



SKAMANIA COUNTY PLANNING COMMISSION

AGENDA

Tuesday, April 19, 2022, 6:15 PM

SKAMANIA COUNTY COURTHOUSE ANNEX, LOWER MEETING ROOM
170 NW VANCOUVER AVENUE, STEVENSON, WA 98648

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AGENDA ITEMS

- a. Approve minutes for the March 15, 2022, Planning Commission Meeting.
- b. Workshop to discuss public noticing requirements.

5. PLANNING COMMISSION BUSINESS

6. ADJOURN

Remote Participation Instructions:

- To join the Zoom meeting online, visit <https://us02web.zoom.us/j/87923882261>
- To join by telephone, call **(253) 215-8782**, and enter the following meeting ID when prompted: **879 2388 2261**

For Public Comment:

- On Zoom app: click "Raise Hand" icon
- On telephone: hit *9 to raise your hand
- Or, email your comments to permitcenter@co.skamania.wa.us



SKAMANIA COUNTY PLANNING COMMISSION

MINUTES

Tuesday, March 15, 2022, 6:15 PM

SKAMANIA COUNTY COURTHOUSE ANNEX, LOWER MEETING ROOM

170 NW VANCOUVER AVENUE, STEVENSON, WA 98648

REMOTE PARTICIPATION BY ZOOM MEETING TELEPHONE AND VIDEO CONFERENCE

1. CALL TO ORDER

Sue Davis, Vice Chair, called the meeting to order at 6:16 PM.

2. PLEDGE OF ALLEGIANCE

Sue Davis led the Pledge of Allegiance.

3. ROLL CALL

Planning Commissioners Present: John DiPalma, Ann Cline, Anita Gahimer Crow, Mat Joy, Sue Davis

Staff Present: Alan Peters, Mike Beck, Mandy Hertel

4. AGENDA ITEMS

- a. Approve minutes for the February 15, 2022, Planning Commission Meeting.

Ann Cline moved to approve the minutes; Mat Joy seconded. Motion passed 5-0.

- b. Public hearing, consideration, and vote on Proposed amendments to the Carson Subarea Comprehensive Plan and Zoning Map for properties on the south side of Smith-Beckon Road, between Wind River Road and Metzger Road in Carson, WA.

Alan Peters presented the proposal to the Planning Commission and identified the three properties that were proposed for rezoning to Commercial. Mr. Peters described the existing uses of the properties and how the properties would be affected by rezoning. Staff recommended that the Planning Commission forward a positive recommendation on the proposal to the Board of County Commissioners.

Ann Cline asked if each of the property owners had been contacted and understood the consequences of rezoning. Mr. Peters explained that he had spoken to two of the property owners. Mat Joy had spoken to the Thayers but felt that it would be appropriate to have a follow-up conversation with them.



SKAMANIA COUNTY PLANNING COMMISSION

Anita Gahimer Crow pointed out that the Commercial zone prohibits residential uses and was concerned how this might impact the Thayer property. Mr. Peters explained that this zoning would prohibit a residential subdivision, but would allow the property owners to maintain, improve, or replace their existing dwelling, or to establish residential uses above a commercial use. The Planning Commission also discussed the public notice that has occurred and the public notification requirements for legislative rezoning actions.

Sue Davis opened and closed the public hearing. No members of the audience provided any comments when called upon.

The Planning Commission deliberated the proposal and felt that it was important to move the proposal forward in the interest of facilitating small business development. The Planning Commission felt that all three properties should be rezoned, but expressed concern that the Thayers be properly informed about how the change would affect future use of their property. Staff agreed that they could speak with the Thayers prior to the Board of County Commissioner's consideration of the proposal.

Ann Cline moved for the Planning Commission recommend to the Board of County Commissioners to adopt the proposed comprehensive plan map and zoning map amendments. The Planning Commission also directed staff to consult with the Thayer family and inform the Board of County Commissioners if the Thayers have any concerns about the proposal. The Planning Commission further recommended that if the Board of County Commissioners has concerns about rezoning all three properties, that they should rezone only the Krall property. Anita Gahimer Crow seconded the motion. Motion passed 5-0.

5. PLANNING COMMISSION BUSINESS

None.

6. ADJOURN

Sue Davis adjourned the meeting at 7:00 PM.



Skamania County

Community Development Department

Building/Fire Marshal ♦ Environmental Health ♦ Planning

Skamania County Courthouse Annex

Post Office Box 1009

Stevenson, Washington 98648

Phone: 509-427-3900 Inspection Line: 509-427-3922

STAFF REPORT

TO: Skamania County Planning Commission
FROM: Mike Beck, Skamania County Planner

REPORT DATE: April 19, 2022
SUBJECT: Public notices – current Skamania County policies and report on public notice practices in other jurisdictions

Background

The Planning Commission put a discussion about county's public notice requirements on the 2022 calendar. This staff report provides a summary of Skamania County's public notice requirements, state mandated public notice requirements, and provides examples of public notice requirements in other jurisdictions.

