



August 22, 2013

Don Anderson  
Mayor

Dear Interested Party,

Jason Whalen  
Deputy Mayor

Mary Moss  
Councilmember

Michael D. Brandstetter  
Councilmember

Helen McGovern  
Councilmember

Marie Barth  
Councilmember

Paul Bocchi  
Councilmember

Heidi Ann Wachter  
Interim City Manager

The City is in the process of drafting a new chapter to the City code which would enable service clubs, specific service businesses, and tourist-oriented businesses to place signs within City right-of-ways subject naturally to certain terms and conditions. At this point, a draft of said code (enclosed herewith) has been developed and presented to Council for their input. Because your organization or business may have an interest in employing such signs prior to our finalizing said draft we are seeking your input on same to assure that our final draft best meets yours and our needs.

To aid you in your review the following briefly summarizes some of the pertinent conditions and terms contained in said draft code addition. Starting with the definitions "Service Club", "Specific service business" and "Tourist-oriented business" are defined as follows:

- "Service club" as a non-political, non-sectarian, not-for-profit organization with the primary goal of providing services that directly benefit the community;
- "Specific service business" as any lawfully established business which provides gas, food, lodging, or camping or RV park;
- "Tourist-oriented business" as any lawfully established business providing cultural, historical, recreational, educational, or entertaining activity or a specifically defined commercial area either being the CBD, or lying within the CBD, and having a minimum of 500,000 square feet of leasable commercial space.

In addition, for a service club to be eligible they must provide services and hold their regular meetings within the City limits and for specific service businesses or tourist-oriented businesses to be eligible they must be within five miles of I-5 or SR512, and not visible therefrom.

The draft code specially defines that the signs shall be limited to general service type signs as described in the MUTCD. For your convenience, an excerpt of the MUTCD is attached herewith which depicts what the signs are to look like. Also attached are samples of such signs as they exist in the City of Federal Way. In addition, the draft code reserves the City the right to minimize the overall

quantity of signs, by grouping them onto one sign. Further, for directional signage the City also retains the right to both limit the number of individual signs and the City can group them onto one sign. Qualified businesses will be limited to only one sign per business on an approved access route to the business; however, additional signs may be allowed for each intersection change in direction.

To control the density of service club signs they can apply to have them on a City composite sign. The City will have (subject to funding availability) three composite locations which are:

- Bridgeport Way SW and Pacific Highway SW
- Bridgeport Way West and North City Limits
- Gravelly Lake Drive and Nyanza Drive (south)

For informational purposes, I have attached herewith an example of a composite sign which presently exists in University Place.

There is a permit process associated with the above signs for which an applicant can submit one application that covers signs at multiple locations; however, the permit fee associated therewith will be based on the number of locations. The City is proposing to charge \$250/sign plus an annual fee of \$35/sign for all not-for-profit applicants, and \$300/sign and an annual fee of \$42 for all others. Once the permit is approved the City will furnish, install and maintain all signs. Where a business or club logo is to be incorporated into the sign the applicant shall provide the respective sticker therefore to the City at no cost. Where the sign face is vandalized, damaged or destroyed by other than City forces the applicant shall be responsible for all costs associated with its replacement.

Lastly, the permit can be revoked for among other things, but not limited to, failure to provide the services and/or facilities stated in the permit application, making false or misleading statements in the application, creating an unsafe condition or hazard and failure to pay the annual fee.

It is our intent to have a finalized version of this draft code to Council within the next 30 to 60 days. Should you have any questions, or need to meet in person to better understand the terms and conditions of this draft code, feel free to call or email me at 253-983-7795 or [dwickstrom@cityoflakewood.us](mailto:dwickstrom@cityoflakewood.us).

Very truly yours,



Don E. Wickstrom  
Public Works Director

Attachments