



**CITY OF NAPAVINE PLANNING COMMISSION MEETING
Monday– September 16, 2024 – 6:00 PM**

Deborah Graham,
Position 1

Amy Hollinger
Position 2

Arnold Haberstroh,
Position 3

Amy Morris
Position 4

Kacey Torgerson
Position 5

Bryan Morris
PW/CD Director

- I. PLEDGE OF ALLEGIANCE**
- II. INVOCATION**
- III. CALL TO ORDER**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – As Presented**
- VI. APPROVAL OF MINUTES**
 - 1) Planning Commission Meeting Minutes– September 3, 2024**
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
 - 1) Napavine Development Code – Sign Code Definitions**
- IX. CITIZEN COMMENT**
- X. GOOD OF THE ORDER**
- XI. ADJOURNMENT**

**Planning Commission Meeting is held in person and via
Teleconference.**

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting:

<https://join.freeconferencecall.com/rdenham8>

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com



NAPAVINE PLANNING COMMISSION MINUTES
September 3, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by **Director Morris**.

CALL TO ORDER:

Commissioner Haberstroh opened the regular Planning Commission meeting to order at 6:00 PM

ROLL CALL:

Planning Commission present: **Commissioner Haberstroh, Commissioner Hollinger, Commissioner Torgerson, and Commissioner Morris**. **Commissioner Morris** motioned to excuse **Commissioner Graham**, seconded by **Commissioner Hollinger**. **Vote on Motion 3 aye, 0 nay.**

APPROVAL OF AGENDA – As presented:

Commissioner Hollinger motioned to approve the agenda as presented, seconded by **Commissioner Torgerson**. **Vote on motion 3 aye, 0 nay.**

APPROVAL OF MINUTES:

Commissioner Hollinger motioned to approve minutes from the Planning Commission meeting on August 19, 2024, seconded by **Commissioner Torgerson**. **Vote on motion 3 aye and 0 nay.**

OLD BUSINESS:

1. **Napavine Development Code – Chapter 16.05 Definitions – Final Version for Approval**

Commissioner Morris motioned to approve **Napavine Development Code – Chapter 16.05 Definitions and forward it on to city council**, seconded by **Commissioner Torgerson**. **Vote on motion 3 ayes 0 nay.**

NEW BUSINESS:

1. **Napavine Development Code – Chapter 16.02 General Provisions**

Commissioner Torgerson motioned to approve **Napavine Development Code Chapter 16.02 General Provisions and forward it on to city council**, seconded by **Commissioner Morris**. **Vote on motion 3 ayes 0 nay.**

2. **Napavine Development Code – Chapter 16.03 Administration**

Commissioner Haberstroh had questions regarding the hearing examiner. **Director Morris** explained that the mayor has a resolution that has Planning Commission acting as the hearing examiner, but once we reach the 2500 population, we will have no choice but to use the hearing examiner. We are fixing the codes to transition to that when the time comes.

Commissioner Hollinger motioned to approve **Napavine Development Code Chapter 16.03 Administration and forward it on to city council**, seconded by **Commissioner Torgerson**. **Vote on motion 3 ayes 0 nay.**

CITIZEN COMMENT:

Director Morris informed the Planning Commission that they will have a Public Hearing in front of Planning Commission in the month of October. Discussion on when the October Planning Commission meetings are, **Executive Assistant Katie Williams** verified it is October 7th and October 21st.

ADJOURNMENT 6:27 pm

Commissioner Morris motioned to adjourn, seconded by **Commissioner Hollinger**. **Vote 3 aye, 0 nay.**

Napavine Planning Commission Meeting

September 3, 2024

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These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/3zdUSWL1u>.

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

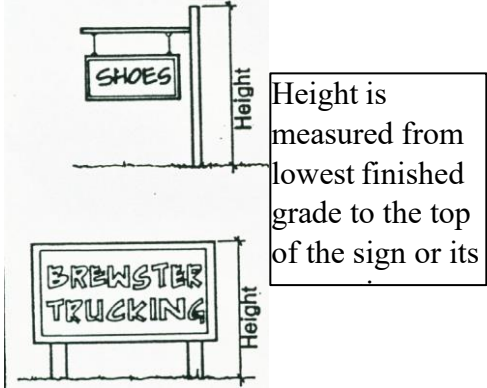
16.35.010. Definitions.