Public notices have been provided since before the advent of newspapers. Notices have historically been posted in public squares or delivered by town crier. Early newspapers in England began as court publications in the 1600s to provide notices. Early public notice practices in colonial America were based on the British model. In 1789 the Acts of the First Session of Congress required all bills, orders, resolutions, and congressional votes be published in at least three publicly available newspapers.

Thousands of laws in all 50 states require governmental and non-governmental entities to publish public notices. The types of public notices range widely from public budget notices, to notices of public hearings, to notices informing creditors of dissolving corporations. While the laws vary, they all share the same goal: make information about the proposed activity accessible to the public so they are:

- 1: adequately informed of the proposed activity or change; and
- 2: afforded an opportunity to prepare and provide comments in a timely manner.

Quasi-judicial public hearings require governmental entities give proper notice to individuals before making a decision that would impede upon that individual's rights or property interests. In Washington state, the Revised Code of Washington (RCW) and Washington Administrative Code (WAC) contain statutory public notice requirements for some types of development proposals or governmental actions.

Local jurisdictions must provide public notices to at least the minimum standard required by the RCW or WAC. Jurisdictions may also establish public notice requirements for proposals or actions that the state does not.

State requirements and MRSC recommendation

Staff conducted a review of information about public notices available from the Municipal Research and Services Center (MRSC) and other jurisdictions for comparison.

The Revised Code of Washington (RCW) requires counties provide advance notice of proposed police or sanitary regulations prior to adoption by the legislative body. The notice may either set out a copy of the regulation or summarize its content. Publication is also required for comprehensive plans, development regulations, and shoreline master plans.

The Revised Code of Washington (RCW) 36.70 Planning Enabling Act requires planning commissions provide published notice for public hearings at least ten days prior to the hearing.

The Revised Code of Washington (RCW) 42.30 Open Public Meetings Act requires agencies provide sufficient notice of meetings. While regularly scheduled meetings do not require any additional notice, special meetings require notice pursuant to RCW 42.30.080.

The Revised Code of Washington (RCW) 58.17 Plats and Subdivision Act requires a public hearing for subdivision proposals, with advance notice sent to nearby municipalities, published notice at least 10 days prior to the public hearing and mailed notice to property owners within 300 feet. The Plats and Subdivision Act also requires notice of proposals to vacate or alter a subdivision.

No process is set out in state law for approval of short plats. The Plats and Subdivision Act does not proscribe a public notice process for short plats but does require notice for vacations or alterations of short plats in the same manner as subdivisions.

This is not an exhaustive list of actions by local governments in Washington state that require notice. More actions by local governments may require public notice but staff was unable to identify any relevant to actions by planning commissions.

The MRSC recommends that when public notice requirements are not specified in the relevant statute or when a jurisdiction holds a hearing where notices are not statutorily required, "reasonable notice" should be provided. The MRSC generally recommends seven to ten days' notice. The MRSC also recommends each jurisdiction in Washington State adopt a general notice requirement policy, so that time pressure does not result in holding a public hearing with less than adequate notice.

Skamania County Public Notice Requirements

Not all Skamania County governmental actions or proposed developments require a formal public notice.

For State Environmental Policy Act (SEPA) checklist reviews, Skamania County defers to the Washington State Administrative Code (WAC) mandated requirements for public notice. Guidance from the Department of Ecology regarding SEPA states that

SEPA requires agencies involve the public during:

The "scoping" period, where the public, tribal governments, and local, state, and federal agencies are invited to comment on the range of alternatives, areas of impact, and possible mitigation measures the EIS should evaluate. Public scoping meetings may be held.

The draft EIS review period, where comments are requested regarding the merits of alternatives and the adequacy of the environmental analysis. Public hearings are often held on a draft EIS.

When the administrator issues a draft EIS, a public hearing is required if 50 or more persons, within the agency's jurisdiction or who would be adversely impacted by the proposal, make written request within 30 days of the issue date of the draft EIS. Lead agencies may also at their option provide this additional avenue and opportunity for agencies, tribes, and the public to comment on the document.

Not all SEPA checklist reviews require public notice. A Determination of Non-Significance (DNS) does not require public notice unless another agency has jurisdiction, the project includes non-exempt demolition activities or non-exempt grade and fill permits, or a mitigated DNS or DNS is issued after a determination of significance has been withdrawn.

Per the Department of Ecology's guidance on SEPA reviews, additional public notice efforts are not required, but are encouraged for important or controversial proposals regardless of environmental significance. Public hearings or meetings can provide additional avenues for public involvement, comment, and discussion.

Skamania County Code (SCC) 21.16.090 provides uniform notice of hearing requirements for land use decisions made by the hearing examiner.

SCC 21.16.090 Notice of Hearing

Upon filing of an application for a conditional use permit or a variance or in the case of a request for a revocation of a conditional use permit, the planning department shall set the time and place for a public hearing on such matter, and written notice thereof shall be mailed to all property owners of record located within five hundred feet of any portion of the boundary of the subject property and any contiguous lots in the same ownership. The written notice shall be mailed not less than twenty days prior to the hearing. In addition, the planning department shall ensure that additional notice of such application is given by arranging for publication of the notice of hearing not less than ten days prior to the hearing in the official county newspaper.

