



**RIDGEFIELD PLANNING COMMISSION  
MEETING AGENDA**

**Wednesday, November 5, 2025  
RACC - Columbia Assembly Room  
510 Pioneer Street, Ridgefield, WA 98642**

**I. GENERAL SESSION CALL TO ORDER - 6:30 PM**

- 1. Flag Salute**
- 2. Roll Call**
- 3. Oath of Office: Vice Chair, Patrick Flynn**
- 4. Late changes to the agenda**

**II. PUBLIC COMMENT**

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

**III. CONSENT AGENDA**

- 1. Approval of Minutes from the 10/01/2025 Meeting**

**IV. PUBLIC HEARING**

- 1. Public Hearing: Ridgefield Development Code Amendments Part 3 - Claire Lust, Community Development Director**

**V. PUBLIC COMMENT**

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

**VI. STAFF REPORTS**

**VII. FROM THE COMMISSION**

**VIII. ADJOURN**

**CITY OF RIDGEFIELD  
REQUEST FOR COMMISSION ACTION**

**MEETING DATE:** November 5, 2025

**AGENDA ITEM NAME:** Approval of Minutes from the 10/01/2025 Meeting

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**SUMMARY/BACKGROUND:**

**STAFF CONTACT:**

**ATTACHMENTS:**

1. 10.01.2025 Minutes



**CITY OF RIDGEFIELD, WASHINGTON  
PLANNING COMMISSION MEETING MINUTES  
OCTOBER 1, 2025**

**Regular Meeting - 6:30 PM**

**I. GENERAL SESSION CALL TO ORDER - 6:30 PM**

**1. Flag Salute**

**2. Roll Call**

Commission Member Patrick Flynn Chair Mark Tyler Commission Member Magdalena Butler Commission Member Richard Wolf Commission Member Niall Glavin
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Commissioner Flynn moved to excuse Commissioner Borchardt's absence. Seconded by Commissioner Glavin. Ayes all. The motion passed unanimously.

**3. Late changes to the agenda**

No late changes to the agenda.

**4. Appointment of Vice Chair**

Commissioner Glavin nominated Commissioner Flynn as Vice Chair. Commissioner Flynn accepted the nomination. Commissioner Glavin moved to nominate Commissioner Flynn as Vice Chair. Commissioner Butler seconded. Ayes all. The motion passed unanimously.

**II. PUBLIC COMMENT**

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comment provided.

**III. CONSENT AGENDA**

**1. Approval of Minutes from the 9/3/2025 Meeting**

<b>RESULT:</b>	<b>(UNANIMOUS)</b>
<b>MOVER:</b>	[MOTIONED_BY_TITLE_NAME]
<b>SECONDER:</b>	[SECONDED_BY_TITLE_NAME]
<b>AYES:</b>	Commission Member Flynn, Chair Tyler, Commission Member Butler, Commission

Commissioner Flynn moved to approve the minutes as presented. Seconded by Commissioner Butler.

#### IV. PUBLIC HEARING/BUSINESS

##### 1. Public Hearing: MAJ Boschma RMUO Zone Change - Claire Lust, Community Development Director

Claire Lust, Community Development Director, presented the MAJ Boschma RMUO Zone Change.

Discussion occurred regarding expansion of the Urban Growth Area to preserve commercial lots of land in this area of the city.

Discussion occurred regarding the proposed affordable housing shown in the proposal.

Discussion occurred regarding if dog parks count toward the 25% open space requirement.

Discussion occurred regarding traffic and safety concerns due to the mix of commercial use and multifamily housing.

Discussion occurred regarding this proposal being a policy recommendation/decision.

PUBLIC HEARING OPENED AT 6:51 PM

Comments received during public testimony can be heard on the City's website under [Planning Commission | Ridgefield, WA \(ridgefieldwa.us\)](http://PlanningCommission|Ridgefield,WA(ridgefieldwa.us))

PUBLIC HEARING CLOSED AT 7:03 PM

Discussion occurred regarding zoning and zoning changes being a policy decision.

Discussion occurred regarding proposed plans for further development of 65th Ave.

Discussion occurred regarding when infrastructure, i.e. sidewalks, lighting, drainage, etc., is added.

Commissioner Glavin moved to recommend the zone change to City Council for review. Seconded by Commissioner Flynn. 4 ayes, 1 nay. The motion passed.

**RESULT:** (4-1)

**MOVER:** Commission Member Glavin

**SECONDER:** Commission Member Flynn

**AYES:** Commission Member Flynn, Chair Tyler, Commission Member Butler, Commission Member Glavin

**NAYS:** Commission Member Wolf

**ABSTAIN:** None

Ms. Lust advised that this would go to a public hearing before City Council on Thursday, October 9th at 6:30 PM.

**2. Public Hearing: 2025 Development Code Amendments Part 2 - Claire Lust, Community Development Director**

Claire Lust, Community Development Director, presented 2025 Development Code Amendments Part 2.

Discussion occurred regarding two-story homes in the RMD-16 zone.

Discussion occurred regarding new single-family townhouses, tri-plexes and duplexes in new subdivisions on lots over a certain slope being required to be terraced to create usable yard space.

Discussion occurred regarding narrow lots allowing the primary entrance on the side rather than a street-facing entrance.

Discussion occurred regarding ADU requirements per HB1337.

