



**REGULAR MEETING  
AND PUBLIC HEARINGS OF THE  
NORTH BEND PLANNING COMMISSION  
Wednesday February 4, 2026, 6:30 PM  
City Hall, 920 SE Cedar Falls Way, North Bend, WA**

**AGENDA**

- 1) Call to order and roll call, Planning Commission**
- 2) Opportunity for public comment on non-agenda items**
- 3) Approval of minutes from January 21, 2026** [Page 2](#)
- 4) Public Hearing and possible Planning Commission recommendation – Amendments to NBMC 17.20 Binding Site Plan Regulations** [Page 3](#)
- 5) Public Hearing and possible Planning Commission recommendation – Amendments to NBMC 20.08 Comprehensive Plan and Development Regulation Amendment Procedures** [Page 12](#)
- 6) Sign Regulation amendments – Briefing on sign survey results** [Page 22](#)
- 7) Adjournment by 8:30 unless otherwise approved**

**PLEASE NOTE:** Members of the public may choose to attend the meeting in person or by teleconference. Members of the public attending the meeting in-person will have an opportunity to provide public comment and if attending the meeting by teleconference may submit written comments via in-person drop off, mail, fax, or e-mail to [planning@northbendwa.gov](mailto:planning@northbendwa.gov). All written comments must be received by 4 p.m. on the day of the scheduled meeting and must be 350 words or less. If an individual requires accommodation because of difficulty attending the public meeting, the city requests notice of the need for accommodation by 3:30 p.m. on the day of the scheduled meeting. Participants can request an accommodation to be able to provide remote public comments by contacting the City by phone (425) 888-5633 or by e-mail to [planning@northbendwa.gov](mailto:planning@northbendwa.gov). No other remote public comment will be permitted.

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**REGULAR MEETING OF THE  
NORTH BEND PLANNING COMMISSION  
-ACTION MEETING MINUTES -  
Wednesday January 21, 2026, 6:30 PM**

This meeting was held at City Hall, 920 SE Cedar Falls Way, North Bend, WA, and was also available online. A video recording of this particular meeting is not available.

**1) Call to order and roll call, Planning Commission**

Planning Commissioners present: Hannah Thiel, Stephen Matlock, Chris Coulon, James Boevers, Sam White, and Brian Fitzgibbon

Commissioner Juliano Pereira was absent.

City Staff Present: Mike McCarty, Planning Manager; Caitlin Hepworth, Associate Planner

Meeting was called to Order at 6:29 p.m.

**2) Opportunity for public comment on non-agenda items**

No comments.

**3) Approval of minutes from December 3, 2025**

Motion by Commissioner Matlock, seconded by Commissioner Fitzgibbon to approve the December 3, 2025 meeting minutes with a spelling correction for Commissioner Thiel's name. The motion passed unanimously.

**4) Sign Regulation amendments - Residential sign design standards**

Caitlin Hepworth provided an overview of the draft amendments. Commissioners provided staff with suggestions for revisions. No action was taken at the meeting and the amendments will be brought back for further review by the Commission.

**5) Adjournment by 8:30 unless otherwise approved**

The meeting was adjourned at 7:32 p.m.



## **Staff Report and Planning Commission Recommendation 2026 Amendments to North Bend Municipal Code Chapter 17.20 Binding Site Plans**

**Date:** For review at the February 4, 2026 Planning Commission Meeting

**Proponent:** City of North Bend

### **I. Summary of Proposed Municipal Code Amendments:**

Amendments are proposed to North Bend Municipal Code Chapter 17.20, *Binding Site Plans (BSP)*.

Binding Site Plans are an alternative form of land division available for commercial and industrial zoned property, mobile home parks, trailer parks or condominiums. A binding site plan is an administrative review conducted by staff, (like a short plat (for up to 9 lots), but unlike a subdivision (greater than 9 lots), which requires a public hearing and approval by a hearing examiner). A binding site plan has an advantage over a short plat or subdivision in that it specifically allows sharing of common infrastructure and site requirements such as open space, access, parking, landscape buffers, stormwater facilities, and other improvements across lots for the development to function collectively as one site.

Amendments to Chapter 17.20 are proposed for consistency with recently amended state law in RCW 58.17 adopted through Senate Bill 5611 that requires that BSPs be available for dividing property within multifamily zoned property as well, expanding the land division opportunities for multifamily development projects.

Additional minor amendments are provided to Chapter 17.20 to establish that the CED Director/Department is responsible for administering this chapter, and to correct outdated information.

### **II. Impacts of Proposed Amendment, Compatibility to Comprehensive Plan and North Bend Municipal Code (NBMC)**

#### **IV. Impacts of Proposed Amendment**

NBMC 20.08.070 and .080 requires that applications for municipal code amendments be evaluated for their environmental, economic, and cultural impacts, as well as impacts to surrounding properties. These impacts are evaluated below.

- 1) **Environmental Impacts.** No environmental impacts are anticipated from amending NBMC 17.20 as described above. This is a development review process revision and is not specific to any particular property. Regulations protecting critical areas, managing stormwater runoff, and controlling floodplain impacts are governed by the Critical Area Regulations in NBMC Title 14, and apply regardless of what type of development occurs on a site.

- 2) **Economic Impacts.** The proposal will have a positive economic impact for development of multifamily development projects by providing an additional land division review process to process and approve multifamily development applications.
- 3) **Cultural Impacts.** No cultural impacts are anticipated from the amendments. All proposed projects must plan for protecting cultural resources, which are addressed through the clearing and grading and SEPA review processes regardless of whether a land division proposal is processed through a binding site plan, short plat, or subdivision.
- 4) **Impacts to Surrounding Properties.** Not applicable – the amendments are a process revision and are not specific to any particular property.

#### **V. Compatibility of Proposed Amendment with North Bend Comprehensive Plan (NBCP)**

In accordance with NBMC 20.08.070 and .080, applications for municipal code amendments must be evaluated for compliance with the Comprehensive Plan. The proposed amendments are in compliance with the Comprehensive Plan.

#### **VI. Compatibility of Proposed Amendment with the North Bend Municipal Code (NBMC)**

In accordance with NBMC 20.08.070 and .080, applications for municipal code amendments must be evaluated for compliance with the North Bend Municipal Code. The proposed amendment is compatible with the North Bend Municipal Code.

#### **VII. Planning Commission Findings and Analysis**

Pursuant to NBMC 20.08.100, the Planning Commission shall consider the proposed amendment against the criteria in NBMC 20.08.100 (B). A staff analysis is provided in italics under each criterion below.

1. Is the issue already adequately addressed in the Comprehensive Plan?  
*The Comprehensive Plan does not address the specifics of land divisions, which are addressed by North Bend Municipal Code Title 17, Land Segregation.*
2. If the issue is not addressed in the Comprehensive Plan, is there a need for the proposed change?  
*Yes. The draft amendments are required for consistency with state law.*
3. Is the proposed change the best means for meeting the identified public need?  
*Yes. The draft amendments ensure consistency with state law and expand opportunities for land division for multifamily developments.*
4. Will the proposed change result in a net benefit to the community?  
*Yes. The amendments ensure compliance with state law and expand opportunities for land division for multifamily developments.*

#### **VIII. Summary Findings:**

1. Pursuant to RCW 36.70A.106, the draft regulations were forwarded to Commerce - Growth Management Services on January 12, 2026.
2. A SEPA Determination of Non-Significance was issued for the proposed amendments on January 16, 2026.

3. The Planning Commission considered the proposed amendments and held a public hearing on the draft regulations at their February 4, 2026 meeting (....To be completed following the hearing....)
4. Following consideration of public comment received at the February 4, 2026 Public Hearing (....TBD....), the Planning Commission voted to approve the draft amendments.
5. The proposed amendments are consistent with the procedures established in NBMC 20.08, *Comprehensive Plan and Development Regulations Amendment Procedures*. The Planning Commission finds that the proposed amendments are consistent with the criteria in NBMC 20.08.100(B) and would result in a net benefit to the community.

**Staff Recommendation:**

Based on the findings above, and pending consideration of public input to be provided for and at the Public Hearing, staff recommends approval of the draft regulations as provided herein.

**Planning Commission Recommendation**

Following consideration of the Comprehensive Plan and Development Regulation Amendment process in NBMC 20.08.070 through 20.08.110 and public comment received at the public hearing, the Planning Commission recommends approval....(TBD).... of the draft regulations as provided herein.

Exhibit A – Proposed Amendments

Exhibit B – Public Comment (to be added once received)

## Chapter 17.20

### BINDING SITE PLANS

Sections:

- 17.20.005 Title and Departmental Authority.
- 17.20.010 Purpose.
- 17.20.020 Applicability.
- 17.20.022 Type of review.
- 17.20.024 Binding site plan application requirements.
- 17.20.026 Preliminary binding site plan application review.
- 17.20.030 Preliminary binding site plan.
- 17.20.032 Preliminary binding site plan approval duration.
- 17.20.034 Engineering review requirements.
- 17.20.036 Final binding site plan application review.
- 17.20.038 Fees.
- 17.20.040 Alterations of an approved final binding site plan.
- 17.20.050 Vacations.
- 17.20.060 Recording.
- 17.20.070 Appeals.

**17.20.005 Title and Departmental Authority.**

This chapter shall be known as the binding site plan ordinance and may be cited as such. (Ord. 1718 § 1 (part), 2020: Ord. 1188 § 2 (part), 2003). This chapter shall be administered under the authority of the Community and Economic Development Director (the “director”).

