



The City of Seattle

## Pioneer Square Preservation Board

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PSB 149/03

### RULES FOR THE PIONEER SQUARE PRESERVATION DISTRICT

#### I. INTRODUCTION

To further the goals of the District, the Pioneer Square Preservation Board (hereafter "the Board") was created to advise the Director of the Department of Neighborhoods. In accordance with the ordinance establishing the District and the Use and Development Guidelines, the Board recommends appropriate use, site development and architecture of the private and public buildings and the use of the space therein. The Board also reviews and rules upon any improvements within the public rights of way, open space and areaways throughout the District. (7/99)

#### II. CERTIFICATES OF APPROVAL FOR USE, DESIGN AND DEMOLITION

##### A. General Requirements

Certificates of Approval for Use, Design and Demolition are required for the following:

- Alteration, demolition, construction, reconstruction, restoration and remodeling of any structure;
- Any material and visible changes to the exterior appearance of an existing structure or to the public rights of way;
- New construction, removal, demolition or alteration of signage or the placement of new signs;
- The principal use of any structure, or space and any change of use after initial approval.

Use, design and demolition approval is required before any building or other City permit or license can be granted. At the applicant's option, use and design approvals can be requested at one time or in two separate steps. Applicants with major projects are encouraged to come before the Board for preliminary review and conceptual approval.

##### B. Use Approval

**Administered by The Historic Preservation Program  
The Seattle Department of Neighborhoods**

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An applicant seeking a Certificate of Approval for a proposed new use, change of use, or expansion of use must submit to the Board staff a complete Application for Certificate of Approval, including all documentation listed in the application instructions pursuant to SMC 23.66.030. Once an application is received, determined complete, and scheduled for Board review, the Board staff may make a report and recommendation to the Board. No Certificate of Approval for use shall be granted until the applicant has provided all information requested by the Board regarding the proposed new use. (7/99)

C. Design Approval

An applicant seeking a Certificate of Approval for new construction, demolition, facade alteration, remodeling or rehabilitation shall submit to the Board staff a complete application for Certificate of Approval, including all documentation listed in the application instructions pursuant to SMC 23.66.030. Once an application is received and determined complete it will be scheduled for Board review. The applicant shall meet with Board staff and, if appropriate, with the Architectural Review Committee (ARC) to discuss the proposed alteration or improvement. Board staff or a member of the ARC shall make a report and recommendation to the Board. The Board may recommend approval, approval with conditions, or denial of the alteration or improvement or may refer the matter back to the staff or the ARC for additional information and review. (7/99)

D. Preliminary Design Approval

An applicant may make a written request to submit an application for a Certificate of Approval for preliminary design if the applicant waives in writing the deadline for a Board decision on the final design and any deadlines for decision on related permit application under review by the Department of Design Construction and Land Use. The staff may reject the request if it appears that approval of a preliminary design would not be an efficient use of staff or Board time and resources, or would not further the goals and objectives of SMC 23.66. The applicant shall submit to the Board staff a complete application for a Certificate of Approval for preliminary design, including all documentation listed in the application instructions pursuant to SMC 23.66.030. A Certificate of Approval that is granted for a preliminary design shall be conditioned upon subsequent submittal and Board approval of the final design. (7/99)

III. GENERAL GUIDELINES FOR REHABILITATION AND NEW CONSTRUCTION

In addition to the Pioneer Square Preservation District Ordinance and Rules, The Secretary of the Interior's Standards for Rehabilitation with Guidelines for Rehabilitating Historic Buildings, and the complete series of Historic Buildings Preservation Briefs developed by the National Park Service shall serve as guidelines for proposed exterior alterations and treatments, rehabilitation projects, and new construction. (7/99)

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. (7/99) In considering rehabilitation projects, what is critical is the stabilization of significant historical detailing, respect for the original architectural style, and compatibility of scale and materials.

New construction must be visually compatible with the predominant architectural styles, building materials, and inherent historic character of the District. (7/99) Although new projects need not attempt to duplicate original facades, the design process ought to involve serious consideration of the typical historic building character and detail within the District.

