure.

Staff Presentation: Interim Finance Director Dugan made the staff presentation. Both the budget and the video of this presentation are online at the city's website at http://www.ci.lynnwood.wa.us. He summarized by stating that since 2007 the City has lost $4.3 million per year in sales tax revenue while personnel costs have increased by 5.5 million. There is a currently a $21.6 million gap in the proposed preliminary budget. He gave some background on this process and compared the Mayor's Proposed Budget with the Council Budget Task Group's recommendations for balancing the budgets.

Public Comment:

Gary Neill, 3909 178th Street SW, Lynnwood, WA 98037, emphasized that the public has made it clear in the most recent elections that they are not interested in further taxes and that we are going to have to live within our revenues.

Penka Stratieva, 16521 43rd Avenue W, Lynnwood, WA, commented on the sad state of the budget. She expressed disappointment at the amount of money that was spent during 2010 and especially at the fact that 96 layoff letters were sent before the holidays. She encouraged them to reconsider these layoffs.

Council Questions: None

Additional Public Comments:

Dave Gilbertson, 6614, 180th Street SW, Lynnwood, WA 98037, responded to Mr. Neill's comments about taxes. He stated that although no one likes to see taxes raised we need the services the wonderful City of Lynnwood employees provide. He agrees with Ms. Stratieva that we need to keep folks working. If he needs to have his taxes raised to help support that he is willing to do so as a resident of the City of Lynnwood. He noted that the employees are already making concessions and this may be one thing that we can do to help support our city.

The hearing was closed at 8:00 p.m.

B. Public Hearing #4: Mayor's Preliminary Budget for 2011-2012 including Proposed Revenue

Mayor Gough opened the hearing at 8:01 p.m. and announced the purpose of the hearing and discussed the hearing procedure.

Staff Presentation: Interim Finance Director Dugan made the staff presentation. Both the revenue hearing presentation and the video of the presentation are online at the city's website at http://www.ci.lynnwood.wa.us. He reviewed notes from the November 18th meeting of the State Economic and Revenue Forecast Council describing the situation as grim and the worst recession since the Great Depression. He explained the revenue forecast. He discussed in detail the options for sales taxes, utility taxes, property taxes, and fees.

Public Comments:

Rennie Grossman, 6615 180th Street SW, Lynnwood, WA 98037, urged the Council to adopt the proposed revenue ordinances. Even though increasing taxes is difficult, it is better than the alternative right now.

Randy Elder, 51st Place, Lynnwood, WA, requested more transparency from the government. He wanted more insight on what is being proposed and why. He wondered if anyone has looked into the possibility of a four-day week for non-essential services. This might save some jobs and be a viable alternative.

Jamie Myhre, 17716 44th Avenue W, Lynnwood, WA, commented that if we have to increase taxes so that we can keep our level of emergency services she would support that, but she does not trust the management of these funds. She is very concerned with how we are in a much worse position than so many of our neighboring cities. She suggested that the Council as a body decide how the funds are actually spent instead of finding out what one person has done with the funds after the fact. She spoke in support of going with a city manager working for the people of Lynnwood through the City Council members.

Council Questions:

Council Vice President Lonergan-Dreke asked Interim Finance Director Dugan how personnel costs and tax decreases compare to the previous biennium. Mr. Dugan replied that 2009 compared with 2010 shows that we are spending 93% of what we spent in 2009 in 2010. In terms of how this compares to personnel costs in the next biennium it would depend on which budget they adopt. Council Vice President Lonergan-Dreke asked what percent of the overall budget the increase in personnel costs represented. Mr. Dugan stated that he did not have that number offhand, but noted that it was approximately 60-70% range of total general fund costs.

Councilmember Jim Smith asked Interim Finance Director Dugan if the decrease in sales tax revenue would be offset by the increase in the red light revenues that they have coming in. Interim Finance Director Dugan stated that the increase in red light revenues did offset some of that gap, but there were other shortfalls in other categories. Councilmember Jim Smith asked if Mr. Dugan has changed the forecast for end fund balances. Mr. Dugan stated that the current forecast is expected to be a total of about $4 million, which includes the revenue from the Mountlake Terrace sale.

Councilmember Hikel asked about the funds from the Mountlake Terrace sale. Mr. Dugan explained that it is restricted and is in an accounting category that requires Council approval to use it for any purpose other than fund balance. If the Council wants to use it for a capital investment they would have to take the restriction off the fund balance. If we change the use of the $3 million we would also need to find some other way of achieving the $4 million fund balance policy. Councilmember Hikel asked if there are other one-time monies of that kind of a character in the Mayor's

budget. Mr. Dugan explained that REET money is used like one-time money for small capital projects. Councilmember Hikel asked how Tim Eyman's statewide initiative for removal of all red light cameras would impact the budget if it were on the ballot and passed. Mr. Dugan stated that they would lose the money that is now programmed into the budget. Councilmember Hikel then asked if they maximize the property and utility tax and then had another downturn in the economy what options would be left to the city. Mr. Dugan stated that we would have come close to our limits without resorting to the B&O tax.

Councilmember Kimberly Cole asked Interim Finance Director Dugan about percentage of the budget revenue that is based on taxes. Mr. Dugan explained that 69% of the revenues in the budget are tax-based and sales tax is 35% of the overall revenue. He added that that percentage is significantly lower than it has been in the past. He reviewed the impacts of this in the next biennium. Councilmember Cole asked how the sales tax percentage would change as a result of possible votes tonight. Mr. Dugan explained that it would go down due to the increase in other types of revenue as well as the decrease in sales-related taxes. Councilmember Cole commented that she read that sales taxes are one of the first things to turn around when the economy turns around. She asked Mr. Dugan's perspective on this. Mr. Dugan replied that one component of the sales tax that does turn around very quickly is construction. Unfortunately Lynnwood's share of the construction activity is much smaller than the state average. Our recovery really depends on a much more difficult thing to predict and that is consumer confidence.

Additional Public Comments:

Randy Elder, 51st Place, Lynnwood, asked Mr. Dugan about the percentage increase in personnel costs from the year 2002 and how that relates to the sales tax revenue. Mayor Gough suggested getting in touch with the Finance Department when they get through the budget process.

The hearing was closed at 8:46 p.m. Council recessed from 8:46 to 8:53 p.m.

C. Public Hearing: 2011-2016 Preliminary Capital Facilities Plan

Mayor Gough opened the hearing at 8:54 p.m. and announced the purpose of the hearing and discussed the hearing procedure.

Staff Presentation: Interim Finance Director Dugan made the staff presentation regarding the Capital Facilities Plan (can be found on the city's website at http://www.ci.lynnwood.wa.us).

Public Comments:

Douglas Kerley, 16624 37th Place W, Lynnwood, WA, expressed concern about the cuts to the fire and police departments. He asked how the GMA annexation is affecting the revenue receipts. He commented that Lynnwood is expected to nearly double in size. He commented that there will be a huge additional cost to reacquire

employees to deal with the increase in population. He thinks that a staff reduction in these departments is particularly unwise because these employees will be needed. He is also very concerned about the 11.5% bump in taxes.

Jamie Myhre, 17716 44th Avenue W, Lynnwood, WA, commented that they did a beautiful job renovating the Lynnwood Administrative Offices, but then asked them to stop with capital projects unless it is essential for safety and security of Lynnwood residents and visitors.

Council Questions:

Councilmember Simmonds asked Ms. Myhre what constitutes a possible capital project that fits into the category of safety and security for Lynnwood. Ms. Myhre was not sure, but just asked them not to spend any more money.

Additional Public Comments: None

The public hearing was closed at 9:08 p.m.

90.3 UNFINISHED BUSINESS - None

90.4 OTHER BUSINESS ITEMS

A. Ordinance: Levy EMS Property Tax

Motion made by Council President Mark Smith, seconded by Councilmember Ted Hikel, to adopt Ordinance No. 2861, "AN ORDINANCE LEVYING THE EMS TAXES FOR THE CITY OF LYNNWOOD FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2011, ON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, SUBJECT TO TAXATION THEREON, FOR THE PURPOSE OF RAISING A PORTION OF THE REVENUE NEEDED TO CARRY ON CITY EMS OPERATIONS FOR THE ENSUING YEAR, AS REQUIRED BY THE LAWS OF THE STATE OF WASHINGTON; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION." Upon a roll call vote, the motion passed unanimously (7-0).

C. Ordinance: Revenue Generating Business License Fee

Motion made by Council President Mark Smith, seconded by Councilmember Loren Simmonds, to adopt Ordinance No. 2862, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO THE CITY'S BUSINESS LICENSE FEES; AMENDING CHAPTER 5.06 OF THE LYNNWOOD MUNICIPAL CODE."

Council Vice President Lonergan-Dreke asked if there was a differentiation between part-time or full-time employees. Mr. Dugan stated that the current policy is that they charge all employees regardless of the number of hours they work.

Councilmember Jim Smith asked about how they calculate the number of employees. Mr. Dugan explained that they state the number employees when they file their business license, but it also allows to for retroactive re-calculation of that at the renewal date based on what the employer says their actual was during the year. Councilmember Jim Smith expressed concern about the increased complexity of the reporting process. He noted that the more they increase the workload on businesses, the less business-friendly Lynnwood is. He stated that he would vote for it, but he was not happy with it.

Councilmember Cole commented that simply accounting for the number of employees that you have under your hire is not an overly burdensome request.

Upon a roll call vote, the motion passed unanimously (7-0).

D. Ordinance: Fees and Charges

Motion made by Council President Mark Smith, seconded by Councilmember Simmonds, to adopt Ordinance No. 2863, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, ESTABLISHING NEW FEES AND CHARGES FOR THE 2011-2012 BIENNIUM AND REPEALING CURRENT FEES AND CHARGES; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION."

Council President Mark Smith moved to amend page 90.4C-4, line 30 to change the Each employee of resident business fee from $15.50 to $85.00. The motion to amend was seconded by Councilmember Cole.

- Council President Mark Smith commented that this would help to diversify their revenue base in order to provide critical services.
- Councilmember Cole commented that she considers this to be equitable for businesses that also use the city's critical services.
- Councilmember Hikel spoke against the dramatic (566%) increase for this fee. He commented that businesses already pay about 50% of the city's property taxes, retail pays about 80-90% of all sales tax, 50% of the utility taxes as well as utilities. He expressed concern about the impact of this fee on businesses.
- Council Vice President Lonergan-Dreke spoke in support of the amendment. She commented that she wasn't thrilled with this or having to consider any increases, but she thinks it is more reasonable and fair than a B&O tax.
- Councilmember dos Remedios commented that the Chamber of Commerce had spoken strongly against a B&O tax and the Task Group had decided against that. He feels this is a balanced approach to addressing the budget issues. This is part of the Task Group's proposal for a balanced and sustainable budget. He spoke in support of this amendment and all the revenue items that the Task Group is proposing tonight.

- Councilmember Simmonds discussed the strong public sentiment against B&O taxes. He thinks this is much less complicated and a better option although he also isn't happy about having to raise the tax. He stressed the importance of making economic development a high priority to this City.
- Councilmember Jim Smith commented that he agrees with an increase, but this is too much of a jump and will have too big of an impact on smaller businesses that are already struggling. He thanked the Task Group for their hard work and noted that this is definitely getting us on the right track. In lieu of this dramatic increase and some of the other taxes he can't support, he recommended deferring repayment of the City's loan to itself. He also recommended not increasing the minimum fund to $4 right away. That way we are not burdening businesses with this increase and not increasing the utility tax for those that can least afford it.
- Councilmember Hikel clarified that he has never advocated for a B&O tax. He pointed out that there are other ways to a balanced budget without taking this increase.

The motion to amend carried. Upon a roll call vote, the motion to adopt Ordinance No. 2863 as amended passed (5-2) with Councilmembers Jim Smith and Ted Hikel voting against the motion.

Motion made by Council President Mark Smith, seconded by Council Vice President Lonergan-Dreke to extend the meeting 30 minutes to 10:30 p.m. Motion passed unanimously.

E. Ordinance: Utility Tax Increase

Motion made by Council President Mark Smith, seconded by Councilmember Simmonds, to adopt Ordinance No. 2864, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, AMENDING SECTIONS 3.41.020 AND 3.41.030 OF THE LYNNWOOD MUNICIPAL CODE RELATING TO CITY UTILITY TAXES; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION."

- Councilmember Mark Smith spoke in support of this Ordinance which increases the tax on five different utilities from 4% to 6%. He urged passage of this.
- Councilmember Jim Smith spoke against this tax as it hits those hardest who are most vulnerable such as those who are on fixed incomes. Again he recommended deferring repayment of the City's loan to itself.
- Councilmember Hikel spoke against maxing out the taxes. He stated if they "tax to the max" there will be no revenue reserves in two years when they might need it. He sees this as disastrous for the future.
- Councilmember Cole clarified that taxing authority is not the same as a revenue reserve. She feels that the tragedy is the situation that is before them now that they are trying to avoid. She spoke of the need for these increases in order to provide critical services for residents and to preserve jobs. She believes this is the responsible choice to make.

- Councilmember dos Remedios pointed out that their current $24 million shortfall necessitates these drastic measures and they need to use whatever resources they have. He feels the proposal is prudent as it restores a $4 million reserve, pays back the $3 million loan, and diversifies their revenues for the future.
- Councilmember Hikel criticized the raising of utility taxes and recommended that they look more deeply at the budget for possible cuts.
- Councilmember Jim Smith spoke against the utility tax. He reiterated that they could take more time paying back the loan. If this does pass he recommended sunsetting this at the end of 2011 in order to re-evaluate the revenue situation.
- Councilmember Simmonds discussed his unease with this particular tax and spoke in support of sunsetting it at the end of 2012. He commented that one part of the process they have not dealt with adequately is the *buy-backs* that have been proposed.

Upon a roll call vote, the motion to adopt Ordinance No. 2864 carried (4-3) with Councilmembers Mark Smith, dos Remedios, Cole, and Lonergan-Dreke voting in favor and Councilmembers Simmonds, Jim Smith and Hikel voting against the motion.

B. Ordinance: Levy General Property Tax

Motion made by Council President Mark Smith, seconded by Councilmember Cole, to adopt Ordinance No. 2865, (Option #3), "AN ORDINANCE LEVYING THE GENERAL TAXES FOR THE CITY OF LYNNWOOD FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2011, ON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, SUBJECT TO TAXATION THEREON, FOR THE PURPOSE OF RAISING A PORTION OF THE REVENUE NEEDED TO CARRY ON CITY OPERATIONS FOR THE ENSUING YEAR, AS REQUIRED BY THE LAWS OF THE STATE OF WASHINGTON AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION."

