

WALDPORT PLANNING COMMISSION
January 12, 2015
MEETING NOTICE AND AGENDA

THE WALDPORT PLANNING COMMISSION WILL MEET ON MONDAY, JANUARY 12, 2015 AT 2:00 P.M. IN THE CITY COUNCIL MEETING ROOM, 125 ALSEA HIGHWAY, TO TAKE UP THE FOLLOWING AGENDA:

1. CALL TO ORDER AND ROLL CALL
2. CITIZEN COMMENTS AND CONCERNS
3. COMMISSION COMMENTS AND CONCERNS
4. MINUTES: (November 24, 2014)
5. CORRESPONDENCE
6. DISCUSSION/ACTION ITEMS:
 - A. Work Session – Sign Ordinance Amendments (Note: A public hearing to consider the sign ordinance amendments will be held Monday, January 26, 2015 at 2:00 p.m.)
 - B. Planning Report*
 - C. Other Issues*
7. ADJOURNMENT

*Denotes no material in packet

The Council Chambers are accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall at (541)563-3561 during normal business hours.

Notice given this 5th day of January 2015

City of Waldport

WALDPORT PLANNING COMMISSION
November 24, 2014
City Council Meeting Room
MEETING MINUTES

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 2:05 p.m. Chair Woodruff and Commissioners Andrew, Egan, Gordon, Hafner, and Yorks answered the roll. Commissioner Peterson was absent. A quorum was present.

2. CITIZEN COMMENTS AND CONCERNS: None.

3. COMMISSION COMMENTS AND CONCERNS: None.

4. MINUTES: The Commission considered the minutes from the October 13, 2014 Meeting. Commissioner Gordon **moved** to approve the minutes as written. Commissioner Hafner **seconded**, and the motion **carried** unanimously on a voice vote.

5. CORRESPONDENCE:

A. The City Council's invitation for the Planning Commission to attend the December 11, 2014 holiday get-together was announced.

B. Handy Haven RV Park's withdrawal letter of their Condition Use application was included in the Planning Commission's packet along with new RV Park policies and additional information.

6. DISCUSSION/ACTION ITEMS:

A. Work Session – Sign Ordinance Amendments: The Planning Commission reviewed the November 14, 2014 Draft Summary of Sign Ordinance Amendments (Summary). Initial discussion focused on ODOT's current prohibition of any signs within state highway right-of-way. City staff is planning to have a meeting with ODOT to discuss this issue as well as other items.

Secondly, the Planning Commission discussed moving or flashing signs. The proposed language limits businesses to one time/temperature signs and allows governmental agencies or public schools to have one moving/flashing sign. Following discussion Commissioner Gordon **moved** to recommend approval of the moving or flashing signs as drafted. Commissioner Andrew seconded and following additional discussion the motion **carried** unanimously on a voice vote.

From the audience, Mayor Woodruff noted that while property rights are generally good, the Commission needs to be thinking about the overall appearance of the community and what's best for the community which may result in restrictions to allowed signage.

The Planning Commission had a lengthy discussion on A-Frame Signs, Banners, Building Signs, and Permanent Free-Standing Signs. Following discussion Commissioner Yorks **moved** to not allow Summary Sections A. A-Frame Signs, B. Banners, or A/B. A-Frame Signs or Banners; and to recommend approval of Sections C. Moving or Flashing Signs, D. Building Signs, and E. Permanent Free-Standing Signs with the following amendments: For Section D.3 Projecting/Hanging Signs the maximum display surface shall be 12 square feet with maximum dimensions of 2 feet high by 6 feet wide; in Section D.4 Window Signs allow one electronic/flashing "Open" sign with a maximum size no larger than the Open sign in the Oregon Shores Rental business and; add a provision that any exceptions to sign standards may be requested

through the Conditional Use application process. Commissioner Gordon seconded and following discussion the motion **carried** unanimously on a voice vote.

City staff will prepare and send the draft amendment language along with the DLCD 35-day Notice of Amendment to DLCD. The Planning Commission will hold a work session on January 12, 2015 to discuss the draft sign ordinance amendments followed by a public hearing to be held on January 26, 2014.