The following architectural elements are typical throughout the District and will be used by the Board in the evaluation of requests for design approval:

- A. Site. The property line is the line of the building mass. Street facades are uniformly located at the front property lines, thus there is a strong street edge definition. Building cornices, bay windows and ornament project beyond the main wall surface of some facades.
- B. Design. Building design is generally typified by horizontal divisions which create distinctive base and cap levels. Facades may also be divided vertically by pilasters or wide piers which form repetitive window bays. Street facades are also distinguished by heavy terminal cornices and parapets, ornamental storefronts and entrance bays and repetitive window sizes and placement.
- C. Building materials. The most common facing materials are brick masonry and cut or rusticated sandstone, with limited use of terra cotta and tile. Wooden window sash, ornamental sheet metal, carved stone and wooden or cast iron storefronts are also typically used throughout the District. Synthetic stucco siding materials are generally not permitted. (7/99)
- D. Color. Building facades are primarily composed of varied tones of red brick masonry or gray sandstone. Unfinished brick, stone, or concrete masonry unit surfaces may not be painted. Painted color is typically applied to wooden window sash, sheet metal ornament and wooden or cast iron storefronts. Paint colors shall be appropriate to ensure compatibility within the District. (7/99)
- E. Building Base. Buildings are allowed a base of approximately 18-24 inches. Base materials should be concrete, sandstone, or granite, and may be poured, cut to fit or unit-paved. The color relationship between the sidewalk and building must be considered. Brick or tile materials should not be used except when existing walks are of the same material.
- F. Additions. Additional stories to existing buildings are discouraged unless they were original to the structure.
- G. Street Paving. Streets within the District are to be paved according to standard Engineering Department practices with a weaving coat of asphalt concrete.
- H. Curbs. Where granite curbing presently exists, it will be the required replacement material. In other instances the same concrete and lampblack mixture used for the sidewalk will be used.

#### IV. PERMITTED AND PROHIBITED USES

Pursuant to SMC 23.66.030, the Board shall review all proposed new uses, changes of use, or expansions of use in the District. In considering applications for use, the Board shall consider

SMC 23.66.120 Permitted Uses, and SMC 23.66.122 Prohibited Uses, and shall recommend approval, approval with conditions, or denial of the proposed use. (7/99)

## V. LICENSES

The Board or Board staff may review and comment on all liquor license applications. (7/99)

## VI. HEIGHT LIMITS

Pioneer Square has a fairly consistent pattern of building heights, and the Board strives to maintain that scale. The District has been divided into three distinct areas according to topography and building character and specific guidelines have been developed for each. Pursuant to SMC 23.49.178 and the Official Land Use Map, Chapter 23.32, the areas (Attachment A) and guidelines are as follows:

Area 1. One Hundred (100) Foot Height Limit: Infill development should correspond closely to general patterns of development along street fronts. No structure shall exceed by more than fifteen (15) feet the height of the tallest structure on the block or the adjacent block front(s), to a maximum of one hundred (100) feet. (7/99)

Area 2. One Hundred (100) to One Hundred Twenty (120) Foot Height Limit: Development of more residential uses is encouraged. Taller existing structures and a slight change in topography make higher buildings appropriate in this area. Structure height over one hundred (100) feet to a maximum of one hundred twenty (120) feet shall be permitted if a minimum of seventy-five (75) percent of the gross floor area of the structure is in residential use. (7/99)

Area 3. Eighty Five (85) to One Hundred Twenty (120) Foot Height Limit: The objective of this area is to redevelop vacant or under-utilized sites with new buildings in scale and character with the District. Structure height over eighty-five (85) feet to a maximum of one hundred twenty (120) feet shall be permitted if a minimum of seventy-five (75) percent of the gross floor area of the structure is in residential use. (7/99)

## VII. STREETWALLS AND SETBACKS

With the exception of the eastern edge of Occidental Avenue from South King Street to the intersection of Railroad Avenue South, upper level setbacks are discouraged and will generally not be permitted. Continuous streetwalls with little or no ground level setbacks are the historical precedent and any variation will require Board review and approval.