- Council President Mark Smith stated that this is the final piece of the revenues that the Budget Task Group is recommending and relates to property taxes that people in businesses would pay. He discussed the details of this Ordinance. He also reviewed how the Task Group has cut more from the budget than they increased the taxes. He commented that these combined budget cuts and revenue increases would ensure that the City is sustainable and establish a solid foundation that will allow us to move forward.
- Councilmember Hikel commented that the difference between what the departments spent last year and the budget the Task Group is recommending is an additional $2.163 million. This is not an austere budget; it is increasing what we've already done. He pointed out that every city in this county has laid off people; he did not think it was realistic to think they could avoid it. He asserted that this is not a sustainable budget and to *tax to the max* is the wrong approach.

Motion made by Council President Mark Smith, seconded by Council Vice President Lonergan-Dreke, to extend the meeting 30 minutes to 11:00 p.m. Motion passed unanimously.

- Councilmember Cole spoke in support of the motion. She recapped the implications of the cuts and revenues. She feels this is fair and equitable.
- Councilmember dos Remedios discussed the Task Group's final proposal to address the $24 million shortfall. 43% came from spending cuts, 31% came from additional revenue, 20% came from one-time revenues, and 6% from transfers from other funds within the city. He commented that this was prudent. He noted that 77% of the current budget is in personnel and benefits with the fire and police departments being the bulk of those. He commented that he did not know how they could do this without raising taxes. He emphasized that these revenues would ensure that they are not solely relying on sales tax revenues.
- Councilmember Jim Smith thanked the Council for moving this later in the agenda. He explained that his decision on this item depended on the outcome on the rest of the taxes. If they had not raised all the other taxes he would have considered one of the three proposals on property taxes. Since they all have been increased in addition to the $20 fee for car tabs by the Transportation Benefit District Board, he will be voting against this one.

Upon a roll call vote, the motion to adopt Ordinance No. 2865 (Option #3, page 90.4-B-7) carried (5-2) with Councilmembers Mark Smith, dos Remedios, Cole, Lonergan-Dreke, and Simmonds voting in favor and Councilmembers Jim Smith and Hikel voting against the motion.

F. Ordinance: Capital Facilities Plan (CFP)

Motion made by Council President Mark Smith, seconded by Councilmember Simmonds, to adopt Ordinance No. 2866, "AN ORDINANCE ADOPTING THE CAPITAL FACILITIES PLAN FOR THE CITY OF LYNNWOOD FOR THE PERIOD 2011 THROUGH 2016; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION."

Council President Mark Smith commented that this is a scaled back and very limited Capital Facilities Plan.

Upon a roll call vote, the motion carried unanimously (6-0). Councilmember Hikel was not present for the vote.

G. Ordinance: Adoption of Washington State Energy Code Update

Motion made by Councilmember Simmonds, seconded by Council President Mark Smith, to adopt Ordinance No. 2867, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, AMENDING CHAPTER 16.05 OF THE LYNNWOOD MUNICIPAL CODE, ADOPTING THE 2009 EDITION OF THE

WASHINGTON STATE ENERGY CODE, PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION." Upon a roll call vote, the motion passed unanimously (7-0).

H. Ordinance: Financial Plan Update – WWTF Secondary System Standby Generator Project

Motion made by Council President Mark Smith, seconded by Council Vice President Lonergan-Dreke, to adopt Ordinance No. 2868, "AN ORDINANCE PROVIDING FOR ADDITIONAL CONSTRUCTION PROJECT FUNDING FOR THE WWTF SECONDARY SYSTEM STANDBY EMERGENCY GENERATOR PROJECT AT THE WASTEWATER TREATMENT FACILITY; AND PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION." Upon a roll call vote, the motion passed unanimously (7-0).

Motion made by Council President Mark Smith, seconded by Council Vice President Lonergan-Dreke, to adopt items 2, 3, and 4 on page 90.4-H-1 of the November 22 packet to:

- *Grant additional contract spending authority for construction change orders with Pacific Crest Construction in the amount of $4,400.00 for additional conduit for the future security gate.*
- *Grant additional contract spending authority to pay for permit and service costs to Snohomish County Public Utilities District (PUD) in the amount of $29,178.00.*
- *Grant additional contract spending authority to include $60,000.00 of additional management reserve to replenish the exhausted management reserve.*

Motion passed unanimously.

I. Ordinance: Transportation Impact Fee Amendment

Motion made by Council President Mark Smith, seconded by Councilmember Hikel, to adopt Ordinance No. 2869, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, RELATING TO THE CITY'S TRANSPORTATION IMPACT FEES; AMENDING SECTIONS 3.105.040 AND 3.105.210 OF THE LYNNWOOD MUNICIPAL CODE, EXHIBIT A TO CHAPTER 3.105 OF THE LYNNWOOD MUNICIPAL CODE, AND SECTION 4 AND EXHIBITS B AND C TO ORDINANCE 2850; AND PROVIDING FOR SEVERABILITY, ESTABLISHING AN EFFECTIVE DATE, AND PROVIDING FOR SUMMARY PUBLICATION."

- Council President Mark Smith commented that this phases in the Transportation Impact Fee rather than starting at 100% right away. This is a good thing for the business community.
- Councilmember Cole noted that this is a developer fee and is spread out over five years. She stated that she would not be able to vote for this after all the increases they approved for everyone else.

Pages 14-16 omitted for brevity.

City of Lynnwood
HISTORICAL ACTUALS COMPARISON REPORT
2017-2020
FOR PERIOD 12 OF 2020

ACCOUNTS FOR: 011 GENERAL FUND

	ACTUALS 2017	ACTUALS 2018	ACTUALS 2019	ACTUALS 2020	BUDGET 2019-2020
01132199 GENERAL BUSINESS LICENSE					
01132199 321900 GENERAL BUSINESS LICENSE	-783,517.13	-739,796.70	-575,084.64	-664,112.68	-1,012,269.36
01132199 321901 GENERAL BUS LIC EMPLOY FEE	-2,045,695.44	-1,872,138.95	-1,029,329.43	-1,739,457.08	-3,165,165.57
01132199 321991 OTHER BL & PERM - FARMER'S	-323.03	.00	.00	.00	.00
TOTAL GENERAL BUSINESS LICENSE	-2,829,535.60	-2,611,935.65	-1,604,414.07	-2,403,569.76	-4,177,434.93
TOTAL GENERAL FUND	-2,829,535.60	-2,611,935.65	-1,604,414.07	-2,403,569.76	-4,177,434.93
TOTAL REVENUES	-2,829,535.60	-2,611,935.65	-1,604,414.07	-2,403,569.76	-4,177,434.93
GRAND TOTAL	-2,829,535.60	-2,611,935.65	-1,604,414.07	-2,403,569.76	-4,177,434.93

	BUDGET 2021-2022
GENERAL BUSINESS LICENSE FEE	$1,932,837
GENERAL BUSINESS EMPLOY FEE	$4,278,804

Base Fee: Resident, Nonresident and Home Occupation – LMC 5.06.040		
Business license (resident and nonresident business)	Initial application and base fee	$125.00
Resident and nonresident business license renewals		$100.00
Home occupation initial and renewal	Per year	$30.00
Short-term resident and nonresident	60 days	$40.00
Base Fee: Resident Businesses Business Employee		
Each employee working 14 or less hours per week		$48.50
Each employee working 15 or more hours per week		$93.00
Special Fee Assessed – LMC 5.06.040 and 5.06.050	**Base Fee plus**	$125.00
Late business license application		15% of total fee
Liquor license – In addition to resident business	Max. person load capacity	$1.00
Garbage Collection – LMC 5.08.020	**In Lieu of Base Fee**	
Garbage collection	For each resident	$3.00
	For each commercial account	$100.00
Pawnbroker – LMC 5.16.025	**Base Fee plus**	$125.00
Pawnbroker business	Per year	$281.00
Investigation fee, per each new pawnbroker employee	One time	$56.00
Peddlers and Salesmen – LMC 5.20.030	**Base Fee plus**	$125.00
Investigation fee, per each new employee	Initial application	$56.00
Special license – Daily fee	Per day	$17.00
Special Events – LMC 5.30.040	**Base Fee plus**	$125.00
Commercial or community special event permit	Initial permit fee	$170.00
Repeat of previously approved event during same calendar year	Repeating	$56.00
Commercial or community special event permit sponsored by the city of Lynnwood	Initial or repeating permit fee	No Fee
Expressive special event permit		No Fee
Appeal of director's decision on a special event permit application	Note: Appeal fee moved from LMC 5.30.080(B) to Fee Schedule.	$500.00
Adult Entertainment – LMC 5.50.050		
Adult entertainment premises license	Per year	$2,809.00

The Lynnwood Municipal Code is current through Ordinance 3386, passed December 14, 2020.

Adult entertainer's license	Per year	$281.00
Adult entertainment manager	Per year	$1,124.00
Day Spas – LMC 5.55.040	**Base Fee plus**	
Body scrub facility	Per year	$40.00
Investigation fee – Nonrefundable	Initial application, per facility and per each new employee overseeing body scrubs	$40.00
Panorams, Previews, Picture Arcades, Peep Shows – LMC 5.62.050		
Panoram premises license	Per year	$561.50
Panoram device license	Per year for each device	$56.00
Panoram manager's license	Per year	$28.00
Master license fee – Required if no premises license	Per year	$339.00
Secondhand Dealers – LMC 5.82.020		
Dealers	Per year	$280.00
$1,000.00 bond required	Annually	
Employees – LMC 5.82.025	Per year	$56.00

(Ord. 3344 § 1 (Exh. A), 2019; Ord. 3253 § 1 (Exh. A), 2017; Ord. 3237 § 2 (Exh. A), 2016)

ctions. (Ord. 3325 § 3 (Exh. C), 2019; Ord. 3321 § 2 (Exh. B), 2018; Ord. 3307 § 5, 2018)

The Lynnwood Municipal Code is current through Ordinance 3386, passed December 14, 2020.

Chapter 21.16

SIGNS

Sections:

21.16.050 Purpose.
21.16.100 Definitions.
21.16.200 Scope and exclusions.
21.16.210 General sign regulations.
21.16.220 Prohibited signs.
21.16.225 Off-premises portable business signs.
21.16.230 Decorative murals.
21.16.240 Flag poles.
21.16.250 Nonconforming signs.
21.16.255 Banners.
21.16.260 Civic banners and signs.
21.16.270 Political signs.
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21.16.300 Signs in the public and semi-public zone.
21.16.310 Commercial signs.
21.16.320 Signs in planned regional shopping center zone.
21.16.330 Signs in industrial zones.
21.16.335 Signs in the transition area.
21.16.340 Signs in the Highway 99 mixed use zone.

21.16.050 Purpose.

The control of signs in areas adjacent to city streets and roadways and within commercial, industrial and residential areas, is hereby declared to be necessary to promote the public health, safety, welfare, convenience, and enjoyment of public travel in the city and to insure that information of interest to the public is presented safely and effectively and to protect the living environment for residents in the city and the quality of the commercial and industrial environment for businesses.

The sign regulations contained in this chapter are necessary to further a legitimate and compelling public interest by regulating the use of signs on public and private property and accomplish the following objectives:

A. To encourage the effective and creative use of signs as a means of communication in the city;

B. To improve pedestrian and traffic safety by reducing signs or advertising distractions and obstructions that contribute to limited site visibility;

C. To maintain and enhance the aesthetic environment and the city's ability to attract sources of economic development and growth;

D. To minimize the possible adverse effect of signs on nearby public and private property;

E. To enable the fair and consistent enforcement of these sign regulations; and

F. To promote optimum conditions for meeting sign users' needs while, at the same time, improving the visual appearance of an area that will assist in creating a more attractive environment. (Ord. 2310 § 42, 2000)

21.16.100 Definitions.

See Chapter 21.02 LMC for sign definitions. (Ord. 2310 § 42, 2000)

The Lynnwood Municipal Code is current through Ordinance 3386, passed December 14, 2020.

21.16.200 Scope and exclusions.
This chapter applies to all signs erected or altered within the city of Lynnwood. The following signs or displays are exempt from the regulations of this chapter:

A. Traffic, bicycle or pedestrian control signs or signals and signs used by the public works department as permitted by other city regulations;

B. Building address numbers;

C. Signs on the inside of buildings with doors closed and signs on the inside of windows;

D. Regulatory, informational, identification or directional signs installed by, or at the direction of, a government entity;

E. Signs required by law; however, not all signs required by law are exempt, for example, gasoline price signs;

F. Official public notices or official court notices;

G. Signs or displays not visible from streets, rights-of-way, sidewalks, adjacent property, parking lots or other areas open to the public;

H. The flag of government or noncommercial institutions such as schools;

I. Structures intended for separate use such as phone booths and recycling containers; provided, that no advertising oriented to the public right-of-way is attached to such structures;

J. Reasonable seasonal decorations within a recognized public holiday season;

K. Sculptures, fountains, mosaics, murals, building architecture, design features and other works of art that do not incorporate business identification or commercial messages;

L. Historic or commemorative site markers or plaques; and

M. Lettering or symbols painted directly onto or flush-mounted magnetically onto a licensed and operable motor vehicle operating in the normal course of business. (Ord. 2310 § 42, 2000)

21.16.210 General sign regulations.
A. Permit, Permanency and On-Premises Requirements. Except as provided by other sections of this chapter, all signs shall be located on-premises and require issuance of a sign permit prior to placement. All signs shall be permanently installed except for those portable and temporary signs expressly permitted by other sections of this chapter.

B. Illumination. The light from any illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness will not be objectionable to surrounding properties.

C. Structural Requirements. All signs shall comply with the pertinent requirements of the Uniform Building Code, Uniform Sign Code, and National Electric Code as adopted by the city, insofar as standards of construction are concerned, but this chapter shall govern the size, location, height and other features of signs.

The back sides of single-faced signs shall be covered and finished in such a manner that no braces or other structural elements are visible from public view. All signs shall be covered in such a way that light sources are not directly visible, except neon and electronic changing message signs.

D. Maintenance. All signs shall be kept in good repair and maintained in a safe condition and any damage or deterioration including but not limited to missing sign faces, cabinet covers and sign components, damaged structural elements, and rust or peeling paint shall be repaired. Damaged or deteriorated signs shall be repaired within 30 days of notification by the city.