Discussion occurred regarding changing ADU reviews from a Type II Administrative Review to a Type I Ministerial Review.

Discussion occurred regarding allowing the Community Development Director to approve minor changes to CCR's.

Discussion occurred regarding allowing commercial projects to pay TIF in installments rather than all at once.

PUBLIC HEARING OPENED AT 7:56 PM

No public comments were provided.

PUBLIC HEARING CLOSED AT 7:57 PM

Commissioner Wolf moved to recommend that City Council adopt the proposed code changes with the notations that the Planning Commission made. Seconded by Commissioner Flynn. Ayes all. Motion passed unanimously.

<b>RESULT:</b> (UNANIMOUS)
<b>MOVER:</b> [MOTIONED_BY_TITLE_NAME]
<b>SECONDER:</b> [SECONDED_BY_TITLE_NAME]
<b>AYES:</b> Commission Member Flynn, Chair Tyler, Commission Member Butler, Commission Member Wolf, Commission Member Glavin

**V. PUBLIC COMMENT**

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments were provided.

**VI. STAFF REPORTS**

Claire Lust, Community Development Director congratulated Vice Chair Flynn. She advised that recruitment to fill the empty Planning Commission seat will be open October 3rd-24th.

**VII. FROM THE COMMISSION**

Commissioner Flynn thanked the members of the public that attended the meeting. He is excited about the Youth Commission that the City Council has created. He attended the Homecoming football game and stated that parking was much better than in previous years. He is glad to see the flashing speed limit signs. He thanked the City staff.

Commissioner Butler thanked the partners that supported the multicultural festival. She attended the Comprehensive Plan workshop. She advised that Green Bag is October 11th. She thanked Mayor Cole for declaring October Disability Employment Awareness month.

Chair Tyler requested that Director Lust pass on the information regarding semi-trucks bypassing the weigh station to the Police Department. He also appreciates the flashing speed limit signs. He thanked the City staff.

**VIII. ADJOURN**

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Trina Siebert, Planning Commission Clerk

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Mark Tyler, Chair

**CITY OF RIDGEFIELD  
REQUEST FOR COMMISSION ACTION**

**MEETING DATE:** November 5, 2025

**AGENDA ITEM NAME:** Public Hearing: Ridgefield Development Code Amendments Part 3

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**SUMMARY/BACKGROUND:**

Every year, staff compiles proposed amendments to the municipal code for review by Planning Commission and City Council. The proposed amendments are based on staff and City customers' ongoing work implementing the existing code as well as feedback from community members, elected officials, and appointed officials.

Earlier in 2025, Planning Commission and Council reviewed a list of code amendment topics signs, and those topics are the focus of this agenda item. There is also one proposed amendment to the impact fee code that staff identified upon further review of that chapter.

This meeting will include a staff presentation, Planning Commission discussion, and public hearing. Planning Commission will then have the opportunity to make a recommendation to Council. The proposed amendments will go to a public hearing a Council on November 20.

**STAFF CONTACT:** Claire Lust, Community Development Director

**ATTACHMENTS:**

1. Summary of Proposed Amendments
2. 18.070.060\_\_Imposition\_of\_fees.
3. 18.710.030\_\_Exemptions.
4. 18.710.040\_\_Prohibited\_signs.
5. 18.710.150\_\_Accessory\_signs.
6. 18.710.210\_\_Freestanding\_signs.
7. 18.710.290\_\_Definitions.

2025 Ridgefield Municipal Code Amendments – List of Topics

Sign Code Amendments

Code Section	Proposed Amendment
18.710.030 – Exemptions	Exempt historic markers from sign permit requirements.
18.710.040 – Prohibited signs	Amend prohibition on backlit cabinet signs to align with October 2024 Director’s Interpretation: <ol style="list-style-type: none"> <li>1. Allow cabinet signs where text, symbols, and/or logo shields only are illuminated with an opaque sign face background</li> </ol>
18.710.290 –Definitions	As established in the October 2024 Director’s Interpretation re: cabinet signs, define “cabinet sign” as <i>a sign which may be single- or multi-sided incorporating a rigid frame which support and retains removeable sign face panel(s) constructed of acrylic, plexiglass, plastic, or similar materials.</i>
18.710.150 – Accessory signs	Provide that more than four accessory signs meeting the design requirements of this subsection may be allowed on a parcel if the applicant demonstrates that the additional signs are required for safe user circulation.
18.710.210.A.4 – Freestanding signs – Number – Sign base	Require the sign base to be earth-toned. Prohibit wraps on sign bases, i.e., plastic material with a two-dimensional brick or stone pattern.
18.710.210.C – Freestanding signs – Height and area by zoning district	Add provisions for subdivision monument signs in residential zones that match the restrictions for monument signs in the CNB and under the RMUO: no greater than 75 square feet and no taller than 12 feet above grade.
18.710.210.D – Freestanding signs – CRB zones adjacent to I5	Add provisions requiring pole signs and monument signs adjacent to I5 to have an earth-toned sign base that is at least 25 percent of the pole height. (Example: INOB pole sign has a base that is 29 percent of the pole height.)

Impact Fee Amendments, Continued

Code Section	Proposed Amendment
18.070.060 – Impact Fees – Imposition of fees	Amend code to reflect the long-standing practice of calculating impact fees at the time of building permit submittal then collecting impact fees at the time of final building inspections (residential) and building permit issuance (non-residential), with an option to defer non-residential traffic impact fees to final building inspections.