**17.20.010 Purpose.**

The purposes of this chapter are to:

- A. Provide a method for division of land for commercial and industrial zoned property, mobile home parks, trailer parks or condominiums, and property zoned to permit or conditionally permit any multifamily residential uses;
- B. Allow the director to modify interior lot-based or lot line requirements contained within the zoning, building, fire and other similar international codes adopted by the city;
- C. Allow the director to authorize sharing of open space, parking, access and other improvements among contiguous properties subject to the binding site plan; and
- D. Specify administrative requirements for binding site plans in addition to the procedural requirements of NBMC 20.01.004 and in accordance with applicable Washington State and city of North Bend laws, rules and regulations. (Ord. 1718 § 1 (part), 2020: Ord. 1188 § 2 (part), 2003).

**17.20.020 Applicability.**

A. Any person seeking the use of a binding site plan process to divide property for the purpose of sale, lease or transfer of ownership of commercial or industrial zoned property, lease of mobile homes or travel trailers, or creation of condominium units or other multifamily development is required to have an approved binding site plan prior to any property division, as provided for in Chapter 58.17 or 64.90 RCW, and as required by this chapter. A binding site plan for a condominiums shall be based on a recorded final planned unit development, a building permit, an as-built site plan for developed sites or a site development permit issued for the entire site or a general site plan showing the anticipated development plan for the entire site.

B. The site that is subject to the binding site plan shall consist of one or more contiguous lots.

C. The site that is subject to the binding site plan may be reviewed independently for developed sites, concurrently with or subsequent to a site development permit application for undeveloped land or concurrently with or subsequent to a building permit application.

D. The binding site plan process creates or alters lot lines and does not authorize substantial improvements or changes to the property or the uses thereon. (Ord. 1718 § 1 (part), 2020; Ord. 1188 § 2 (part), 2003).

**17.20.022 Type of review.**

The city shall review binding site plan applications as Type I administrative, nonexempt development permits under NBMC 20.01.004 and Table 20.01.004. (Ord. 1718 § 1 (part), 2020).

**17.20.024 Binding site plan application requirements.**

In addition to the minimum application requirements in NBMC Titles 17 and 20, including those required in NBMC 17.08.150, the following are required to complete an application for a preliminary and final binding site plan:

**A. Preliminary Binding Site Plan Application.**

1. A copy of any existing covenants, conditions, and restrictions, property owners' association bylaws, incorporation documents, and all other private restrictions or provisions currently applicable to the property; and
2. If an existing residential development, evidence of the vote or appropriate association approval authorizing the submittal of the application; and
3. A copy of a title company certification (current within 60 days from filing of the binding site plan) confirming that the title of the lands as described and shown on the binding site plan is in the name of the owner(s) signing the binding site plan; and
4. Proposed boundaries of any lot(s) to be created as a part of the binding site plan; and
5. Concurrency application; and
6. Preliminary engineering plans, preliminary technical information report, and any preliminary reports and studies including, but not limited to: geotechnical report, traffic impact analysis, and wetland assessment.

**B. Final Binding Site Plan Application.**

1. Approved plans and documents from the applicable preliminary binding site plan;
2. A statement indicating that all development on the subject parcel is bound to the binding site plan;
3. The acknowledged signatures of all parties having an ownership interest in the property;
4. Written documentation that all requirements for preliminary binding site plan approval are met, including the completion of all required infrastructure improvements; and
5. Reference by recording number to the covenants, conditions and restrictions and property owners' association incorporation documents applicable to the property; and
6. Final engineering plan approval. (Ord. 1718 § 1 (part), 2020).

**17.20.026 Preliminary binding site plan application review.**

A. Upon submittal of a complete preliminary binding site plan application, as defined in NBMC 17.20.024(A), the city shall notify the applicant, in writing, that the application is complete. A proposed binding site plan shall be vested at the time a fully completed application for binding site plan has been submitted to the city. A proposed binding site plan shall be considered under the zoning and other land use control ordinances in effect as of the date a fully completed application for binding site plan is submitted to the city.

B. Preliminary binding site plan applications shall be considered by the appropriate decision body as provided for within NBMC Title 20 for a Type I, administrative permit decision.

C. Preliminary binding site plan applications shall be reviewed for consistency with the city's comprehensive plan and the applicable development regulations in the North Bend Municipal Code.

D. If all requirements for approval are met, the community and economic development director ("director") or the director's designee shall provide written findings of fact supporting the approval of the preliminary binding site plan and set forth all conditions for final binding site approval. (Ord. 1718 § 1 (part), 2020).

**17.20.030 Preliminary binding site plan.**

A. The binding site plan shall ensure that the collective lots continue to function as one site with respect to, but not limited to, compliance with city design standards, lot access, interior circulation, open space, landscaping, drainage facilities, facility maintenance and parking;

B. The binding site plan shall ensure appropriate provisions are made for the public health, safety, and general welfare, and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and

C. The binding site plan shall ensure that environmentally critical areas, as defined in NBMC Title 14 and other applicable provisions in the NBMC, are protected.

D. The binding site plan shall include:

1. Identification of the areas and locations of all streets, roads, improvements, utilities, open spaces, ~~sensitive-critical~~ areas, parking areas, landscaped areas, surveyed topography for preliminary map, water bodies and drainage features and building envelopes;

2. Inscriptions or attachments setting forth such limitations and conditions for the use of the land as are established by the director or the hearing examiner, including, but not limited to, compliance with city design standards; and

3. Provisions requiring any development or division of land to be in conformance with the approved site plan.

E. Conditions of use, maintenance and restrictions on redevelopment of shared open space, parking, access and other improvements shall be identified and enforced by covenants, easements or other similar mechanisms.

F. All applicable processing fees specified by Chapter 20.09 NBMC and any civil penalty assessed pursuant to Chapter 20.10 NBMC against a site being reviewed under this section shall be paid prior to recording. (Ord. 1718 § 1 (part), 2020: Ord. 1237 § 15 (part), 2005: Ord. 1188 § 2 (part), 2003).

**17.20.032 Preliminary binding site plan approval duration.**

Preliminary approval of a binding site plan shall be effective for a period of 60 months. An extension up to three years may be granted by the director if:

A. A written request for extension is filed at least 30 days before the expiration of the binding site plan;

B. Unforeseen circumstances and conditions which are not the result of voluntary actions of the applicant necessitate the extension of the preliminary binding site plan;

C. Conditions in the immediate vicinity of the subject property have not changed substantially since the preliminary binding site plan was first approved;

D. An extension of the preliminary binding site plan will not cause substantial detriment to existing uses in the immediate vicinity of the subject property or to the community as a whole;

E. The applicant has demonstrated reasonable diligence in attempting to meet the time limit imposed; and



F. The preliminary binding site plan substantially complies with applicable NBMC provisions in effect on the date that the application for extension was made. (Ord. 1718 § 1 (part), 2020).

**17.20.034 Engineering review requirements.**

A. Plans and reports shall be submitted to the department and prepared consistent with the requirements of the NBMC, including, but not limited to: the adopted city public works standards, Chapter 19.01 NBMC; the adopted surface water design manual; and conditions of preliminary approval. Each plan set or document shall be stamped, signed and dated by a civil engineer.

B. Engineering plans for roads, sewer, water, drainage controls and other proposed or conditioned improvements shall be prepared, submitted and reviewed for approval by the development engineer prior to the commencement of on-site clearing or construction activities.

C. Approval of the engineering plans by the development engineer will be required prior to the approval of the final binding site plan.

D. Prior to issuance of a clearing and grading permit, the applicant shall post a site restoration guarantee consistent with the provisions of NBMC Title 19, and shall pay all applicable fees set forth in Chapter 20.09 NBMC. (Ord. 1718 § 1 (part), 2020).

**17.20.036 Final binding site plan application review.**

A. Filing. A final binding site plan application shall be filed with the community and economic development department at such time as the property owner(s) intends to sell or lease a portion of property as approved in a preliminary binding site plan. Applications shall include a copy of any proposed declarations, covenants, conditions, and restrictions, property owners' association bylaws and incorporation documents, and all other private restrictions or provisions, not previously submitted to the city, which will become applicable to the subject property.

B. Limitations. A final binding site plan shall not be used to modify the provisions of the approved preliminary binding site plan, building permit, or final occupancy permit, other than to divide lots for sale or lease within areas designated for lot development in the preliminary binding site plan.

C. Review Procedures. Final binding site plan applications shall be reviewed for compliance with the conditions of the preliminary binding site plan, building permit, applicable planned unit development conditions, Chapter 64.90 RCW, and all other applicable laws and regulations in effect at the time of application.

D. Final Binding Site Requirements. The final binding site plan shall:

1. Identify the areas and locations of all streets, roads, improvements, utilities, open spaces, sensitive areas, parking areas, landscaped areas, water bodies, drainage features and building envelopes; and
2. Contain inscriptions or attachments setting forth such limitations and conditions for the use of the land as are established by the director, including, but not limited to, compliance with city design standards; and
3. Contain provisions requiring any development or division of land to be in conformance with the approved site plan; and
4. Infrastructure and utility construction (punchlist) completion; and
5. As-built completion, bill of sale, and maintenance bond.

E. Approval and Recording. Upon determination of consistency with the preliminary binding site plan and the requirements in subsection D of this section, the final binding site plan shall be signed by the community development director and the public works director. Applicant shall then record the signed final binding site plan, a declaration that complies with RCW 64.90.225, and a map that complies with RCW 64.90.245 with the county auditor. (Ord. 1718 § 1 (part), 2020).

**17.20.038 Fees.**

Fees, as established by the taxes, rates and fees schedule adopted by ordinance, shall apply to preliminary and final binding site applications governed by this chapter. (Ord. 1718 § 1 (part), 2020).