The table on the two next pages summarizes the current public notice requirements for the most common land use decisions brought before Skamania County.

SKAMANIA COUNTY PUBLIC NOTICE REQUIREMENTS

Application Type	Public Notice Required	Mailing	Newspaper	Post on Property	Comment Period
Administrative Review Use	Y	mailed to property owners within 300 ft.	N	N	14 days
Conditional Use	Y	mailed to property owners within 500 ft.	10 days prior to hearing date	N	written notices sent 20 days prior to hearing
Short Plat	Y	agencies, mailed to property owners within 300 ft.	N	N	20 days
Subdivision	Y	preliminary to agencies, notice of hearing mailed to property owners within 300 ft.	10 days prior to hearing date	Y	30 days agency comments, written notices sent 10 days prior to hearing
Critical Areas Variance	Y	mailed to property owners within 500 ft.	10 days prior to hearing date	N	written notices sent 20 days prior to hearing
Shoreline Substantial Development, Shoreline Conditional Use, Shoreline Variance	Y	agencies, mailed to property owners within 300 ft. OR posting	N	Y if not mailed	not less than 30 days
Variance	Y	mailed to property owners within 500 ft.	10 days prior to hearing date	N	written notices sent 20 days prior to hearing
Administrative Appeal	Y	mailed to property owners within 500 ft.	10 days prior to hearing date	N	written notices sent 20

SKAMANIA COUNTY PUBLIC NOTICE REQUIREMENTS

					days prior to hearing
Application Type	Public Notice Required	Mailing	Newspaper	Post on Property	Comment Period
Zoning Amendment (Hearing Examiner)	Y	mailed to property owners within 500 ft.	10 days prior to hearing date	N	written notices sent 20 days prior to hearing
Zoning Amendment (Legislative)	Y	N	10 days prior to hearing date	N	10 days (following newspaper publication)
National Scenic Area	Y	agencies, tribes, mailed to property owners within 500 feet	N	N	20 days public, 30 days tribes
National Scenic Area (Expedited)	Y	emailed to tribes, agencies. Notice of decision to agencies, tribes, mailed to property owners within 500 feet	N	N	10 days agencies and tribes
National Scenic Area letter amendment	Y	notice of decision mailed to property owners within 500 feet	N	N	none
SEPA - DNS, M-DNS <i>per WAC</i>	Y	agencies, tribes	10 days prior to hearing date if hearing required	Y	21 days*
SEPA EIS <i>per WAC</i>	Y	agencies, tribes	10 days prior to hearing date if hearing required	Y	30 days

Other Jurisdictions

Pierce County

Pierce County requires public notice consistent with Washington state requirements. In addition, Pierce County Code (PCC) requires published public notice at least 14 days in advance for public hearings by the planning commission. For matters brought before their hearing examiner, the PCC mandates when a public notice requirement is not provided by statute, notice is required at least 14 days prior to the hearing by publication in the paper of record and mailed to involved and interested parties.

Pierce County permits administrative approval for variances of up to 20 percent from setbacks and other dimensional requirements; requests for variances over 20 percent are brought before the hearing examiner and noticed accordingly.

Chelan County

Chelan County Code (CCC) 14.08 *Application Process* sets a uniform public *Notice of Application* requirement for all completed applications, but exempts several from requiring said notice, such as applications for single-family residences, boundary line adjustments, limited administrative review, legislative actions, and categorically exempt SEPA actions.

The *Notice of Application* is published in the paper of record, posted on-site and mailed to property owners within 300 feet. If an open record pre-decision hearing or administrative decision is required, the notice of application is required at least fifteen calendar days prior to the date of open record hearing.

CCC 14.08.050(2)(D) allows for additional or alternative methods of providing public notice of applications proposed in remote areas.

When the subject property is located in a remote area and posting the notice of application will not provide reasonable and meaningful notice to the public, the director may require additional and/or alternative means of informing the public of the notice of application.

CCC 14.08.060 establishes a uniform *Notice of Public Hearing* requirement to publish a notice of hearing in the paper of record and mailing notice to property owners within 300 feet at least 10 days prior to the hearing date.

Jefferson County

Jefferson County Code (JCC) Title 18 Article III establishes uniform public notice requirements for development proposals that are not SEPA exempt and public hearings. JCC mandates a *Notice of Application* in addition to a *Notice of Public Hearing* for projects requiring SEPA review and for more substantial permit applications.

Per JCC 18.40.210 A *Notice of Application* is mailed to property owners within 300 feet, published at least once in the local paper of record, and posted by the applicant at the site.

Comment periods vary from not less than 14 days to 30 days, depending on the type of review and development type.

Per JCC 18.40.230 A *Notice of Public Hearing* is required not less than 10 days prior to the hearing date, mailed to property owners within 300 feet, published at least once in the paper of record, and posted by the applicant at the site.

Preliminary Subdivision plats and proposed subdivisions are noticed consistent with RCW 58.17 requirements for plats and subdivisions.