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### 18.070.060 Imposition of fees.

- A. No building permit shall be issued for a development in a designated service area as defined in Section 18.070.070 unless the impact fee is calculated and imposed pursuant to this chapter except where the impact fee is otherwise deferred as provided in this chapter.
- B. ~~For single-family residential subdivisions and short subdivisions hereinafter approved, the per lot impact fee shall be calculated at the time of preliminary plat or short plat approval, noted in the face of the final plat, and imposed on a per lot basis at the time of final inspection of the building for which the permit was issued. For new multifamily and nonresidential development hereafter approved, the impact fee shall be calculated at the time of site plan approval unless deferred to building permit application, because the nature of the development is then not sufficiently defined to permit such calculation, and the impact fee shall be imposed at the time of final inspection of the building for which the permit was issued. Notwithstanding the foregoing, the fee shall be recalculated for building permit applications filed more than three years following the date of the applicable preliminary plat, preliminary short plat, or site plan approval. Residential impact fees shall be calculated at the time of building permit submittal and imposed at the time of final inspection of the building for which the permit was issued, Non-residential impact fees shall be calculated at the time of building permit application and imposed at the time of building permit issuance.~~
- C. ~~For development not necessitating or having been previously granted preliminary plat, preliminary short plat or site plan approval, the im-pact fee shall be calculated and~~Non-residential traffic impact fees may be imposed at the time of final inspection of the building for which the permit was issued, subject to approval by the Community Development and Finance Directors.
- D. For development not necessitating a building permit, the impact fee shall be calculated and imposed at the time of site plan approval.
- E. For mobile home parks, the impact fee shall be calculated and imposed at the time of site plan approval.
- F. The school impact fee shall be calculated upon application of the formula set out in Section 18.070.100 based on information contained in the Ridgefield School District No. 122 Capital Facilities Plan, unless otherwise established by the city council. Such fee is set forth in the Ridgefield Master Fee Schedule.

(Ord. 678 § 7, 1995).

(Ord. No. 1215, 8-11-2016; Ord. No. 1286, § 2, 1-24-2019; Ord. No. 1307, § 3, 12-19-2019; Ord. No. 1387, § 2(Exh. A), 12-15-2022)

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### 18.710.030 Exemptions.

The following signs or activities relating to signs are exempt from the permitting requirements of this chapter.

- A. Changes to the face or copy of changeable copy signs, digital signs, electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the city.
- B. The normal repair and maintenance of conforming or legal nonconforming signs.
- C. Temporary signs on private property or public property, meeting the requirements in Section 18.710.270 (Temporary Signs).
- D. Building identification numbers as required pursuant to R.M.C. 14.60.020 or any other city or state regulation.
- E. Governmental signs. Signs installed by the city, county, or a federal or State governmental agency for the protection of the public health, safety and general welfare, including, but not limited to, the following:
  - 1. Emergency and warning signs necessary for public safety or civil defense;
  - 2. Traffic and/or wayfinding signs erected and maintained by an authorized public agency;
  - 3. Signs required to be displayed by law;
  - 4. Signs showing the location of public facilities; and
  - 5. Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect the public health, safety and general welfare.
- F. Flags. Any flags, provided that the vertical staff to which they are attached conforms to all applicable building code standards and base zone standards for structures.
- G. Certain stone or cement plaques and cornerstones with engraved or cast text or symbols and permanently embedded in the building's foundation or masonry siding materials, provided that none of these exceed four square feet in area.
- H. Interior signs. Signs or displays located entirely inside of a building and located at least three feet away from transparent doors and windows.
- I. Non-visible signs. Signs and associated sign support structures not visible or audible beyond the boundaries of the lot or parcel upon which they are located, or from any public right-of-way.
- J. Vehicle with signs. Any sign on a vehicle, unless such vehicle is parked or stationed near an activity for the primary purpose of attracting public attention to such activity, unless such vehicle or mobile unit is regularly parked in any prominently visible location for the primary purpose of attracting public attention to the sign.
- K. Temporary signs in windows. Any temporary sign taped or otherwise affixed to the inside of a window, in such a manner as to be easily removed, provided that the total area of such sign in any one window does not exceed the size limitations in Section 18.710.280 (Window Signs) and Section 18.710.270 (Temporary Signs).
- L. Bench signs. Any outdoor bench or furniture with any signs other than plaques one square foot or less in area.
- M. Privately-maintained traffic control signs in a subdivision with private roads, or signs in a parking lot.

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N. Historic markers with written approval from the Community Development Director.

(Ord. No. 1227, § 2(Exh. A), 6-22-2017; Ord. No. 1325, § 2(Exh. A), 9-24-2020)

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### **18.710.040 Prohibited signs.**

No person shall erect, alter, maintain or relocate any of the following signs in the city.