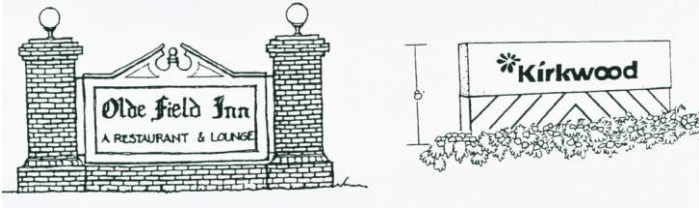
A. The following definitions shall control the interpretation of this chapter, in addition to the definitions in Chapter 16.08 NDC:

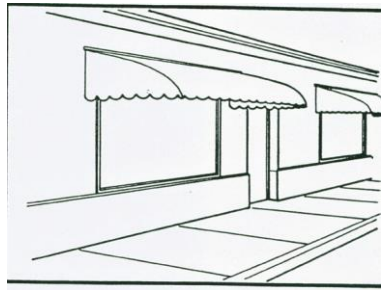
1. Abandoned sign	Any sign remaining in place after closer or vacation of the business or use or a sign that is not maintained for a period of sixty days or more and for which no legal owner can be found.
2. Abandoned Sign	A sign that does not have copy on the display surface for a period of 6 months or more.
Alteration or altered sign	Any physical or structural change to a sign structure, shape, area, equipment or other physical component, but does not include a change in the copy.
Animated or moving sign	Any sign that uses movement or change of lighting, either natural or artificial, to depict action to create a special effect or scene.
Area of sign	The entire face of a sign, including the surface and any framing, projections, or molding, but not including the support structure.
Awning or canopy sign	A non-electrical sign that is printed on, painted on, or attached to an awning or canopy and is only allowed on the vertical surface or flap. (See “marquee sign.”)
1. Banner	A sign, such as those used to announce an open house, a grand opening, or to make a special announcement, that is made of cloth, canvas, or some similarly flexible material without a rigid frame or surface.
2. Banner sign	A sign made of fabric of any non-rigid material with no enclosing framework.
1. Billboard	A sign advertising an establishment, merchandise, service, or entertainment that is not sold, produced, manufactured, or furnished at the property on which the sign is located.
2. Billboard	A sign with a display surface of 200 square feet or more.
Building mounted signs	Any of the following: Wall mounted signs, marquee signs, under marquee signs and projecting signs.
Bulletin board	A sign so designed that the message may be changed by removal or addition of specially designed letters that attach to the face of the sign.
Center identification sign	Building mounted sign or ground mounted sign that identified the name of a development containing more than one office, retail, institutional or industrial use or tenant and which does not identify any individual use or tenant.
Changeable copy sign/reader board	A sign whose informational content can be changed or altered by manual or electric, electronic-mechanical, or electronic means. A sign on which the message changes more than eight times a day shall be considered as animated signs and not a

	changeable copy sign for purposes of this chapter. A sign on which the copy that changes is an electron or mechanical indication of time and/or temperature shall be considered a “time and temperature” portion of a sign and not a changeable copy for purposes of this chapter.
Changing message center	A sign, message center or similar device whereby alternating public service information and commercial message are displayed on the same lamp bank.
Civic event sign	A temporary sign, other than a commercial sign, posted to advertise a civic event sponsored by a public agency, school, church, civic-fraternal organization, or similar noncommercial organization.
Clearance (of a sign)	The smallest vertical distance between the grade of the adjacent street, highway, or street curb and the lowest point of any sign, including framework and embellishments, extending over that grade.
Clearview zone	The area of a corner lot closest to the intersection, which is kept free of visual impairment to allow full view of both pedestrian and vehicular traffic. Typically, such an area is established by marking a point at which the two curb lines intersect, measuring back twenty feet on each street front, and drawing a line across the two-back point to form a triangulated area. No sign in excess of three feet above curb grade nor support pole larger than twelve inches in diameter may be installed in this area. Freestanding sign must have at least ten feet clearance to grade.
Construction sign	A temporary sign identifying an architect, contractor, subcontractor, and/or material supplier participating in construction of the property on which the sign is located.
1. Copy	The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.
2. Copy	The text, letters, numbers, symbols and any other sort of graphical expressive content.
Directional/information sign	An on-premise sign giving directions, instruction, or facility information and which may contain the name or logo of an establishment but no advertising copy (e.g. parking or exit and entrance signs) provided that the logo may not comprise more than twenty percent of the total sign area. Any signs placed in city right-of-way must be community oriented or recreational in nature and will be approved on a case by case basis by the city planning commission.
1. Directory sign	A sign for listing the tenants or occupants and their suite numbers of a building or center.
2. Directory Sign	A sign that identifies the names and locations of tenants in a multi-tenant building or in a development made up of a group of buildings.

