



P.O. Box 889, Friday Harbor, WA 98250 \* 360-378-2688 \* fax 360-378-6114 \* <http://www.portfridayharbor.org>  
Commissioners: Graham Black \* Greg Hertel \* Barbara Marrett

### **Port of Friday Harbor Signage policy**

**Intent** – The intent of the Port of Friday Harbor Commercial Sign Policy is to recognize the importance of signs for identification and communication needs in the community, and to establish regulations to protect the public from damage or injury attributable to distractions and obstructions caused by but not limited to poorly designed or improperly located signs. These regulations are also intended, in part, to stabilize or enhance the overall appearance of the community, and to protect the interests of both the public and the Port’s commercial tenants. This policy will regulate the number, size, placement and physical characteristics of signs and sign structures as placed by tenants of the Port.

These regulations are intended as a supplement to and do not override State, County, and Town regulations. They do not restrict, limit or control the content of any sign message beyond ensuring it is considered acceptable to the best interests of the community.

#### **General guidelines –**

**Approval required** – All signage must be requested and pre-approved by Port Staff in writing before installation, and an exhibit of the proposed sign must be submitted with the request. Staff may assign an expiration on the approval and require renewal in writing for continued use. Port staff will have the sole and exclusive authority to approve/deny applications, and the Port Commission shall have the final decision on all appeals and enforcement actions. Responses to requests shall not be unreasonably withheld.

Where applicable, approvals will be subject to requestor receiving an approved Town of Friday Harbor sign permit, for which requestor will be responsible for all costs associated.

**Signage locations** – The following are restrictions on type, size, and placement of signage depending on location.

**Dockside** – One approved sign is permitted for each commercial moorage location. Size shall be limited to 18”x24” and it shall be mounted to a Port-provided stanchion. No dockside signage is permitted for non-commercial moorage.

**Boats** – One approved sign attached to the vessel no greater than 18”x24” in size shall be permitted, not to extend beyond the bow or stern, and no higher than the cabin roof or 5 feet above deck on boats without a protruding cabin roof. Content may include the following information: Name, phone, email and/or web address, the words “for sale”, and specific information about the vessel. Commercial moorage customers may include the words “for charter”, or “for rent”, and may in lieu of an attached sign elect to utilize their business logo either painted, adhered, or otherwise applied directly to the vessel hull or cabin surface.

One approved banner shall be permitted per commercial moorage customer, to be displayed only between Memorial Day weekend and Labor Day weekend. The banner background may only be light cream or white in color, may not include graphics other than the business logo, and may only list the company name, phone, email and/or web address, and the words “for sale”, “for charter”, or “for rent”. Size shall be limited to 2’x12’ for vessels 20’-39’, 2’x18’ for vessels 40’-59’, and 2’x24’ for vessels 60’ and greater. Banners may be located no higher than 10’ above the vessel deck.

**Aircraft** – One approved sign no greater than 18”x24” in size shall be permitted, to be attached securely to the aircraft in a way that does not create a potential hazard to aviation and shall be removed at such time the aircraft is to be moved under its own power. Content may include the following information: Name, phone, email and/or web address, the words “for sale”, and specific information about the aircraft. Commercial airport customers may include the words “for charter”, or “for rent”, and may elect to utilize their business logo either painted, adhered, or otherwise applied directly to the aircraft in a manner approved by the FAA.

**Rental hangars** – Rental hangar tenants may not place or attach any signage on their premises or elsewhere on Port property without prior written approval, and shall not obstruct, remove, tamper with, or modify any identifying signage placed on the premises by the Port.

**Leased properties** – Land lease tenants may not place any signage on their premises or elsewhere on Port property without prior written approval. Receipt of a request to place a “for sale” sign on tenant’s improvements shall be acceptable as notice of intent to sell, and Staff will prepare a request for assignment of the underlying land lease to be approved by the Port Commission.

One sign shall be permitted per Commercial space tenant, subject to prior written approval from the Port.

Leased properties tenants shall not obstruct, remove, tamper with, or modify any identifying signage placed by the Port on their premises or elsewhere on Port properties.

**Air Carriers** – Air carriers who report in excess of 1,000 enplanements annually will be eligible to request Off-premises signage in a size and location to be specified by the Port.

**Port bulletin boards** – Placement in locked bulletin boards can be requested in person at the Port offices and is granted on a first come first served basis as space allows. Signs shall be limited to 8.5"x11" and content shall be limited to advertising scheduled events occurring on San Juan Island, with priority given to official Port postings. Signs for scheduled events shall be removed with no notice after the last occurrence of the scheduled event or if space is required for official Port postings.

Placement in open public bulletin boards is first come first served and content shall be limited to advertising materials, products, and services which are to be available on Port properties or listing items for sale by active Port customers such as vessels, aircraft, related items, or lessee-owned improvements located on Port lease properties. Improperly posted signs or ads, or those that appear to be unattended or outdated will be removed with no notice.

**Creation and Installation** – Requestor will be responsible for all costs related to design and creation of the signage including a Town of Friday Harbor sign permit application where applicable.

Installation of signage on Port-owned improvements and infrastructure shall be performed by Port Staff. Installation of signage on tenant-owned vessels, aircraft, improvements and within lease premises shall be performed by the requestor in accordance with the regulations specified herein, any installation details noted in the Port's request approval, and any applicable building codes.

**Exemptions** – Any Port facility or property that has an approved signage plan in effect shall adhere to that plan's rules and regulations. Any temporary signage or barriers placed for public safety reasons shall be permitted for the minimum duration reasonable to resolve the issue, after which they shall be immediately removed.

**Prohibited signage** – Except where specifically permitted, the following are expressly prohibited and will be removed and disposed of with no notice.

- Free-standing signs including but not limited to sandwich boards
- Flyer boxes other than Port official boxes
- Placement of signage in any public space
- Illuminated or animated signage
- Handbills, flyers, business cards or the like distributed in any manner

**Condition and maintenance** – Any sign showing evidence of defacement, deterioration, or otherwise in apparent need of maintenance or repair shall be promptly removed and repaired or replaced with like in kind. Where applicable, Port Staff will coordinate with requestor to remove and reinstall the sign. Any change in size or content due to replacement will be subject to re-approval.