**17.20.040 Alterations of an approved final binding site plan.**

A. Alteration of an approved final binding site plan shall be accomplished by following the same process required for a new application as set forth in this chapter. Alterations that result in any substantial changes as determined by the department shall be treated as a new application for purposes of vesting and shall be reviewed as an administrative decision pursuant to NBMC 20.01.004. For the purpose of this section, “substantial change” includes the creation of additional lots, the elimination or reduction of open space, or changes to conditions of approval of an approved preliminary binding site plan.

B. Changes to a building permit, planned unit development, subdivision or short subdivision, or site development permit within a binding site plan area shall also require alteration of the binding site plan unless the director determines that such changes are consistent with the approved binding site plan. (Ord. 1718 § 1 (part), 2020: Ord. 1188 § 2 (part), 2003).

**17.20.050 Vacations.**

A. Vacation of a final binding site plan shall be accomplished by following the same procedure and satisfying the same laws, rules and conditions as required for a new binding site plan application, as set forth in this chapter. If a portion of a binding site plan is vacated, the property subject to the vacated portion shall constitute one lot unless the property is subsequently divided by an approved subdivision or short subdivision or another binding site plan.

B. If a building permit is revised or expires, then the binding site plan shall be vacated unless the director determines that the revision or expiration is consistent with the approved binding site plan. (Ord. 1718 § 1 (part), 2020: Ord. 1188 § 2 (part), 2003).

**17.20.060 Recording.**

A. Prior to recording, the approved binding site plan shall be surveyed and the final recording forms shall be prepared by a land surveyor.

B. The approved binding site plan recording documents shall include the following:

1. Except for a binding site plan for a condominium, identification of lots by number on a binding site plan containing more than one lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose;
2. Signature and stamp of the land surveyor who prepared the binding site plan in accordance with Chapter 332-130 WAC and Chapter 58.09 RCW;
3. Reference to the recording number of the completed survey if the boundaries have been previously surveyed;
4. Reference to all agreements or covenants required as a condition of approval;
5. Notarized signatures of all parties having an ownership interest in the land being divided;
6. Satisfaction of health department requirements, unless previously approved on a recorded final planned unit development, a building permit, an as-built plan for developed sites or a site development permit for the entire site;
7. Approval of the public works director;
8. Approval of the King County assessor;
9. Approval of the director;
10. Recording certificate required for signature of King County ~~records and elections division~~ Recorder's Office; and

11. Department file number.

C. Lots, parcels or tracts created through the binding site plan procedure shall be legal lots of record. All provisions, conditions and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan.

D. No person shall sell, transfer or lease any lot, tract or parcel created pursuant to the binding site plan that does not conform to the requirements of the binding site plan or without binding site plan approval.

E. The binding site plan shall set forth limitations and conditions, including irrevocable dedications of property and containing a provision that any development of the site shall be in conformity with the approved binding site plan. (Ord. 1718 § 1 (part), 2020: Ord. 1188 § 2 (part), 2003).

**17.20.070 Appeals.**

Any decision of the director may be appealed following the procedures set forth in the NBMC, including but not limited to Chapters 20.01 and 20.06 NBMC. (Ord. 1718 § 1 (part), 2020).



**Staff Report and Planning Commission Recommendation  
2026 Amendments to North Bend Municipal Code Chapter 20.08  
Comprehensive Plan and Development Regulation Amendment Procedures**

**Date:** For review at the February 4, 2026 Planning Commission Meeting

**Proponent:** City of North Bend

**I. Summary of Proposed Municipal Code Amendments:**

Amendments are proposed to North Bend Municipal Code Chapter 20.08, Comprehensive Plan and Development Regulation Amendment Procedures. The amendments add further criteria for presentation by staff and consideration by the Planning Commission and City Council of potential impacts of proposed amendments to the Comprehensive Plan and development regulations, including property-adjacency impacts, operational/permitting efficiency impacts, impacts to municipal fiscal sustainability, equity impacts, and environmental impacts. The amendments are intended to provide a more comprehensive basis for decision making concerning future Comprehensive Plan and development regulation amendments.

The “efficiency impacts” amendments are intended to help to provide perspective on the impact of layering regulations. As regulations are added over time for various purposes (state requirements, new city-identified issues, etc.), the municipal code tends to get longer, and development review becomes more and more complex and time consuming, having an impact on efficiency of operations and an impact on prospective development. The added criteria help to bring forward issues of efficiency for consideration.

The “fiscal impacts” amendments are intended to help consider the long-term impacts to municipal fiscal sustainability. Land use decisions, particularly concerning zoning, permitted development densities, and permitted uses, can have significant impacts on the likelihood and viability for development that brings jobs and tax revenue, and impacts on the costs to provide and maintain infrastructure necessary to serve that development relative to revenue that may be generated.

The “equity impacts” amendments specifically implement policies added in the 2024 Comprehensive Plan update that call for considering the impacts of municipal actions and code amendments that could impact marginalized populations or increase displacement risks, consistent with amendments to state legislation implemented through House Bill 1220 (laws of 2021) and House Bill 1181 (laws of 2023).

**II. Impacts of Proposed Amendment**

NBMC 20.08.070 and .080 requires that applications for municipal code amendments be evaluated for their environmental, economic, and cultural impacts, as well as impacts to surrounding properties. These impacts are evaluated below.

- 1) **Environmental Impacts.** The amendments specifically call out consideration of the potential environmental impacts of draft amendments to the Comprehensive Plan and development regulations. Such amendments are also reviewed as required through the SEPA process, but an added criteria may highlight particular factors for consideration. In addition, regulations protecting critical areas, managing stormwater runoff, and controlling floodplain impacts are governed by the Critical Area Regulations in NBMC Title 14, and apply regardless of what type of development occurs on a site.
- 2) **Economic Impacts.** The amendments specifically call out consideration of potential fiscal and economic impacts that may be created by draft amendments to the Comprehensive Plan and development regulations.
- 3) **Cultural Impacts.** The amendments specifically add criteria for consideration of social equity impacts of future proposed Comprehensive Plan and development regulations amendments, consistent with Comprehensive Plan policy (see Section III below).
- 4) **Impacts to Surrounding Properties.** The proposed amendments specifically add criteria for considering potential adjacency impacts to surrounding properties that may be created by draft amendments to the Comprehensive Plan and development regulations.

### **III. Compatibility of Proposed Amendment with North Bend Comprehensive Plan (NBCP)**

In accordance with NBMC 20.08.070 and .080, applications for municipal code amendments must be evaluated for compliance with the Comprehensive Plan. The proposed amendments are consistent with and implement policies in the Comprehensive Plan. Comprehensive Plan policies in the Land Use Element, Housing Element, and Energy and Sustainability Element call out the need to consider efficiency, fiscal, and equity impacts of development regulations. Select relevant policies supporting the proposed amendments include the following:

- LU 4.2: Develop and use tools that consider equity impacts when establishing plans or policies for outcomes that might disproportionately impact marginalized populations.
- LU 4.4: In outreach and education activities and in the public process for land use decision making, strive to reach underrepresented and marginalized populations, including Tribes, and encourage their participation.
- H 7.1: Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability. Demonstrate how current strategies are addressing impacts of those racially exclusive and discriminatory policies and practices
- ES 1.2: Regularly seek to streamline permit and approval processes and remove regulations that are no longer applicable.
- ES 2.1: Help to recognize and make transparent the ecological and economic impacts of City land use, transportation and budget decisions.
- ES 12.2: In land use decision making, ensure that the City takes into consideration the interests of underrepresented or historically marginalized populations, even when their voices are not heard at the table. Develop and use tools to consider equity impacts when developing plans or policies for outcomes that might disproportionately such populations.

- ES 12.7: Consider economic, social, and geographic equity in locating municipal facilities that can cause negative or positive impacts on the surrounding neighborhood, such as parks, road improvements, wastewater treatment, and utility stations.
- ES 12.8 Ensure all residents, regardless of race, social, or economic status, have a clean and healthy environment. Identify, mitigate, and correct for unavoidable negative impacts of public actions that disproportionately affect residents and neighborhoods impacted by existing and historical racial, social, environmental, and economic inequities, and who have limited resources or capacity to adapt to a changing environment

#### **IV. Compatibility of Proposed Amendment with the North Bend Municipal Code (NBMC)**

In accordance with NBMC 20.08.070 and .080, applications for municipal code amendments must be evaluated for compliance with the North Bend Municipal Code. The proposed amendment is compatible with the North Bend Municipal Code, and is specifically an expansion of the criteria for considering Comprehensive Plan and municipal code amendments.

#### **V. Planning Commission Findings and Analysis**

Pursuant to NBMC 20.08.100, the Planning Commission shall consider the proposed amendment against the criteria in NBMC 20.08.100 (B). A staff analysis is provided in italics under each criterion below.

1. Is the issue already adequately addressed in the Comprehensive Plan?  
*The Comprehensive Plan contains policies calling for consideration of impacts of development regulations – see section III above. The proposed amendments implement the intent of those policies.*
2. If the issue is not addressed in the Comprehensive Plan, is there a need for the proposed change?  
*Yes. The draft amendments are proposed to provide a more comprehensive basis for reviewing and considering proposed revisions to the Comprehensive Plan and development regulations consistent with Comprehensive Plan policies.*
3. Is the proposed change the best means for meeting the identified public need?  
*Yes. The draft amendments will make analysis for the Planning Commission recommendations and Council actions on future Comprehensive Plan and municipal code amendments more thorough, consistent, and transparent.*
4. Will the proposed change result in a net benefit to the community?  
*Yes. The amendments will help to ensure that decisions concerning adoption of Comprehensive Plan and development regulation amendments are made in the long-term best interest of the city and its residents.*

#### **VI. Summary Findings:**

1. Pursuant to RCW 36.70A.106, the draft regulations were forwarded to Commerce - Growth Management Services on January 12, 2026.

