

**WALDPORT PLANNING COMMISSION**  
**September 22, 2014**  
**MEETING NOTICE AND AGENDA**

THE WALDPORT PLANNING COMMISSION WILL MEET ON MONDAY, SEPTEMBER 22, 2014 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: (August 25, 2014)
5. CORRESPONDENCE
6. DISCUSSION/ACTION ITEMS:
  - A. Work Session – Sign Ordinance Amendments
  - B. Planning Report
  - B. 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 16<sup>th</sup> day of September 2014

City of Waldport

**WALDPORT PLANNING COMMISSION  
AUGUST 25, 2014  
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 2:00 p.m. Chair Woodruff and Commissioners Yorks, Peterson, Hafner, Andrew, Egan and Gordon answered the roll. A quorum was present. Also attending were City Planner Lewis, City Manager Kemp, City Recorder Eckerman, and John Maré.
2. CITIZEN COMMENTS AND CONCERNS: None.
3. COMMISSION COMMENTS AND CONCERNS: None.
4. MINUTES: The Commission considered the minutes from the June 23, 2014 meeting. Commissioner Andrew moved to approve the minutes as presented. Commissioner Peterson **seconded**, and the motion **carried** unanimously on a voice vote.
5. CORRESPONDENCE: City Planner Lewis pointed out that the last page of the staff report was an announcement for Planning Commissioner training to be held on Thursday, September 25 at the Eugene Public Library. It was noted that this was around the same time as the annual League of Oregon Cities conference.
6. DISCUSSION/ACTION ITEMS:
  - A. Work Session - Training Session with Matt Spangler, DLCD: Mr. Lewis introduced Mr. Spangler, who then proceeded to lead the Planning Commission in a workshop session regarding Land Use Planning and the Planning Commission's role in the process. Topics discussed included an overview of the statewide planning system, the duties of the Planning Commission, and the Public Hearing process.
  - B. Other Issues: None.
7. ADJOURNMENT: At 3:40 p.m., there being no further business to come before the Commission, the meeting was adjourned.

Respectfully submitted,



Reda Q. Eckerman  
City Recorder

APPROVED by the Planning Commission this \_\_\_\_ day of \_\_\_\_\_, 2014.

SIGNED by the Chair this \_\_\_\_ day of \_\_\_\_\_, 2014.

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Ray Woodruff, Chair

September 15, 2014

**To: Waldport Planning Commission**  
**cc: Kerry Kemp, City Manager**  
**Reda Eckerman, City Recorder**

**From: Larry Lewis, City Planner**

**Re: Sign Amendments**

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At the September 22, 2014 Planning Commission meeting, the Commission will have a work session on proposed sign ordinance amendments. The Commission began working on the sign ordinance amendments in 2013 and held a public meeting in October 2013 to review and receive input on draft sign ordinance amendments.

The following materials are enclosed:

**2013 Proposed Sign Ordinance Amendments for the following types of signs:**

- A-Frame Signs
- Banners
- Moving or Flashing Signs
- Roof Signs
- Wall signs
- Projecting signs
- Window Signs
- Permanent Free-Standing Signs

**Summary of October 28, 2013 Public Meeting**

**Sign Ordinance Amendment Options (September 8, 2014)**

At the work session we will focus on amendment options for each type of sign. The Commission can also discuss the possibility of additional public outreach prior to having city staff draft the proposed amendment language and begin the public hearing process.

# Proposed Sign Ordinance Amendments

The Waldport Planning Commission is considering revisions to the sign ordinance. The purpose of the changes is to benefit the business community by:

- a. allowing additional types of signage that are currently prohibited and
- b. establishing standards for signs that would improve the overall appearance of commercial areas.



# A-Frame Signs

“A-Frame sign” means a freestanding sign which is ordinarily in the shape of an “A” or some variation thereof, which is readily moveable, and is not permanently attached to the ground or any structure.

## Existing Sign Ordinance

Currently A-Frame signs are only allowed in conjunction with a specific event for a maximum of 5 days, after which a new sign permit is required.

## Proposed Sign Ordinance

1. One A-Frame sign would be permitted for each business entrance.
2. A-frame signs must be placed directly in front of the business.
3. A-frame signs may be placed on private property. A-frame signs may be placed within the sidewalk however a minimum four (4) feet of lateral clearance shall be maintained on a sidewalk.
4. A-frame signs shall be eight (8) square feet with dimensions of two (2) feet wide by four (4) feet tall.
5. A-frame signs shall be secured by means of attaching an interior weight so as not to be movable (pushed, pulled, blown, etc.).
6. No objects shall be attached for A-frame signs, e.g. balloons, banners, etc.
7. A-frame signs are only permitted during business hours.