E. Placement. No signs shall be fastened to trees, shrubs or rocks. No signs shall be fastened to telephone and utility poles, street lights or traffic control devices unless they are allowed pursuant to federal or state laws. (Ord. 2310 § 42, 2000)

21.16.220 Prohibited signs.
The following signs and outdoor advertising devices are prohibited in all zones unless expressly permitted by other sections of this chapter:

A. Balloons.

B. Pennants.

C. Festoons.

D. Revolving signs and signs with moving parts.

E. Signs with flashing and blinking lights and signs with lights that go on and off sequentially, except for electronic changing message signs.

F. Portable reader board signs.

G. Off-premises signs, except for those permitted in LMC 21.16.225, 21.16.260, 21.16.270 and 21.16.290.

H. Portable and temporary signs, except for those permitted in LMC 21.16.225, 21.16.260, 21.16.270, 21.16.290 and 21.16.310.

I. Signs attached to vehicles that can be seen from the public right-of-way or adjacent property that do not have a current license or are inoperable.

J. Feather signs.

K. Inflatable signs. (Ord. 3311 § 12, 2018; Ord. 3052 § 1, 2014; Ord. 2693 § 3, 2007; Ord. 2310 § 42, 2000)

21.16.225 Off-premises portable business signs.
A. Portable business signs (as defined in LMC 21.02.705) exhibit the following characteristics:

1. Stationary. Signs that are self-supporting and are displayed by placing on the ground (such as, but not limited to, A-frame signs or pedestal signs).

2. Movable. Signs that are not self-supporting and are carried by or under the immediate control of a human being.

B. Portable business signs are allowed in the public right-of-way adjacent to all zones, other than residential and public use zones; provided, that all of the following conditions are met:

1. Stationary.

a. The location of a single sign is permitted; provided, the sign is no more than 100 yards from the business it advertises and is adjacent to, but off of, the public right-of-way, or in the public right-of-way, but not on any defined or paved pedestrian walkway or the public highway.

b. The sign shall be no larger than 12 square feet in area without moving parts or lighting.

c. The sign shall be placed immediately adjacent to the edge of the right-of-way furthest from the public highway.

d. The sign shall be removed whenever the business is not open for business.

2. Movable – Double-Faced or Sandwich Board.

a. A single double-faced or sandwich board sign in the public right-of-way (but not the public highway) is permitted; provided, that the sign is never more than 100 yards from the business that it advertises.

b. The sign shall be carried over the shoulder at all times.

c. The signs shall be constructed of two faces joined together by shoulder straps. Each face shall be no larger than two and one-half feet wide and five feet high without moving parts or any lighting.

d. The sign shall be removed whenever the business is closed.

3. Movable – Handheld.

a. A single handheld sign in the public right-of-way (but not the public highway) is permitted; provided, that the sign is never more than 100 yards from the business that it advertises.

b. The sign shall be no larger than four square feet in area.

c. The sign shall be removed whenever the business is not open for business.

4. The sign bearer shall not:

a. Orally solicit business from people in vehicles, or use audio/visual devices to broadcast music, commercials or entertainment.

b. Shout at or otherwise disrupt traffic or endanger pedestrian or traffic safety.

c. Wear clothing with accoutrements, such as lights, pinwheels, flags, that might distract traffic.

d. Enter the street, except at designated crossings, and then only for the purpose of crossing the street.

e. Block the public sidewalk or force pedestrian traffic into the public highway.

5. For purposes of this section, “public highway” means that portion of the right-of-way lawfully used by vehicular traffic. (Ord. 2693 § 1, 2007)

21.16.230 Decorative murals.
Decorative or artistic murals may be painted or otherwise placed on any building or structure in any zone without a sign permit. However, a rendition of the mural shall be reviewed and approved by the community development department prior to placement to ensure that it is not considered a mural sign.

The following criteria shall be used to make this determination administratively:

A. The mural shall not contain any commercial messages or commercial logos or graphics or colors specifically identified with a particular business.

B. The mural shall not contain an image that depicts a business, product, service or commercial activity that occurs or takes place on the site where the mural is located. (Ord. 2957 § 30, 2012; Ord. 2310 § 42, 2000)

21.16.240 Flag poles.
Flag poles shall comply with the height and setback requirements for monument and pole signs when located within the building setbacks prescribed by the zone in which they are located and comply with the height requirements for buildings on the remainder of the site. (Ord. 2310 § 42, 2000)

21.16.250 Nonconforming signs.
Existing nonconforming signs shall be subject to the following regulations:

A. Any existing nonconforming sign shall be made conforming if Level 2 or Level 3 improvements per LMC 21.12.400(B) and (C) are made to building(s) on nonconforming sites occupied by a conforming use, except if allowed to remain pursuant to state law.

B. Any existing nonconforming sign that has been abandoned for a continuous period of six months or more must be removed or made conforming before it can be used by a new business, except if allowed to remain pursuant to state law.

C. When any new sign for which a sign permit is required by this chapter is proposed to be installed on a business site where a nonconforming sign or signs are located, one nonconforming sign of similar type as the proposed sign shall be removed or brought into conformance with this chapter for each new sign installed on a business site. For example, one existing nonconforming freestanding sign would need to be removed or brought into conformance for each new freestanding sign installed on a particular business site, except if allowed to remain pursuant to state law.

D. Portable signs located within an area being annexed to the city that do not conform with the requirements of this chapter shall be removed within six months of the effective date of annexation.

E. Whenever any modification is to be made to the structure, frame or support of any nonconforming sign, such nonconforming sign shall be removed or brought into conformance with this chapter. Adding a new sign face to a nonconforming sign that does not modify the shape, size or any structural element of a nonconforming sign shall be allowed without a sign permit. This provision does not apply to regular maintenance that does not involve replacement of external elements.

F. Whenever a building facade that supports a nonconforming wall, nonrigid awning or projecting signs is remodeled, all such nonconforming signs located on the facade being remodeled shall be brought into conformance with this chapter.

G. Any nonconforming sign that has been designated historically or culturally significant or is placed on a structure that has been designated historically or culturally significant shall not be required to be removed.

H. Existing signs that are nonconforming may be relocated on the same parcel if displaced by government action; provided, that setback standards shall be met to the extent feasible. If an existing conforming or nonconforming sign would have setbacks reduced below applicable standards as a result of government action, the sign may be relocated on the same parcel to reduce the setback nonconformity to the extent feasible. Signs that are relocated under this subsection (H) will not be altered in size, shape, or height and shall be relocated at the expense of the government entity. (Ord. 3256 § 5, 2017; Ord. 2310 § 42, 2000)

21.16.255 Banners.

A. The display of banners, as defined by Chapter 21.02 LMC, shall be consistent with the regulations of the Lynnwood Municipal Code.

B. For special events, the display of banners shall conform to the provisions of Chapter 5.30 LMC.

C. For civic events, the display of banners shall conform to the provisions of LMC 21.16.260.

D. The display of construction signs shall conform to the provisions of LMC 21.16.280.

E. For all other types of banners, display shall conform to the provisions of this section.

F. A banner permit is required for the installation and display of each type of banner authorized by this section. The fee for a banner permit shall be as specified by Chapter 3.104 LMC.

G. Banners shall be securely fastened as specified by the permit. Banners shall be maintained in good condition and shall be free of tears, rips, fading, delamination, detachment, etc. Banners shall not obscure or obstruct safety and fire protection equipment, appliances or signage.

H. Banner for Pre-Grand Opening Event.

1. For the purposes of this section, a “pre-grand opening event” is a one-time occurrence associated with new development or significant building expansion/renovation.

The Lynnwood Municipal Code is current through Ordinance 3386, passed December 14, 2020.

2. A banner for a pre-grand opening event may be authorized in addition to and displayed concurrently with a construction sign.

3. A banner for a pre-grand opening event shall be removed prior to the issuance of a certificate of occupancy or certificate of completion.

4. A banner for a pre-grand opening event shall not be displayed concurrently with a banner for a grand opening event or a periodic event.

5. A banner for a pre-grand opening event shall conform to the provisions of Table 21.16.255J.

I. Banner for Grand Opening Event.

1. For the purposes of this section, a "grand opening event" is a one-time occurrence associated with an event such as issuance of a new business license, business relocation, issuance of a new certificate of occupancy, a change in ownership, significant building expansion or renovation, etc.

2. A banner for a grand opening event shall not be displayed concurrently with a banner for a pre-grand opening event or a periodic event.

3. In conjunction with a permit for a grand-opening banner, the community development director may also authorize a banner upon an existing freestanding sign cabinet for the purpose of identifying a temporary business or use. The purpose is to allow a temporary business or occupancy to utilize the freestanding sign area associated with that building floor area. Such banner shall be designed to match the size and proportions of the existing freestanding sign area or cabinet, and may be displayed during the time allowed for the grand-opening banner.

J. Additional provisions for a banner for a pre-grand opening event and grand opening event are as specified by Table 21.16.255J.

Table 21.16.255J

Banner for Pre-Grand Opening Event and Grand Opening Event	**Commercial Use**	**Public, Institutional, or Nonprofit Use**	**Multiple-Family Residential Use**
1. Pre-grand opening event			
a. One-time banner	Permitted	Permitted	Permitted
b. Maximum duration of banner (consecutive days)	30	30	30
2. Grand opening event			
a. One-time banner	Permitted	Permitted	Permitted
b. Maximum duration of banner (consecutive days)	45	45	45
3. Maximum number of banners	1 per occupancy's street frontage	1 per occupancy's street frontage	1 per occupancy's street frontage
4. Permitted location (unless otherwise authorized)	On building, at business occupancy	On building	On building
5. Maximum size of banner (based upon floor area of occupancy)			
a. 0 – 15,000 sq. ft.	32 sq. ft.	32 sq. ft.	32 sq. ft.
b. 15,001 – 30,000 sq. ft.	48 sq. ft.	48 sq. ft.	40 sq. ft.
c. 30,001 – 60,000 sq. ft.	60 sq. ft.	60 sq. ft.	60 sq. ft.

The Lynnwood Municipal Code is current through Ordinance 3386, passed December 14, 2020.

Banner for Pre-Grand Opening Event and Grand Opening Event	Commercial Use	Public, Institutional, or Nonprofit Use	Multiple-Family Residential Use
d. Greater than 60,000 sq. ft.	72 sq. ft.	72 sq. ft.	72 sq. ft.
6. Minimum interval between displays (applies to grand opening banners and all periodic displays)	30	30	–

K. Banner for Periodic Event.

1. For the purposes of this section, a "periodic event" is a unique occurrence of limited duration that is not a special event as defined by Chapter 5.30 LMC. A periodic event may be associated with and limited to a single occupancy, or a group of occupancies.

2. Additional provisions for a banner for a periodic event are as specified by Table 21.16.255K.

Table 21.16.255K

Banner for Periodic Event	Commercial Use	Public, Institutional, or Nonprofit Use	Multiple-Family Residential Use
1. Periodic event	Permitted	Permitted	–
a. Maximum number of events per calendar year	2	2	–
b. Maximum duration of banner (consecutive days)	30	30	–
2. Maximum size of banner (based upon floor area of occupancy)			
a. 0 – 15,000 sq. ft.	32 sq. ft.	32 sq. ft.	32 sq. ft.
b. 15,001 – 30,000 sq. ft.	48 sq. ft.	48 sq. ft.	40 sq. ft.
c. 30,001 – 60,000 sq. ft.	60 sq. ft.	60 sq. ft.	60 sq. ft.
d. Greater than 60,000 sq. ft.	72 sq. ft.	72 sq. ft.	72 sq. ft.
3. Maximum number of banners	1 per occupancy's street frontage	1 per occupancy's street frontage	1 per occupancy's street frontage
4. Minimum interval between pre-grand opening event or grand opening event and periodic event (consecutive days)	30	30	–
5. Minimum interval between periodic events (consecutive days)	30	30	–
6. Permitted location (unless otherwise authorized)	On building, at business occupancy	On building	On building

(Ord. 3052 § 2, 2014)

21.16.260 Civic banners and signs.

Banners and other signs displaying civic messages only are allowed on property owned by the city and no other property as follows:

A. General Requirements. Such civic banners and signs shall display only messages that promote events of a general civic interest. Such banners and signs shall not be attached to trees or shrubs and not placed in a way that might block visibility or create a safety hazard. Civic banners shall not be directly illuminated. Signs on city-owned property displaying civic messages other than banners shall comply with the sign regulations of the zone in which they are located.

B. Timing. Civic events may be of two types, with timing for the display of banners and signs as follows:

1. Special Civic Event. Special civic events are civic events designated by the city council by resolution or that are directly supported with city funding. Special civic events may consist of a series of associated events lasting for a time period up to 12 months. Banners and signs associated with special civic events may be placed up to three months in advance of the start of the event and shall be removed within one week following the conclusion of the event.

2. General Civic Event. General civic events are civic events not designated by city council resolution and which are not directly funded by the city. Banners announcing a general civic event shall be placed no more than two weeks prior to the event and shall be removed within one week following the event.

C. Civic Banners in the Right-of-Way. Civic banners may be displayed within and across public street rights-of-way; however, placement of the banners shall be subject to approval of the public works department. In addition, any person, organization or public agency wishing to place such a banner within a public right-of-way shall have liability insurance in form acceptable to the city, naming the city as an additional insured, in an amount of at least $1,000,000 to cover any accidents that may have resulted from the placement of the banner.

D. Ground Signs on Easement. Ground signs displaying civic messages may be located within easements for such a purpose on privately owned property as long as ground signs are allowed in the zone where they are to be located. Such ground signs displaying civic messages shall comply with all the regulations in LMC 21.16.310(A) except for the regulation prohibiting removable letters. (Ord. 2768 § 2, 2009; Ord. 2449 § 1, 2003; Ord. 2310 § 42, 2000)

21.16.270 Political signs.
Political campaign signs, concerning candidates or issues, shall not require a sign permit, but this exemption shall not be construed as relieving the owner of the sign from responsibility for its erection and maintenance in conformance with all applicable laws. Such signs, if they are more than four square feet and not greater than 32 square feet per side, may be located anywhere in the city except within the public right-of-way or on city-owned property. Political signs no more than four square feet per side may be located along the edge of the public right-of-way; however, they shall not be located on or overhang pavement, street medians, sidewalks, or any area where people walk, ride bicycles, drive or park vehicles. No political signs shall be located on city park property or within the public right-of-way adjacent to city park property or on any street median. The owners of such signs, and the owners of the property on which the signs are located, shall be responsible for removal within seven days after the election, except in the case of a primary election where successful candidates will appear in a general election, such signs shall be removed within seven days after the general election. Signs that display political messages that do not pertain to an election may remain until such time the issue the message relates to has been accomplished or resolved. (Ord. 2449 § 2, 2003; Ord. 2310 § 42, 2000)

21.16.280 Construction signs.
Construction signs may be displayed only during construction on the site where the sign is located. Only one such sign is permitted per street frontage. No construction sign shall be more than 32 square feet per face or 10 feet in height. Construction signs shall conform to the setback requirements for monument signs. Construction signs may be placed only after a grading or building permit has been issued for construction of the development the sign makes reference to. Construction signs shall be removed prior to the issuance of a certificate of occupancy for all approved construction on a business site or residential development site or on expiration of the building or grading permit, whichever occurs first. (Ord. 2310 § 42, 2000)

21.16.290 Residential signs.
Only the following signs are permitted:

A. Occupant Identification, Home Occupation and Child Day-Care Center Signs. A sign identifying the occupants of a residence or home occupation on which premises the sign is located, providing:

1. There shall not be more than one sign per dwelling unit;

2. The maximum size of a child day-care sign shall be six square feet for a sign placed flat against the wall of a building, or six square feet and not more than 42 inches high for a freestanding sign. The maximum size of an occupant identification sign or a home occupation sign shall be two square feet for a sign placed against the wall of a building, or two square feet and not more than 24 inches high for a freestanding sign;

3. Freestanding signs shall be permanently installed and shall be set back a minimum of five feet from a right-of-way;

4. There shall be no internal illumination of, nor external illumination directed at, the sign; and

5. The components of the sign shall not be temporary or removable.

B. Restrictions or Danger in Use of Premises. Signs no larger than two square feet referring to the restrictions or danger in use of premises on which the sign is located, including, but not limited to, “no trespassing,” “beware of dog,” and “electrified fence” signs.