## VIII. MECHANICAL SYSTEMS

The preferred location for mechanical systems is in the building interior. In cases where locating systems in the interior is not possible, exterior mechanical systems equipment, including but not limited to air conditioning units, compressors, boilers, generators, ductwork, louvers, wiring and pipes, shall be installed on non-primary building facades and/or roof tops. Mechanical equipment shall be installed in such a manner that character-defining features of the building are not radically changed, damaged, obscured, or destroyed. Screening and/or painting of equipment may be required to diminish negative visual impacts. (7/99)

## IX. SECURITY BARS AND GATES

Pursuant to SMC 23.66.100, the Pioneer Square Preservation District was created, in part, because of its historic and architectural significance, and remarkable business environment. District goals include preserving, protecting, and enhancing the historic character of the area, and encouraging the development of street level pedestrian-oriented businesses that attract citizens and visitors to the neighborhood. In keeping with these goals, installation of permanent metal security bars in storefront windows is prohibited. Permanent ornamental gates are permitted in street front entrances where added security measures are deemed necessary. Retractable roll down and scissor type gates are permitted only in garage door openings and in alley locations that require high levels of security. (5/96)

## X. FIRE ESCAPES

Fire escapes are important character-defining features of numerous buildings in the District. They are particularly important in contributing to the special character of the District's alleyscapes. Proposals to remove or alter fire escapes shall be reviewed on a case by case basis with special consideration given to safety issues. However, as a general rule, fire escapes shall be retained. (7/99)

## XI. STREET FURNITURE

The cast iron and wood benches located in Pioneer Place Park and Occidental Park are the standard for the District. Approval to install benches will be determined by need and availability. All other elements of street furniture will be reviewed by the Board as to their specific compatibility within the Preservation District. This review will be extended to all bus shelters, bollards, signal boxes, mailboxes, pay phones, trash receptacles, newspaper stands, and vending carts which are both permanent and mobile. Pay phones, mail boxes, trash receptacles, and newspaper stands shall be located in the sidewalk zone adjacent to the curb, in line with street trees and light standards to reduce impediments to pedestrian flow and to avoid obscuring visibility into street level retail storefronts. (7/99, 7/03)

## XII. VENDING CARTS

Vending carts shall be permitted in Pioneer Square in the parks. Carts shall also be permitted on the street under the following conditions: the cart owner shall be affiliated with an existing Pioneer Square business in front of said business and the cart shall sell items that are consistent with goods sold in the existing business. Where there is no business relationship, or when the items being sold from the cart are different from the existing business, the vendor shall furnish written consent from the property owners and businesses within 60 feet of the proposed location of the cart. Vending permits shall be reviewed annually. (8/93)

Vending carts shall be self-contained. Free-standing canopies, tents, or umbrellas, sandwich board signs or other free-standing signs advertising carts are prohibited. (12/94, 7/03)

The Preservation Board is sensitive to the issue of the number of street vendors that may wish to locate on the streets of Pioneer Square. Accordingly, the Board will review saturation, both in terms of number of carts and in products sold, when considering approval for street vending. (8/93)

## XIII. SIDEWALK CAFES

Sidewalk cafes may not impede the flow of pedestrian traffic.. Movable structural elements that can be brought back against the building wall or elements that can be removed when not in use will generally be required if some structural element is necessary. No walls or roofs of any kind are permitted to enclose sidewalk cafes. Free-standing and table umbrellas are permitted, however, the Board may limit their number and placement to ensure compatibility with transparency and signage regulations. (7/03) Planter boxes are discouraged and will be permitted only in exceptional circumstances.

Materials for any structural elements on the sidewalk should be of durable, weatherproof, and vandal-proof quality. The Board will consider the compatibility of the color and design of structural elements with the building facade and the character of the District. The maximum allowable height of structural elements, including fencing, is 42". (7/03)

#### XIV. STREET TREES AND VEGETATION

London Plane is the preferred street tree in Pioneer Square, and the required street planting in Occidental Mall, its future extension, and all north/south Avenues. Throughout the rest of the District's street right of ways, if physical site constraints preclude use of London Planes, a tree similar in habit and form may be substituted, subject to City Arborist approval. For individual small parks and spaces, a different, complementary tree may be proposed as a signature tree for that area. (7/99)

Median strips and permanent plant beds shall contain plants approved for urban conditions, combining evergreen shrubs with ground cover and, where appropriate, flowers. Hanging baskets with seasonal flowers are recommended. Given the maintenance required to keep plant material lush and full, temporary ground-level planters are not recommended. (7/99)

#### XV. STREET LIGHTING

The three-globe Chief Seattle bronze base light fixture currently used in the District will be the approved street lighting standard. Additional alternative lighting standards and fixtures that are compatible with the historic character of the District may be approved by the Board for installation in conjunction with three-globe fixtures as needed to improve pedestrian-level lighting and public safety. (7/03)

#### XVI. SIGNAL STANDARDS

The traffic signal standard shown in Attachment B is recommended as the standard throughout the District. No mast arms or span wires will be approved.