# Banners

“Banner sign” means a banner, pennant, or similar type of sign on fabric or similar material.

## Existing Sign Ordinance

Currently, a banner and/or a pennant is prohibited as a permanent sign and limited to a display duration of 15 consecutive days in a 6 month period.

## Proposed Sign Ordinance

1. One banner sign would be allowed per street frontage per business.
2. Banner signs shall not exceed 18 square feet.
3. Banner signs shall not be located in the public right-of-way.
4. Banner signs must be adequately secured.
5. Banner signs shall not cause an unreasonable annoyance or inconvenience to pedestrians.



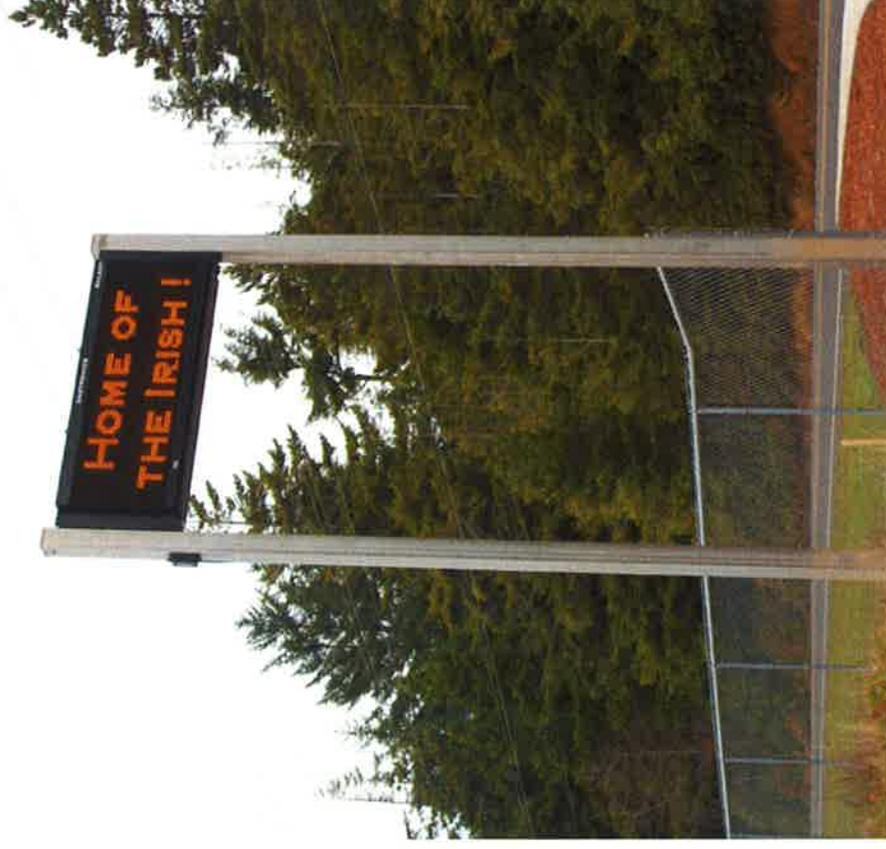
# Moving or Flashing Signs

## **Existing Sign Ordinance**

Currently, no moving or flashing signs are allowed except for time and temperature signs which are part of the principal sign.

## **Propose Sign Ordinance**

Moving or flashing signs would not be allowed except for time and temperature signs or a message or image on the sign that changes no more than one time per 30 seconds.



# Roof Signs

## Existing Sign Ordinance

Currently, roof signs that are painted directly on the roof surface, or on a surface attached flush to the roof surface, are prohibited.

## Propose Sign Ordinance

Roof signs painted directly on the roof surface, or on a surface attached flush to the roof surface, or located above the lowest roof edge of the building wall would be prohibited.



# Wall Signs

## Existing Sign Ordinance

Currently, the aggregate area of all signs, including wall signs, projecting signs and free-standing signs shall not exceed 120 square feet or one square foot for every foot of lot frontage along streets, whichever is less.

## Proposed Sign Ordinance

The existing language would be maintained plus each wall signs would be limited to a maximum size of 36 square feet.



# Projecting Signs

## Existing Sign Ordinance

Currently, the aggregate area of all signs, including wall signs, projecting signs and free-standing signs shall not exceed 120 square feet or one square foot for every foot of lot frontage along streets, whichever is less.

## Proposed Sign Ordinance

The existing language would be maintained plus:

1. A projecting sign would have a maximum display surface of 18 square feet with maximum dimensions of 3 feet high by 6 feet wide.
2. Projecting signs would be a minimum 8 feet above the ground and not protrude beyond a sidewalk nor protrude into the vehicular right-of-way.