- A. Animated signs. Rotating or revolving signs, or signs where all or a portion of the sign moves in some manner. This includes any sign animated by any means, including fixed aerial displays, balloons, pennants, spinners, propellers, whirling, or similar devices designed to flutter, rotate or display other movement under the influence of the wind, including flag canopies not otherwise allowed in Section 18.710.160 (Awning or Canopy Signs), streamers, tubes, feather flags, or other devices affected by the movement of air or other atmospheric or mechanical means. This does not include historic signs and historic replica signs where the applicant is able to prove, through documentation or other evidence, that the original historic sign produced the same motion/movement and is proposed in the same location.
- B. Rotating signs. Any sign in which the sign body or any portion rotates, moves up and down, or any other type of action involving a change in position of the sign body or any portion of the sign, whether by mechanical or any other means.
- C. Nuisance signs. Any signs which emit smoke, visible particles, odors and sound, except that speakers in drive-through facilities shall be permitted.
- D. Bench or furniture signs greater than one square foot in area.
- E. Flashing signs or lights. A sign that contains an intermittent or flashing light source, or a sign that includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. Flashing light sources are prohibited. Signs with an exposed light source, exceeding the equivalent of twenty-five watts per lamp, including clear light bulbs which do not flash on a theater marquee except for neon incorporated into the design of the sign, are also prohibited. Electronic message center signs and digital signs are allowed under the provisions of Sections 18.710.190 (Digital Signs) and 18.710.200 (Electronic Message Center Signs).
- F. Hazardous signs. Any sign that constitutes a traffic hazard or detriment to traffic safety by reason of its size, location, movement or method of illumination, or by obstructing the vision of drivers, or by distracting from the visibility of an official traffic control device by diverting or tending to divert the attention of drivers or moving vehicles from traffic movements on streets, roads, intersections or access facilities. No sign shall be erected so that it obstructs the vision of pedestrians or by glare or method of illumination constitutes a hazard to pedestrians or traffic. No sign may interfere with, mislead or confuse traffic.
- G. No sign may impede free ingress and egress from any door, window or exit way required by building and fire regulations.
- H. Permanent signs on vacant lots, parcels or easements. No permanent sign shall be located on a vacant lot, parcel or easement. No permanent sign shall be located on a lot, parcel or easement as the principal use of that lot, parcel or easement. Signs may only be established as an accessory use to a principally permitted use.
- I. Portable signs on wheels (trailer signs), changeable copy portable signs and illuminated portable signs.
- J. Abandoned signs.
- K. Signs on utility poles, fences, on poles or trees.
- L. Off-site controlled signs. Any sign that is programmed and/or controlled off-site.

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- M. ~~Backlit cabinet signs fabricated from acrylic, plexiglass®, plastic-faced, or injection-molded panels with translucent vinyl, film, painted graphics, and/or integrally colored polycarbonate materials. Cabinet signs with illumination other than that permitted on text, symbols, and/or logo shields.~~

(Ord. No. 1227, § 2(Exh. A), 6-22-2017; Ord. No. 1290, § 2(Exh. A), 4-25-2019; Ord. No. 1325, § 2(Exh. A), 9-24-2020)

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### 18.710.150 Accessory signs.

No permit shall issue for an accessory sign which does not comply with the following standards:

- A. Number. A maximum of one sign at each vehicle point of entry or egress, not to exceed four accessory signs per parcel.
  - 1. More than four accessory signs meeting the design requirements of this subsection may be allowed on a parcels if the applicant demonstrates that the additional signs are required for safe user circulation.
- B. Location. Flexible, provided that the number of signs in subsection A is not exceeded, and provided that the signs comply with setback standards for freestanding signs in 18.710.210.
- C. Zones. Not allowed in residential zones.
- D. Design. Non-illuminated or internal illumination only. Any accessory sign with electronic display must conform to all EMC and/or digital sign standards in Section 18.710.190 (Digital signs) or 18.710.200 (EMC signs).
- E. Size. Maximum sign area: three square feet per face; may be double-sided.
- F. Height. Mounting height:
  - 1. Building mounted wall sign (Section 18.710.170): Maximum of eight feet; must be flat against a wall of the building.
  - 2. Freestanding sign (Section 18.710.210): Maximum of three feet from grade.

Figure 12



- G. Drive-Through Large Accessory Signs. In addition to the accessory signs allowed for vehicle points of entry and in addition to free-standing signs otherwise allowed under Section 18.710.210, large accessory signs are allowed for each point of entry to a drive-up window, subject to the following standards:

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1. Maximum sign area per drive-up point of entry: forty-five square feet.
  2. Maximum sign size: thirty square feet.
  3. Maximum sign height: Five feet, six inches, including the associated sign structure.
  4. Orientation: Large accessory signs must be oriented so that the sign face is not visible from the view of the street or public-right-of way.
  5. Screening: All sides of large accessory signs must be screened from the view of the street or public right-of-way with landscaping or walls of brick, stone or siding materials that match the principal walls of the building to which the sign applies. If landscaping is used for screening, it must provide full screening at maturity and must be large enough at planting to provide at least seventy percent screening of the sign.
  6. Audio. No sound or amplification may be emitted that is audible beyond the site.

(Ord. No. 1227, § 2(Exh. A), 6-22-2017)

## 18.710.210 Freestanding signs.

No sign permit shall issue for a freestanding sign which does not comply with the following standards:

### A. Number.

1. The number and type of freestanding signs for single and multiple tenant uses are derived from the use, zone, location and length of development site frontage as described in this section.
2. One freestanding sign is allowed for each site frontage. Flag lot sites with frontage on a public street are permitted one sign on the frontage providing primary access to the site.
  - a. Parcels adjacent the Interstate 5 right-of-way zoned commercial regional business (CRB) shall be permitted two signs along the Interstate frontage.
3. Where more than one freestanding sign is proposed on a site with multiple frontages, a minimum of sixty linear feet shall separate each sign.