#### XVII. SIDEWALK TREATMENT

##### A. Standards

Sidewalk paving and improvements shall be completed with one pound lamp-black per cubic yard of concrete, scored at two-foot intervals. This material shall be used for all projects of 1/4 block or greater size. On small projects, if it is feasible, sidewalk material may be selected as for all projects of 1/4 block or greater size. On small projects, if it is feasible, sidewalk material may be selected to match adjacent sidewalks in color, pattern and texture.

## B. Sidewalk Prism Lights

The glass sidewalk prism lights are one of the unique elements in the District, and their retention is required. The Board maintains the right to require applicants for sidewalk repair to repair sidewalk prism light panels and individual prism lights that have deteriorated into a state of disrepair. (7/99)

## C. Special Sidewalk Treatment

Decorative treatments within the sidewalk may be allowed as outlined below. Repair and maintenance of decorative sidewalk elements are the responsibility of the property owner.

**Building Entry.** Owners are allowed reasonable flexibility in calling attention to their entryways through special paving that is integrated with the sidewalk as a whole. Special treatments for building entries should be considered according to the following criteria:

1. **Infill Area:** Tiled entryways will be considered only when in character with the District and the scale and integrity of the building. In all cases, the intent of entryway flexibility should be to provide diversity to the streetscape at logical points within a generally coherent scheme.
2. **Size of Treatment:** Building entry materials should generally not extend into the sidewalk any farther than the building base. Exceptions may be granted when the scale of the entry and the building merit treatment.

## XVIII. AREAWAYS

Areaways are usable areas constructed under the sidewalk between the building foundation and street wall. Areaways were created after the Great Seattle Fire of 1889 when the District was rebuilt and the street elevations were raised. Building standards adopted shortly after the fire required fireproof sidewalk construction to replace the pre-fire wooden sidewalks. Areaways are part of the City's right-of-way area, however, the space is often available for use by the adjacent building owner. (7/03)

The most significant qualities of an areaway are its volume of space, which provides a record of its history, and the architectural features that render its form, character, and spatial quality. These features include use of unit materials (brick or stone), bays articulated by arches and/or columns, ceiling vaults, and other special features including tilework or skylights (sidewalk prism lenses). The historic characteristics of areaways shall be preserved. (7/03)

In 2001, the Seattle Department of Transportation completed a survey of approximately 100 areaways in the District. Each areaway was rated in terms of its structural condition and presence of original historic characteristics. A range of structural repairs options were proposed based on the structural and historical ratings. The 2001 Seattle Department of Transportation Areaway Survey shall serve as a guide for the Board's decision making on future alterations or repairs to areaways in the District. (7/03)

## XIX. ALLEYS

- A. Alley Paving. Alleys are to be paved with unit paving materials. Three types are acceptable in the District: remolded paving bricks, cobbles, and interlocking brick-tone pavers. Alleys should be repaired or re-paved in the original unit material when these materials remain available. All other alleys should be paved with remolded brick. The center drainage swale, peculiar to alleys, should be preserved as part of alley re-paving. Unit paved alleys should not be patched with any material other than approved unit paving.
- B. Alley Lighting. Wall mounted fixtures shall be installed at appropriate heights on alley building facades to improve public safety and encourage positive activity and uses in alleys. (7/03) The Board may require a project to include alley lighting in the redevelopment.
- C. Alley Painting. It is recognized that the alleys in Pioneer Square serve many functions and users. The primary use shall be for vehicular access to adjoining buildings and commercial vehicle use. Painting of the alley surface shall be generally prohibited. Painting may be allowed after review and approval by the Board and the Engineering Department. The following criteria shall be considered by the Board:
  - 1. The applicant shall demonstrate the need for alley painting and verify that all adjacent property owners have been notified of the proposed action.
  - 2. The area to be painted shall be the minimum area to meet the demonstrated need. The loading needs of all adjacent businesses shall be accommodated within a reasonable distance.
  - 3. The following standards shall apply when alley painting is approved: No paint shall be applied to any adjacent building surface or any sandstone material. The color shall be traffic yellow or white paint applied in diagonal strips 6-8 inches in width and 30 inches on center.