# Window Signs

## Existing Sign Ordinance

Currently, the aggregate area of all signs, including window signs, projecting signs and free-standing signs shall not exceed 120 square feet or one square foot for every foot of lot frontage along streets, whichever is less.

## Proposed Sign Ordinance

The existing language would be maintained plus a maximum of 50% of each window would be allowed to be covered by signs.



# Permanent Free-Standing Signs

"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.

## Existing Sign Ordinance

1. No more than 1 free-standing or projecting sign is permitted per lot.
2. The aggregate area of all signs, including window signs, projecting signs and free-standing signs shall not exceed 120 square feet or one square foot for every foot of lot frontage along streets, whichever is less.
3. No sign may exceed 25 feet in height measured from the adjacent road level.

## Proposed Sign Ordinance

1. The existing regulation regarding the aggregate area of all signs, including shall not exceed 120 square feet or one square foot for every foot of lot frontage along streets, whichever is less would be maintained.
2. No more than 1 free-standing sign would be permitted per street frontage per property.
3. A free-standing sign would have a maximum display surface of 36 square feet.
4. Free-standing signs would have a maximum height of 16 feet above grade.



**DRAFT SIGN ORDINANCE AMENDMENTS**  
**SUMMARY OF OCTOBER 28, 2013 PUBLIC MEETING**

**Waldport City Hall**  
**Monday, October 28, 2013, 2 p.m.**

**Attendees:** 14 people attended including business/property owners, Waldport City Councilors (3), Waldport Planning Commission (6), and city staff.

**Summary of Public Comments and Questions**

Initially, the Planning Commission's purpose for considering signs amendments was stated, i.e. to benefit the business community by 1) allowing additional types of signage that are currently prohibited and 2) establishing standards for signs that would improve the overall appearance of commercial areas.

The general format of the meeting was to discuss each type of sign. For each type of sign the existing regulations and the draft amendments were described. A power point presentation is attached to this summary that describes existing and proposed amendments. The power point presentation was not presented at the meeting due to a power outage. A summary of public input for each type of sign is provided below.

**A-Frame Signs**

- a. Allowing each business to have an A-Frame sign could create too much clutter. The sidewalks could be lined with A-Frame signs.
- b. 'Everyday' A-Frame signs would 'take away' from specific event A-Frame signs, i.e. the specific event A-Frame signs would not be noticed if there are numerous A-Frame signs fronting businesses.
- c. Don't favor A-frame signs because of potential clutter.
- d. Different areas need to be addressed differently, e.g. downtown vs. outlying commercial areas.
- e. Consider allowing A-frame signs on a case-by-case basis. Follow-up comment that standards are needed to determine if an A-frame sign would or would not be allowed.
- f. Idea to allow new businesses to have A-frame signs for a specified time to help identify the start-up business.

**Banners**

- a. Allowing 1 banner per business is too many – too much clutter.
- b. One idea is to allow either 1 A-Frame or 1 banner but not both.

**Moving/Flashing Signs**

- a. Moving/flashing signs need to be restricted to specific areas.
- b. Moving/flashing signs could be restricted to community events.
- c. Reader boards should be able to change more frequently than every 30 seconds to enable drivers to see more than one message, maybe allow them to change once every 15 seconds.
- d. There was a comment that allowing a property to have a moving/flashing sign, an A-frame sign, and a banner is too much – would be a visual distraction (clutter).
- e. Should "Open" blinking signs be considered a moving/flashing sign? Probably not.
- f. There should be a provision that moving/flashing signs need to be operable. The Waldport Realty reader board is currently not operable.
- g. Comment that moving/flashing signs are distracting.
- h. The size, scope, and location of reader boards need to be addressed.

### **Roof Signs**

- a. Need to clarify that awning signs are not roof signs.
- b. The proposed language eliminates all roof signs.
- c. Leave the current language as is, i.e. just don't allow signs painted on roofs or signs that are flush to roofs.
- d. Consider allowing roof signs that do not exceed the peak of the roof and a height limit for signs on flat roofs.
- e. Roof signs need to have a size limit.

### **Projecting Signs**

- a. The maximum size of projecting signs needs to be different for different areas, e.g. projecting signs in the downtown core should be smaller than those in the outlying commercial areas.

### **Free-Standing Signs**

- a. The draft language decreases the maximum height of a free-standing sign from 25 to 16 feet. A maximum height of 20 feet was recommended. There is at least one sign (Sea Strand Plaza) that is about 20 feet in height and would not be visible from the north on Hwy 101 if it was shorter (the sign would be blocked by buildings).
- b. There were questions about the maximum proposed display surface of a free-standing sign, i.e. 36 square feet is proposed.

