

**HIGHLAND HILLS MAINTENANCE COMMISSION**  
**Board of Trustees**

BOARD POLICY NO. 3-4

Dated: 5 Oct 1994  
Last revised: 7 Dec 2005

(Notice: This Policy supersedes all previous HHMC Board actions related to this subject.)

**TITLE: PRESERVATION OF THE ENVIRONMENT: SIGNS**

**PRIMARY RESPONSIBILITY:** Community Environment Committee  
Architectural Control Committee

**REFERENCES:**

- a) HHMC Protective Covenants and Restrictions #10
- b) RCW 64.38.034
- c) HHMC Board Policy 3-3: Approval Procedures for Parcel Development
- d) HHMC Board Policy 1-4: Fines for Violations

**PURPOSE:**

To provide for consistent application of PC&R #10, as modified by RCW 64.38.034, in regard to signs in Highland Hills.

**STANDARDS / PROCEDURE:**

1. SIGN DEFINITIONS:

- a) Real Estate Sign means a temporary, on-premises sign installed by the owner (or his or her agent) advertising the premises for sale or rent.
- b) Construction Sign means a temporary, on-premises sign installed by the owner (or his or her material or service provider) identifying an individual or firm providing premises design, financing, construction, improvement and/or landscaping.
- c) Directional Sign means a temporary, off-premises sign installed by an owner (or his or her agent) containing only specific directional information and no advertising.
- d) Premises Identification Sign means a permanent, on-premises marker or plaque installed by the owner displaying the name given to the premises, either alone or together with the owner's name or the premises address or both.
- e) Security Sign means a temporary or permanent, on-premises sign installed by the owner identifying a security system or other protective system operating on the premises.
- f) Political Yard Sign means a temporary, on-premises sign installed by the owner containing a message in support of or opposition to a candidate or ballot measure in a

primary or general election (federal, state or local) in which a resident of Clallam County, Jefferson County or King County may vote.

None of the following is considered a “sign” for purposes of this Policy:

- A display of the owner’s name or the premises address on the owner’s home, a mailbox, a mailbox post, or a brick or stone pillar or monument.
- A “welcome” marker or plaque or the like on, or near the entrance to, the owner’s house.
- A premises locator required by fire regulations or the like.

## 2. SIGN RESTRICTIONS:

No signs other than Real Estate Signs, Construction Signs, Directional Signs, Premises Identification Signs, Security Signs and Political Yard Signs are permitted. Permitted signs must comply with the particular restrictions applicable to them as well as with the general restrictions applicable to all signs.

### a) Real Estate Signs:

- Are limited to one sign per premises (unless the premises border two common roadways, in which event there may be two signs, one facing toward each such common roadway).
- May not exceed 5 square feet per sign in total area (as opposed to copy area).
- May include, in addition to “For Sale” or “For Rent,” “By Owner” (if applicable) and a phone number for inquiries, information regarding the agent (if any).
- May also include an “information box” (rural mail-box size or smaller).
- Are allowed only when the property is actively for sale or rent or its sale is pending.
- Must be freestanding and mounted on a post. May not be attached to a tree or other natural surrounding.
- Must be removed within 10 days after transfer of ownership (closing) or lease commencement, whichever is applicable.

When an open house is being held, an on-premises “Open House” sign may be displayed while the owner or agent is present, and off-premises “Open House” directional signs complying with c) below may be displayed during daylight hours.

b) Construction Signs:

- Are limited to three signs (and not more than one sign per material or service provider) at any one time.
- May not exceed 5 square feet per sign in total area (as opposed to copy area).
- Are permitted only during construction, improvement or landscaping.
- Must be freestanding and mounted on a post or stake. May not be attached to a tree or other natural surrounding.
- If they identify an architect, financing source or primary construction contractor, must be removed no later than 30 days after construction is completed or the final county occupancy permit is issued, whichever is earlier.
- If they identify a construction sub-contractor, improvement provider or landscaper, must be removed no later than 10 days after project completion.

c) Directional Signs:

- May not exceed 5 square feet per sign in total area (as opposed to copy area).
- Are limited to use during construction or during a real estate open house.
- Are not otherwise permitted during an extended real estate offering.
- Must be freestanding and mounted on a stake. May not be attached to a tree or other natural surrounding.
- Require permission of the owners of the off-premises locations.

d) Premises Identification Signs:

- Are limited to one sign.
- May not exceed 8 square feet in total area (as opposed to copy area).
- Must be mounted on the owner's home, a mailbox, a mailbox post, or a brick or stone pillar or monument. May not be attached to a tree or other natural surrounding.

e) Security Signs:

- Are limited to one sign per system provider.

- May not exceed 1-1/2 square feet per sign (as opposed to copy area).
- Must be mounted on the owner's home or a brick or stone pillar or monument, or freestanding and mounted on a post or a stake. May not be attached to a tree or other natural surrounding.

f) Political Yard Signs:

- Are limited to one sign pertaining to each office or issue involved in the election (unless the premises border two common roadways, in which event there may be two signs pertaining to each such office or issue, one facing toward each such common roadway).
- Are permitted only during the 90 days before the election to which they relate.
- May not exceed 12 square feet per sign in total area (as opposed to copy area).
- Must be freestanding and mounted on a post or stake. May not be attached to a tree or other natural surrounding.
- Must be removed within 10 days after the election (including any court challenge to it) is concluded.

e) All Signs:

- May not be illuminated signs.
- In the interest of safety, must be located to avoid interference with traffic and traffic views.

### 3. ENFORCEMENT:

The Architectural Control Committee will be responsible for enforcement during construction. The Community Environment Committee will be responsible for enforcement at all other times.

If a real estate or other sign exists in violation of this Policy, or if a sign is damaged, the responsible committee will notify the owner, agent or material or service supplier. If the sign has not been removed, replaced or repaired, as applicable, within 14 days after the notice, the responsible committee will remove the sign. A removed sign will be returned if convenient; if not convenient, the sign will be discarded (or, in the case of a real estate sign, will be delivered to the office of the Sequim Association of Realtors).

### 4. PENALTY:

In addition to all available legal remedies for enforcement, violation of this Policy will cause a property owner to be subject to penalty under Board Policy 1-4.