Display Surface Area	The total area of a sign that is available for displaying advertising or an informational message, subject to the provisions of this Chapter.
Electrical sign	A sign or sign structure in which electrical wiring, connections, or fixtures are used.
Electronic changeable message sign	An electronically activated sign whose message content, either whole or in part, may be changed by means of electronic programming.
Erect or Erected	To construct, build, assemble, alter, place, affix, attach, create, recreate, paint, draw or in any way bring into being or establish.
Façade	The entire building front including the parapet.
Face of sign	The area of a sign on which the copy is placed.
Fence and fencing	Any barrier or section thereof, other than a wall, designed to define a boundary or provide a visual screen.
Festoons	A string of ribbons, tinsel, small flags, or pinwheels.
Flashing sign	A sign with any portion of it which changes light intensity or switches on and off in a constant pattern or contains moving parts or the optical illusion of motion caused by use of electrical energy or illumination.
1. Freestanding sign	A sign supported permanently upon the ground by poles or graces and not attached to any building. Freestanding signs include those signs otherwise known as “pole signs” or “pedestal signs”. (Also see “ground mounted sign.)
2. Freestanding sign	A sign supported from the ground by its own structure.
1. Frontage	The length of the property line along any public right-of-way.
2. Frontage	The boundary between a single parcel and the public right-of-way. For purposes of this sign code, where a property abuts only one right-of-way, it has only one “frontage.” Where a property is a corner lot or otherwise abuts more than one right-of-way, it has one frontage for each point where it abuts a different right-of-way.
3. Frontage, Building	The length of the property line along any public right-of-way.
Fuel price sign	A wall-mounted or freestanding sign displaying the price of fuel for motorized vehicles.
1. Government sign	Any sign erected by a federal, state or local government, including signs related to traffic control and direction, safety, identification of governmental buildings and activities, community announcements or other public information.
2. Governmental sign	Any temporary or permanent sign erected and maintained by city, county, state or federal government for traffic directions or for designation of or direction to any school, hospital, historical site or public service, property or facility.
Grade	The level of the nearest sidewalk or road pavement.

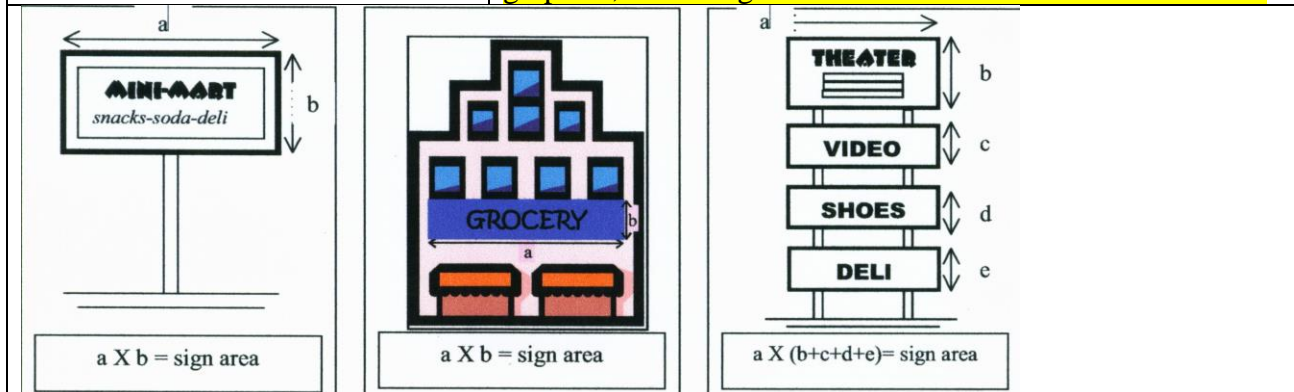
Ground mounted sign	A sign that is six feet or less in height above ground level, having the appearance of a solid base (also known as a “monument sign”). (Also see “freestanding sign.”)
1. Height (of a sign)	The vertical distance measured from the highest point of the sign, excluding decorative embellishments, to the grade of the adjacent street or the surface grade beneath the sign, whichever is less.
2. Height of sign	<p>The vertical distance of a sign measured from the average finished grade below the sign and the highest point on the sign or sign structure, whichever is higher, for example:</p> 
Identification sign	A sign whose copy is limited to the name and address of a building, institution or person, and/or to the activity or occupation being identified.
Identification sign (subdivision)	A freestanding or wall sign identifying a recognized subdivision, condominium complex, or residential development (center identification sign).
1. Illuminated sign	A sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.
2. Illuminated sign	Any sign that has characters, letters, figures, designs or outlines illuminated by electric lights, or from a remote position.
1. Incidental sign	A small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises (e.g. a credit card sign or a sign indicating hours of business).
2. Incidental sign	A sign identifying or advertising associated goods, products, services or facilities available on the premises, including but not limited to, trading stamps, credit cards accepted, brand names or price signs.
Instructional sign	A sign, which designates public information, such as, but not limited to, public rest rooms, public telephones, exit ways and hours of operation.
Kiosk	A freestanding sign with three or more faces used to provide directions or tenant information for a multi-use complex or center.