JCC 18.40.250 provides for optional additional public notices in the manner below:

(1) As optional methods of providing public notice of any project permits, the county may:

(a) Notify the public or private groups with known interest in a certain proposal or in the type of proposal being considered;

(b) Notify the news media;

(c) Place notices in appropriate regional or neighborhood newspapers or trade journals;

(d) Place public notice in agency newsletters or send notice to agency mailing lists, either general lists or lists for specific proposals or subject areas;

(e) Mail to neighboring property owners; or

(f) Place notices on the Internet.

King County

Applicants applying for certain land use actions or permit types in King County are required to provide public notice. For some development proposals, applicants are required to hold a community meeting and provide notice at least two weeks in advance. Community meeting notices are published in the local paper of record, emailed to King County, and mailed notice provided to all property owners within five hundred feet or at least twenty of the nearest property owners, whichever is greater.

A Notice-of-Construction signboard is required for all formal subdivisions, grading permits subject to SEPA and building permits subject to SEPA. A handout from King County is attached.

City of Redmond

The City of Redmond requires public notice and comment periods for most substantial development proposals. Per Redmond Zoning Code (RZC) 21.76.080 *Notices* a *Notice of Application* is required in addition to *Notice of Hearings*. A *Notice of Application* is mailed to property owners and occupants within 500 feet or 20 property owners, whichever is greater, and posted on site, with comments accepted for a minimum of 21 days. When a public hearing is required, mailed notices shall be sent at least 21 days in advance of the hearing to property owners and occupant within 500 feet or to 20 property owners and residents/tenants, whichever is greater, posted on site, at a designated location within City Hall and at least one other public building. For some substantial development proposals, a Neighborhood Meeting is also required, with notices sent in the same manner as the *Notice of Application*.

When the planning commission or city council schedules public hearings on comprehensive plan amendments, zoning code text or map amendments, published notice is required at least 21 days in advance of the scheduled meeting, but mailed notices are only required for zoning map amendment proposals.

The City of Redmond also requires on-site posted public notices for most land use proposals. In the past these notices have been on legal size paper and attached to wooden stakes. In addition to the required posted notice, all master planned developments also require on-site posting of 8 ft. by 4 ft. *Extraordinary Notice Signs*. A handout is attached from the City of Redmond regarding posted public notices.

City of Spokane

Spokane Municipal Code (SMC) Section 17G.060.120 establishes a uniform public notice process with a standard 400-foot mailed notice threshold and proscribes in what manner public notice is required for different types of proposed actions. In addition to Spokane's notice requirements for subdivisions, hearing examiner hearings, and other quasi-judicial land use decisions, Spokane Municipal Code mandates applicants submitting a SEPA Checklist must notify the public of its proposed project. Community meetings are also required for larger projects.

Discussion

Washington state mandates uniform public notice requirements for several types of land use decisions. Local units of government can establish notice requirements beyond the state mandated minimums. Some jurisdictions expressly allow optional, supplemental notice procedures at the discretion of the planning administrator.

There is a general trend in Washington state jurisdictions that larger or more complex development proposals require more substantial public notice. In some circumstances larger signs, multiple newspaper notices, community meetings or notification by the applicant to nearby property owners are required. Some of the public notice procedures used in larger jurisdictions may not be appropriate or necessary in Skamania County due to the land use patterns and typical development proposals brought before the county.

Attachments:

City of Redmond - *Guidelines for Posting Public Notices*

King County - *Notice of Construction Activity Notification Sign Requirements*

Public Notice Resource Center - *Best Practices for Legal Notices*



www.redmond.gov/ZoningCode

Guidelines for Posting Public Notices

DR030



Purpose

The City of Redmond requires public notices to be posted on proposed development sites for most land use proposals. In the past, these notices have been on legal size paper and attached to wooden stakes. While meeting State and local requirements for posting, the City feels that larger, more colorful public notices improve sign visibility and provide better service to the community. In certain circumstances, **extraordinary notice signs** may be required for public noticing instead of a normal notice sign. For more detailed information, please see below.



Design of Notice Signs

Notice Signs

In order to provide highly visible and durable notice signs, the City has developed a yellow, sturdy sign that is approximately 1½ feet by 2 feet. When posted in the field, a “take one” notice box accompanies the signs.

Sign Details

On the right portion of the notice sign, City staff will post a laminated copy of the notice that includes detailed site information, a project description, the project planner and contacts, and vicinity map. As a project proceeds through the review process, new notices may be required.

Notice Boxes

A “take one” notice box is posted below or next to a notice sign. City staff place copies of the current notice in the notice box. This allows people to take a notice with them, rather than scribbling down a contact name on a piece of scratch paper. A site plan or other descriptive drawing is on the back of the notice.

Public hearings are not required for all projects and this sign does not replace the City’s requirement that an applicant post, if required, an extraordinary notice sign on a property.

Applicant Responsibility

Placement and Payment

The applicant is responsible for placing public notice signs and boxes after a City staff person is assigned to the project. The cost associated with providing the public notices (signs, notice box, and mailed notices) is paid for by the applicant as part of the land use application fees. Any additional posting materials, such as screws or metal/wooden posts that are needed to meet the posting requirements must be purchased by the applicant.

on-site. Should a notice sign be removed, defaced, or fall down during a required public noticing period, it may be grounds for the notice period to become null and void. This would thus require the whole notice period to restart and delay a project timeline. Therefore, the applicant and/or his/her agents of the project must take the noticing process seriously and ensure that the community is fairly informed of any notices during the length of each notice period. Should a notice box become empty of paper notices during a notice period, the applicant must immediately contact City staff to refill the notice box.