### B. Sign Base.

1. ~~4.~~ The permanent sign base shall have a minimum aggregate width of forty percent of the width of the sign cabinet or face.
2. The sign base shall be earth-toned.
3. Any stone, brick, or similar designs on a sign base shall be rendered in three-dimensional materials. Two-dimensional renderings including patterned plastic wraps are prohibited.

**Figure 16**

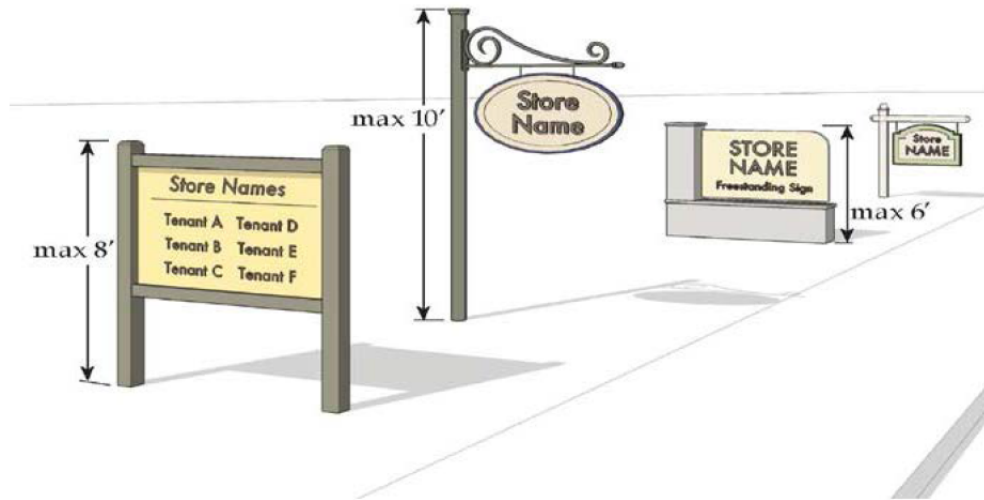


### BC. Location.

1. No freestanding sign shall be permitted on any site that does not have street frontage.
2. Freestanding signs shall be set back a minimum of five feet from the street side property line, a minimum of twenty-five feet from any interior side lot line and a minimum of thirty feet from any residential district.
3. No freestanding sign shall be located in the triangular area(s) measured fifteen feet by fifteen feet where a driveway enters onto a street, or in any other area which may obstruct the vision of

motorists so as to create a safety hazard. Additionally, all signs are subject to the public works standards regarding sight distances.

**Figure 17**



CD. Height Dimensional Standards by Zoning District.

1. Sign height and maximum area is regulated by zoning district:
  - a. Signs in the Commercial Regional Business (CRB) zone shall be a maximum of two hundred square feet in area and shall be no taller than fifty feet above grade.
    - i. Adjacent to the Interstate 5 right-of-way signs within the commercial regional business (CRB) zones shall receive a bonus of fifty additional square feet.
  - b. Signs in the Community Commercial Business (CCB) zone and Public Facilities (PF) zone shall be a maximum of one hundred square feet in area and shall be no taller than twenty feet above grade.
  - c. Signs in the Commercial Neighborhood Business (CNB) zone, the Employment (E) zone, the residential zones (RLD-4, RLD-6, RLD-8, RMD-16), and properties with the Ridgefield Mixed Use Overlay (MXRMUO) when proposed for Mixed Use development shall be a maximum of seventy-five square feet and shall be no taller than twelve feet above grade.
    - i. Properties zoned Employment (E) that use up to fifteen percent of the gross property area for General Retail uses as defined by RDC 18.205.030.Q-~~R~~R and are within one hundred fifty feet of Interstate 5 are eligible for a bonus in sign height up to a maximum of twenty-five feet from the natural grade, and a bonus in sign area up to a maximum of two hundred square feet in area subject to the requirements below:
      - (a) The retail component of any employment space using this bonus must be dedicated to the sale of products made on-site. The sign may only be used to advertise one business located on the same parcel as the sign.
      - (b) The sign is placed on a monument-style base made of or covered with brick or stone, which extends at least half the width of the sign face and is at least one-fifth-fourth of the total sign height. An alternate material

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may be approved by the director if he or she finds that the material better reflects the materials and architecture of the closest or principal building on the site; and

- (c) The sign face is either non-illuminated, externally illuminated, or complies with both of the following standards for an internally illuminated sign:
  - (i) The background of the sign is totally opaque, and only the graphics and/or text are illuminated; and
  - (ii) The sign cabinet and the associated trim caps that secure and frame the sign face are dark bronze, black, or an earth tone color which reflects the color of the sign base and/or the color of the siding or trim of the building to which the sign applies.
  - (iii) Any change of use or change in ownership to the subject property shall require a type I review of the sign permit to ensure continued compliance with the provisions of this section. Application for review shall be made as soon as practical following the change of use, but in no case shall the formal review take place more than thirty days following the change of use or ownership.
- ii. Properties with the Ridgefield Mixed Use Overlay that are built to the standards of the underlying zone are subject to the requirements of the underlying zone.