B. Planning Report: Building permit and land use activity for September 25, 2014 through November 17, 2014 was reviewed.

7. ADJOURNMENT: At 3:38 p.m., there being no further business to come before the Commission, Commissioner Gordon **moved** to adjourn. Commissioner Andrew **seconded**, and the motion **carried** unanimously on a voice vote.

Respectfully submitted,

Reda Q. Eckerman
City Recorder

APPROVED by the Planning Commission this ____ day of _____, 2015.

SIGNED by the Chair this ____ day of _____, 2015.

Ray Woodruff, Chair

Plain Text: Existing language to remain
~~Strike Through Text~~: Text to be deleted
Bold, Underlined, Italicized Text: Text to be added

Chapter 16.76

SIGNS

Sections:

- 16.76.010 Scope.
- 16.76.020 Definitions.
- 16.76.030 Permits required.
- ~~16.76.040 General sign requirements.~~
- 16.76.040 Zone requirements.
- 16.76.050 Advertising *Off-premises* signs.
- 16.76.060 Temporary signs.
- 16.76.070 Nonconforming signs.
- 16.76.080 Maintenance and appearance of signs.
- 16.76.090 Abandoned signs.

16.76.010 Scope.

Every sign erected, altered or relocated within the City of Waldport shall conform to the provisions of this chapter. It does not regulate traffic and street signs erected and maintained by a road authority as defined in ORS 801.445, trespass signs posted in accordance with ORS 164.245 to 164.270, holiday decorations, temporary interior window signs, or the display of the national or state flag.

16.76.020 Definitions.

~~"Accessory sign" means a sign which is accessory to and in conjunction with an established main use of land.~~

~~"Advertising sign" means a sign which depicts the main use of the lot or parcel on which it is located and is not accessory to or in conjunction with any other use.~~

"Building sign" means a wall, projecting/hanging, window or roof sign.

"Free standing sign" means a sign which is supported by a separate independent structure and is not attached to or supported by any other building or structure.

“Monument sign” means a ground-mounted sign supported from grade with a solid base that is at least 75% of the width of the sign.

"Nonconforming sign" means a sign which was erected legally but which does not comply with currently applicable sign restrictions and regulations.

“Off-premises sign” means any sign used for the purpose of displaying, advertising, identifying or directing attention to a business, service, activity or place, including products offered for sale or sold on premises other than on the premises where such sign is displayed.

"Projecting sign" means a sign which is attached to the wall, overhang or awning ~~or roof~~ of a building and which projects ~~above the lowest part of the roof or~~ more than twelve (12) inches beyond the surface of the wall, overhang or awning of the building to which it is attached.

"Sign" means an identification, description, illustration, or device which is affixed to or represented, directly or indirectly, upon a building, structure or land, and which directs attention to a product, place, activity, person, institution or business.

"Temporary sign" means any sign which is not permanently installed to or affixed to any sign structure or building, and is accessory to an event, election, government or institutional sponsored activity, lease, rental or sale of limited, fixed duration.

"Size" means the aggregate area of all sign display surfaces located on a single structure, but excluding posts and base that are without attached identification, description or illustration. Two surfaces parallel and back to back on the same structure shall be considered a single display surface.

"Wall sign" means a sign attached to or painted on a wall of a building with a display surface which projects no more than twelve (12) inches from the surface of the wall and not higher than the lowest roof edge above the building wall to which it is attached.

16.76.030 Permits required.

- A. Except as herein provided, no sign shall be erected, replaced, altered or relocated without the property owner first obtaining a sign permit demonstrating that the sign is or will be in compliance with all provisions of this chapter.
- B. Permits are issued for specific property only. Permits may transfer with ownership provided the signage is not altered or moved except to bring it into compliance with this section.
- C. Fees for sign permits shall be established by resolution of the city council, and shall be paid prior to the sign being placed or altered.
- D. Signs conforming to the current code that are damaged by acts of nature, vandalism or accident shall not be assessed a new sign permit fee when repaired to the pre-damaged

condition. The owner of such signs shall be required to obtain a building permit prior to construction.

E. A building permit shall be required of all signs as provided for in the Oregon Structural Specialty Code, which shall be issued prior to sign placement, construction, or alteration.