2. A SEPA Determination of Non-Significance was issued for the proposed amendments on January 16, 2026.
3. The Planning Commission considered the proposed amendments and held a public hearing on the draft regulations at their February 4, 2026 meeting (...To be completed following the hearing....)
4. Following consideration of public comment received at the February 4, 2026 Public Hearing (...TBD....), the Planning Commission voted to approve the draft amendments.
5. The proposed amendments are consistent with the procedures established in NBMC 20.08, *Comprehensive Plan and Development Regulations Amendment Procedures*. The Planning Commission finds that the proposed amendments are consistent with the criteria in NBMC 20.08.100(B) and would result in a net benefit to the community.

#### **Staff Recommendation:**

Based on the findings above, and pending consideration of public input to be provided for and at the Public Hearing, staff recommends approval of the draft regulations as provided herein.

#### **Planning Commission Recommendation**

Following consideration of the Comprehensive Plan and Development Regulation Amendment process in NBMC 20.08.070 through 20.08.110 and public comment received at the public hearing, the Planning Commission recommends approval....(TBD)..... of the draft regulations as provided herein.

Exhibit A – Proposed Amendments

Exhibit B – Public Comment (to be added once received)

## **Chapter 20.08**

### **COMPREHENSIVE PLAN AND DEVELOPMENT REGULATION AMENDMENT PROCEDURES<sup>1</sup>**

Sections:

- 20.08.010 Purpose.
- 20.08.020 Definitions.
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- 20.08.090 Notice of public hearing and SEPA.
- 20.08.100 Planning commission and council consideration.
- 20.08.110 Council decision.

#### **20.08.010 Purpose.**

The purpose of this chapter is to establish the procedures and review criteria for amending the city's comprehensive plan and development regulations and providing for public participation. Amendments to the comprehensive plan are the means by which the city may modify its 20-year plan for land use, development or growth policies in response to changing city needs or circumstances. All plan and development regulation amendments will be reviewed in accordance with the Growth Management Act ("GMA"), Chapter 36.70A RCW, and other applicable state laws, the countywide planning policies, the adopted city of North Bend comprehensive plan, and applicable capital facilities plans. All plan and development regulation amendments will be afforded appropriate public review pursuant to the provisions of this section. (Ord. 1267 § 2 (part), 2007).

#### **20.08.020 Definitions.**

For the purposes of this chapter:

A. "Docket" means to compile a list of suggested changes to the comprehensive plan or development regulations in a manner that will ensure public participation in suggested changes, ensure that such changes will be considered by the planning commission, after the city council has first reviewed the docket requests and determined which docket requests to forward to the planning commission for consideration and recommendation to the city council, and ensure that suggested changes will be available for public review.

B. A "deficiency" in the comprehensive plan or development regulation means the absence of required or potentially desirable content of the plan or regulation.

C. The "director" means the director of community and economic development or such successor office as may be established which includes the duties of the planning official of the city or his/her designee.

D. The "department" means the department of community and economic development or such successor office as may be established which includes the duties of the planning office of the city or his/her designee. (Ord. 1652 § 1, 2018; Ord. 1267 § 2 (part), 2007).

#### **20.08.030 Dockets to be maintained.**

The director shall maintain separate dockets for suggested changes to:

- A. The comprehensive plan;
- B. The zoning code or other development regulation. (Ord. 1267 § 2 (part), 2007).



**20.08.040 Procedure for docketing and applications.**

A. Any interested person (including applicants, citizens, North Bend planning commission, city staff and officials, and staff of other agencies) may submit a docket application for an amendment to the comprehensive plan, an amendment to the zoning code, or other development regulations as described in subsection B of this section.

B. Docket Applicants.

1. The property owner or authorized agent of the owner may suggest site-specific amendments;
2. The city council or director may suggest site-specific or non-site-specific amendments;
3. Any person may suggest non-site-specific amendments; and
4. The planning commission may suggest technical nonsubstantive corrections.

C. The planning commission may recommend initiation of comprehensive plan or North Bend Municipal Code amendments to the city council in the annual planning commission work program if the following criteria have been met (if applicable):

1. A site-specific amendment is suggested by the property owner, authorized agent of the property owner or the city; and
2. The suggestion does not raise policy or land use issues that have been docketed within the last three years, or at least three years have elapsed from the date of action to change the land use designation of a property; and
3. The suggestion addresses a matter appropriate to include in the comprehensive plan; and
4. The suggestion does not raise policy or land use issues that are more appropriately addressed by an ongoing work program approved by the city council; and
5. The suggestion can be reasonably reviewed with the resources and within the time frame of the current annual planning commission work program; and
6. Circumstances related to the suggestion have changed significantly since the last time the relevant comprehensive plan map or text was amended; and
7. The suggestion is consistent with current general policies in the comprehensive plan for site-specific suggestions. The suggestions must also be consistent with policy implementation in the Countywide Planning Policies, Growth Management Act, other state or federal law, and/or the Washington Administrative Code; and
8. State law requires, or a decision of a court or administrative agency has directed such a change.

D. All docket applications must be submitted to the director by October 15th of each calendar year. Requests received each year after October 15th shall be considered in the following year's annual docket amendment process. Entries on any docket as of October 15th of each year not adopted within the following 12-month period shall not be carried forward to the next docket cycle unless resubmitted.

E. All docket requests must comply with subsections (F)(1) through (8) of this section or the docket request will be rejected as incomplete by the director and shall not be referred to the city council. Any docket accepted by the city council shall either be accepted as a council initiated comprehensive plan amendment, or a municipal code amendment, or referred by the council back to the applicant for payment of a fee to process the docket.

F. The docket application shall be made, to the degree practical, upon a form prescribed by the director and shall specify:

1. A detailed statement of the proposed amendment, including any appropriate amendatory language to the applicable plan or code section or sections;

2. A statement of the anticipated impacts of the change, including the geographic area affected and the issues presented by the proposed change;
3. An explanation of why the current comprehensive plan or development regulations are deficient or should not continue in effect;
4. A statement of how the proposed amendment complies with and promotes the goals and specific requirements of the Growth Management Act;
5. A statement of how the proposed amendment complies with applicable countywide planning policies;
6. A statement of what changes, if any, would be required in functional plans (i.e., the city's water, sewer, stormwater or shoreline plans) if the proposed amendment were adopted;
7. A statement of what capital improvements, if any, would be needed to support the proposed change, and how the proposed change will affect the capital facilities plans of the city; and
8. A statement of what other changes, if any, are required in other city codes, plans or regulations to implement the proposed change.

G. Applications for amendments to the comprehensive plan or code initiated by the city council, director, or planning commission shall be submitted without a fee. All other applications for amendments to the comprehensive plan or North Bend Municipal Code initiated by property owners or authorized agents of owners shall be accompanied by the fee set forth in the taxes, rates and fees schedule. (Ord. 1652 § 2, 2018: Ord. 1267 § 2 (part), 2007).

**20.08.050 Comprehensive plan and development regulation amendments evaluation.**

A. The comprehensive plan shall be subject to continuing evaluation and review, and suggested amendments shall be considered on at least an annual basis; provided, this shall not be deemed to require amendment at any time.

B. Proposed zoning code or development regulation amendments, map amendments, and other related amendments not requiring a comprehensive plan amendment may be reviewed more frequently than once each year.

C. The city's comprehensive plan shall be amended no more than once each year, unless necessary to address:

1. An emergency;
2. An appeal of the comprehensive plan filed with a Growth Management Hearings Board or with the court;
3. The adoption or amendment of a shoreline master program pursuant to Chapter 90.58 RCW;
4. The initial adoption of a subarea plan that does not modify the comprehensive plan policies and designations applicable to the subarea; or
5. The amendment of the capital facilities element of the comprehensive plan that occurs concurrently with the adoption or amendment of the city budget.

D. Suggested changes to the zoning code may be considered together with or separate from the comprehensive plan; provided, amendments to the official zoning map shall be made after or concurrent with amendments to the land use designation map of the comprehensive plan when such land use map is being considered and shall be consistent therewith. (Ord. 1267 § 2 (part), 2007).

**20.08.060 Process for approval of docket.**

A. Suggested changes to the comprehensive plan shall be considered and acted upon pursuant to the calendar established in this section, provided, the city council may extend the calendar.

B. The director shall review and evaluate all suggested changes to the comprehensive plan and prepare a written report to the planning commission containing the director's recommendation as to each item whether it should be considered by the planning commission during the current cycle.

C. The planning commission shall establish a work program for the current cycle. The planning commission shall consider but not be limited by the recommendation of the director. The planning commission shall make its final recommendation to the city council by April for the current year planning commission work program and associated docket recommendation. The director shall forward the planning commission's final recommendation for the planning commission's docket to the city council for review and approval.

D. The city council shall deliberate and may thereafter act upon the docket recommendations of the planning commission. The city council shall consider but not be limited by the recommendations of the planning commission.

E. The failure to comply strictly with the calendar established in this section shall not affect the validity of amendments to the comprehensive plan. (Ord. 1771 § 1, 2022; Ord. 1267 § 2 (part), 2007).

**20.08.070 Amendment to zoning code or other development regulations.**

A. Amendments to the zoning code or other development regulations may be adopted by the city council at any time after public notice and hearings, and planning commission consideration and recommendations as provided by law, except as provided in this chapter with respect to amendments to the official zoning map.

B. Request for zoning map amendments shall be accompanied by the following written information:

1. A master application form indicating the applicant(s), application date, property information (including address, size, zoning, current use), specific map amendment request, and other pertinent information.

2. Attached narrative that addresses the following:

- a. A brief land use history of the property requested for map amendment, including nearby properties;

- b. The degree to which the map amendment would be in compliance with the comprehensive plan and, as applicable, supplementary documents thereto;

- c. The extent to which changed circumstances, if any, would support the map amendment;

- d. The extent to which the amendment would promote compatibility and/or necessary land allocation between properties or areas within the city; and

- e. Specific information about the intended use of the property requested for map amendment.