- 2. In zones other than Commercial Regional Business (CRB) a sign may be awarded a bonus of up to fifteen percent in allowable area, provided that all of the following conditions are satisfied:
  - a. The sign is placed on a monument-style base made or covered with a brick or stone, which extends at least the full width of the sign face and is at least one-fourth of the total sign height. An alternate material may be approved by the director if he or she finds that the material better reflects the materials and architecture of the closest or principal building on the site; and
  - b. The sign face is either non-illuminated, externally illuminated, or complies with both of the following standards for an internally illuminated sign:
    - i. The background of the sign is totally opaque, only the graphics and/or text are illuminated; and
    - ii. The sign cabinet and the associated trim caps that secure and frame the sign face are dark bronze, black, or an earth tone color which reflects the color of the sign base and/or the color of the siding or trim of the building to which the sign applies.

D. Freeway Signs. Parcels zoned commercial regional business (CRB) and adjacent to the Interstate 5 right-of-way shall comply with the following design standards.

- 1. The base of the proposed sign shall be constructed to compliment the appearance of structures associated with the proposed sign. For example, signs must incorporate an exposed beam component. Additionally, if the front façade surface area of the primary structure is primarily faced with brick, the proposed sign must incorporate similar materials in the sign structure.
- 2. The base of the proposed sign shall be made or covered with a brick or stone, which extends at least the full width of the sign face and is at least one-fourth of the total sign height. An alternate

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material may be approved by the director if he or she finds that the material better reflects the materials and architecture of the closes or principal building on the site.

3. Pole signs are permitted in the CRB zone and adjacent to the Interstate 5 right-of-way subject to compliance with the sign base standards in D (1) and (2). The pole shall be earth-toned.

(Ord. No. 1227, § 2(Exh. A), 6-22-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1273, § 2(Exh. A), 10-11-2018)

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## 18.710.290 Definitions.

The words and phrases used in this section shall be construed as defined in this chapter, unless the context clearly appears otherwise. Unless specifically defined in this section, the definitions set forth in other provisions of this Code shall likewise apply to this chapter.

"Abandoned sign" means a sign, the face of which has been removed or is broken and is not refaced within one hundred eighty days thereafter. Abandoned signs shall also include signs with rusted, faded, peeled, cracked or otherwise deteriorated materials or finishes that have not been repaired within ninety days after the city provides notice of the sign's deteriorated condition under the city's enforcement chapter (18.24).

"Accessory sign" means a permanent, free standing or building mounted sign of limited height and size that provides supplemental opportunity for free standing or building mounted signage on a site.

"Aerial sign" means a free floating balloon, kite or similar object not directly secured to property within the city.

"A-frame sign" see also, portable sign or sandwich board sign, means signs capable of standing without support or attachment.

"Alter" means to change the copy, color, size, shape, illumination, position, location, construction or supporting structure of a sign, not including ordinary maintenance.

"Area of a sign" means the smallest square, rectangle, parallelogram or circle that will enclose the extreme limits of writing, representation, logo, or any figure of similar character, together with any frame, background area, structural trim, or other materials or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed. The supports or uprights on which any such sign is supported shall not be included in determining the sign area. The area of signs with two faces shall be considered to be the area of the largest face. The area of signs with three or more faces shall be considered to be the area of the largest face or one-half the area of all of the faces, whichever is less.

"Awning or canopy sign" means a sign affixed to or imprinted on an attached shelter composed on non-rigid materials such as an awning, or a permanent architectural projection, such as an awning or canopy, composed of non-rigid materials on a supporting framework, affixed to the exterior wall of a building, extending over a door, entrance, window or outdoor service area.

"Business activity" means an enterprise offering goods, services, or other consideration to the public, in legal occupancy of a site or of a specific portion of a site and under separate and distinct management from any other enterprise located on the same site.

"Business frontage" means the horizontal dimensions of a building or individual business elevation measured at ground level.

"Cabinet signs" means a sign which may be single- or multi-sided incorporating a rigid frame which supports and retains removeable sign face panel(s) constructed of acrylic, plexiglass, plastic, or similar materials.

"Canopy or awning sign" — See definition under "awning or canopy sign" above.

"Changeable copy sign" means a sign or portion thereof which is designed to have its message or copy readily changed manually or by remote or automatic means without altering or replacing the face or surface. Changeable copy signs support hard-copy text or graphics and do not use digital or electronic text or images.

"Commercial sign" means a sign that advertises goods or services.

"Digital sign" means a changeable copy sign with monochrome LED (light emitting diodes) text, graphics or symbols over a black, non-illuminated background.

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"Directional sign" means a sign erected for the purpose of facilitating or controlling the efficient and safe movement of pedestrians or vehicles within a multi-tenant development.

"Electronic message center sign" means an electrically activated changeable copy sign having variable message and/or graphic presentation capability that can be electronically programmed by computer or handheld device from a remote location. EMC's typically use light emitting diodes (LED's) or liquid crystal display (LCD) as a lighting source.

"Elevation" means the visible vertical plane of the side of a building from ground level to the roof line.

"Elevation, primary" means the side of a building directly abutting either a street or a parking area. A business owner may choose which elevation is considered the primary elevation, except that in a multi-tenant building, the elevation which is contiguous to other businesses shall be the primary elevation.