~~16.76.040~~ **General Sign Requirements.**

~~A. No permanent sign shall be placed in or extend over a required side yard or street right-of-way or within ten (10) feet of the front property line in a required front yard.~~

~~B. There shall be no moving or flashing signs, excepting time and temperature signs which are part of the principal sign.~~

~~C. Light from a sign shall be directed away from a residential use or zone and shall not be located so as to distract motorists.~~

~~D. Where it can be demonstrated that directional signs are needed for directing or controlling vehicular access, or where such signs are required as a condition of approval for public safety, such signs may be permitted in addition to any other signs permitted by this section. Such signs shall be placed at each motor vehicle entrance or exit, shall not exceed nine (9) square feet in size and six (6) feet in height, and shall not restrict required site distances or pedestrian and vehicular flow.~~

~~E. Roof signs painted directly on the roof surface, or on a surface attached flush to the roof surface, are prohibited.~~

~~F. A banner and/or a pennant shall be prohibited as a permanent sign and are limited to a display duration of fifteen (15) consecutive days in a six (6) month period.~~

~~G. Protruding or free-standing signs located within an area used for pedestrian or customer traffic shall maintain a vertical clearance of no less than seven and one-half (7 ½) feet.~~

~~H. Signs classified by the State of Oregon as off-premises signs shall be allowed subject to the requirements of this article provided that the applicant has obtained approval from the issuing state agency and meets the requirements of this Article.~~

~~I. Electrical service to free-standing signs shall be underground.~~

16.76.050 16.76.040 Zone Requirements.

A. **In the R-1, R-2, and R-3 zones:** one (1) accessory sign shall be allowed and shall be limited to the following sizes and restrictions:

1. A sign not exceeding two (2) square feet in size accessory to a single-family dwelling or a home occupation, or six (6) square feet for a bed and breakfast inn.
 2. A sign not exceeding twenty-four (24) square feet in size accessory to any other permitted or conditional use in the zone.
 3. No projecting or free-standing signs shall be allowed in the R-1, R-2 and R-3 zones.
 4. ***No moving or flashing signs, lit signs, roof signs, A-frame signs, or banner signs shall be allowed in the R-1, R-2 and R-3 zones.***
- B. **In the R-4, D-D, C-1, C-2, M-P, I-P and P-F zones:** ~~accessory signs are allowed. Not more than one projecting sign or free-standing sign may be permitted per lot. The sign or signs shall not exceed a total aggregate area of one hundred twenty (120) square feet or one square foot for every foot of lot frontage along streets, other than alleys, whichever is less. No sign shall exceed twenty five (25) feet in height measured from the adjacent road level, and display surfaces shall not be greater than twelve (12) feet in height, nor twenty five (25) feet in width.~~

1. General sign requirements.

- a. ~~The sign or signs shall not exceed a total aggregate area of one hundred twenty (120) square feet or one square foot for every foot of lot frontage along streets, other than alleys, whichever is less.~~
- b. ~~No permanent sign shall be placed in or extend over a required side yard or street right-of-way or within ten (10) feet of the front property line in a required front yard.~~
- a. **No sign shall be placed within ten (10) feet of any sign within any government installed street right-of-way (stop signs, etc.)**
- e. ~~There shall be no moving or flashing signs, excepting time and temperature signs which are part of the principal sign.~~
- b. Light from a sign shall be directed away from a residential use or zone and shall not be located so as to distract motorists.
- c. Where it can be demonstrated that directional signs are needed for directing or controlling vehicular access, or where such signs are required as a condition of approval for public safety, such signs may be permitted in addition to any other signs permitted by this section. Such signs shall be placed at each motor vehicle entrance or exit, shall not exceed nine (9) square feet in size and six (6) feet in height, and shall not restrict required site distances or pedestrian and vehicular flow.
- f. ~~Roof signs painted directly on the roof surface, on a surface attached flush to the roof surface, are prohibited.~~

- ~~F. A banner and/or a pennant shall be prohibited as a permanent sign and are limited to a display duration of fifteen (15) consecutive days in a six (6) month period.~~
- ~~d. Protruding or free standing signs located within an area used for pedestrian or customer traffic shall maintain a vertical clearance of no less than seven and one-half (7½) feet.~~
- d. Signs classified by the State of Oregon as off-premises signs shall be allowed subject to the requirements of this article provided that the applicant has obtained approval from the issuing state agency and meets the requirements of this Article.
- e. Electrical service to free-standing signs shall be underground.

2. Sign types.

a. Building Signs. A maximum 20% of a building façade is allowed to have signs.

a.1 Projecting and hanging signs.