XX. RULES FOR TRANSPARENCY, SIGNS ,AWNINGS AND CANOPIES

The Pioneer Square Preservation Ordinance reflects a policy to focus on structures, individually and collectively, so that they can be seen and appreciated. Sign proliferation or inconsistent paint colors, for example, are incompatible with this focus, and are expressly to be avoided. (8/93)

A. Transparency Regulations

- 1. To provide street level interest that enhances the pedestrian environment and promotes public safety, street level uses shall have highly visible linkages with the street. Windows at street level shall permit visibility into the business, and visibility shall not be obscured by tinting, frosting, etching, window coverings including but not limited to window film, draperies, shades, or screens, extensive signage, or other means.. (8/93, 7/99, 7/03)
- 2. Window darkening and/or reflective film in ground or upper floor windows on primary building facades is not permitted. (8/93,7/99, 7/03)

B. General Signage Regulations



All signs on or hanging from buildings, in windows, or applied to windows, are subject to review and approval by the Pioneer Square Preservation Board. (8/93) Locations for signs shall be in accordance with all other regulations for signage. (12/94)

The intent of sign regulations is to ensure that signs relate physically and visually to their location; that signs not hide, damage or obscure the architectural elements of the building; that signs be oriented toward and promote a pedestrian environment; and that the products or services offered be the focus, rather than signs. (8/93)

Sign Materials: Wood or wood products are the preferred materials for rigid hanging and projecting (blade) signs and individual signage letters applied to building facades. (7/99)

#### C. Specific Signage Regulations

1. Letter Size. Letter size in windows, awnings and hanging signs shall be consistent with the scale of the architectural elements of the building (as per SMC 23.66.160), but shall not exceed a maximum height of 10 inches unless an exception has been approved as set forth in this paragraph. Exceptions to the 10-inch height limitation will be considered for individual letters in the business name (subject to a limit of no more than three letters) only if both of the following conditions are satisfied: a) the exception is sought as part of a reduced overall sign package or plan for the business; and b) the size of the letters for which an exception is requested is consistent with the scale and character of the building, the frontage of the business, the transparency requirements of the regulations, and all other conditions under SMC 23.66.160. An overall sign package or plan will be considered reduced for purposes of the exception if it calls for approval of signage that is substantially less than what would otherwise be allowable under the regulations. (12/94)
2. Sign bands. A sign band is an area located on some buildings in the zone above storefront windows and below second floor windows designed to display signage. (7/99) Letter size in sign bands shall be permitted to a maximum of 12 inches. Letters shall be painted or applied, and shall not be neon. (12/94)
3. Projecting Elements (e.g. blade signs, banners, flags and awnings). There shall be a limit of one projecting element, e.g. a blade sign, banner, or awning per address. If a business chooses awnings for its projecting element, it may not also have a blade sign, flag, or banner, and no additional signage may be hung below awnings. (6/03) Exceptions may be made for businesses on corners, in which case one projecting element per facade may be permitted. (12/94)
4. Blade signs (signs hanging perpendicular to the building). Blade signs shall be installed below the intermediate cornice or second floor of the building, and in such a manner that they do not hide, damage, or obscure the architectural elements of the building. Typically, non-illuminated blade signs will be limited to eight (8) square feet. (12/94)

Blade signs incorporating neon of any kind shall not be permitted unless all of the following conditions are met: a) the neon blade sign is sought as part of a reduced overall sign package or plan for the business; b) neon blade signs shall be limited to six (6) square feet in dimension with letters not to exceed eight (8) inches in height; c) the sign meets the requirements of Neon Signs - Paragraph 3 for the number and

type of colors of neon; d) the sign meets the requirements of Signs - Paragraph 5 (above) for installation of a blade sign; e) electrical connection from exterior walls to the blade sign shall be made using rigid, paintable electrical tubing painted to match the building facade and all bends shall closely follow the support structure; f) all signage supports shall be fastened to the exterior wall by the use of metal anchors at existing grout joints only; and g) the sign taken as a whole is consistent with the scale and character of the building, the transparency requirements of the regulations, and all other conditions under SMC 23.66.160. An overall sign package or plan will be considered reduced for purposes of the exception. if it calls for approval of signage that is substantially less than what would otherwise be allowable under regulations. (5/96)