3. A review and analysis of the ~~environmental, economic, and cultural~~ impacts of the proposed map amendment consistent with the review criteria in NBMC 20.08.080, below. A completed environmental checklist, with supplementary information as appropriate, shall serve as the principal mechanism for the review of impacts and mitigation.

4. Mailing labels and a map identifying all property owners within 300 feet of the subject property; provided, where the applicant has ownership in adjoining properties, the mailing labels shall include all property owners within 300 feet of the most outlying boundaries of lands where an applicant has ownership interest. All such property owners shall be notified of site-specific amendments. In addition, properties shall be conspicuously posted where amendments are site-specific.

5. Additional information as may be deemed necessary by the department of community services.

6. Fees, as applicable.

When requested by a city of North Bend elected or appointed official, department of community services staff shall be responsible for compiling submittal information. Where requested by other parties, said party shall prepare the amendment materials until adequately complete as determined by written notification from the department of

community services. Community and Economic Development ~~Department of community services~~ staff shall update such materials as necessary for city council consideration. Applications that are not timely, are incomplete, or that are substantially similar to a recent and denied request shall not be considered by the city. The fees for the filing of a request to modify the zoning code or development regulations by any member of the public shall be as set forth in the city's taxes, rates and fees schedule. Any amounts paid pursuant to the schedule shall be fully refundable in the event that any member of the city council adopts the proposed modification as their own application. (Ord. 1341 § 3, 2008; Ord. 1267 § 2 (part), 2007).

#### **20.08.080 Staff report.**

A. At least two weeks prior to consideration of any proposed amendment to ~~either~~ the comprehensive plan, ~~or~~ development regulations, or zoning map, the department shall prepare and submit to the planning commission and/or council a staff report, which addresses the following:

1. The issues set forth in this chapter;
  2. Impact upon the North Bend comprehensive plan and zoning code;
  3. Adjacency Impacts: Impact upon surrounding properties, if applicable, considering issues such as lighting, noise, and activity levels relative to applicable property zoning;
  4. Efficiency Impacts: Impacts upon the ability to process development applications in a timely and efficient manner, considering issues such as whether the proposed amendment simplifies or adds complexity and process, reduces duplicative or unnecessary regulations or ambiguities, or necessitates additional staff time to perform reviews;-
  5. Fiscal and Economic Impacts: Impacts to long-term municipal fiscal sustainability, considering how the amendment affects issues such as business recruitment, retention and expansion, tax revenue generation, and municipal costs to provide infrastructure and services relative to revenue generated;
  6. Environmental Impacts: Impacts to the natural environment, including consistency with state requirements addressing environmental protection;
  7. Equity Impacts: Impacts on those who may be economically or socially disadvantaged, including impacts to lower income residents and underrepresented or historically marginalized populations, and potential to increase risk of displacement or exclusion from housing or employment opportunities;
  8. Alternatives to the proposed amendment; and
5. Appropriate code citations and other relevant documents.

B. The department's report shall transmit a copy of the application for each proposed amendment, any written comments on the proposals received by the department, and shall contain the department's recommendation on adoption, rejection or deferral of each proposed change. (Ord. 1267 § 2 (part), 2007).

#### **20.08.090 Notice of public hearing and SEPA.**

A. Notice of the time, place and purpose of a public hearing before the planning commission or council to consider amendments to the comprehensive plan or development regulations, other than area zoning, shall at a minimum be given by one publication in the official newspaper of the city at least 10 days before the hearing.

B. Following the procedures outlined above, the department shall develop a staff report and recommendations related to the amendment(s), including an analysis of their cumulative impacts. The SEPA responsible official shall issue a SEPA determination on the amendment(s), unless such amendment(s) are categorically or otherwise exempt from SEPA. If the responsible official issues a determination of significance (DS), scoping and preparation of the environmental impact statement (EIS) shall be completed prior to or simultaneously with consideration of those amendment(s) associated with the EIS. The staff report and supporting materials shall be forwarded to the city council and the planning commission. For amendments to development regulation text and/or maps associated with Chapters 14.05 through 14.12 NBMC, critical area regulations; NBMC Title 16, Mobile Homes; NBMC Title 17, Land Segregation; Chapter 17.30 NBMC, Impact Mitigation; NBMC Title 18, Zoning (except site-specific rezones);

and Chapter 20.12 NBMC, Concurrency, the planning commission shall hold a public hearing, which shall be noticed in the city's official newspaper one time at least 10 days in advance of the hearing date, in addition to posting at City Hall, ~~the department of community services,~~ the King County Library – North Bend Branch, and the Post Office – North Bend Branch. Amendments that are map- or site-specific shall require additional hearing notice to adjacent property owners and posting on-site, per NBMC 20.08.070(B)(4). (Ord. 1267 § 2 (part), 2007).

**20.08.100 Planning commission and council consideration.**

A. The planning commission shall consider each request for an amendment to either the comprehensive plan or development regulations at a public meeting, at which the applicant will be allowed to make a presentation. Any person submitting a written comment on the proposed change shall also be allowed an opportunity to make a responsive oral presentation. Such opportunities for oral presentation shall be subject to reasonable time limitations established by the mayor.

B. The planning commission and city council shall consider the following criteria with respect to a proposed amendment:

1. Is the issue already adequately addressed in the comprehensive plan?
2. If the issue is not addressed in the comprehensive plan, is there a need for the proposed change?
3. Is the proposed change the best means for meeting the identified public need?
4. Will the proposed change result in a net benefit to the community?

C. Following council consideration as provided by subsections A and B of this section, the city council shall take action as follows:

1. Refer the proposed amendment to the planning commission for further review, a public hearing, and a recommendation to the city council;
2. Defer further council consideration for one or more years to allow the city further time to evaluate the application of the existing plan or regulations; or
3. Reject the proposed amendment. (Ord. 1267 § 2 (part), 2007).

**20.08.110 Council decision.**

Following receipt of the planning commission's recommendation on any proposed amendment referred to the planning commission under NBMC 20.08.100(C), the city council may hold an additional public hearing on the proposal, for which public notice shall be given under the notice of public hearing section of this chapter. Following the public hearing, the city council may:

- A. Adopt the amendment as proposed;
- B. Modify and adopt the proposed amendment; or
- C. Reject the proposed amendment. (Ord. 1267 § 2 (part), 2007).

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<sup>1</sup> Prior legislation: Ords. 1074, 1185 and 1237, repealed by 1267.



**MEMO**

To: James Henderson, CED Director

From: Caitlin Hepworth, Associate Planner

Re: 2025 Sign Code and Business Satisfaction Survey Results

Dear Mr. Henderson,

Below is a summary of the responses received in the 2025 Sign Code/Business Satisfaction Survey. In total, we received 38 valid responses over the surveying periods, which is approximately 13.1%<sup>1</sup> of businesses within the city's limits.

The survey was electronically available and was advertised on the City's website and social media accounts and through local organizations (Snoqualmie Valley Chamber of Commerce, Downtown Foundation, Snoqualmie Valley Reporter). Staff held two cycles for survey collection. The first survey cycle ran from September 17<sup>th</sup> to October 8<sup>th</sup>, only receiving 17 valid responses. Staff re-opened the survey for a second round to collect additional feedback from November 20<sup>th</sup> to December 17<sup>th</sup>, and distributed flyers in person to encourage greater participation in the survey. The second survey cycle received an additional 23 valid responses.

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<sup>1</sup> Rough estimate of number of local businesses. Business licenses are required for anyone working within the City's limits and would not be the best representation. This estimate is based on the 301 established local business contacts.

## Sign Code Survey Results – To be provided in March

### Question 1: Type of Business Owned

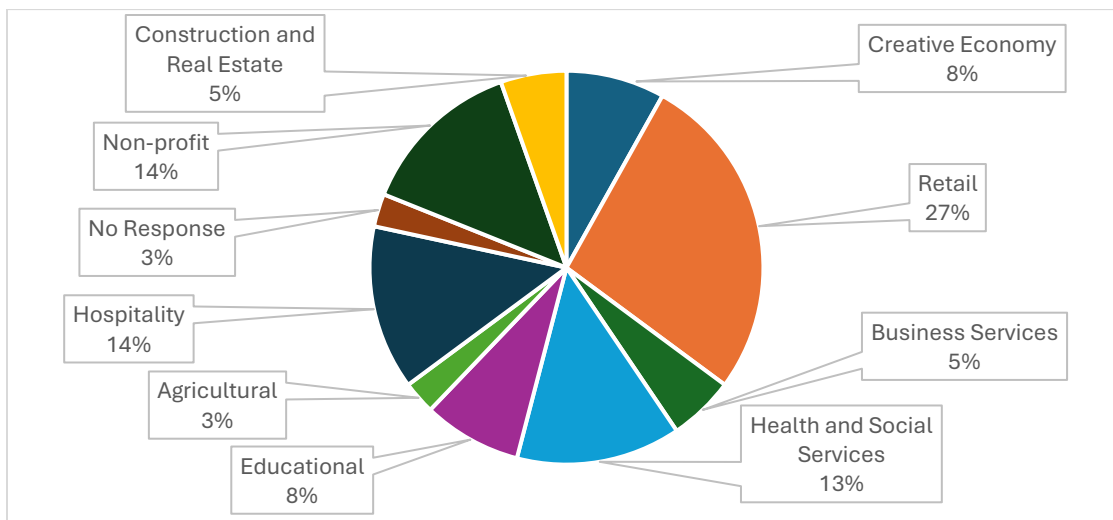
*Raw Survey Question: What type of business do you run?*

A variety of responses from different business types was received. The city heard feedback from primarily retail businesses (27%), followed by health and social services (14%), hospitality (14%), and non-profits (14%).