### **Window Signs**

- a. There was a recommendation to not place limitations on how much a window would be allowed to be covered by signs.

### **Additional Comments/Recommendations**

- a. Sign regulations for downtown need to be treated separately from other commercial areas.
- b. The aggregate area of all signs per property needs to be addressed.
- c. Variances to sign regulations needs to be allowed per Waldport Development Code Section 16.92 Variances.
- d. There was a recommendation to include a sign permit application when a new business license is requested.

## **SUMMARY OF WRITTEN TESTIMONY**

### **10/23/13 Elaine Correia (Email)**

In summary, Elaine wanted to find out more about the proposed sign ordinance, in particular an understanding of the City's intention with making these changes and what triggered this response by the City. Specifically, Elaine requested clarity on proposed changes to roof signs. What does it mean when it says that signs are not allowed above the lower roof edge of the building wall? Some buildings have a lower roof that covers the sidewalk and a facade above this little roof where signs are placed. This is the case with the Laundromat sign and the carwash sign, as well as Ten Mile Lock and the Liquor Store signs. Does this mean that we can't have signs above the lower roof that covers the sidewalks? Perhaps some clarity in the wording would help.

What is the reason behind lowering the free standing signs to 16 feet? Would this apply to the Sea Strand sign that has been there for ages? The problem with lowering this sign is that no one could see if coming from the north. The surrounding buildings are too high.

September 8, 2014

### SIGN ORDINANCE AMENDMENT OPTIONS

The Waldport Planning Commission is considering revisions to the sign ordinance in order to benefit the business community by 1) allowing additional types of signage that are currently prohibited and 2) establishing standards for signs that would improve the overall appearance of commercial areas. The following table identifies sign ordinance amendment options for different types of signs. The blue-shaded  items indicate areas where sign ordinance standards would be relaxed to allow additional signage. The orange-shaded  items indicate areas where sign ordinance standards would become more restrictive in order to improve the overall appearance of commercial areas.

Type of Sign	Current Sign Ordinance	Option B	Option C
A. Sandwich Board (A-Frame) Signs	Only allowed in conjunction with a specific event for a max. 5 days, after which a new sign permit is required.	One per business frontage w/ standards on location, size, hours, etc.	Either one A-Frame sign or one banner but not both.
B. Banners	Limited to 15 days in a 6 month period	One per business frontage w/ standards on location, size, hours, etc.	
C. Moving or Flashing Signs (Reader Boards)	Limited to time and temperature signs.	One per property w/ message or image that changes no more than one time per 15 seconds and size restrictions.	Restrict to community events (governmental or institutional entities).
D. Roof Signs	Prohibits signs painted directly on or flush to the roof surface.	Prohibit roof signs.	Allow roof signs that do not exceed the peak of the roof (or a max. ht.) and a height limit for signs on flat roofs.
E. Wall Signs	Max. height of 25 ft. from adjacent road level. Display surfaces no greater than 12 feet in height nor 25 feet in width.	No max. height. Max. display surface of 36 feet, e.g. 6'x6'.	
F. Projecting and Hanging Signs	No more than 1 projecting or free-standing sign permitted per lot.	No limit on number of projecting or hanging signs. Max. display surface of 18 sq. ft. and max. dimensions of 3 ft. high by 6 ft. wide per sign in Downtown District.	Max. display surface of 36 sq. ft. per sign in C-1, C-2, M-P, I-P and P-F Districts.
G. Window Signs	No limit on coverage.	May cover a maximum of 50% of each window.	

September 8, 2014

Type of Sign	Current Sign Ordinance	Option B	Option C
H. Permanent Free-Standing Signs.	<p>No more than 1 projecting or free-standing sign permitted per lot.</p> <p>Max. height of 25 ft. from adjacent road level.</p> <p>Display surfaces no greater than 12 feet in height nor 25 feet in width.</p>	<p>No more than 1 free-standing sign permitted per street frontage per property.</p> <p>Max. height of 20 ft. from adjacent road level.</p> <p>Max. display surface of 36 feet, e.g. 6'x6'.</p>	<p>Max. height of 16 ft. from adjacent road level.</p>
I. All Signs (aggregate)	<p>1 or more signs shall not exceed a total aggregate area of 120 sq. ft. or 1 sq. ft. for every 1 foot of lot frontage, whichever is less.</p>	<p>1 or more signs shall not exceed a total aggregate area of 1 sq. ft. for every 1 foot of lot frontage.</p>	