C. On-Site Sale of Household Goods. Signs advertising sale of household goods, for example, garage and yard sales, providing such signs:

1. Do not exceed four square feet in area per side;

2. Are attached to a wall or mounted in the ground on the site where the sale would occur;

3. Are placed no more than one day prior to sale and removed within one day following sale;

4. Shall only be used for the sale of household goods and shall not be used for home occupations or any other residential or commercial purpose;

5. Portable off-premises sale of household goods signs are allowed providing such signs:

a. No more than three off-premises signs for sale of household goods are allowed. These signs may be located along the edge of street rights-of-way; however, they shall not be located on or overhang street pavement, street medians, sidewalks or any area where people walk, ride bicycles, drive or park vehicles;

b. May be located on property other than that where household goods are for sale with the permission of the property owner where sign is placed. These signs shall not be fastened to any telephone or utility pole, fence, traffic control device, public structure, rock, tree or shrub;

6. Shall not be located on city park property or within public rights-of-way adjacent to city park property.

D. Real Estate Signs.

1. Signs advertising the sale, rental or lease of property, providing such signs:

a. Do not exceed 10 square feet per side, do not exceed five feet in height and are attached to a wall or mounted in the ground on the site for sale, rent or lease only so as to prevent such signs from becoming a hazard to pedestrians or motorists for individual developed single-family lots;

b. Do not exceed 32 square feet in area per side and subject to the location, number and height regulations of LMC 21.16.310(I) for the following: tracts of undeveloped land; tracts of partially developed land which may be developed at a higher density; and subdivisions; and

c. Are removed once the property and/or buildings being advertised are sold, rented or leased.

2. Portable off-premises real estate open house and directional signs are allowed providing such signs:

a. Shall only be used for sale, lease or rental of real property and shall not be used for home occupations or any other residential or commercial purpose;

b. May be within the public right-of-way located along the edge; however, they shall not be located on or overhang street pavement, street medians, sidewalks or any area where people walk, ride bicycles, drive or park vehicles;

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c. In number are no more than the minimum necessary to direct the public from principal and minor arterials in the city to property for sale, lease or rent and no more than one sign per agent, property manager or seller shall be placed per street intersection;

d. May be located on property other than that for sale, lease or rent with permission of property owner where the sign is located. These signs shall not be fastened to any telephone or utility pole, street light, traffic control device, public structure, fence, rock, tree or shrub;

e. Shall not exceed four square feet per side;

f. Shall only be placed when agent, seller or property manager is at the property for sale, lease or rent and only on Saturday and Sunday during daylight hours, and only on Wednesdays from 10:00 a.m. to 3:00 p.m.;

g. Shall not be located on city park property or within public rights-of-way adjacent to city park property.

The above described signs do not require a sign permit, but this exemption shall not relieve the owner of the sign from the responsibility for its conformance with this section.

E. Construction Signs. Construction signs providing such signs:

1. Do not exceed 10 square feet per side, and do not exceed five feet in height for individual developed single-family lots. Such signs may be attached to a wall or mounted in the ground on the site of construction so that such signs are not a hazard to pedestrians, bicyclists or motorists for individual developed single-family lots. Such signs shall be removed at the time permitted construction receives final approval by the city;

2. Do not exceed 32 square feet per side and comply with the regulations of LMC 21.16.280 for the following: tracts of undeveloped land; tracts of partially developed land that may be developed at a higher density; subdivisions and development in multiple-family zones.

The above signs do not require a sign permit, but this exemption shall not relieve the owner of such signs from the responsibility for compliance with this section.

F. Residential Development or Institution Identification Signs. Ground signs which identify residential developments such as subdivisions and apartment complexes or institutional uses such as churches and schools providing such signs:

1. Are located within the development or site so identified;

2. Do not exceed one per street frontage;

3. Comply with the ground sign regulations in LMC 21.16.310 except for the regulation prohibiting removable letters; and

4. Such signs shall require a sign permit.

G. Signs for Offices in Multiple-Family Zones. There shall be no signs allowed except wall signs, ground signs, and building directories. All wall and ground signs shall conform to the requirements and criteria of LMC 21.16.310. All wall signs shall be noninternally illuminated, except for individual letter signs and signs with opaque sign face backgrounds that only allow letters and/or business logos or graphics to be visible at night. Wall signs on building facades oriented toward nearby residential zones shall not be illuminated. (Ord. 2883 § 3, 2011; Ord. 2449 § 3, 2003; Ord. 2310 § 42, 2000)

21.16.300 Signs in the public and semi-public zone.
Only the following signs are allowed in this zone:

A. Ground Signs. In accordance with the ground sign regulations in LMC 21.16.310 except for the regulation prohibiting removable letters.

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B. Incidental Signs. In accordance with LMC 21.16.310.

C. Monument Signs. A conditional use permit may be granted for monument signs, providing they are not oriented toward nearby residential zones. No more than one monument sign shall be allowed per subject site. Monument signs shall conform to the regulations of LMC 21.16.310; however, in no case shall they be more than 20 feet in height. Monument signs shall not be illuminated if visible from nearby residential zones.

D. Other Signs. Those signs permitted under LMC 21.16.290. (Ord. 2310 § 42, 2000)

21.16.310 Commercial signs.
This section concerns business signs, and applies in all commercial zones except the planned regional shopping center zone. Only those signs which do not conflict with regulations contained in this and other Lynnwood Municipal Code titles, and which are consistent with the definition of a business sign in LMC 21.02.672, are permitted subject to the following standards. The word "street," as it appears in this section, shall not include I-5, I-405, SR-525 or the Snohomish County PUD right-of-way.

A. Freestanding Signs.

1. Pole Signs.

a. Area. The total allowable sign area for pole signs on individual and multiple business sites that qualify for one pole sign shall be 75 square feet plus one-half foot for each lineal foot of street frontage over 250 feet. Any one pole sign shall be no more than 150 square feet in area per side.

On business sites which qualify for more than one pole or monument sign, per subsection (A)(1)(b) of this section, the total allowable sign area per street frontage shall be calculated at 75 square feet plus one-half square foot for each lineal foot over 250 feet. No pole sign face shall exceed 155 square feet in area. On business sites with both pole and monument signs, the total area of such signs oriented toward a particular street shall not exceed the maximum sign area based on that street's linear frontage, except on multiple business sites and sites with pole signs at least 50 feet from the street. See subsection (A)(2) of this section for calculation of monument sign area. The allowable sign area shall be computed separately for each street frontage, and only the sign area derived from the street frontage along a street may be oriented toward that street. The allowable sign area for a pole sign located at a corner shall be derived from the one street frontage it is oriented toward. Only one face of a double-faced sign shall be considered in computing its area, providing both sides pertain to the same business.

i. Additional Area for Multiple Business Sites. Multiple business sites shall be allowed an additional 20 square feet of freestanding sign area for each business in excess of one up to a total of 80 square feet of additional pole sign area per multiple business site. Such additional sign area shall not be used to increase the sign area of any business beyond that amount which would be allowed if located in an individual business site of the same size as the multiple business site. Sign structures containing this additional sign area shall be constructed in such a way to be easily modified to reflect changes in the number of tenants on the site. Any multiple business site which is at least 150,000 square feet in lot area and contains at least 10 separate businesses shall be allowed one additional freestanding sign for identification of the site generally. Such signs shall not exceed 160 square feet in area.

ii. Additional Area for Pole Signs at Least 50 Feet from a Street. For all pole signs located at least 50 feet from a street, sign area may be increased five percent for each 10 feet the sign is from the street, up to a maximum of 200 square feet of total sign area per sign.

b. Number of Pole Signs. Along each public street abutting an individual or multiple business site, that site may have one permanently installed pole sign per the following schedule. However, on corner sites where two pole signs would be spaced less than 250 feet apart as measured in a straight line, only one sign shall be allowed.

Street Frontage per Street Pole	Signs Allowed

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Street Frontage per Street Pole	Signs Allowed
1 – 300 feet	1
301 – 600 feet	2
601 – 900 feet	3
901+ feet	4

On sites with less than 300 lineal feet of street frontage on one street or corner sites where two signs would be less than 250 feet apart as measured in a straight line, additional pole signs may be allowed by conditional use permit; provided, that such signs are in keeping with the intent of this title.

Whenever a conditional use permit for additional pole signs is considered, the hearing examiner may require that the height, area, and/or specific dimensions of signs be reduced and/or the setback from property lines be increased.

Sites which qualify for additional pole signs may substitute ground signs for those additional pole signs.

c. Location, Height and Design Criteria for Pole Signs.

i. Location. The setback for pole signs along public streets shall be as provided below:

(A) Pole signs shall be located more than 35 feet from the street right-of-way.

(B) Pole signs shall be located at least 100 feet from adjacent I-5, I-405, and SR-525 boundaries. Pole signs shall be located at least 100 feet from the Snohomish County PUD right-of-way where it is adjacent to I-5. This requirement does not apply to signs located adjacent to freeway on-ramps and off-ramps. Pole signs shall be located at least 10 feet from any side or rear property line and 25 feet from any property line adjacent to a residential zone.

These limitations do not apply to nonilluminated private traffic direction signs directing traffic movement within a business site, not exceeding four square feet in area for each sign, or traffic directions painted on the surface of a parking lot or driveway.

ii. Height. Pole signs shall comply with the height regulation for monument signs depending on their distance from the street up to a maximum of 25 feet in height above the average ground level at the base of the sign for all commercial zones. Pole signs may be 30 feet high if located within 500 feet of I-5, I-405 or SR-525 boundaries and at least 100 feet from a public street. However, pole signs shall not be higher than 20 feet on property separated from the above freeways by a public street. The height of signs may be further limited by the maximum height for buildings specified in the respective zone. When signs are located on sites within 100 feet of residential-zoned property, illuminated sections of the sign shall not exceed 20 feet in height if visible from those properties.

iii. Design Criteria. Pole signs shall meet the following design criteria and criteria indicated on Figure 3 of this chapter:

(A) The sign exterior shall consist of materials and colors that minimize reflection capabilities and are similar and complementary to those of the primary buildings on the property where the sign is located. The sign and support or base shall be constructed of materials that are easily maintained and maintain their shape, color, texture and appearance over time.

(B) The design of the sign and base or support shall be similar and complementary with the architecture of the primary buildings on the property where the sign is located.

(C) The sign base shall be surrounded by a single landscape area that is at least two feet wide between the sign base and raised curb that surrounds and protects the landscape area. The

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landscape area shall include evergreen plant material and may also include other materials, such as brick pavers or decorative planters.

2. Monument Signs.

a. Area. Maximum monument sign area shall be 35 square feet at the minimum setback from the street right-of-way and an additional two square feet for each one foot back from the minimum setback line measured perpendicular to the street, up to a maximum of 75 square feet per side.

b. Number of Monument Signs. The total number of monument, ground and pole signs on a business site shall not exceed the maximum number of pole signs allowed by subsection (A)(1)(b) of this section.

c. Location, Height and Design Criteria for Monument Signs.

i. Location. The leading edge of monument signs shall be located at least 10 feet from the street right-of-way, at least 10 feet from any side property line and at least 25 feet from any property line adjacent to a residential zone.

Monument signs shall be located at least 100 feet from adjacent I-5, I-405 and SR-525 boundaries. Monument signs shall be located at least 100 feet from the Snohomish County PUD right-of-way where it is adjacent to I-5. This requirement does not apply to signs located adjacent to freeway on-ramps and off-ramps.

Monument signs shall not be located within a triangular area at street intersections or street and driveway intersections formed by two points measuring 20 feet back from the point where the two street right-of-way lines merge or a street right-of-way line and edge of driveway merge and extending a line that connects these two points to complete the triangle. (See Figure 4 of this chapter.)

ii. Height. Monument signs shall be no more than six and one-half feet high at the minimum setback from the street right-of-way and one additional foot in height for each one and one-half feet back in a perpendicular line from the street. The maximum height for monument signs shall be 25 feet for all commercial zones. Monument signs may be 30 feet high if located within 500 feet of I-5, I-405, SR-525 boundaries and at least 100 feet from a public street. However, monument signs shall not be higher than 25 feet on property separated from the above freeways by a public street. When signs are located on sites within 100 feet of residential-zoned property, illuminated sections shall be no more than 20 feet in height if visible from those properties.

iii. Design Criteria. Monument signs shall meet the following design criteria and criteria shown on Figure 5 of this chapter:

(A) The sign shall be located so it does not interfere with the visibility of drivers, pedestrians, bicyclists, riders or others at intersections, driveways, bike lanes, crosswalks, or other places of ingress or egress.

(B) The sign exterior shall consist of materials and colors that minimize reflection capabilities and are similar and complementary to those of the primary buildings on the property where the sign is located. The sign and support or base shall be constructed of materials that are easily maintained and maintain their shape, color, texture and appearance over time.

(C) The design of the sign and base or support shall be similar and complementary with the architecture of the primary buildings on the property where the sign is located.

(D) The sign base shall be surrounded by a single landscape area that is at least two feet wide between the sign base and raised curb that surrounds and protects the landscape area. The landscape area shall include evergreen plant material and may also include other materials, such as brick pavers or decorative planters.