**Table 1: Business Sectors**

Sector	% of Responses	# of Responses
Creative Economy	8%	3
Retail	27%	10
Business Services	5%	2
Health and Social Services	14%	5
Educational	8%	3
Agricultural	3%	1
Hospitality	14%	5
No Response	3%	1
Non-profit	14%	5
Construction and Real Estate	5%	2
<b>Total:</b>	<b>100%</b>	<b>37</b>

**Figure 1: Business Sectors**



## Question 2: Signs Most Valuable to Businesses

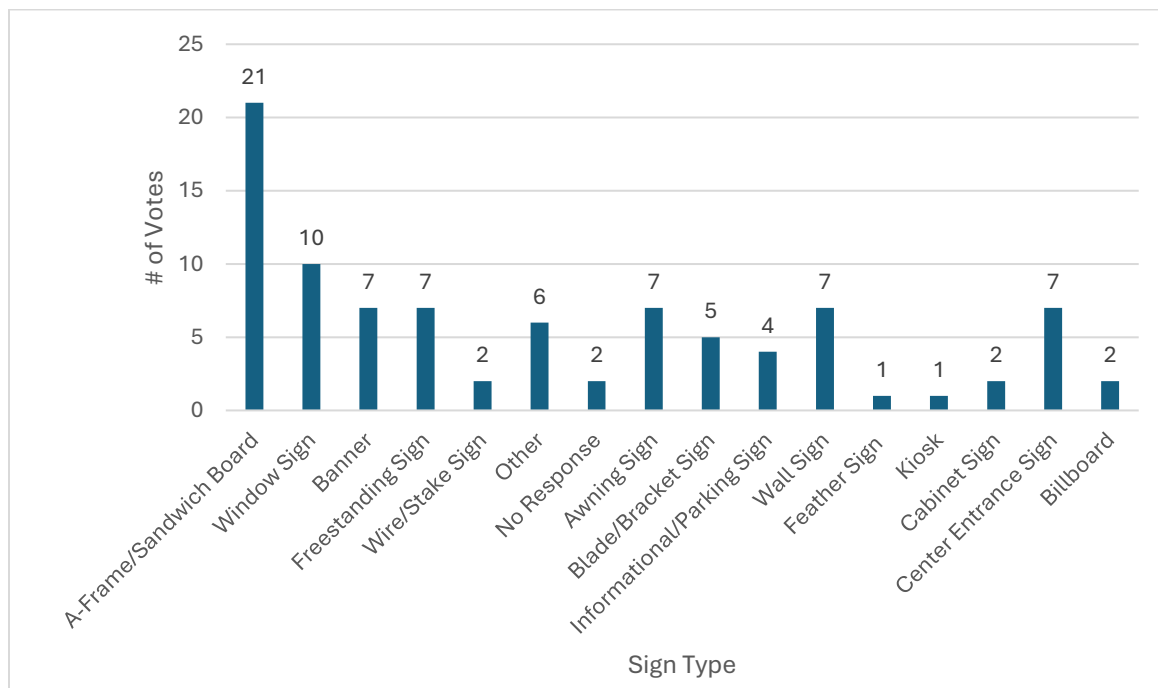
*Raw Survey Question: What sign types are most valuable for your business? If “other” was selected, what sign types are most valuable for your business?*

Signs that were most important to businesses that participated in the survey were A-Frame/Sandwich Board signs (21 votes), Window Signs (10 votes), Freestanding Signs (7 votes), and Banners (7 votes). Participants were able to select more than one answer for this question.

There were six (6) respondents that selected “Other” signs specified the following:

- No signs needed for the business
- Highly visible, interior lighted signs 150sf or larger
- Signs at main street corners that direct people to other stores and directions
- Pole Sign (Please note – this fall under “freestanding signs”)
- Standalone murals
- The outlet mall gave us stringent and expensive signage requirements, so we are limited by these (Please note – the Outlet Mall has its own sign program and is exempt from North Bend’s sign regulations)

**Figure 2: Priority Business Signs**





### Question 3: Businesses with Unique or Specialized Signage Needs

*Raw Survey Question: Does your business have unique or specialized signage needs?*

*Specialized sign needs may include food menu boards, gas pricing signs, signs on a vehicle, etc. If you answered "Yes" above, please briefly describe why:*

A majority of participants (68.5%) felt they did not have specialized sign needs for there business. About a fifth respondents that selected “yes” specified the following specialized business sign needs:

- We need to include names of multiple businesses within our building
- Signs on vehicles
- We have two buildings that are entered from multiple sides, having a sign on each side is important. We also have interpretive signs and it would be nice to have kiosks for them. Also would like to be able to put out feather banners when open with A-frame
- gas/ lodging/restaurant
- We are in a non-descript location, often overlooked
- A-frame for Starbucks with drink options
- We would love to offer a “SALE” sandwich board outside but we are restricted
- A-frame on the sidewalk with menu specials and event announcements

**Table 2: Specialized Sign Needs**

Does your business have specialized sign needs?	% of Responses	Responses
Yes	21%	8
No	68.5%	26
Unsure	7.9%	3
No Response	2.6%	1
<b>Total:</b>	<b>100%</b>	<b>38</b>

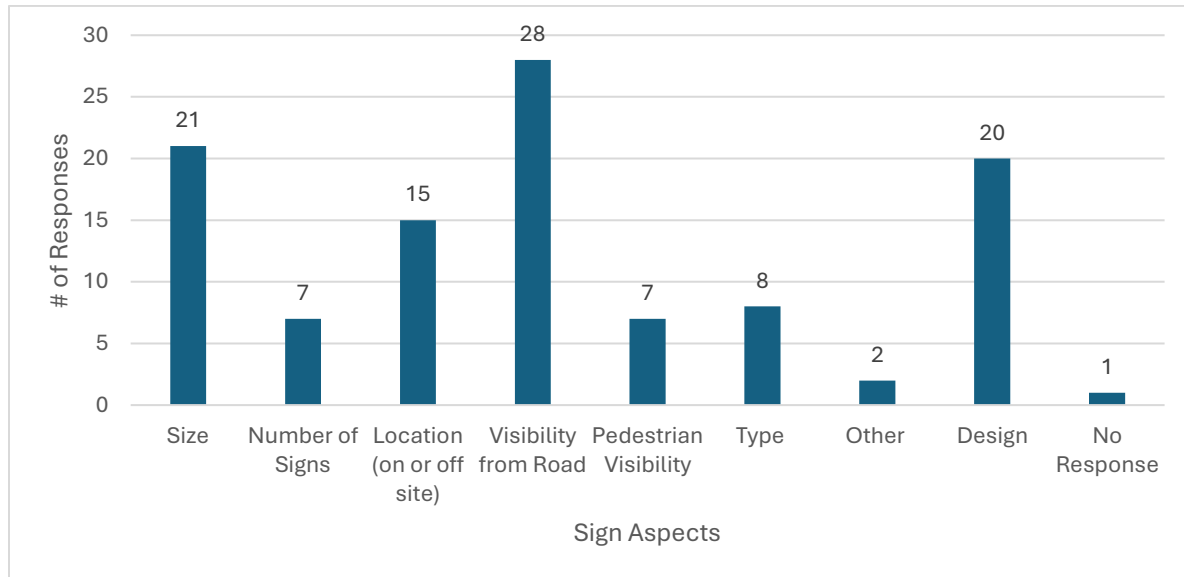
### Question 4: Most important sign aspects

*Raw Survey Question: What aspect of a sign is most valuable to your business needs?*

The most important aspects of a sign to businesses that participated in the survey were Visibility from Road (28 votes), Size (21 votes) and Design (20 votes) Participants were able to select more than one answer for this question.

There were two (2) respondents that selected “Other” signs specified the following:

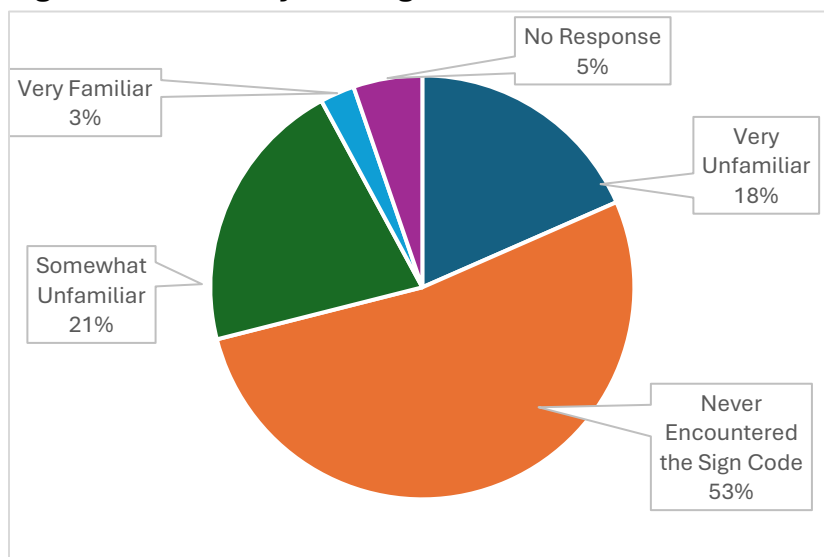
- We don't have a need for any signage
- We could benefit from a sign along the road or highway!

**Figure 3: Key Sign Aspects**

## Question 5: Familiarity with Sign Code

*Raw Survey Question: How familiar are you with the City's current sign code?*

Responses demonstrated that in general, businesses are not familiar with the sign code. It is recommended that comprehensive guidance is provided when the sign code is amended to better inform businesses on signage allowances.