Continuous Provision of Notice

The applicant must ensure that all signs are properly visible

Location of Notices and Best Practices

Location of Notices

At least one public notice sign must be placed on each road frontage. Frontages that exceed 150 feet will require one public notice sign for every approximate 150 feet of road frontage. Public notice signs must be located within 5 feet of the right-of-way, in an area that is safe for the community to access, and clearly visible from the street.

Public notice signs must not be posted in sight-distance triangles, where they would jeopardize public safety, or impede the visibility or flow of pedestrian or vehicular traffic. Public notice signs must also not be attached to trees.

Best Practices

The applicant must post signs and public notice boxes in a sturdy manner. Some ways to post the signs and boxes are:

- On one wooden post of 4 inches by 4 inches by 8 feet.
- By attaching to a fence.
- By attaching to the wall of a structure.

The sign should be elevated somewhere between 3 and 5 feet above grade or where it needs to be so that the sign will be clearly visible from the right-of-way. Room must be provided so that the “take one” box may also be attached.

Extraordinary Notices

Major Land Use Actions

Certain major land use actions are subject to extraordinary noticing procedures and notice board standards when there is:

- An open record public hearing on Type III and IV land use applications, which includes: Conditional Use Permits, Master Planned Developments, Essential Public Facilities, and Zoning Code Amendments of the Zoning Map;
- A city council public hearing on a Type V land use application of a Master Planned Development; or

- A Planning Commission Hearing on a Type VI Zoning Code Amendment of the Zoning Map.

Extraordinary Noticing

The City requires that, in addition to normal land use action noticing procedures and standards, applicants place large white boards on-site to give notice of a major land use action. The boards are required to be 8 feet x 4 feet and are elevated between 8 and 12 feet above grade. For exact standards, please refer to Redmond Zoning Code [Appendix 6: Extraordinary Notice Requirements](#).

Applicable Code Sections

RZC 21.76.080: Notices

RZC Appendix 6: *Extraordinary Notice Requirements*

Questions: 425-556-2494 or planneroncall@redmond.gov.

You can also visit us in person at the Development Services Center located on the 2nd floor of City Hall. Open Monday through Friday from 8 am to 5 pm.

Development Services Center
15670 NE 85th Street
PO BOX 97010
Redmond, Washington 98073



Notice of Construction Activity Notification Sign Requirements

Per King County Ordinance 13097 amending King County Code (KCC) 20.20.060, a Notice-of-Construction signboard is required for all formal subdivisions, grading permits subject to SEPA and building permits subject to SEPA. The sign must be prepared and posted for any of these projects prior to any construction beginning after July 27, 1998. The notice board shall be constructed and displayed to the specifications described below.

Notice Board Construction Specifications

The notice board shall be constructed with 4' x 4' x 1/2" plywood, exterior grade, good surface one side. Professionally prepared plastic board overlays permanently affixed to the board are permissible. The notice board shall display the information as shown in the figure on page two and as specified at the pre-construction meeting. Notice boards may be reused, but they must be clean and show no evidence of former wording.

1. Lettering style Helvetica or similar typeface
2. Lettering size Title should be 3" capital letters (NOTICE OF CONSTRUCTION ACTIVITY). Other letters should be 2" letters and the 'Emergency' text and phone may be 1-1/2" letters. See illustration on page two for use of capital and lowercase letters.

The size of the County logo with the Department of Local Services, Permitting Division's (Permitting) address (lettering height 1") shall fit the available space as shown. Border area and lines of text shall be evenly spaced to approximate the sample shown.

3. Lettering Black (permanent ink or silk-screen)
4. Background Color White
5. Logo King County emblem, in black

The applicant/developer shall erect the notice board by solidly setting two 4" x 4" posts to 12 to 24 inches into the ground; or structurally attaching it to an existing building. Post length shall be at least 7 feet above the ground. Two 2" x 4" diagonal braces should be nailed to the inside back of the posts and staked at the ground to provide stability against wind or soft soil conditions if posts are less than 24 inches into the ground.

The notice board shall be attached to the posts with four lag bolts and washers (3/8-inch diameter and 3" long).

