



Sign Code Amendments Discussion Memorandum

Date: April 18, 2025

Meeting: April 21, 2025 Committee of the Whole

From: Mark Hofman, Community Development Director

To: City of Lake Forest Park Committee of the Whole

Re: Discussion Items for Potential Amendments to the Draft Sign Code Ordinance

Mayor and Councilmembers,

The draft Ordinance amending the City's sign regulations in the Municipal Code was re-introduced at the March 27, 2025 Regular Meeting. After discussion and questions/responses, the agenda item was directed to the next meeting of the Committee of the Whole for review, detailed discussion, and further consideration of potential amendments to the current draft regulations.

Staff has prepared this discussion memo to facilitate the sign code amendment ordinance item on the Agenda for the April 21, 2025 Committee of the Whole meeting. An attachment to this memo offers staff's highlighted (yellow) sections for discussion/consideration and also prepares for other issues for which the Council may wish to direct staff to make additional amendments. The staff proposed changes are listed individually below in this memo. The base format for the attachment is the amendments material in the Committee of the Whole packet and from the March 27 Council materials. The highlighted sections in the attachment are not modified from the current draft materials in the packet but act to quickly locate the sections in the code as a discussion aid as the Committee works through the items below. Staff's discussion items are as follows.

Existing Codifiers note- Pages 4, 10, and 11 of the attachment. The existing "Code reviser's note" located at the end of Section 18.52.020, Definitions, reads as follows: ***Code reviser's note: Section 2 of Ord. 935 provides as follows: "Sections 18.52.020(R), 18.52.070(K) and 18.52.070(L) shall be repealed effective midnight, December 31, 2007."** The Planning Commission's recommended amendments include a review of those three sections cited in the note. The draft amendments retain current 18.52.020(R), definition of street light banner (page 4). Section 18.52.070(K) is recommended to be deleted as currently noted (page 10). Section 18.52.070(L) is recommended to be retained but modified (page 11).

Strikeout/Underline Typographic Error- Page 4 of the attachment. The current red-lined version of recommended amendments and the draft Ordinance contain a typographic error in strikeout underlining format. Section 18.52.030(A) should correctly read as:

18.52.030 Prohibited ~~illegal~~ signs and removal.

A. General prohibition. Any sign not expressly provided for in this chapter shall be **prohibited illegal**. All **prohibited illegal** signs must be removed by the person or entity placing them or by the person, business or entity benefited by the **prohibited illegal** sign. Said persons or entities are also subject to enforcement proceedings under LFPMC 18.52.100. However, The city of Lake Forest Park may remove any **prohibited illegal** sign within the right of way its jurisdiction. Signs so removed may be released to the sign owner or other responsible person upon payment of a \$25.00 removal fee. Removed signs which are unclaimed after 30 days may be destroyed by the city. Removal of a **prohibited illegal** sign by the city does not relieve the person responsible for paying accrued fines under LFPMC 18.52.100. therefor.

Planter beds- Pages 5 and 11 of the attachment. Section 18.52.030.B.7 (page 5) could be amended to include planter strips/beds as follows:

7. Signs within public property, public easements or structures, including, but not limited to, medians, roundabouts, **planter strips/beds**, sidewalks, utility poles and cabinets, street light poles, traffic poles and signals, and street trees, except as allowed pursuant to LFPMC 18.52.080.

Section 18.52.080.A.1 (page 11) could be amended to include planter strips/beds as follows:

1. Signs shall not be placed in medians, traffic islands, roundabouts, **planter strips/beds**, or other areas within the roadway;

Removal timing- Page 7 of the attachment. Section 18.52.045, Temporary Signs, could include a modification to sub-section F as follows to reduce the time for sign removal after an event, occasion, or similar occurrence from 10 to 5 days:

F. Signs pertaining to an event, occasion, or similar occurrence with a beginning and/or ending date shall be removed within **five (5) ten (10)** calendar days after the ending date.

Abutting owner approval- Page 11 of the attachment. Section 18.52.080, Signs in the public right-of-way, could be amended to include an additional provision regarding a recommendation to obtain approval of an abutting property owner in advance of sign placement, as follows:

#. Approval of Abutting Owner. Approval of the abutting property owner is recommended before placing a sign in front of the abutting property owner's property. Approval pertains only to the side of the right-of-way on which the sign is to be located.

Quantity of signs allowed in the right-of-way- Page 12 of the attachment. The City Council has preliminarily indicated that a change (deletion) may be appropriate in the draft regulations for the maximum number of temporary signs allowed in the public right-of-way. The draft amendments currently read as follows:

6. No more than six (6) signs may be displayed city-wide in the right-of-way for the same event, occasion, or purpose, or by the same entity, at any one time;

Temporary sign size in the public right-of-way- Page 12 of the attachment. A public comment was received in 2024 from a representative of the Realtors trade industry to increase the sign size allowed for temporary signs in the public right-of-way to allow for the industry standard A-board sign which is four (4) square feet (24" by 24"). While the live area of the sign differs among brokerages, the sign structure is consistently 24" by 24". The representative reached out again to staff recently to inquire if the Council would consider the amendment.

7. A sign exempt from permitting by section 18.040 LFPMP because it is no greater than ~~four (4) three (3)~~ square feet in area per side and no more than four (4) feet in height shall be displayed for thirty (30) days or less in any one-year period, unless a permit is obtained;

Fewer vs. less references- Staff will review the language in the draft amendments and the Ordinance prior to the next City Council meeting to locate and grammatically correct any/all references to fewer vs. less, as may be appropriate.

Staff will make revisions as directed by the Committee of the Whole and return to an upcoming regular meeting of the City Council for a noticed public hearing. The materials for that meeting will include a clean copy/version of the amendments, as requested by a councilmember, after the Committee of the Whole text revisions are made. That clean copy will be without strikeout/underline formatting for ease of review of what the code regulations would appear like if adopted.