"Elevation, secondary" means any elevation of a building not determined to be a primary elevation.

"Façade" means the elevation of a building extending from the ground level up to the bottom of the fascia on a pitched roof building, and up to the top of the wall or parapet on a flat roof building. The area of a façade for purposes of calculating allowable wall signage includes the area of the windows and doors but excludes openings that do not have solid coverings, such as breezeways, colonnades and gateways that extend to the backside of the building.

"Fascia" means an architectural term for a vertical frieze or board under a roof edge or which forms the outer surface of a cornice, visible to an observer.

"Flag" means a flat piece of cloth, with distinctive colors, patterns or symbols, having one end of the cloth attached to a vertical staff (directly or by rope and pulley mechanism) and all other ends free-flowing under natural movement of wind.

"Flag canopy" means a line of flags, or a series of lines of flags, suspended above a site.

"Flashing sign" means an electric sign or portion thereof except electronic message center signs, which changes light intensity in a sudden transitory burst, or which switches on and off in a constant pattern in which more than one-third of the non-constant light source is off at any one time.

"Freestanding sign" means a sign and its support pole or base standing directly on the ground that is independent from any building or other structure.

"Freeway" means a limited access highway, state route or interstate.

"Freeway oriented sign" means a sign within one hundred fifty feet of a freeway right-of-way that has its sign face parallel to, perpendicular to, angled toward, or otherwise readable from the freeway right-of-way.

"Frontage" means the property line of an individual lot, tract or parcel that abuts a public or private street right-of-way, excluding alleys and private driveways. The number of frontages on a lot is the same as the number of public or private street rights-of-way that the lot abuts.

"Gross leasable space" means area of a single leasable space, regardless of the number of tenants or leases within the space.

"Halo illuminate" means a light source placed behind totally opaque letter or symbol so that the light reflects off the wall or background to which the letters or symbols are mounted rather than emanating through the letters or symbols, creating a halo effect that leaves the letters or symbols viewable in silhouette form only.

"Height of sign" means the overall height of the sign above grade directly below or at the base of the sign.

"Illegal sign" means a sign which does not conform to the requirements and standards of this chapter and which does not meet the criteria of a nonconforming sign as defined in this definitions section.

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"Integrated development site" means any commercial or noncommercial development site, regardless of the number of lots or individual tenants, that is developed with common parking, layout, architecture or design features.

"Item of information" means a word, figure, logo, abbreviation or other symbolic representation.

"Logo" means a design of letters, colors or symbols used as a trademark or for identification in lieu of, or in conjunction with, other signs.

"Logo shield" means a logo contained within an area no greater than four square feet, incorporated into a larger sign face or designed as an individual sign or component of a sign containing individually mounted sign graphics.

"Lot line" means a line that separates two lots.

"Luminance" means the photometric quality most closely associated with the perception of brightness. Luminance is measured in candelas per square meters or "nits."

"Mansard" means a roof with two slopes on each side of the four sides, the lower steeper than the upper.

"Monument sign" means a freestanding low profile sign with the sign width greater than the sign height and designed with a solid base and background.

"Motion" means the depiction of movement or change of position of text, images or graphics. Motion shall include, but not be limited to, visual effects such as dissolving and fading text and images, running sequential text, graphic bursts, lighting that resembles zooming, twinkling or sparkling, changes in light or color, transitory bursts of light intensity, moving patterns or bands of light, expanding or contracting shapes and similar actions.

"Multitenant development" means a development consisting of three or more leasable spaces.

"Natural grade" means the topographic condition or elevation of a site or portion of a site over the past five years, or the finished grade of an approved site development plan. Changes to grade or elevation resulting from fill, mounding or berming within five years preceding any requested permit other than a site development plan shall not be considered natural grade for permitting purposes.

"Neon sign" means a sign with illumination affected by a light source consisting of a neon or other gas tube which is bent to form letters, symbols or other shapes.

"Night-time hours" means from one-half hour before sunset to one-half hour after sunrise.

"Nits" means a unit of measure of brightness or luminance. One nit is equal to one candela/square meter.

"Nonconforming sign" means any sign, which at one time conformed to all applicable requirements and standards of this chapter, including all permit requirements, but which subsequently ceased to so conform due to changes in such requirements and standards.

"Nonresidential zone" means, in the context of this chapter, any zone that does not include residential dwelling units except for mixed use zoning districts where residential units are located above or behind nonresidential uses and the ground floor streetscape is characterized by commercial and other nonresidential uses.

"Opaque" means a material that does not transmit light from an internal illumination source.

"Painted sign" means a sign painted directly on a building or on material which is then attached to a building. See also, "wall sign."

"Pan-channel" means a sign graphic that is constructed of a three-sided metal channel, usually having a light source contained within the channel. The open side may face inward, resulting in silhouette lighting, or it may face outward to allow full illumination. The open side of the channel may be enclosed with a translucent material.

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"Parapet" means a protective wall or barrier projecting above any canopy, balcony or roof.

"Permanent sign" means a sign constructed of weather resistant material and intended for permanent use and that does not otherwise meet the definition of "temporary sign." Wall mounted sign holders designed for insertion of signs and posters shall be considered permanent signage and subject to all standards of this chapter.

"Pole sign" means a sign mounted on a weighted base, intended to be movable.