5. Banners and Flags. Banners and flags are permitted under the same conditions as Paragraph 3 and 4 above. In addition, flags and banners must be removed from the building face at the close of business daily. Flags and banners shall not have any text on them and the size of the flag or banner must be consistent with the character and scale of the building, the frontage of the business, and the scale of surrounding buildings, but shall not, under any circumstances be longer than 6 feet. Banners (either temporary or permanent) that are draped across buildings are prohibited. (12/94)
6. Upper Floor Signage. Upper floor signage is not permitted, except for temporary signage as per SMC 23.66.160D or when it is proposed as part of an overall integrated sign plan for the building. (7/99) When permitted, the preferred location for temporary signs is in windows, rather than attached to the building. (8/93)
7. Internally Lit Signs. Internally lit or backlit signs are prohibited. (8/93)
8. Wall Signs. The Board recommends that wall signs be painted on a wood or metal backing and attached in such a manner that the building surface is not damaged. Colors and graphics of wall signs shall be compatible with the character of the District, and letter sizes shall be appropriately scaled to fit the overall design and dimensions of the sign. (7/99, 7/03)

#### D. NEON SIGNS

1. The number of neon signs shall be limited to one for each 10 linear feet of business frontage for the first forty feet of business, and one for each additional 15 feet of frontage for businesses over forty feet. For a business that has transom windows beginning at ten (10) feet above the sidewalk, one additional neon sign to be located within the transom windows would be permitted for every 30 feet of frontage. Signs need not be spaced one per ten feet, but may be clustered, provided the maximum number of approved signs is not exceeded and the grouping does not obscure visibility into the business. Permitted neon signs may be located in transom windows, according to the guidelines contained in this section. (12/94)
2. When a business is on a corner and has a minimum of 10 linear feet of glazing on the secondary facade, additional neon signs are permitted for the secondary facade as on the basis stated in Paragraph 1 for the primary facade. (12/94)

3. No more than three colors, including neon tubes and any backing materials, shall be used on any neon sign. Transparent backing materials are preferred. Neon colors shall be subdued. (8/93, 7/03)
4. Neon is permitted only as signage and shall not be used as decorative trim. (8/93)

#### E. AWNINGS AND CANOPIES

Awnings and canopies are structures attached to buildings above storefront windows and entrances to provide weather protection. Awnings are light-weight structures constructed of metal framing with fabric or vinyl covering. Canopies are heavier, more permanent structures constructed of rigid materials such as metal or metal framing with glass. (7/99) Those buildings wishing to use awnings or canopies shall adhere to the following requirements:

1. Awnings shall be sloped, rather than bubble type. No writing may be placed on the sloping portion of the awning. (12/94) Scalloped or cut-out valances are not acceptable, nor are side panels. (8/93) Return of valances on awnings shall be permitted, but no signage of any kind shall be permitted on valance returns.
2. Shiny, high-gloss awning materials are not permitted. Retractable awnings of a through color are preferred, i.e., the underside is the same color as the exposed face. Awning colors shall be subdued to ensure compatibility with the character of the District. (7/03)
3. Canopies that are compatible in design, scale, materials, color, details, and method of attachment with the building and that do not display a false historical appearance are permitted. (7/03)
4. Awnings and canopies covering more than one story are not allowed. Distinctive architectural features shall not be covered, nor shall installation damage the structure.
5. Awnings and canopies must serve a functional purpose, and therefore shall project a minimum of five (5) feet horizontally. (7/03)
6. Internally illuminated awnings or canopies are not permitted. Neon is not allowed on awnings or canopies. (7/03)

#### F. SANDWICH BOARD SIGNS (A-frame signs) shall follow adopted Pioneer Square sandwich board signs regulations:

Sandwich board signs shall be located directly in front of the business frontage either next to the building face or at the street side of the sidewalk by news stands, street lights or other amenities. Signs shall not impair pedestrian flow. (12/94)

Sandwich board signs shall be limited to one per address. When multiple businesses, including upper floor businesses, share a common entrance, a single shared sign shall be used, rather than multiple, individual signs. Such signs shall be limited to one per entrance to the shared location. (7/03)

Businesses located on side streets in a one block area to the east and west off of 1<sup>st</sup> Ave. S. may share one sandwich board sign to be placed at the corner of 1<sup>st</sup> Ave. S. and the side street on which their businesses are located. The shared corner sandwich board sign must be located next to the corner building face and must not impair pedestrian flow. Businesses located on side streets that choose to share one corner sandwich board sign may have one additional sandwich board sign located in front of their businesses. (7/03) Shared corner sandwich board signs shall display a standardized format and be consistent in design, color and typeface.