Notice of Construction Activity Notification Sign Requirements, continued

Notice Board Information – Provided by Permitting

Special Instructions:

Notice Board Text – Provided by Permitting

Type of Action:			
Proposal Description:			
File No.:			
County Contact:		Phone:	
NOTE:	To request this information in alternative formats for people with disabilities, call 206-296-6600, email DPERWebInquires@KingCounty.gov or TTY Relay: 711		

Notice Board Location

The notice board shall be located:

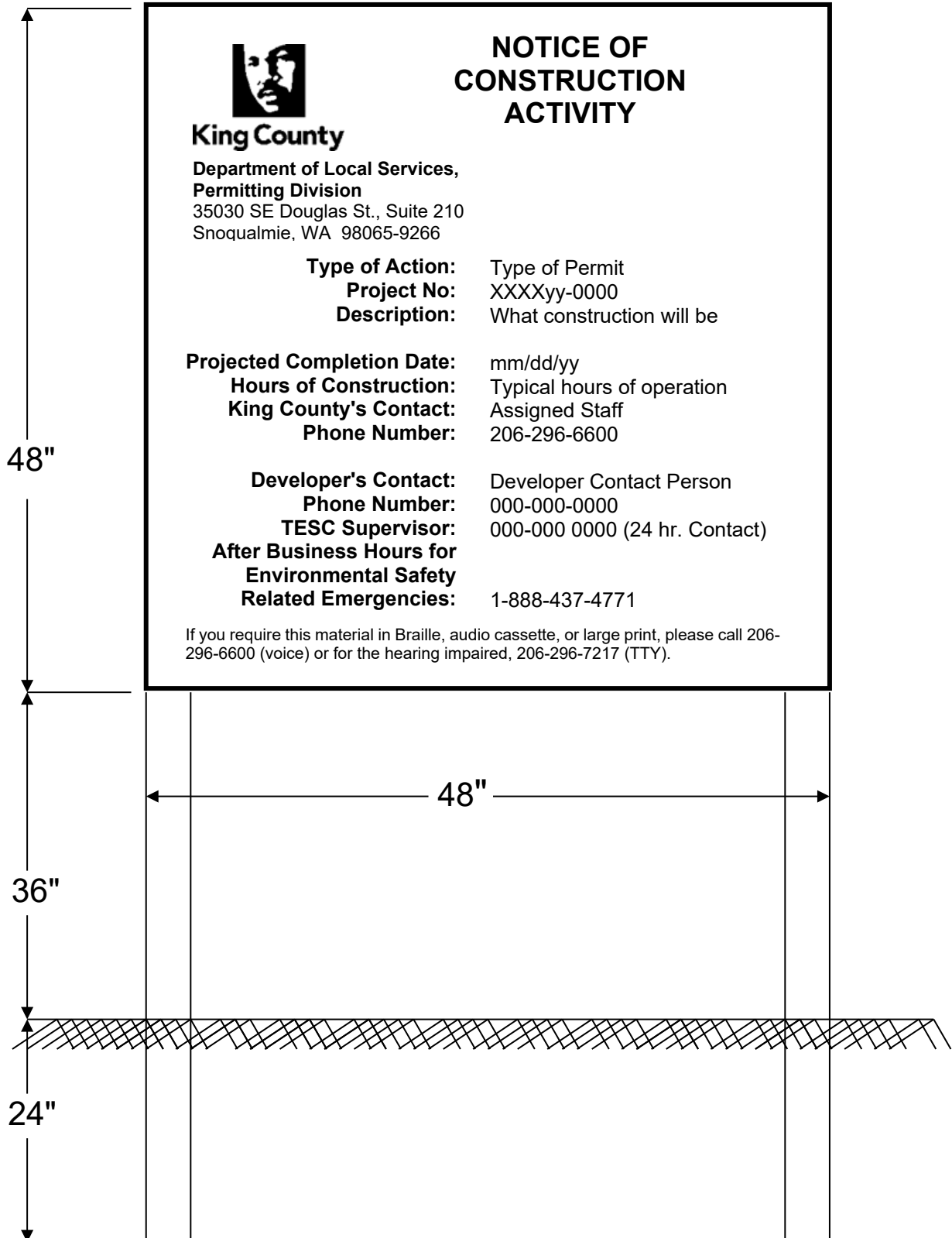
- At the midpoint on the site street frontage or as otherwise directed by Permitting staff to maximize visibility.
- At a location 5 feet inside the street property line; a notice board structurally attached to an existing building shall be exempt from the setback provisions, provided that the notice board is located not more than 5 feet from the property line without approval from Permitting staff.
- So that the top of the notice board is between 7 to 9 feet above grade.
- So that it is totally visible to pedestrians.

Maintenance and Removal of the Notice Board

The applicant/developer shall maintain the notice board in good condition throughout the site improvement construction period, which shall extend through the time of final construction approval by King County Permitting or its successor agency or jurisdiction. The notice board shall be removed within 14 days after final construction approval. Early removal of the notice board may result in enforcement actions authorized under KCC, Title 23 and may delay final construction approval.

Notice of Construction Activity Notification Sign Requirements, continued

NOTICE OF CONSTRUCTION ACTIVITY SIGN



The logo consists of the letters 'PN' stacked above 'RC' in a white, sans-serif font, enclosed within a red square.