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3. Ground Signs. The total number of ground, monument and pole signs on a business site shall not exceed the maximum number of pole signs allowed by subsection (A)(1)(b) of this section. However, one additional ground sign may be allowed to identify a business parking area that is not adjacent to the business site where the business is located and one additional ground sign may be allowed to identify an access driveway to a street not adjacent to the business site where the business is located.

All ground signs shall be subject to the following criteria:

a. The sign is located to minimize interference with drivers' or others' visibility in intersection or at place of ingress or egress;

b. The sign has no moving parts;

c. The sign consists of materials and colors which minimize reflection capabilities;

d. The sign components are securely attached to the sign structure and not temporary or removable;

e. The sign shall not be internally illuminated, except for an individual letter sign or a sign with an opaque sign face background that only allows letters and/or business logos or graphics to be visible at night. Indirect lighting, if used, shall be uncolored, nonblinking, and directed away from traffic;

f. The sign shall have a solid base that is not less than three-quarters of the width of the sign face;

g. The sign shall be no more than 25 square feet in area;

h. The sign shall be located at least five feet from the street right-of-way;

i. The sign shall be no higher than three and one-half feet above the adjacent sidewalk or street curb;

j. The sign exterior shall consist of materials and colors that are similar and complementary to those of the primary buildings on the business site. The sign and base shall be constructed of materials that are easily maintained and maintain their shape, color, texture and appearance over time; and

k. The sign may be permanently attached to retaining walls and fences; however, such walls and fences shall be at least five feet from the street right-of-way.

Such signs may be located closer than five feet from the street right-of-way by conditional use permit, if it is found necessary or desirable in the public interest to locate the sign nearer to the right-of-way, and that it will not interfere with visibility as indicated above.

B. Building Signs.

1. Wall Signs.

a. Area. The total allowable sign area for each business for signs attached to a building frontage including mural signs shall be 60 square feet, or one square foot for each lineal foot of building frontage, whichever is greater, up to a maximum of 200 square feet. However, wall signs that comply with the Sign Design – Creative/Artistic Elements Guidelines of the Lynnwood Citywide Design Guidelines, as adopted by reference in LMC 21.25.145(B)(3), may be allowed up to a 30 percent increase in wall sign area. Businesses may have up to 10 square feet of sign area to place on a directory sign on any facade of the building where they are located, except in no case shall the maximum sign area exceed 15 percent of a building facade considered building frontage. See Figure 2 of this chapter and LMC 21.02.358 to determine building frontage.

On other building facades not considered frontage, the maximum sign area shall be one-half square foot for each lineal foot of building facade or 100 square feet, whichever is smaller. Wall signs on building facades that are oriented toward adjacent property zoned residential shall not be illuminated.

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The allowable sign area shall be computed separately for each building facade. Sign area shall not be transferred from one facade to another. Only one face of a double-faced sign shall be considered in computing its area, providing both sides pertain to the same business. For purposes of determining sign area, awning signs are part of the sign area allowed for signs attached to buildings.

b. Height. Wall signs shall not extend higher than one foot above the wall to which they are attached.

c. Transfer of Allowed Area from Freestanding Signs to Signs Attached to Buildings. Freestanding sign area may be applied to signs attached to buildings; provided, however, that such area be apportioned equally to all tenants and shall only be transferred to a building frontage. A record of any such transfer must be filed with the planning department. The maximum wall sign area per building facade with transfer shall be 400 square feet or 10 percent of the building frontage area to which the sign is attached, whichever is smaller.

2. Projecting, Marquee, and Nonrigid Awning Signs. Projecting signs shall not extend above the wall to which they are attached. Marquee signs shall not extend higher than the wall to which they are attached. Nonrigid awning signs shall not extend higher than the wall to which they are attached.

Projecting and marquee signs and nonrigid awnings shall be at least eight feet above any walkway and 16 feet above any area used by vehicular traffic. However, nonrigid awnings with signs may be placed at the top of garage bay doors unless contact by vehicular traffic is possible. Projecting signs on business sites shall not extend into the public right-of-way or adjacent property. Marquee signs shall not block windows or doorways. The area for projecting, marquee and nonrigid awning signs shall come out of the sign area allocation for the building facade they are attached to. Nonrigid awning signs shall have a maximum dimension of four feet from top to bottom. The sign area for nonrigid awning signs shall be the entire area of any nonrigid awning that projects less than three feet from a building. The sign area for all other nonrigid awning signs shall be the rectangular area around letters and/or graphics displayed on the nonrigid awning. (See Figure 1 of this chapter.) Projecting and marquee signs may be illuminated; however, they shall not be illuminated if oriented toward adjacent residential-zoned property.

3. Roof Signs. The planning director may approve the placement of one roof sign per building if it is determined that such a sign is necessary because permitted wall signs cannot be placed so as to be readable from the street closest to the building. Any roof sign approved by the planning director may only be mounted on any building if it complies with the building code or other city regulations. A roof sign shall not be higher than 10 feet above the roof deck and shall be subject to the placement and design criteria described on Figure 6 of this chapter. The area of a roof sign shall come out of the sign area allocation for building facade closest to the sign.

When roof signs are located on sites which have street frontage within 100 feet of residential-zoned property, illuminated sections shall not exceed 20 feet in height from the ground if visible from those properties.

C. Incidental Signs. Incidental signs, each not more than four square feet in area per side, do not require a sign permit and may be in excess of the allowable sign area providing they are attached to a building below the roof line, or if placed in the ground, are no more than three feet above grade, and at least five feet from the street right-of-way. No more than four such signs per business shall be located on a business site. Incidental signs less than three square feet in area shall not be counted as one of the four allowable signs or as part of the allowable sign area.

D. Electronic Changing Message Signs. No sign shall have blinking or flashing lights; provided, however, electronically changing message signs shall be allowed. These signs shall not change displays or images at a rate less than one every five seconds except for signs which provide alternate messages only as to times and temperature, which may change at a rate of not less than one message every two seconds. All such signs shall be equipped with a device which automatically dims the intensity of the lights during hours of darkness.

E. Internal Information Signs. Signs intended to be seen by the public within a business site, oriented away from the street and not readable from the public right-of-way and adjacent property, shall not be regulated as signs. Such signs shall include but are not limited to internal directory signs, certain incidental signs and menu boards.

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F. Portable Business Signs. Portable signs shall only be allowed within eight feet of any building where a business is located. There is no limitation on the number of such signs. However, these signs shall not be placed in the ground, on walkways, in parking areas, drive aisles, or anywhere that might block visibility or create a safety hazard.

G. Special Event Signs. Signs for special events as defined by Chapter 5.30 LMC shall conform to the provisions of that chapter. Signs for temporary activities or occurrences not regulated as a special event shall conform to the provisions of this chapter.

H. Searchlights. Searchlights shall only be permitted if they meet the following criteria:

1. That the duration of time for display of the searchlight shall not be more than 10 days;

2. That no permit for display of a searchlight shall have been approved for the same applicant during the six-month period prior to the most recent application;

3. That the searchlight be so located as to minimize interference of driver visibility at intersections or at points of ingress and egress;

4. That the searchlight be located 35 or more feet from the right-of-way; and directed away from traffic on nearby streets;

5. The intensity and color of light and the duration of its operation shall not constitute a nuisance as defined in LMC 10.08.200; and

6. That a fee as shown in Chapter 3.104 LMC shall be paid in connection with any such permit.

I. Real Estate Signs. Signs advertising the sale, lease or rental of commercially zoned property on which the sign is located shall require a temporary sign permit. Such signs shall not be permitted unless a property, building(s) and/or tenant space(s) is for sale, lease or rent. Each such sign shall not exceed 24 square feet in area, and if freestanding, shall be set back at least six feet from the street right-of-way. Such signs shall not be placed where they can obstruct driver, bicyclist or pedestrian visibility. There shall be no more than one such sign per street corner or one per street frontage, whichever is less. Such signs shall be no more than six and one-half feet in height, shall not be illuminated and shall be removed once the property and/or buildings being advertised are sold, leased or rented. In addition, any such nonconforming sign shall require a permit and be made conforming by October 9, 2000.

J. Construction Signs. Construction signs for commercially zoned property shall comply with the regulations of LMC 21.16.280.

K. Signs in Restricted Business Zone. Signs shall comply with the following:

1. No roof signs shall be allowed;

2. No freestanding signs shall be allowed, except ground signs in accordance with the regulations of this section; and

3. Building signs shall comply with the regulations of this section. All building signs shall be noninternally illuminated, except for individual letter signs and signs with opaque sign face backgrounds that only allow letters and/or business logos or graphics to be visible at night. Signs on building facades oriented toward nearby residential zones shall not be illuminated.

L. Sign Variances. Requests to relax standards of this section shall be processed as variances and shall meet all the criteria for granting of variances, unless otherwise provided for. In considering any application for a variance to relax the required setback for pole or monument signs, the hearing examiner shall take into account the following factors and all others in the public interest in determining whether special circumstances exist which warrant a variance:

1. The extent to which vegetation and/or topography of the subject and/or adjacent properties would obscure a pole sign at the required setback on the subject property; provided, that removal of the obstructing vegetation

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and/or topography is beyond the control of the owner of the subject property or contrary to city policies or ordinances.

2. The size of the subject property as it relates to possible locations for the proposed sign.

3. The extent to which nearby existing pole or monument signs located at less than the required setback would obscure a pole sign at the required setback on the subject property.

4. The extent to which visibility of the proposed sign might be enhanced by mounting the sign lower or higher (but not exceeding the required height limit) than nearby obstructions, rather than by reducing the required setback.

5. The width, alignment, and extent of improvement of the right-of-way toward which the proposed sign would be oriented, insofar as this determines the angle at which the sign would be viewed by the traveling public.

If the hearing examiner determines that a variance to relax a pole or monument sign setback is warranted, the examiner may require periodic review of any reduction granted and/or provisions for eventual relocation to the required setback if existing and anticipated future conditions so indicate. If provisions for relocation appear appropriate, the examiner may require installation of wiring and a foundation at the required setback concurrent with erection of the sign at a lesser setback and a bond or other suitable guarantee of relocation. (Ord. 3140 § 3, 2015; Ord. 3052 § 3, 2014; Ord. 3010 § 2, 2013; Ord. 2957 §§ 30, 31, 2012; Ord. 2699 § 28, 2007; Ord. 2388 §§ 9, 10, 2001; Ord. 2310 § 42, 2000)

21.16.320 Signs in planned regional shopping center zone.
The following signs are permitted, subject to the following limitations:

A. Monument, Pole and Ground Signs. Monument, pole and ground signs are permitted; however, the number shall not exceed the number of public streets abutting the property. Such signs shall be subject to the setback, sign area and height regulations of LMC 21.16.310.

B. Wall Signs. Wall signs are permitted, provided such signs shall be subject to the regulations of LMC 21.16.310(B), except wall signs are only allowed on building frontages, as defined by LMC 21.02.358.

Notwithstanding LMC 21.16.310(B), wall signs may be located on all elevations of a building only if that building is located on a building site, as defined by LMC 21.02.175, that has more than 50 acres in area. The total allowable sign area for all businesses with signs attached to the primary building frontage (as designated by the building owner) shall be one square foot for each lineal foot of building frontage, up to a maximum of 200 square feet. Sign area in the amount of 1.5 times the signage allowed on the primary building frontage may be distributed to the remaining elevations; provided, that no one elevation may have sign area exceeding the amount allowed on the primary building frontage.

C. Electronic Changing Message Signs. Electronic changing message signs are permitted, provided such signs shall be subject to the regulations of LMC 21.16.310(H), and that electronic changing message signs shall be located such that they:

1. Are predominantly not visible from a public right-of-way.

2. Are located on a building elevation with a primary entrance and facing an area predominantly used by pedestrians.

3. Are located on a building that is part of a larger building site as defined by LMC 21.02.175 that has at least 50 acres in area.

D. Internal Information Signs. Internal information signs are signs intended to be seen by the public upon entering a business site to direct the circulation of traffic. Internal information signs shall include but are not limited to internal directory signs, incidental signs, and directional signs. Such signs shall be located at least 50 feet from the public right-of-way. The number of internal information signs is limited to the number of driveways a business site has.

E. Searchlights. Searchlights are permitted, subject to the regulations of LMC 21.16.310(H). For the planned regional shopping center zone, the term “applicant” as stated in LMC 21.16.310(H)(2) shall be defined as the shopping center management or his/her designated representative and not an individual business or property owner. Searchlight permits within the planned regional shopping center zone shall only be issued to the applicant as defined above.

F. Real Estate Signs. Real estate signs shall comply with the regulations of LMC 21.16.310(I).

G. Construction Signs. Construction signs shall comply with the regulations of LMC 21.16.280.

H. Promotional/Entertainment Signs. Promotional/entertainment signs may be located in the PRC zone, provided such signs:

1. Are predominantly not visible from a public right-of-way.

2. Are located on a building elevation facing an area predominantly used by pedestrians.

3. Are located on a building site as defined by LMC 21.02.175 that has at least 50 acres in area.

4. Do not exceed 500 square feet each.

5. Do not cover more than 15 percent of a building elevation as a total of all signs allowed under this subsection. (Ord. 3192 § 6, 2016; Ord. 2467 § 1, 2003; Ord. 2310 § 42, 2000)

21.16.330 Signs in industrial zones.

A. Objectives. Permitted signs should be the minimum necessary for the expected business uses, and minimize light, glare, and other adverse sign impacts on nearby residences.

B. Signs. The following signs are permitted, subject to the following limitations:

1. Wall Signs at Transitional Sites.

a. All signs shall be of a uniform color and letter style compatible with building materials used elsewhere on the site;

b. There shall be not more than one sign per business;

c. The top of such signs shall not be higher than the top of the building;

d. The maximum sign area shall be per the regulations of LMC 21.16.310(B);

e. The signs shall not be internally illuminated and signs on building facades oriented toward nearby residential zones shall not be externally illuminated;

f. The signs shall be constructed with materials which minimize reflective capabilities;

g. Signs shall only be located on the building frontage; and

h. No roof signs shall be allowed.

2. Wall Signs at General Sites.

a. All signs shall be of a uniform color and letter style compatible with building materials used elsewhere on the site;

b. The top of such signs shall not be higher than the top of the building;

c. The maximum sign area shall be per the regulations of LMC 21.16.310(B);

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d. Signs shall not be internally illuminated except for individual letter signs and signs with opaque sign face backgrounds that only allow letters and/or business logos or graphics to be visible at night;

e. Signs on building facades oriented toward nearby residential zones shall not be illuminated;

f. The signs shall be constructed with materials which minimize reflective capabilities; and

g. No roof signs shall be allowed.