1) Projecting and hanging signs shall have a maximum display surface of 12 square feet with maximum dimensions of two (2) feet high by six (6) feet wide.

2) Projecting and hanging signs shall be a minimum eight (8) feet above the ground and not protrude beyond a sidewalk nor protrude into the vehicular right-of-way.

3) Projecting and hanging signs are prohibited in State highway right-of-way (Hwy 101 and Hwy 34).

a.2 Window signs. Window signs may cover a maximum of 50% of each window. One electronic/flashing “Open” sign with a maximum size of one (1) foot by two (2) feet is allowed per storefront.

a.3 Roof signs. Roof signs shall not exceed 16 feet in height above the adjacent street grade or the peak of the roof, whichever is less restrictive.

b. Permanent free-standing signs.

1) No more than one free-standing sign is permitted per street frontage per property.

2) Pole signs are prohibited.

3) Monument signs shall have a maximum 8 foot height, maximum 10 foot width, and maximum area of 50 square feet.

c. A-Frame signs are prohibited.

d. Banner signs are prohibited.

e. Moving or Flashing sign. There shall be no moving or flashing signs, except 1) time and temperature signs which are part of the principal sign or a maximum size of 8 square feet and, 2) Governmental agencies or public schools are permitted to have one moving/flashing sign. Messages are limited to notice of community events and news, travel conditions, information for local residents and visitors, and similar types of messages. Paid advertising is limited to incidental use of the message, e.g. sponsorship, and at the discretion of the City Manager. Moving or flashing signs shall be in accordance with ODOT Variable Message Sign Regulations.

f. Exceptions. Exceptions to sign standards may be requested through the conditional use process.

C. In the M-W zone, only signs in conjunction with an existing or approved activity are allowed, provided the sign is constructed such that it meets the requirements of Chapter 16.68, Flood Hazard Overlay Zone.

16.76.060 16.76.050 Advertising Off-premises signs.

In the D-D, C-1, C-2 and I-P zones, advertising one off-premises signs may be allowed per property by the ~~planning commission as a conditional use.~~ In addition to the applicable in accordance with requirements of Chapter ~~16.84~~ 16.76 of this title, The business owner shall submit a sign permit application and the property owner shall provide written authorization giving permission for the placement of the off-premises sign. Contents of off-premises signs shall be limited to the business of the applicant., advertising signs must conform to the following standards:

~~1. Signs must be at least five hundred (500) feet apart on the same side of a road and at least two hundred fifty (250) feet apart on opposite sides of a road; and~~

~~2. Signs shall not exceed twenty five (25) feet in height measured from the adjacent road level, and display surfaces shall not be greater than twelve (12) feet in height nor twenty five (25) feet in width.~~

16.76.060 Temporary Signs.

A. In addition to the allowances for signs provided by this section, not more than two temporary signs of not more than twelve (12) square feet each may be established on any lot or parcel for a period of not more than ninety (90) days in any single calendar year, or for any period of time during which the property is for sale, lease or rent, or for an election.

B. All such signs shall be maintained as provided for in Section 16.76.090 of this title.

~~C. Portable A-frame and wheeled signs shall be allowed only in conjunction with a specific event, and shall not obstruct the safe and free flow of pedestrians and vehicular traffic. Such signs may be licensed for a period of five (5) consecutive days, after which a new sign permit must be obtained.~~

C. All temporary signs shall be removed by the sponsoring person, institution, group or company within three (3) days after the conclusion of the event.

16.76.070 Nonconforming Signs.

A. A nonconforming sign or sign structure shall not be moved, structurally altered or enlarged in any manner unless such movement, alteration or enlargement would bring the sign into conformity with the requirements of this Chapter.

B. Any nonconforming sign or sign structure must be maintained to meet the requirements of Section 16.76.090 of this title.

16.76.080 Maintenance and Appearance of Signs.

All signs, together with all of their supports, braces, guys and anchors, shall be kept in good repair and maintained in a safe condition. All signs shall be maintained in a neat, clean and attractive condition.

16.76.090 Abandoned Signs.

Any sign shall be removed within ~~fourteen (14)~~ **three (3)** days of when the associated land use has been discontinued or completed, or when the sign is no longer properly repaired or maintained as required by this Chapter.