PN
RC

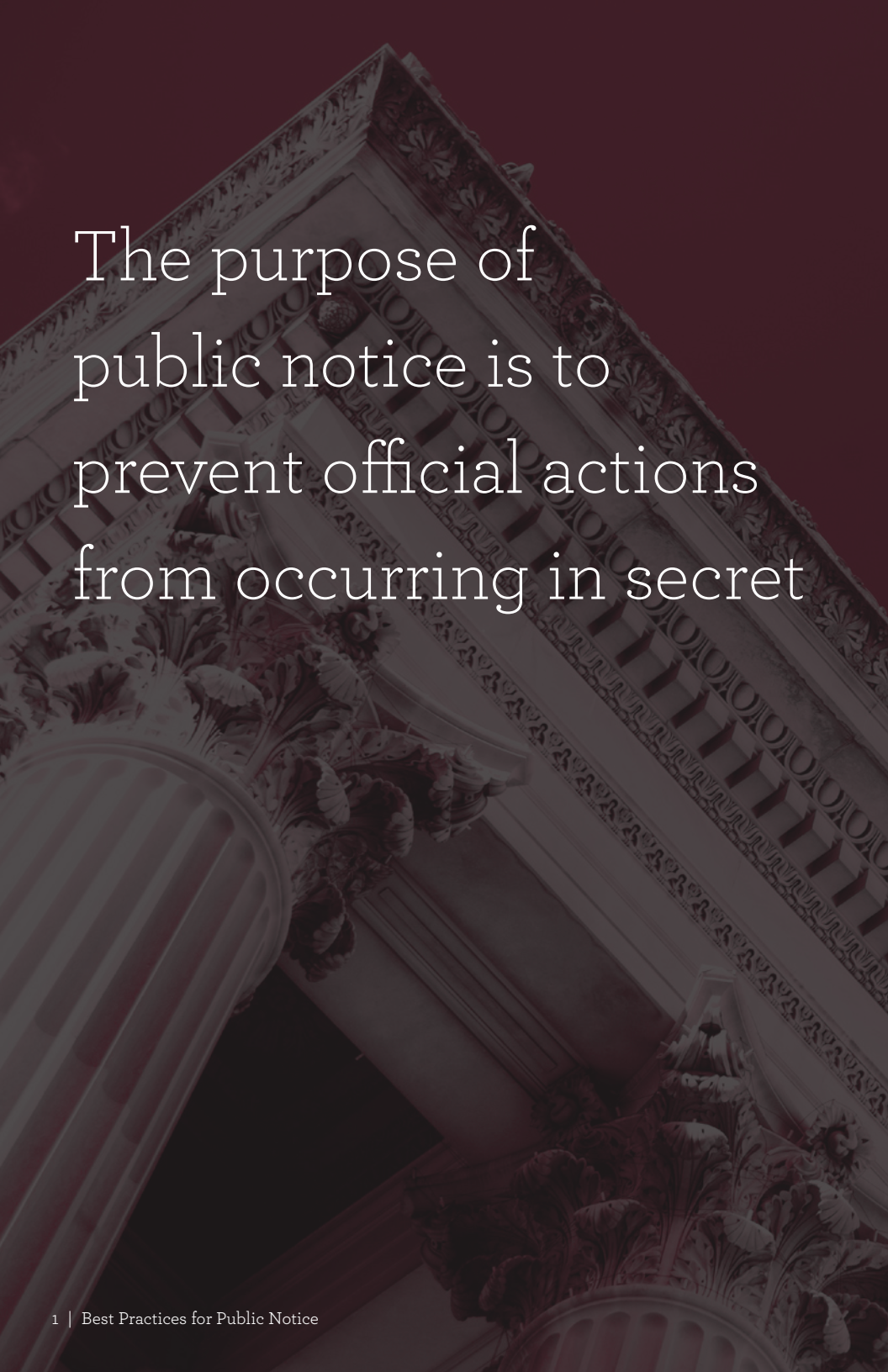
Public Notice
Resource Center

A man in a light-colored shirt and pants is pushing open a large, green, industrial door. The scene is dimly lit, with a bright light source coming from the opening of the door, creating a silhouette effect. The floor is dark and reflective.

Best Practices for Public Notice

Presented by

[PUBLICATION LOGO/NAME]



The purpose of
public notice is to
prevent official actions
from occurring in secret

Since the first session of the U.S. Congress in 1789,
public notice has supported principles of

Democracy,
Transparency

and

Open Government

PUBLIC NOTICES MUST BE PUBLISHED INDEPENDENTLY OF THE GOVERNMENT AND OTHER PUBLIC TRUSTEES



Publication should be in print and in digital format

Print: Publication must have a fair price and a preexisting audience apart from public notice

Digital: There should be no cost to readers to access digital notices



Public notices in print should be readable

Readers should be able to find them

The best publishers provide enhanced services (e.g., email subscription) to specialized audiences at a reasonable price



Publishers should make reasonable effort to direct attention to notices

Efficient indexing for ease of reader use, quick access to web links, and reporting on news embedded in important notices are among the tools publications can offer



Print publication is self-authenticating

Publishers should be prepared to provide an affidavit of publication

Digital authentication is evolving

Print authentication particularly critical for real estate



Public notices should be archived for proof of publication

Archives should be open to public during reasonable office hours and copies should be available at publisher's cost



Archives should be preserved for historians

Care should be taken to retain archives when systems or owners change

Best Practices for Public Notice

Preamble

The purpose of public notices is to prevent official actions from occurring in secret. Public notice is intertwined with historic principles of democracy, transparency and open government.