Sandwich board signs shall occupy the sidewalk only during business hours and cannot be chained to trees, parking meters, etc. (12/94)

Sandwich board signs shall:

1. Comply with all other regulations for signs in Pioneer Square. (12/94)
2. Be a minimum of two feet high and a maximum of four feet high. (12/94)
3. Be a maximum of two and one half feet wide; (12/94)
4. Be a free-standing A-frame type sign to allow a horizontal component (e.g. chain or bar) between 3 to 8 inches above the ground on all four sides. This chain or bar accommodates high winds and sight impaired persons. (12/94)
5. Be prohibited from containing neon in any form. (12/94)
6. Have letter size restricted to 10 inches in height. (7/03)
7. Have the consent of the property owner prior to submittal to the Pioneer Square Preservation Board. (12/94)

## PROCEDURES

1. The Board shall elect a Chairperson and a Vice Chairperson. The Chairperson shall preside at all meetings. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson.
2. All meetings of the Board shall be open meetings in accordance with the Open Public Meetings Act of 1971.
3. The Board shall hold regular meetings twice monthly on the first and third Wednesday of each month at 9:00 a.m. Notice of the time, date, and place of such meetings shall be released to the press. Special meetings of the Board shall be held upon the call of the Chairperson, or at the request of three (3) members, upon five (5) days notice, which notice may be waived by a quorum.
4. Conduct of meetings will be governed by the latest edition of Robert's Rules of Order, a copy of which shall be at the hand of the Chairperson.
5. A quorum for the conduct of any meetings shall be a majority of current members.
6. All official actions of the Board shall require a majority vote of the members present and voting.
7. Before a vote is taken, the Chairperson shall ascertain if all members present are informed on the matter of the vote. Before a vote, each member present shall be polled for an opinion on the question. (7/99)
8. Voting by Board members at all meetings and in all votes shall be by show of hands.
9. The Board may establish such committees as it desires, without limit on the number thereof or the number of persons who serve on any particular committee. Committee members shall be appointed by the Chairperson with the approval of the Board. Non-members of the Board may be invited to serve on such committees.
10. Replacement of any member of the Board who dies, resigns, or is incapacitated, shall be in accordance with the procedures specified in the enabling Ordinance.
11. If any member of the Board shall have more than three (3) consecutive absences from regular meetings the Board will notify the member concerning the absences. The Board may, at its discretion, ask the Mayor to appoint a replacement for this member.
12. Members of the Board shall serve without compensation.
13. If any Member of the Board has a conflict of interest regarding an issue before the Board, the Member shall disclose the conflict and shall not participate in the discussion or any action taken by the Board. (7/99)
14. The Board shall be consisted of members as specified in the enabling Ordinance, SMC 23.66.110. The property owner positions may be filled by a majority or minority property owner, or by the owner of a condominium in the District. (7/99)

15. The Board Coordinator of the Department of Neighborhoods shall act as Executive Secretary of the Board in accordance with the enabling Ordinance, shall be the custodian of its records; shall conduct official correspondence and generally supervise the clerical and technical work of the Board as required to administer the Pioneer Square Preservation District Ordinance. A tentative agenda shall be mailed to Board members in advance of each meeting; and minutes of the last meeting or hearing shall be provided to each member for approval by the next regular meeting.
  
16. The Board may, at its pleasure, recommend to the Director to add to, subtract from, or amend these Rules, adopted, in accordance with the City Administrative Code.  
(7/99)

Rules and Procedures Approved By \_\_\_\_\_ (Signed Copy on File) \_\_\_\_\_ Date July 17,  
2003

Yvonne Sanchez, Director  
Department of Neighborhoods

Filed with the Office of the City Clerk \_\_\_\_\_ July 23,  
2003