"Portable sign" means a free-standing sign that is readily moveable and not permanently affixed to the ground, including A-frame or sandwich board signs, pole signs mounted on weighted bases, and similar signs that are used on more than a temporary basis.

"Projecting sign or projection sign" means a sign attached to a building with the face not parallel to the vertical surface of the building. Projecting signs include signs projecting directly from walls, or signs hanging from porch ceilings or other support structures.

"Raceway" means a box-type conduit to house electrical wires for signs and used to support and/or affix signage on a wall.

"Ranch-style archway signs" means a sign that spans between two independent support structures and has individual lettering located in front of an open horizontal cross-support

"Right-of-way" is the strip of land platted, dedicated, condemned, established by prescription or otherwise legally established for the use of pedestrians, vehicles or utilities.

"Roadway" means that portion of the street improved, designed, or ordinarily used for vehicular travel and parking, exclusive of the sidewalks and shoulder. Where there are curbs, the roadway is the curb to curb width of the street.

"Roof line" means the uppermost edge of the roof or the top of the parapet, excluding mechanical equipment screens, whichever is highest. Where a building has several roof levels, the roof line shall be the one belonging to that portion of the building on which the sign is located.

"Roof mounted sign" means a sign which has a point of attachment to the roof or mansard of a building. Architectural projections, including mechanical equipment screens, above any parapet or roof line whose sole function is a background for signs shall be considered a sign structure. A sign on such an architectural projection shall be considered a roof sign.

"Sandwich board sign" — See "A-frame sign" definition.

"Service island sign" means a permanent sign displayed on the service island canopy of a gas station, bank, carwash or other use that provides a canopy cover for vehicles. Service island signs are not the same as awning or canopy signs as otherwise defined by this chapter.

"Sign" means letters, figures, symbols, trademarks, or logos, with or without illumination, intended to identify any place, subject, person, firm, business, product, article, merchandise or point of sale. A sign also includes balloons attached to sign structures, products, streamers, spinners, pennants, flags, inflatables or similar devices intended to attract attention to a site or business, as well as architectural or structural forms, illuminated panels, spandrels, awnings and other structural or architectural features not common to classic vernacular or non-corporate regional architecture and that are intended to convey a brand, message or otherwise advertise a location or product, whether or not such features include text or graphics and whether or not they serve other practical purposes such as lighting, covering or enclosure of persons or products. A sign includes any device which streams, televises or otherwise conveys electronic visual messages, pictures, videos or images, with or without sound or odors. Refer to Section 18.710.040 for a list of prohibited signs.

"Signable area" means the area of the largest rectangular portion of a face of a building to which a sign is affixed or proposed to be affixed, which can be included within parallel, vertical and horizontal lines uninterrupted by significant architectural features of the building.

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"Sign walker" means a sign carried by a person.

"Site" means a unit of land, together with all improvements thereon, determined as follows:

- (1) A unit of land which may be conveyed separately from any and all adjacent land without the requirement of approval of a boundary line adjustment, short plat or a preliminary plat.
- (2) Two or more buildings or business activities that are or will be related to each other physically or architecturally, such as by sharing off-street parking facilities, so as to form an integrated development, such as a shopping center, industrial park, or office complex.

"Spandrel" means a panel or box-type structure that spans between and/or is connected to the support columns of a porch, colonnade or canopy, usually for architectural embellishment and/or signage purposes.

"Special event sign or temporary sign" means signs or advertising displays or a combination thereof which advertises or attracts public attention to a special one-time event, including but not limited to, the opening of a building or business activity, the sale of goods and services at discounted or otherwise especially advantageous prices or similar event.

"Static" means without motion.

"Story" means that portion of a building included between the upper surface of a floor and the upper surface of the floor or ceiling next above.

"Suspended sign" means a sign mounted above a sidewalk adjacent to a business, affixed to a beam, overhang, roof or other fixture that is an integral part of a building.

"Temporary sign (which may include special event sign)" means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete (except temporary for sale signs as defined in 18.710.270(10)(a), or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of non-durable materials including, but not limited to, paper, plywood, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than twenty-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of this chapter.

"Tenant space" means the entire building which encompasses a building or use on a site; or in buildings designed for multi-tenant occupancy, it is the space between demising walls and which has an independent entrance to common corridors or to the outside. Portions of tenant spaces that are sublet to or otherwise allowed to be used by persons or businesses other than the principle person or business of a tenant space are not considered tenant spaces in the context of this chapter.

"Unshielded lighting" means an external illumination source which is exposed to view.

"Vertical banner sign" means a street banner that is hung vertically on a utility pole.

"Wall sign" means a sign which is attached parallel to or painted on a wall, including parapet or canopy fascia, or a building.

"Width of sign" means the total horizontal dimension of a sign, including all frames or structures.

"Window" means the entire window unit including individual sashes or panes that might otherwise divide the area between the head, jamb and sill; except that in commercial storefront window assemblies, a single "window" is the glass area between each mullion that divides the window assembly, whether installed as a single piece of glass or as multiple pieces of glass divided by muntins.

"Window sign" means a sign that is attached to or is intended to be seen in, on or through a window of a building and is visible from the exterior of the window.

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(Ord. No. 1227, § 2(Exh. A), 6-22-2017; Ord. No. 1290, § 2(Exh. A), 4-25-2019; Ord. No. 1325, § 2(Exh. A), 9-24-2020)

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