3. Ground Signs. Ground signs shall be allowed subject to the following regulations:

a. All ground signs shall conform to the regulations of LMC 21.16.310(A); and

b. A maximum of two ground signs are allowed per street per property, and spaced at least 300 feet apart.

4. Real Estate Signs. Real estate signs shall comply with the regulations of LMC 21.16.310(I).

5. Construction Signs. Construction signs shall comply with the regulations of LMC 21.16.280. (Ord. 3311 § 13, 2018; Ord. 2310 § 42, 2000)

21.16.335 Signs in the transition area.
Only the following signs are permitted in the transition area:

A. General Regulations.

1. Backlit signs are prohibited; signs with individual backlit letters are acceptable.

2. Illuminated signs are permitted except on top floor building facades facing westerly that would be visible from the residential areas west of 36th Avenue W.

3. External sign lighting is permitted. The lighting shall not shine directly toward adjacent residentially zoned properties and shall not project towards the night sky.

4. For residential real estate signs, see LMC 21.16.290(D).

5. For commercial incidental signs, internal information signs, portable business signs, temporary commercial event signs, real estate signs, construction signs and variances for commercial signs, see LMC 21.16.310.

B. Monument Sign Standards. Monument signs shall conform to the requirements of Table 21.16.01.

Table 21.16.01: Monument Sign Standards

Requirements [a, b, c]	**Single- and Multi-Tenant Developments**		
	(less than 25,000 sq. ft. of floor area)	**(25,000 – 50,000 sq. ft. of floor area)**	**(more than 50,000 sq. ft. of floor area)**
Maximum Height	4 ft.	6 ft.	8 ft.
Maximum Sign Area	20 sq. ft.	30 sq. ft.	40 sq. ft.
Minimum Setback from Front Property Lines [d]	For signs 4 ft. in height or less: 5 ft. For signs greater than 4 ft. in height up to 8 ft. in height or less: 10 ft.		
Minimum Setback – Side [d]	5 ft.		
Landscaping [e]	2 ft. of landscaping surrounding the entire base of the sign		
Minimum Separation [f]	250 ft. between signs		

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Notes for Table:
a. Monument signs shall include the address number on the face of the sign. Address numbers shall meet fire department requirements and shall not be counted towards the sign area.
b. The sign shall consist of materials and colors that minimize reflection capabilities and are consistent and complementary to the architecture of the primary building on site. Materials shall be easily maintained and shall retain their shape, color, texture and appearance over time.
c. The sign shall comply with the design criteria in Figure 5 of this chapter.
d. Signs shall not be located within a triangular area at street intersection or street and driveway intersections formed by two points measuring 20 feet back from the point where the two street right-of-way lines merge or a street right-of-way line and edge of driveway merge and extending a line that connects these two points to complete the triangle (see Figure 4 of this chapter).
e. Landscaping shall include a decorative combination of groundcover and shrubs to provide seasonal interest in the area surrounding the base of the sign. Landscaping shall be well maintained at all times of the year. The required landscaping area shall be protected by a raised curb if not surrounded by additional landscaping.
f. An individual building, development, or complex may not display more than one monument sign per street frontage. However, additional monument signs can be used on the site as long as they advertise a different business on site and can be placed at least 250 feet from the first sign along applicable street frontages. No two signs shall be closer than 250 linear feet.

C. Wall Sign Standards.

1. Single-Story Building.

a. Business tenants with building frontage: one square foot of signage for each linear foot of building frontage; provided, that each tenant is allowed a minimum of 40 square feet of signage.

b. Business tenants without building frontage: one-half square foot for each lineal foot of building facade, not to exceed 100 square feet maximum.

c. Allowable sign area may not be transferred from one facade and/or building frontage to another.

2. Multi-Story Building.

a. Ground floor business tenants with a direct exterior entrance into the business (not a lobby) are permitted one square foot of signage for each linear foot of building frontage of the applicable tenant space; provided, that each tenant is allowed a minimum of 40 square feet of signage. This signage shall be located at their exterior entry on the ground floor.

b. Other Business Tenants with Building Frontage. The total exterior wall signage allowed shall be a maximum of one square foot of signage for each linear foot of building, up to a maximum of 250 square feet per building frontage (total for all business tenants). This signage may identify either the building, a major tenant of the building, or individual tenants that do not have a direct exterior entrance into their tenant space (or a combination of all three), as determined and allocated by the building owner. This signage may be located only on either the ground floor or the top floor (below the cornice or edge of the roof) of the building (or both), as determined by the owner.

c. Business Tenants without Building Frontage. The total exterior wall signage allowed shall be a maximum of one-half square foot for each lineal foot of building facade which does not meet the definition of building frontage, up to a maximum of 100 square feet (total for all business tenants). The property owner shall allocate this signage among tenants without building frontage, including tenant spaces without wall space along the exterior facade. This signage may located only at the ground floor or the top floor of the building (or both), as determined by the owner.

d. Allowable sign area may not be transferred from one facade and/or building frontage to another.

e. In no case shall allowable sign area be permitted on intermediate floors (above the first story or below the top story).

3. Residential Development or Institutional Identification Signs. Wall signs for multifamily development identification are permitted. Signs at ground floor public residential or institutional entrances shall have a maximum size of 20 square feet per such entrance. Additional signs may be permitted on the top floor (below the cornice or roof edge), provided such signs shall be allocated as part of the total allowable sign area per facade by the owner (see above).

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4. Home Occupation Signs. Home occupations may be allocated sign area as part of an internal or external sign directory; no other signage is permitted.

5. Maximum Height. Wall signs may not extend above the building parapet, soffit, the eave line or the roof of the building.

6. Mounting. Building signs should be mounted plumb with the building, with a maximum protrusion of one foot unless the sign incorporates sculptural elements or architectural devices. The sign frame shall be concealed or integrated into the building's architectural character in terms of form, color, and materials.

D. Projecting, Marquee and Awning Signs. Projecting, marquee and awning signs shall meet the requirements of LMC 21.16.310(B)(2) in addition to the following:

1. The sign shall not project more than five feet from the building, unless the sign is a part of a permanent marquee or awning over the sidewalk. Vertically oriented signs shall not project more than three feet from the building. Signs shall not project into the public right-of-way.

2. Sign area shall be counted as part of the allocation for wall signs, above.

3. Signs shall not extend above the building parapet, soffit, eave line or the roof of the building, except for theaters.

4. Marquee and awning signs shall not cover more than 70 percent of the applicable storefront or awning.

E. Blade Signs. Blade signs are small signs with faces perpendicular to the building facade. They generally are mounted directly to the building facade or hung below a canopy or projecting weather protection. Blade signs are generally oriented to face pedestrians walking down the fronting sidewalk. Blade signs meeting the following conditions are allowed for commercial uses:

1. Projection. Blade signs may project up to three feet. Bracket signs shall have one foot minimum between the sign and the outer edge of the marquee, awning, or canopy and between the sign and the building facade.

2. Clearance. Blade/bracket signs shall maintain a minimum clearance of eight feet between the walkway and the bottom of the sign.

3. Dimensions. Blade signs shall not exceed six square feet in area. Bracket signs shall not exceed two feet in height.

4. Mounting. Blade signs must avoid covering or modifying windows or other architectural feature.

F. Prohibited Signs. The following signs are specifically prohibited:

1. Pole-mounted signs.

2. Signs employing moving or flashing lights.

3. Signs employing exposed electrical conduits.

4. Visible ballast boxes or other equipment.

5. Roof-mounted signs.

G. Other Signs. See LMC 21.16.310(C) through (J). (Ord. 3077 § 2 (Exh. A), 2014)

21.16.340 Signs in the Highway 99 mixed use zone.
Only the following signs are permitted in the Highway 99 mixed use zone:

A. General Regulations.

1. Back-lit signs are prohibited; signs with individual back-lit letters are acceptable.

2. Neon signs are permitted.

3. External sign lighting is permitted. The lighting shall not be visible from adjacent residentially zoned properties and shall not project towards the night sky or past the sign.

4. For residential real estate signs, see LMC 21.16.290(D).

5. For commercial incidental signs, internal information signs, portable business signs, temporary commercial event signs, real estate signs, construction signs and variances for commercial signs, see LMC 21.16.310.

B. Pole Sign Standards.

1. One pole sign shall be permitted for a single- and multi-tenant development with a gross building floor area of 50,000 square feet or more. Pole signs shall not be permitted for single- and multi-tenant developments with a gross building floor area less than 50,000 square feet.

2. Maximum height of 15 feet.

3. Minimum sign setback of 25 feet.

4. Maximum sign area is 75 square feet.

5. Comply with design criteria in LMC 21.16.310(A)(1)(c)(iii).

C. Monument Sign Standards. Monument signs shall conform to the requirements of Table 21.16.02.

Table 21.16.02: Monument Sign Standards

Requirements[a,b,c]	**Single- and Multi-Tenant Developments**		
	(less than 25,000 sf floor area)	**(25,000-50,000 sf floor area)**	**(more than 50,000 floor area)**
Maximum Height	4 ft.	6 ft.	8 ft.
Maximum Sign Area	20 sf	30 sf	40 sf
Minimum Setback from Front Property Lines[d]	5 ft. plus 1.5 ft. per additional foot in height above 3.5 ft.		
Minimum Setback – Side[d]	5 ft.		
Landscaping[e]	2 ft. of landscaping surrounding the base of the sign		
Minimum Separation[f]	250 ft. between signs		

Notes for Table:
a. Monument signs shall include the address number on the face of the sign. Address numbers shall meet fire department requirements and shall not be counted towards the sign area.
b. The sign shall consist of materials and colors that minimize reflection capabilities and are consistent and complementary to the architecture of the primary building on site. Materials shall be easily maintained and shall retain their shape, color, texture and appearance over time.
c. The sign shall comply with the design criteria in Figure 5 of this chapter.
d. Signs shall not be located within a triangular area at street intersection or street and driveway intersections formed by two points measuring 20 feet back from the point where the two street right-of-way lines merge or a street right-of-way line and edge of driveway merge and extending a line that connects these two points to complete the triangle (see Figure 4 in this chapter).
e. Landscaping shall include a decorative combination of groundcover and shrubs to provide seasonal interest in the area surrounding the base of the sign. Landscaping shall be well maintained at all times of the year. The required landscaping area shall be protected by a raised curb if not surrounded by additional landscaping.

f. In general, an individual building, development, or complex may not display more than one monument sign per street frontage. However, additional monument signs can be used on the site as long as they advertise a different business on site and can be placed at least 250 feet from the first sign along applicable street frontages. No two signs shall be closer than 250 linear feet.

D. Wall Sign Standards.

1. Single Story Building.

a. Business tenants with building frontage: one square foot of signage for each lineal foot of building frontage; provided, that each tenant is allowed a minimum of 60 square feet of signage.

b. Business tenants without building frontage: one-half square foot for each lineal foot of building facade, not to exceed 100 square feet maximum.

c. Allowable sign area may not be transferred from one facade and/or building frontage to another.

2. Multistory Building.

a. Ground-floor business tenants with a direct exterior entrance into the business (not a lobby) are permitted one square foot of signage for each linear foot of building frontage of the applicable tenant space; provided, that each tenant is allowed a minimum of 60 square feet of signage. This signage shall be located at their exterior entry on the ground floor.

b. Other Business Tenants with Building Frontage. The total exterior wall signage allowed shall be a maximum of one square foot of signage for each linear foot of building, up to a maximum of 250 square feet per building frontage (total for all business tenants). This signage may identify either the building, a major tenant of the building, or individual tenants that do not have a direct exterior entrance into their tenant space (or a combination of all three), as determined and allocated by the building owner. This signage may be located only on either the ground floor or the top floor (below the cornice or edge of the roof) of the building (or both), as determined by the owner.

c. Business Tenants without Building Frontage. The total exterior wall signage allowed shall be a maximum of one-half square foot for each lineal foot of building facade which does not meet the definition of building frontage, up to a maximum of 100 square feet (total for all business tenants). The property owner shall allocate this signage among tenants without building frontage, including tenant spaces without wall space along the exterior facade. This signage may be located only at the ground floor or the top floor of the building (or both), as determined by the owner.

d. Allowable sign area may not be transferred from one facade and/or building frontage to another.

e. In no case shall allowable sign area be permitted on intermediate floors (above the first story or below the top story).

3. Residential Development or Institutional Identification Signs. Wall signs for multifamily development identification are permitted. Signs at ground-floor public residential or institutional entrances shall have a maximum size of 20 square feet per such entrance. Additional signs may be permitted on the top floor (below the cornice or roof edge), provided such signs shall be allocated as part of the total allowable sign area per facade by the owner (see above).

4. Home Occupation Signs. Home occupations may be allocated sign area as part of an internal or external sign directory; no other signage is permitted.

5. Maximum Height. Wall signs may not extend above the building parapet, soffit, the eave line or the roof of the building.

6. Mounting. Building signs should be mounted plumb with the building, with a maximum protrusion of one foot unless the sign incorporates sculptural elements or architectural devices. The sign frame shall be concealed or integrated into the building's architectural character in terms of form, color, and materials.

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E. Projecting, Marquee and Awning Signs. Projecting, marquee and awning signs shall meet the requirements of LMC 21.16.310(B)(2) in addition to the following:

1. The sign shall not project more than five feet from the building, unless the sign is a part of a permanent marquee or awning over the sidewalk. Vertically oriented signs shall not project more than three feet from the building. Signs shall not project into the public right-of-way.

2. Sign area shall be counted as part of the allocation for wall signs, above.

3. Signs shall not extend above the building parapet, soffit, eave line or the roof of the building, except for theaters.

4. Marquee and awning signs shall not cover more than 70 percent of the applicable storefront or awning.

F. Blade Signs. Blade signs are small signs with faces perpendicular to the building facade. They generally are mounted directly to the building facade or hung below a canopy or projecting weather protection. Blade signs are generally oriented to face pedestrians walking down the fronting sidewalk. Blade signs meeting the following conditions are allowed for commercial uses:

1. Projection. Blade signs may project up to three feet. Bracket signs shall have one foot minimum between the sign and the outer edge of the marquee, awning, or canopy and between the sign and the building facade.

2. Clearance. Blade/bracket signs shall maintain a minimum clearance of eight feet between the walkway and the bottom of the sign.