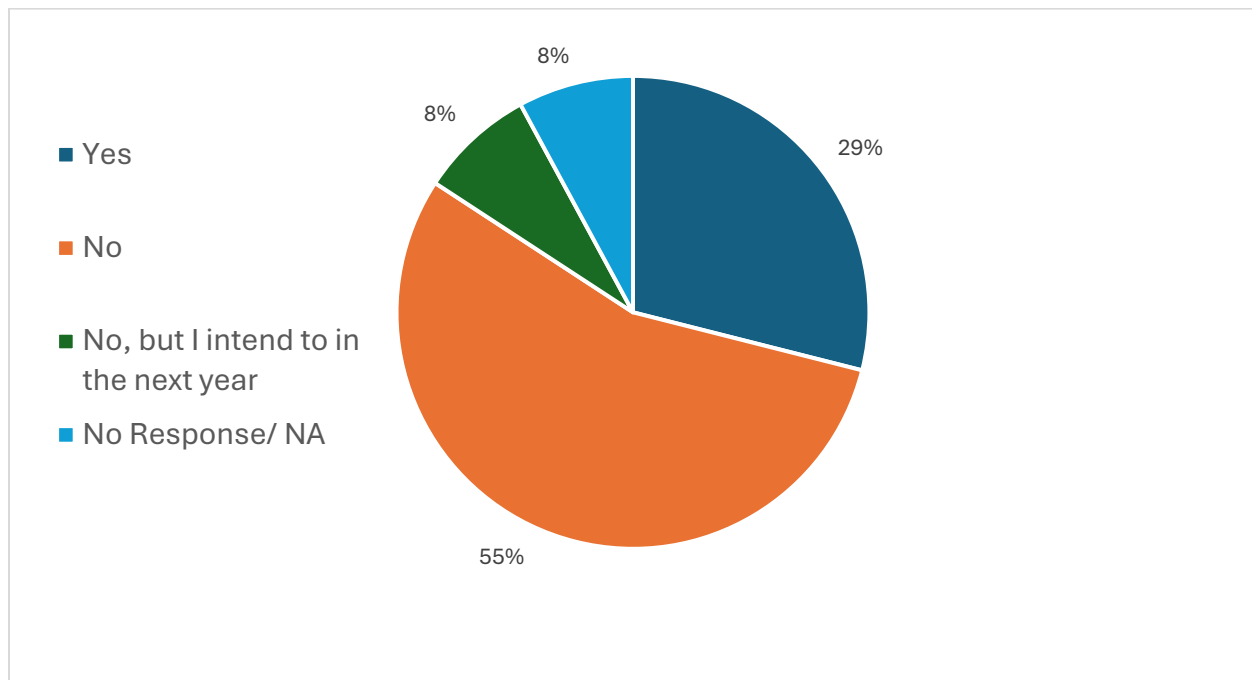
**Figure 4: Familiarity with Sign Code**

## Question 6a: Recent Application for Sign Permit

*Raw Survey Question: Have you ever applied for a sign permit in the last 5 years?*

Most participants did not recently apply for or receive a sign permit in the last 5 years. Just under a third of applicants have applied for a sign permit recently.

**Figure 5: Sign Permits Within Last 5 Years**



## Question 6b: Challenges or Barriers During Sign Permitting

*Raw Survey Question: Did you experience any challenges or barriers that you encountered during the permitting process? If you answered "Yes" above, please briefly describe:*

Two thirds of respondents did not respond to this question. Out of the third of participants that did answer it, just over half answered “no” (6 responses) and just under half said “yes” (5 responses). All of the five participants that cited a challenge or barrier during the permitting process provided a follow up response as to what their challenge or barrier was:

- We were told to take down banners and feather flags.
- Location of signs
- Banner was originally too big, so I had to purchase smaller signs...

- While city employees were very helpful, clear and thorough instructions would've made the process easier for all
- I'm not sure which challenges were by the city or the mall. i worked through Cascade Signs.

## Question 7: Changes to Permitting

*Raw Survey Question: What changes, if any, would you like to see in terms of sign regulations, sizing and design allowances, or permitting?*

Respondents were asked to identify what changes they would like to see in terms of sign regulations, sizing, and design allowances or permitting. This question was open ended. There were 15 participants that provided specific feedback:

- Requiring some signs to be on your building or property, and allowing more distance from your entrance for A frame signs
- Greater restrictions on political and campaign signage and strict removal requirements.
- Less signs that are a distraction on the roadway, less political signs, less real estate sale signs. the litter, distraction and trash are a problem! Big signs out front of businesses can be good, but the advertising all over on plastic boards with phone numbers is a distraction to drivers and eyesore
- The size restriction should be reconsidered. Our consultants indicated the small sign we have was as big as our frontage would allow
- Consistency. I've heard of the city banning certain types of signs for one business but allowing the same type for others. Please be consistent in policy and enforcement.
- Just want to be sure it is okay for me to have several moderately sized signs on and around my business space
- I would like to see name of business or building allowed in multiple locations on building. That are large enough letters to be legible by the road. Allow wayfinding and hours signage at each entrance. Allow feather flags, "open" sign a-frames in museums in parks, interpretive panels for museums without permitting. Create an interpretive panel guide in conjunction with city, museums, Snoqualmie Tribe, Mountains to Sound Greenway National Heritage Area, King County Parks and other Valley cities, and Si View so we can have a consistent feel throughout the community for outdoor interpretive signs. I would also like to make sure that downtown businesses can have neon-signs fitting the historic feel of the Sunset

Highway neon signs that originally adorned the buildings down North Bend Way. I would like to not see real estate A-frames throughout town on the weekends blocking. I would like to not have a-frames impeding sidewalks.

- must meet franchise requirements. Commercial locations need commercial visibility.
- Allow signs on public property, especially those who service the residents of NB.
- Signage is largely regulated by King Co Landmarks Commission in the downtown core. I appreciate the city allowing a bit more flexibility for businesses that rely on foot traffic versus more appt oriented businesses. Foot traffic and/or retail businesses that need to be noticed and are growing awareness in the community are very reliant upon signage.
- More design allowances and easier permitting
- We would like to be able to hang a banner off our building.
- Some property regulations demand expensive lit signs that do little for our business and are very costly. A city over-ride of property management's demands would be nice.
- I'm not sure of current requirements. I do know that the permit cost was a percentage of the cost of the sign which is ludicrous. It should be a flat fee to obtain the permit. The city has no cost to bear in acquiring or maintaining the signs so there is no reason for it not to be a flat fee.
- I'd like sidewalk A-frame signs to be uninhibited. We are refurbishing a coffee trailer and buying a coffee truck and would like to be able to direct people to our locations with A-Frame sidewalk signs at our mobile locations.

There were 18 participants that did not respond, one participant stated they were "not sure", one respondent that stated "none", one respondent that stated "see previous", and one respondent that stated "don't care, it is my business".

## Question 8: Sign Code Satisfaction

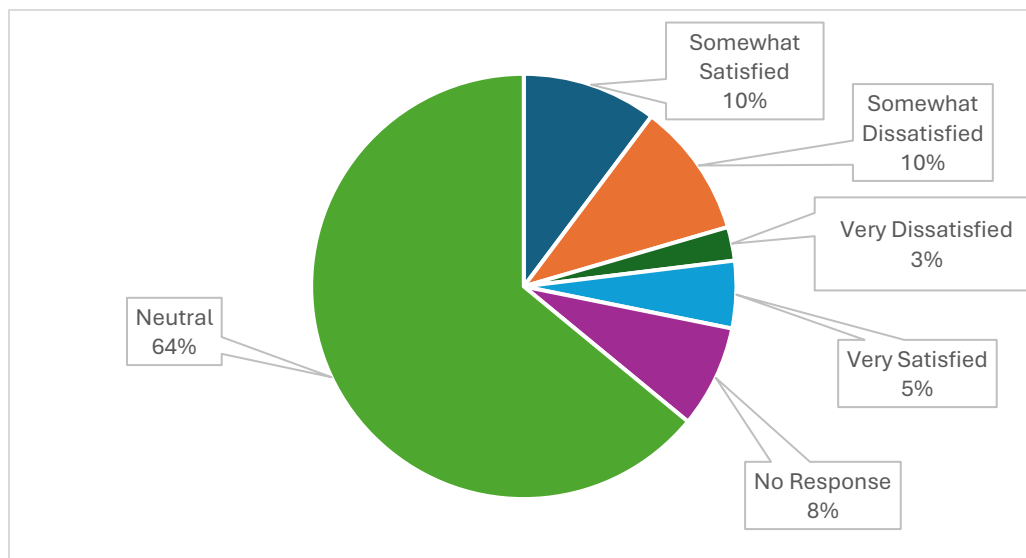
*Raw Survey Question: How satisfied are you with current sign regulations? If you answered "Dissatisfied" above, what would you change about the code to make you feel more satisfied with sign regulations?*

In general, respondents were generally amenable to current regulations. Two thirds of participants felt neutral on existing regulations. There was an even split between favorable (somewhat or very satisfied, 15%) and unfavorable (somewhat or very dissatisfied, 13%) views on the existing sign code. As staff are aware, there are many gaps in the current code and the structure of the code could be written in a more accessible way.

Participants that selected “dissatisfied” were able to provide additional feedback on why. There were four responses provided, listed below:

- Permanent street sign directories would be a useful addition to downtown rather than more businesses having to put out signs to attract visitors. Making easier to find places, even when walking around town. There isn’t enough sidewalk space in some areas to have A frames out, so they have to be put further away or not at all to not block pedestrians
- We have also had our sandwich signs removed by city staff indicating it isn’t allowed
- The Interstate Mixed Use Zone needs to have Interstate Commercial signage.
- We would like to be able to hang a banner off our building.