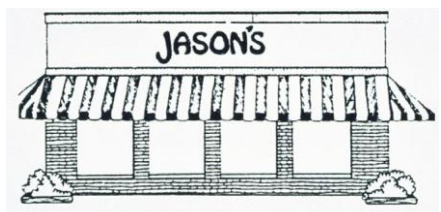
Maintain, maintained or maintaining	Activities, such as upkeep and repair of signs or sign structures and the replacement of sign messages or advertisement displayed on a sign, and an activity by which a sign or sign structure are permitted to exist.
Maintenance	For the purposes of this chapter, the cleaning, painting, repair or replacement of defective parts of a sign in a manner that does not alter the basic copy, design, or structure of the sign.
Marquee sign	Any sign attached to or supported by a marquee, which is a permanent roof-like projecting structure attached to a building.
Mobile sign	Any permanent or temporary painted sign or marquee sign mounted on a trailer or on portable supports.
1. Monument Sign	See “ground mounted sign.”
2. Monument sign	<p>A sign and supporting structure which has similar top and bottom dimensions and is constructed as a solid structure or one which gives the appearance of a continuous, non-hollow, unbroken, unfenestrated mass. Further, similar top and bottom dimensions shall mean dimensions, which are within 10% of each other.</p>  <p>Monument Sign</p>
Multi-Business Building	A building with two or more commercial businesses on a lot or contiguous lots with common access and parking.
Mural	A design or representation that is painted or drawn on the exterior surface of a structure and that does not advertise a business, product, service or activity.
Nameplate	A non-electric on-premise identification sign giving only the name, address and/or occupation of an occupant or group of occupants.
Neon (outline tubing) sign	A sign consisting of glass tubing, filled with neon gas (or other similar gas), which glows when electric current is sent through it.
Non-conforming sign	means: (1) a sign which was erected legally, but which does not comply with subsequently enacted sign restrictions and regulations; (2) a sign which does not conform to the sign ordinance requirements, but for which a variance has been granted.
1. Obsolete sign	A sign for which there is no current city sign permit.