The entities expected to provide public notice do not always consider openness to be in their self-interest. That is why legislatures have consistently mandated that the method of publication is not controlled by the entities whose information is being distributed. Conflicts of interest can be avoided by ensuring that publication occurs independently of the government or public trustee in charge of the notice.

Newspapers are the natural and traditional publications for these notices. As newspapers' own digital distribution is becoming more widespread, questions about the proper use of digital distribution must be addressed. Print distribution is the more practical and reliable method for archiving, reaching key audiences and producing evidence that can be used in court. Combining digital and print notice offers the public the best attributes of both methods. These Best Practices encourage modern methods of informing the public and protecting the public record.

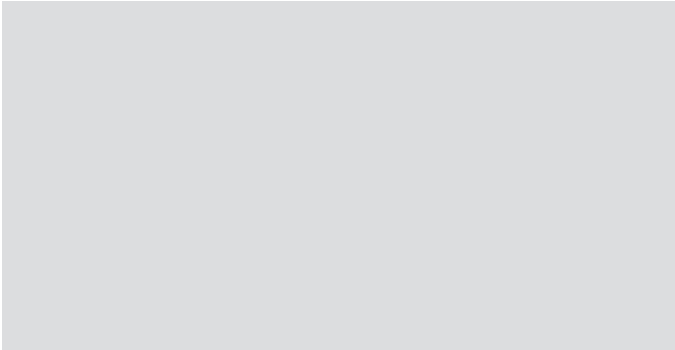
Many entities are required by law to provide public notice. Virtually all levels of federal, state and local government face public notice responsibilities. So do some otherwise-private parties, such as those who hold or are disposing of private property belonging to others. All of them have one thing in common: they are discharging a responsibility of trust for the public. Here, they are all called trustees.

Informing the Public and Protecting the Trust

1. Public notices should be distributed by publications with expertise in providing information. These publications must be independent of the trustees charged by law with informing the public.
 - a. Public agencies, municipalities, counties, state governments and private parties holding a public trust should distribute public notices as broadly as practical, but the official legal publication of any notice should be accomplished by a body independent of the entity required to publish.
 - b. Publication should be in print and in digital format. Public notices should be reasonably accessible to the public, so that with a minimum of effort citizens may inform themselves.
 - c. Publications that carry public notice generally also carry a wide range of general news, advertising and local information that attracts readers to the publication and its public notices. Publications requiring subscriptions for purposes of disseminating a full package of news of interest to the public should keep prices within range of other paid media, and should provide public notices for free in digital format so long as the printed notice is serving as the official record. In the event a digital notice is mandated by law, trustees should expect to pay a reasonable price to the publisher to cover its costs of distribution, archiving and authentication.
 - d. Public notices in print should be readable. Trustees charged with creating public notices should expect to pay for readable material at rates in line with comparable advertising within a printed publication and its digital components.

- e. Publishers in digital and print format should make reasonable efforts to direct public attention to these notices. Quick access to website links, informing the public through journalistic enterprise and providing efficient indexing for ease of reader use are among the tools effective publications can offer.
 - f. Some specialized audiences may wish enhanced services, including special electronic notifications, and publishers are encouraged to provide such opportunities at reasonable cost. Trustees should support such efforts as a means to satisfy their responsibilities regarding transparency.
2. Public notices are often offered in evidence in lawsuits where someone questions whether a public trust was properly discharged. The notices should be archived and reasonably available to the public so that proof of publication is available at least as long as foreseeable litigation may occur.
 - a. Because public notice is generally a part of citizens' rights of due process, official records of notices must be available for use in court for significant periods after publication. Such periods should be guided at a minimum by statutes of limitations combined with reasonable expectations for length of litigation.
 - b. Public notices in archives of an official legal publication should be made available to any member of the public during reasonable office hours and facsimiles or copies should be available at the publisher's cost to provide them.
 3. Public notices provide a wealth of material for historians, genealogists, scientists and others engaged in research.
 - a. Researchers rely upon public notice archives in their work, so archives should be preserved in a format reasonably expected to remain readable for indefinite periods and, in the event the official legal publication is no longer able to preserve such archives, archives should be donated at no cost to a public institution charged with maintaining official records.
 - b. When purchasing a publication business that has provided public notice services, purchasers should not expect to maintain status as official publisher unless they are able to preserve accessible archives of the purchased publication or to donate such archives to a public institution that will preserve future access.
 4. Public notices should be authenticated so that they are provable in court without a human witness.
 - a. Print publication of public notice is authenticated for use in most courts upon presentation, generally with a publisher's affidavit of publication. No human witness is needed in these cases, which saves both courts and trustees valuable time and money. The use of digital notice as a substitute for self-authenticated print is an evolving concept in courts and is not yet a desirable substitute for print. Trustees should be aware of the rules in their jurisdictions—including federal courts, if applicable—and be prepared to support necessary steps to authenticate any electronic records they are charged with producing. In general, the printed record will be more reliable and practical.
 - b. Printed authentication may be particularly critical in land titles, where publication of notices involving liens or foreclosures may be essential to support good title for many years after a publication.

Presented by



Public Notice
Resource Center

P.O. Box 5337
Arlington VA 22205-5337
703-237-9806
information@pnrc.net
pnrc.net