3. Dimensions. Blade signs shall not exceed six square feet in area. Bracket signs shall not exceed two feet in height.

4. Mounting. Blade signs must avoid covering or modifying windows or other architectural feature.

G. Prohibited Signs. The following signs are specifically prohibited:

1. Signs employing moving or flashing lights.

2. Signs employing exposed electrical conduits.

3. Visible ballast boxes or other equipment.

4. Roof-mounted signs.

H. Other Signs. See LMC 21.16.310(C) through (J). (Ord. 3283 § 3, 2018; amended during 9/14 supplement; Ord. 2911 § 1, 2011; Ord. 2310 § 42, 2000)

Figure 1 Sign Area Calculation

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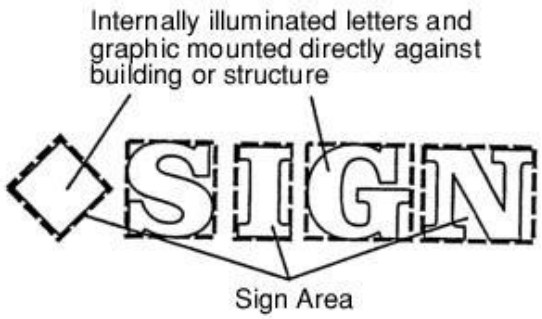

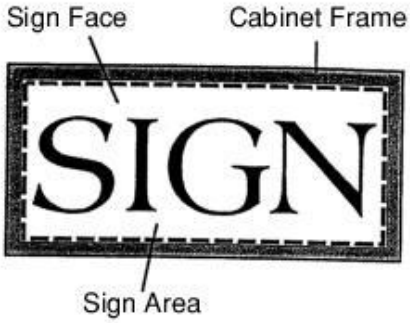

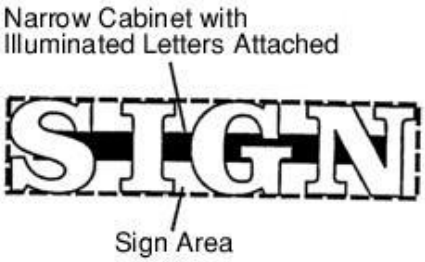

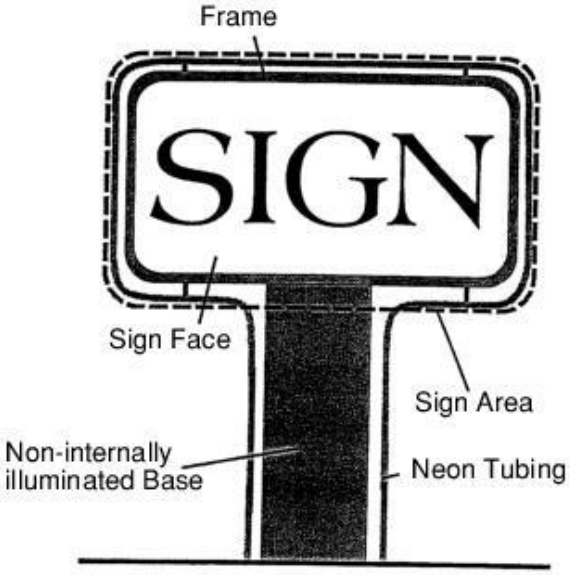

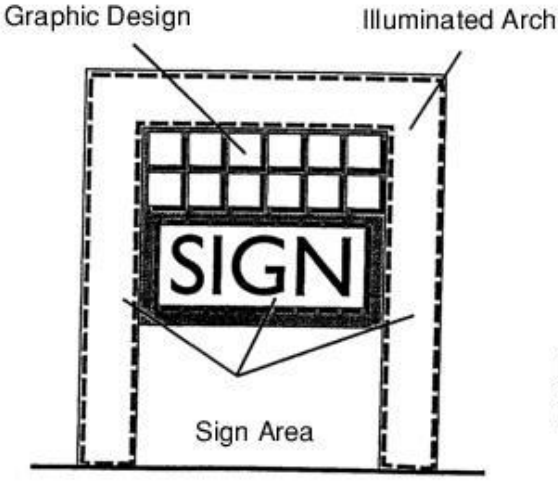

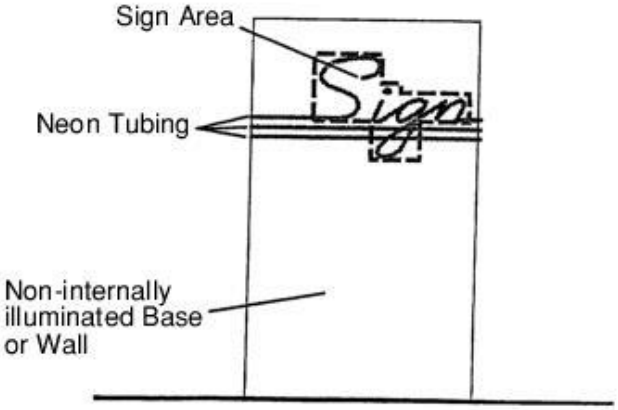

Sign Area Calculation (Cont.)

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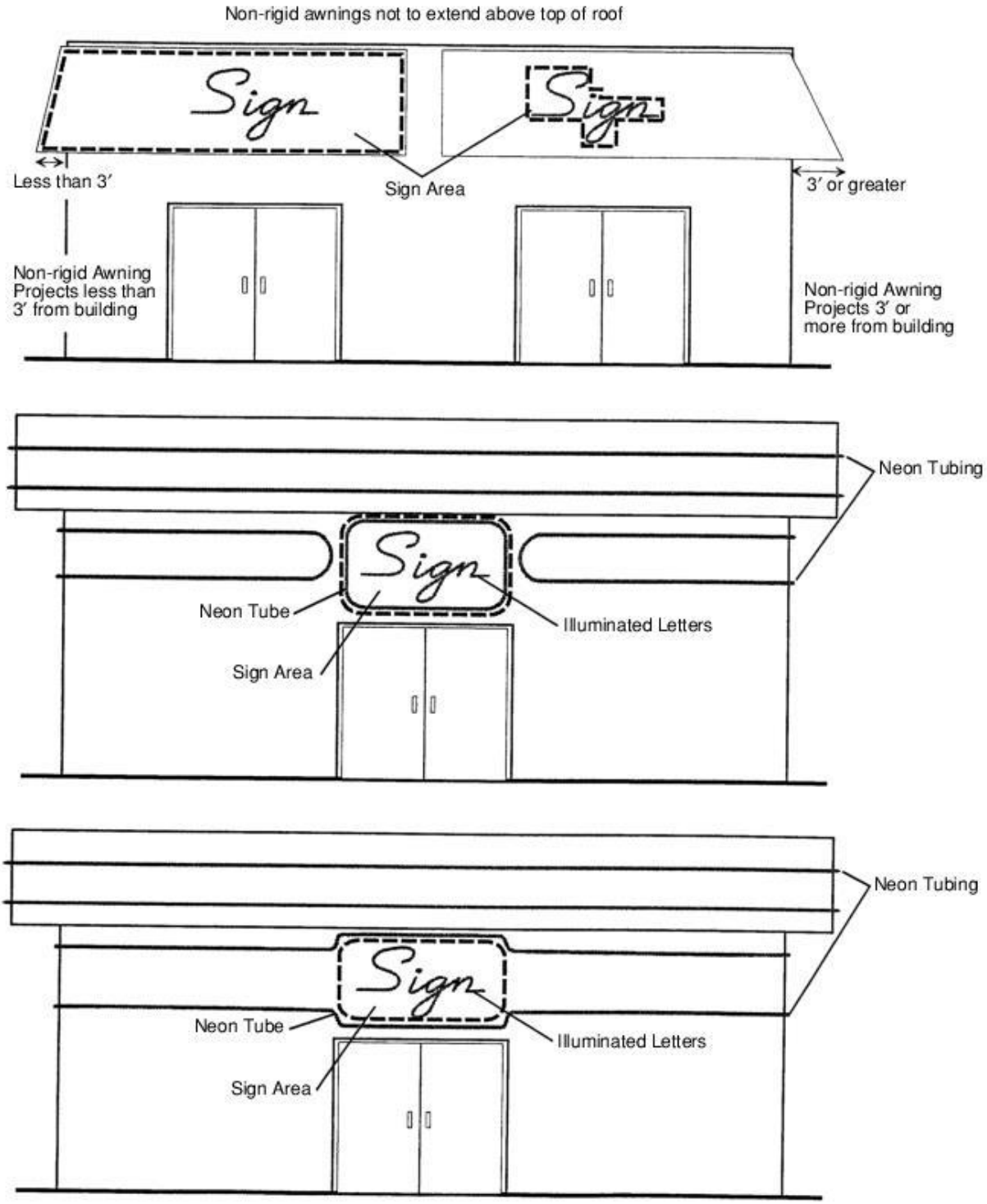
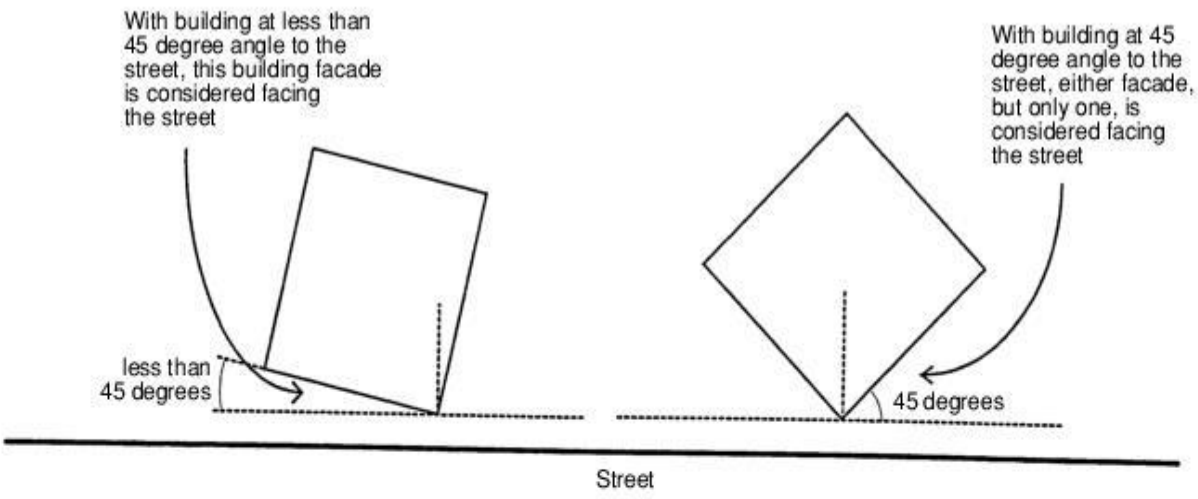


Figure 2 Building Frontage



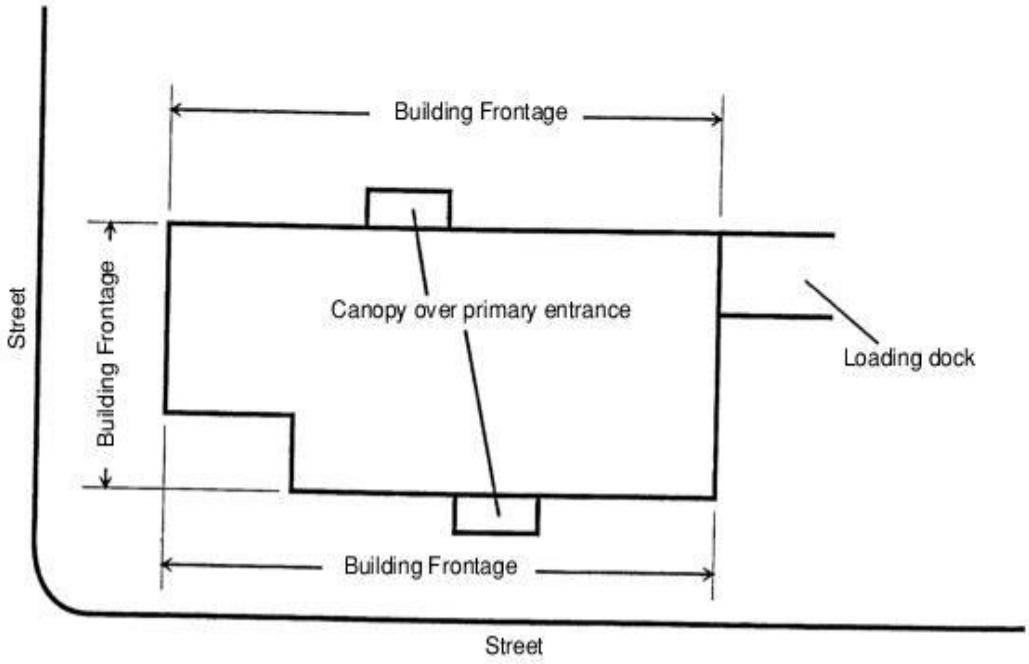


Figure 3 Pole Signs

Pole sign design criteria:

One Sign Support: Width of sign base/support shall be at least three feet wide.

Two or More Sign Supports: Vertical sign supports may extend beyond the outside edge of the sign face(s). There shall be no gaps between the sign supports and sign face(s). No individual sign support shall be less than two feet wide.

Materials and Design: Sign and base shall be constructed of building materials that are easily maintained and maintain their shape, color, texture and appearance over time. The exterior of the sign and base shall use materials and color similar to those of the primary buildings on the same property. The design of the sign and base shall be similar and complementary with the architecture of the primary buildings on the same property.

