



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429

Welcome New Business Owner!

Welcome to the City of Leavenworth! As a new business owner in Leavenworth, the below information is designed to introduce you to a few of the frequently asked, and many times unknown, rules and regulations of our city. City staff welcomes the opportunity to meet and work with you if you should have questions or need help. Communications and understanding is one of the City's goals in helping you with a successful and vibrant business. It is the intent of this flyer to inform you and expand upon what helps keep our Old World Bavarian Theme a vital element of Leavenworth's economic vitality.

Leavenworth is a tourist destination that attracts millions of visitors each year due to its Old World Bavarian-Alpine theme as well as the abundance and variety of year-round recreational opportunities afforded by the mountains and rivers that surround the city. The purpose of Leavenworth's Codes as they relate to business (particularly the Old World Bavarian Architectural Theme, Sign, Lighting Standards, and Business Regulations codes), are to protect the public good. For instance, by furthering Leavenworth's Old World Bavarian-Alpine theme, we all ensure the continued vitality of our economy through an asset which forms the basis for Leavenworth's thriving tourist industry. The regulations are not intended to prohibit business operations, but enhance the overall character of the city. Compliance with the city's codes enables businesses to thrive here and forms a key part of the overall attractiveness of the city - thereby contributing to the economic well-being of all residents and business owners in Leavenworth.

Following is some basic information you need to know as a new business owner within the City. Please consult the Leavenworth Municipal Code on our web site at www.cityofleavenworth.com for complete requirements, or contact the City's Development Services Department. Our office staff is always available if you should have questions.

Operations:

1. Display of Stock:

Display of stock in trade (product) is regulated by City Code. Items exhibited outdoors for display within the downtown core area (Central Commercial District) must be in display windows, enclosed display cabinets (approval and/or permits may be necessary), or affixed on the business door (inside) when the door is fully and completely opened and securely latched to the building, provided the stock does not block required egress, project more than one foot from the door, or project beyond the door edge. Display of stock in trade within display cabinets or enclosures shall be limited to a total maximum display area of six square feet per business and/or a total maximum display area of 12 square feet per building, limited to a maximum of six feet in height. The display/cabinet shall be compliant with the Old World Bavarian Alpine theme and shall not include bulky items better suited to outdoor display as determined by the City. Outdoor displays may not obstruct building entry ways. Placement of items such as signage and stock in trade on sidewalks is not allowed. In some instances, the City will grant Special Use Permits for businesses to use public right-of-way. Please check with the City before placing items on sidewalks.

2. Noise:

The installation or display of noise-producing devices, including but not limited to stock in trade, which are intended to attract attention to a given business or item for sale, is prohibited. This provision does not apply to music speakers; provided that the volume meets standards and is not distracting to adjacent businesses.

3. Schedule Water, Sewer, and Garbage Service:

The City of Leavenworth provides all water, sewer, and garbage service (excluding construction debris and residential recycling service) within the City limits. Services for water, sewer, and garbage for businesses are charged at the commercial rates and are based on use and need. Businesses may be required to have cardboard collection service in addition to garbage service. To obtain or schedule service, please contact the Finance Department staff at City Hall at 509-548-5275.

4. Inspections:

Once a year, Chelan County Fire District #3 inspects all businesses within the City of Leavenworth for compliance with the Fire Code. If your business has any Fire Code violations at the time of inspection, you will be notified of your violation and re-inspected. In order to preserve the character of the village and maintain its Old World Bavarian Alpine Theme, the Development Services Department may also inspect businesses.

5. Sidewalk Maintenance:

It is the responsibility of the properties abutting a sidewalk to maintain it. This includes snow removal, vegetation maintenance, and repairs. It is also unlawful to add any color, texture or ornamentation to sidewalks or other improvements on public property in the city without the approval of the Public Works Director and without the approval of the Design Review Board if the project is subject to their jurisdiction.

6. Business License:

"Business" includes all activities, occupations, trades, pursuits or professions located and/or engaged in within the city. Each business must have a City of Leavenworth Business License. Each business location is a separate business. Different activities on the same property may need separate business licenses. Business licenses may be obtained electronically at the Washington Department of Revenue / Business Licensing Service webpage (www.dor.wa.gov). Please be aware, no license shall be issued by the City for any business which is not a legal business pursuant to state law, or for any business which violates the Leavenworth Municipal Code.

7. Changing or Moving Your Business:

If you decide to change your business, make sure to update your business license through the Washington State Department of Revenue / Business Licensing, and by contacting the Department of Development Services at the City. The City's zoning code, building codes, and other regulations govern what uses are allowed in certain locations. If you plan to move your business, you should know that altering the use of a building or space (such as when leasing a space and changing the use (for example from retail to restaurant)) may be regulated. Please contact the City as soon as possible to ensure compliance with regulations.

Advertisement / Appearance:

1. Architecture / Building Exteriors:

The Old-World Bavarian Architectural Theme Code applies to all exterior elements of buildings, including but not limited to any painting (for instance entry doors, trim and murals), structures, attachments, and many types of decorations on the exterior of buildings and businesses. If you plan on changing *any* exterior element of a building please check with the Development Services Department. Many items which are commonly used for business operations, for example mechanical equipment (air conditioners and exterior venting), garbage receptacles/ dumpsters, outside fuel containers, outside vending machines, media dispensers, and serving windows, are governed by the Code. Contact City staff for help with questions regarding changing exterior building elements or displays.

2. Signs:

The city's Sign Code applies to all types of signage that you may want to display. There are many classifications of signage identified within the Code. Certain types of signage may not require a permit, but is still governed in appearance and placement by the Code. If you have a question about what is classified as signage, and what permitting may be necessary, please feel free to contact City staff for help. Please do not assume that the signage a neighboring business displays is permitted for you to display. *Please also be aware that you should not expend money to have signage created for your business until you have received necessary approvals.*

3. Lighting:

Lighting of signage and adding or changing light fixtures on the exterior of a building requires permitting, and may require review and approval of the Design Review Board. Certain lighting, such as holiday lighting, is exempt from permit requirements, but is still governed by the Code. The following are prohibited:

- Blinking, flashing, moving, revolving, flickering, changing intensity or color, chase lighting, rope lights, and neon, except lighting which is required for public safety.
- Any light fixture that may be confused with or construed as a traffic control device.
- Any upward oriented lighting, including sign lighting, except as otherwise provided for by the Code, shall only be allowed when upward-oriented lighting is completely contained by an overhanging architectural element.
- Searchlights, beacons, and laser source light fixtures.
- The use of flashing or moving lights on the exterior premises, or within three feet of the interior of any window which can be seen from the outdoors.
- Internally illuminated signs.

For all questions regarding the information above, or for any other questions you may have, please contact City Hall at 509-548-5275.