2. Obsolete signs	A sign that advertises a product that is no longer made, a business that is no longer in operation, or an activity or event that has already occurred.
Off-Premise sign	A sign that relates to activities, services, goods, products or other things that are not on the property where the sign is located.
Off-site directional sign	A sign, which provides directional assistance to access an establishment, located within Napavine or its urban growth area, conveniently and safely.
On-site sign	A sign, which pertains to the use of the premises and/or property on which it, is located.
Person	Any individual, corporation, association, firms, partnership or similarly defined interest.
Point of purchase display	Advertising of a retail item accompanying its display (e.g. an advertisement on a product dispenser, tire display, etc.).
Political sign	A temporary sign used in connection with a local, state, or national election or referendum.
1. Portable sign	Any sign designed to be moved easily and not permanently affixed to the ground or to a structure or building. Portable sign differs from temporary signs in that portable signs are made of durable materials such as metal, wood, or plastic.
2. Portable Sign	Any sign designed to move or be moved by trailer or vehicle to advertise at different locations. Further, these signs include any sign, which is not permanently fastened to a building or ground.
Private advertising sign	A sign announcing a temporary event, use or condition of personal concern to the sign user such as, but not limited to, “garage sale” or “lost dog.”
Private traffic direction sign	A sign on private property which provides information for vehicular movement while on that property.
1. Projecting sign	A sign, other than a flat wall sign which is attached to and projects from a building wall or other structure not specifically designed to support the sign.
2. Projecting sign	<p>A sign projecting more than one foot from the wall of a building, including awnings and similar structures that serve a function and to which a sign face can be affixed, for example:</p> 

Property	A single, separately deeded parcel of real property.
Real Estate, Off-Site Sign	A readily removable sign announcing the proposed sale or rental of property other than the property upon which the sign is located and providing directions to the subject property.
Real Estate, On-Site Sign	A sign announcing the sale or rental of the property upon which the sign is located.
Roof sign	A sign erected or maintained wholly upon or over the roof of any building with the principal support on the roof structure.
Setback	The shortest perpendicular distance between a structure, including a sign, and the nearest property line.
1. Sign	Any device, structure, fixture, or placard that uses words, letters, numbers, symbols, graphic designs, logos, or trademarks for the purpose of: (1) providing information or directions; or (2) identifying or advertising any place, establishment, product, good, or service.
2. Sign	Any sign, display message, emblem, banner, flag, device, figure, painting, drawing, placard, poster, billboard or other thing that is designed, used or intended to convey a message, advertise something, inform or attract the attention of the public. Signs include the sign structure, display surface and all other component parts of a sign; when dimensions of a sign are specified, the term includes panels and frames, and the term includes both sides of a sign of specified dimensions or display surface area.
Sign area	<p>The area of message area of a sign, excluding any structural components that do not include text or other message, and is measured as follows:</p> <p>a. The area of a free-standing sign or structure not using an integral part of the building for its background. The largest cross-sectional area of the sign measured to a line encompassing all portions of the sign structure, including tubing used in lighting such sign or structure, but excluding posts without attached lighting. Further, the base on which a monument-type sign is set may be excluded provided there is no attached lighting.</p> <p>b. The area of a double-faced sign, i.e. a sign marked on 2 sides, or signs which are erected in a “V” configuration with an angle between the 2 faces not exceeding 30°, shall be the largest area on one side of the sign. Further, this type of sign shall be considered one sign for the purpose of determining the number of signs allowed.</p> <p>c. The area of any sign or structure using an integral part of the building or awning as a background. The area within the shortest line drawn to include all letters, design, and tubing which are part of the sign or structure. Provided, that for illuminated awnings the area shall be limited to the area</p>

within the shortest line drawn to include all copy and graphics, excluding illuminated areas outside of these lines.



Sign face	The total of display surface area visible from one side of a sign.
Snipe sign	A sign posted on trees, fences, public benches, light posts, or utility poles, except those posted by a government or public utility.
Street frontage	The linear frontage of a parcel of property abutting a single public street.
1. Temporary sign	A sign not constructed or intended for long-term use. Temporary signs are made of less permanent materials such as paper, fabric, plywood or window whitewash.
2. Temporary sign	A sign that will become obsolete after the occurrence of an event or series of events. Temporary signs include, but are not limited to, for sale and lease signs, garage sale signs and political campaign signs.
1. Time and temperature sign	Any sign that displays current time and temperature. No commercial message allowed.
2. Time and Temperature Sign	A sign that displays only the current time and temperature.
Under canopy sign	Any sign suspended beneath a canopy or marquee. These signs are intended generally to attract pedestrian traffic.
1. Wall sign	Either a sign applied with paint or similar substance on the surface of a wall or a sign attached essentially parallel to and extending not more than twenty-four inches from the wall of a building with no copy on the side or edges.
2. Wall Sign	A sign painted on the wall of a building, for example: 
Window sign	A sign applied or attached to a window and intended to be viewed from the exterior of the structure.