**Figure 6: Sign Code Satisfaction**



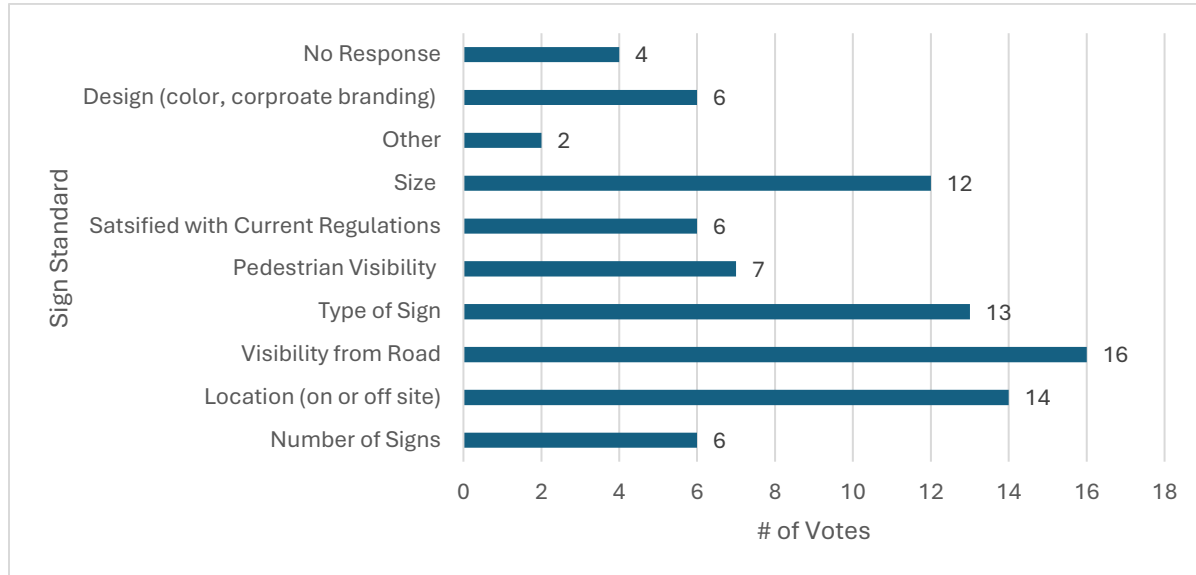
## Question 9: Preferred Flexibilities for Signs

*Raw Survey Question: Please identify where greater signage flexibility should be granted, if any at all.*

Overall, participants top needs for greater sign code flexibilities were for visibility from the roadway (16 votes), location of signs (14 votes), and types of allowed signs (13 votes). Voters had lesser concerns for additional flexibilities around number of signs (6 votes), sign design (6 votes), and pedestrian visibility (7 votes). Only about 15% of participants stated they were satisfied with current sign standards and did not feel additional

flexibilities were necessary. Applicant were able to select more than one answer to this question.

**Figure 7: Sign Code Flexibility Priorities**



## Question 10: Visibility and Marketing Needs

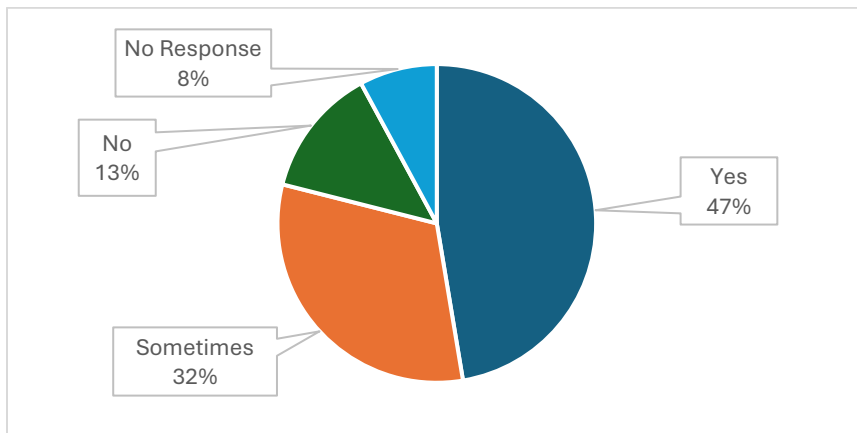
*Raw Survey Question: Do you feel the current sign code supports the visibility and marketing needs of your business? If you answered "Sometimes", please briefly explain your answer:*

Three fourths of participants felt that the current sign code sometimes or does meet their business needs. Only 13%, or 5 responses, indicated the sign code did not meet their needs. Specific feedback on why the code sometimes or did not meet needs is listed below:

- The regulations are unclear regarding off-property signage. I opt for not risking it
- I feel enforcement is unfair and uneven
- Our small frontage prohibits larger sign.
- Don't know code well enough to have an opinion.
- OK for my business... but my tenants would greatly benefit from more signage options and visibility.
- Signage provided by the city seems to focus on the downtown area, excluding businesses that are outside those 3 blocks.

- There is always room for improvement and not everyone can be completely satisfied and have all their needs met.
- would like to be able to use banners
- I believe that the requirements limit us as we are not allowed to have “THRIFT STORE” since it is not part of our business name. (but I think that is a mall problem and not necessarily a city problem)
- We have not had prior mobile plans like we have future plans and i want to ensure we are able to have a-frame signs visible to traffic to direct pedestrians and cars to our locations
- Signs must be internally illuminated and be visible to I-90 travelers.
- again, allowing signage for those off the main street.
- More flexibility needed
- Never followed a regulation
- I was told I can’t put my frame sign on the corner side where my business is.

**Figure 8: Does the Sign Code Support Business Visibility and Marketing Needs**



## Question 11: Code Enforcement Frequency

*Raw Survey Question: Have you ever had to change or remove signage due to a code enforcement action or violation? If you answered "Yes" above, how difficult was it to address a sign related code enforcement action or violation? If you answered "Somewhat Difficult" or "Very Difficult" above, please describe challenges or barriers you experienced addressing a sign related code enforcement action or violation.*

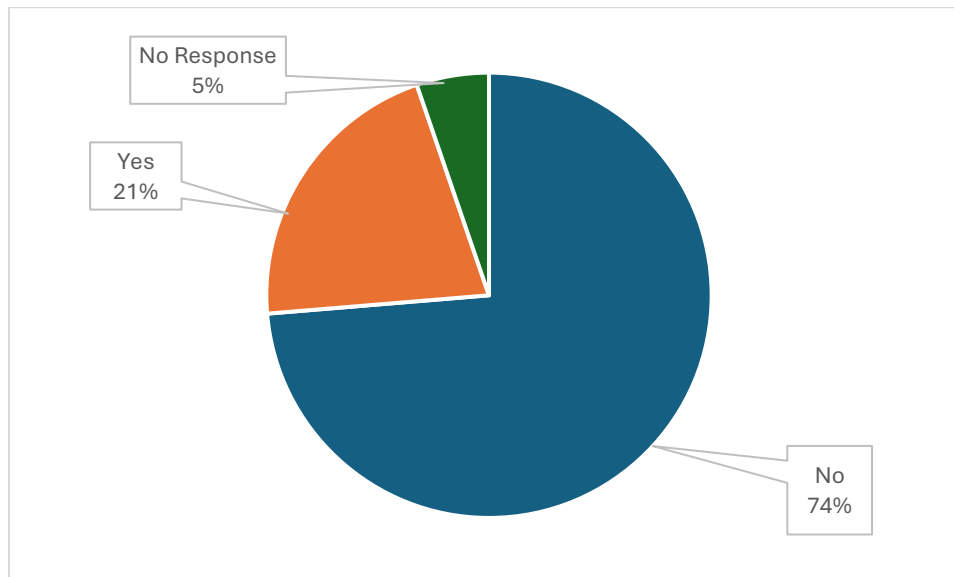
Three fourths of participants largely have not received code enforcement violations or actions about their business signage. Out of the eight of participants that did report a



violation, results were mixed on how difficult it was to address it, half stated that it was “somewhat difficult” or “very difficult” and stated the following:

- One business felt were removed by city staff without notice
- One business wanted more notice before removing signs
- One business wanted to have a banner for 12+ months while they waited for funds to paint a professional wall sign
- One business felt that they couldn’t do signs other business do elsewhere

**Figure 9: Participants Reporting a Sign Code Action or Violation**



## Question 12: New Sign Types

*Raw Survey Question: Are there any types of signs that you would like to use but are currently restricted or prohibited? If so, please describe.*

Participants were asked if there any sign types that are currently prohibited or restricted they would like to see allowed within the City. There were only eight responses received, which included mostly signs that are currently allowed in the City but limited by regulations:

- A-Frame/Sandwich Boards
- Murals
- Public Lands Signs
- Banner

The response to this question indicates a high need for supportive resources explaining sign allowances for businesses.

## Question 13: Final Considerations

*Raw Survey Question: Is there anything else you would like staff to consider when preparing amendments to the Sign Code?*

Participants were asked if they had any final considerations, they would like the City to consider with regard to sign code amendments:

- No litter
- Consistency of standards
- Avoid cluttering the City with A-Frame/Sandwich Board signs
- There should be differences between types of buildings such as free standing versus row buildings. And types of businesses and their needs.
- Please allow for creativity- we don't want to be a cookie-cutter city
- I would like to see changes to the lighting code that reduce lighting for parking lots and canopy cover lighting. Shielded lighting fixtures do not allow people to feel safe and are not inviting.
- Allow businesses to lease signage off-site and in other locations... let landlords have more say in determining who can add signage to certain locations. We don't want it to look like NASCAR, but more signage is important for growing businesses.
- Most accessible way to communicate what a business is and where we are without becoming 'Las Vegas'.

## Business Satisfaction Survey Results