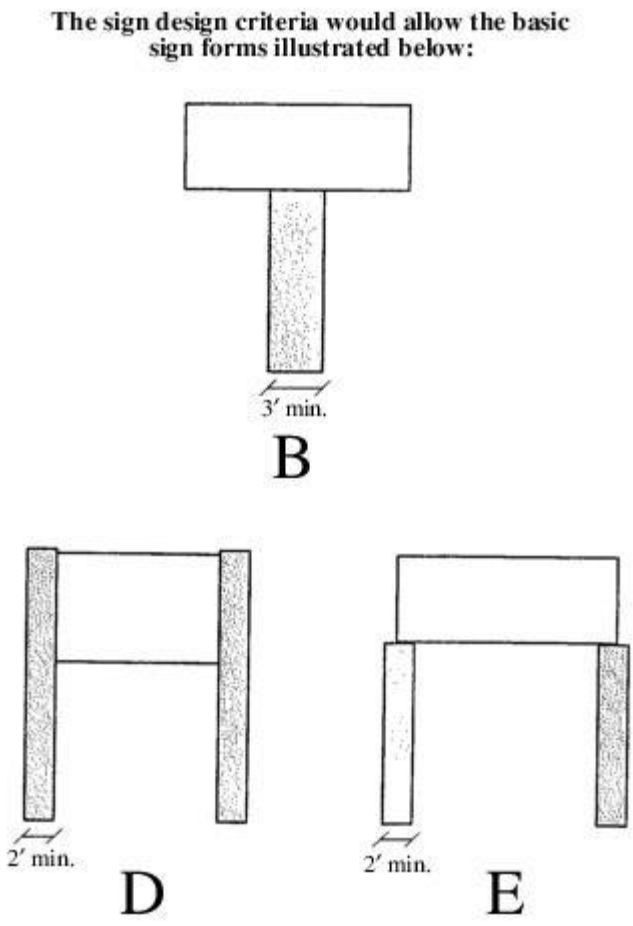


Figure 4 Sight Triangle

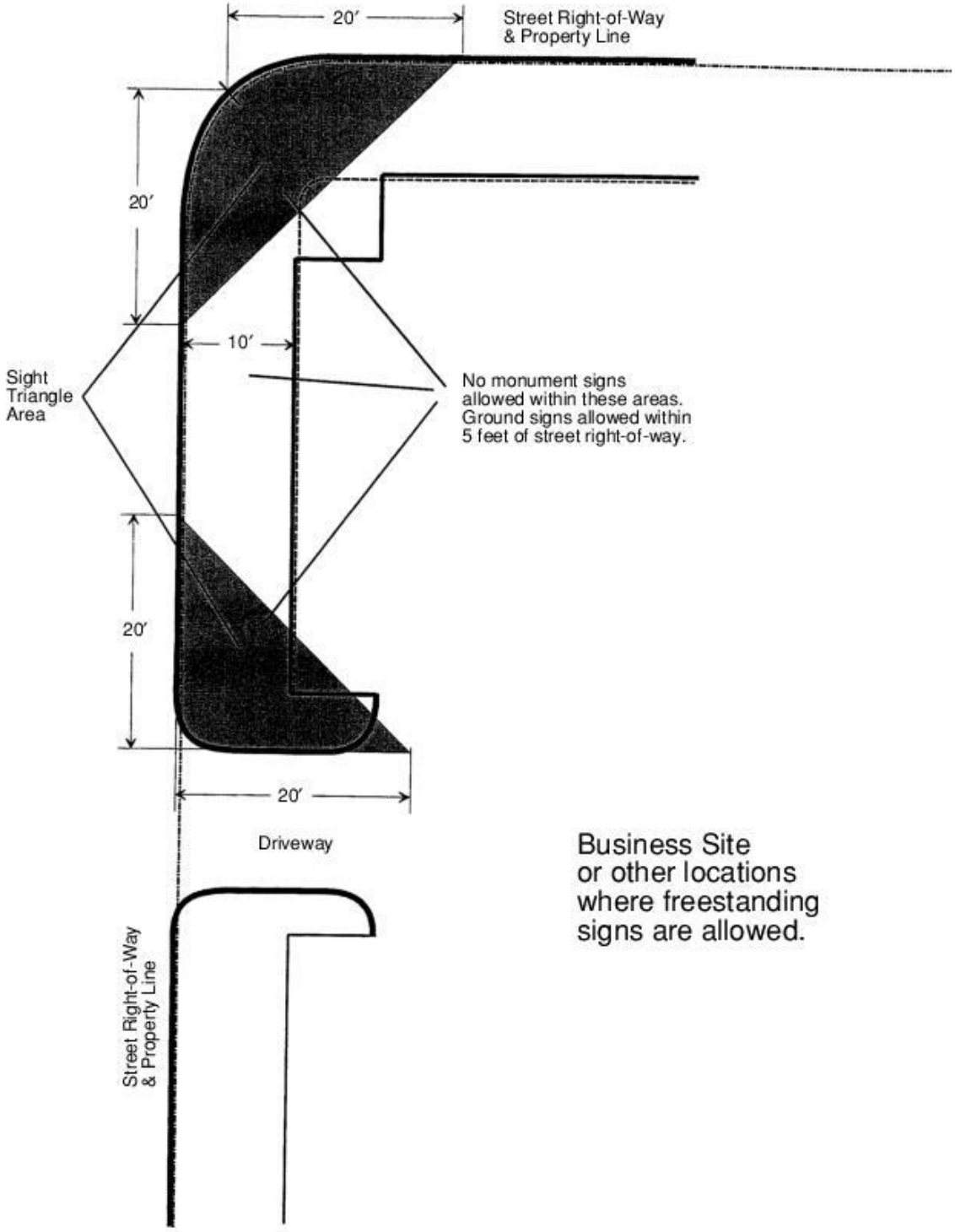


Figure 5 Monument Signs

Monument sign design criteria:

Sign Base: The sign base/support shall be solid and width of sign base shall be at least 50% of sign face length. No sign base shall be less than three feet wide. There shall be no gaps between the sign base and sign face(s).

Materials and Design: Sign and base shall be constructed of building materials that are easily maintained and maintain their shape, color, texture and appearance over time. The exterior of the sign and base shall use materials and color similar to those of the primary buildings on the same property. The design of the sign and base shall be similar and complementary with the architecture of the primary buildings on the same property.

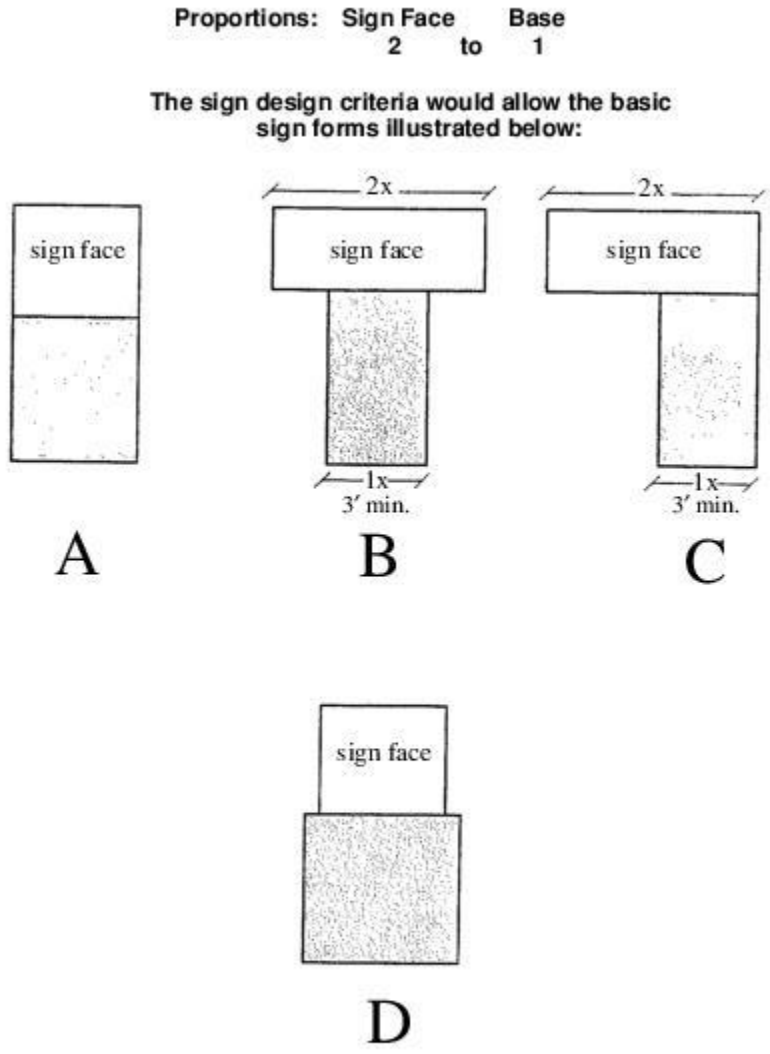


Figure 6 Roof Signs

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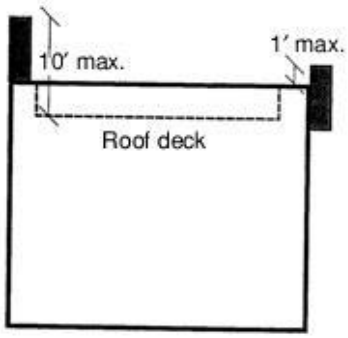
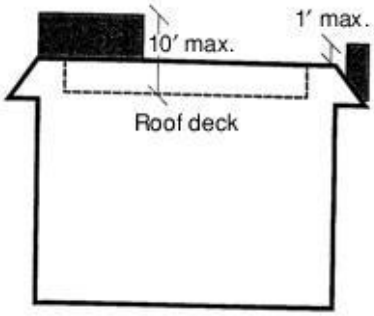
ACCEPTABLE PLACEMENT

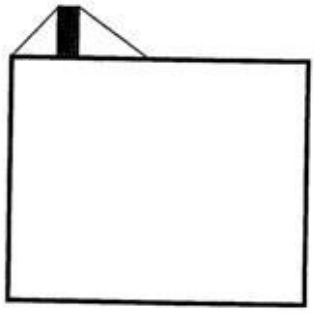


Sign flush or against outside edge of external or parapet wall.

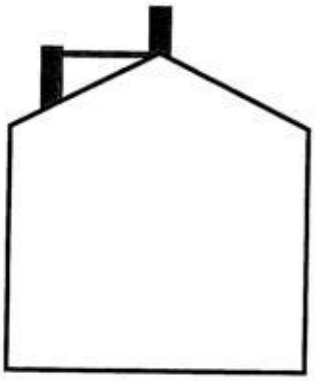


Sign flush or against external or parapet wall. Sign may extend toward middle of roof deck.

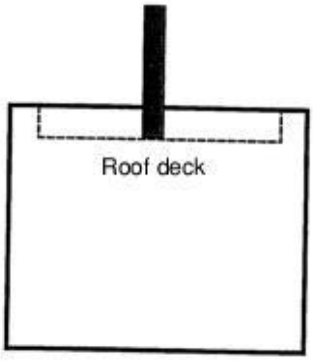
NOT ACCEPTABLE PLACEMENT



No guy wires and sign not placed on roof away from external wall or parapet wall.



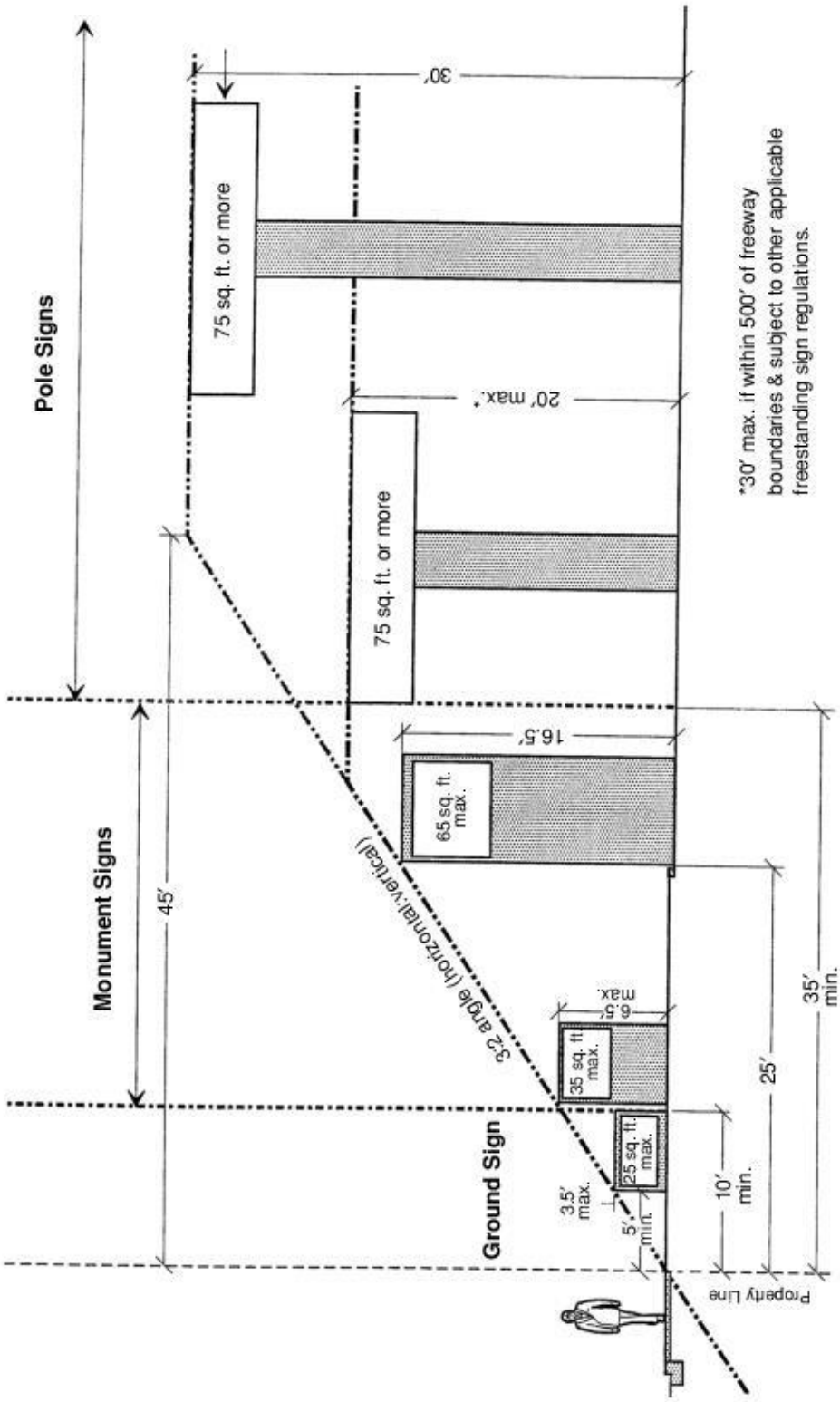
No sign placed on slope or ridge of roof and no exposed bracing.



Sign not placed away from edge of external or parapet wall.

Figure 7 Freestanding Sign Height, Setback, & Area

The Lynnwood Municipal Code is current through Ordinance 3386, passed December 14, 2020.


Pole Signs
Monument Signs
Ground Sign
75 sq. ft. or more
75 sq. ft. or more
30'
20' max.*
*30' max. if within 500' of freeway boundaries & subject to other applicable freestanding sign regulations.
16.5'
65 sq. ft. max.
45'
5:2 angle (horizontal:vertical)
6.5' max.
35 sq. ft. max.
25 sq. ft. max.
3.5' max.
5' min.
10' min.
25'
35' min.
Property Line

CITY COUNCIL ITEM F

CITY OF LYNNWOOD
Executive

TITLE: **Mayor Comments and Questions**

DEPARTMENT CONTACT: **Mayor Smith**

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM G

CITY OF LYNNWOOD
City Council

TITLE: Council Comments

DEPARTMENT CONTACT: George Hurst, Council President

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	