

AGENDA
DAYTON PLANNING COMMISSION

DATE: THURSDAY, FEBRUARY 11, 2021
PLACE: VIRTUALLY VIA ZOOM
TIME: 6:30 PM

ITEM	DESCRIPTION	PAGE #
A.	CALL TO ORDER	
B.	APPROVAL OF ORDER OF AGENDA	
C.	APPEARANCE OF INTERESTED CITIZENS	
This time is reserved for questions or comments from persons in the audience on any topic.		
D.	APPROVAL OF MINUTES	
	December 12, 2020	1 - 2
E.	PUBLIC HEARING	
	Dayton Sign Code Workshop #1 Packet	3 – 89
	Sample Pictures of Dayton Signs	90 – 101
	City of Dayton Sign Permit Application	102 - 103
F.	OTHER BUSINESS	
G.	ADJOURN	

Posted: 02/05/2021
By: Cyndi Park, Planning Coordinator

If you have a disability and require a reasonable accommodation to fully participate in this meeting, please contact the City of Dayton at least 32 working hours (four days) before the meeting via email at cityofdayton@ci.dayton.or.us or telephone 503-864-2221 to discuss your accessibility needs.

Next Scheduled Meeting Date
Thursday March 11, 2021

City of Dayton, PO Box 339, 416 Ferry St, Dayton OR 97114
Phone: 503-864-2221 Fax: 503-864-2956
Email: cityofdayton@ci.dayton.or.us Website: www.ci.dayton.or.us

**MINUTES
DAYTON PLANNING COMMISSION
MEETING JANUARY 14, 2021**

PRESENT: Jim Maguire
Ann-Marie Anderson
Tim Parsons
Larry Smurthwaite

ABSENT:

STAFF: Kiel Jenkins, Associate Planner
Cyndi Park, Library Director/Planning Coordinator

CALL TO ORDER

Chairperson Jim Maguire called the meeting to order at 6:35 p.m.

APPROVAL OF ORDER OF AGENDA

The Commission needed to elect their Chairperson and Vice Chairperson, so this was added to the agenda. Commissioner Anderson nominated Commissioner Maguire as Chairperson, Commissioner Smurthwaite seconded the nomination, nomination passes unanimously. Commissioner Maguire nominated Commissioner Anderson as Vice Chairperson, Commissioner Smurthwaite seconded, nomination passes unanimously.

APPEARANCE OF INTERESTED CITIZENS

None present for general comments.

APPROVAL OF MINUTES

Chairperson Maguire asked for a motion to approve the minutes of the December 12, 2020 meeting as written. Vice Chairperson Anderson moved that the minutes be approved, Commissioner Smurthwaite seconded the motion, motion passed unanimously.

PUBLIC HEARING

Chairperson Maguire opened the public hearing at 6:40 p.m. Chairperson Maguire read the Public Hearing script into the record. The Commissioners reported no conflicts or bias. The meeting was turned over to Associate City Planner Kiel Jenkins. Mr. Jenkins provided a summary of the sections of the code that applied to the applications a Minor Partition, Major Variance, and Minor Variance (applications MINPAR 2020-01, MAJVAR 2020-06, and MINVAR 2020-07). Mr. Jenkins began the reading of the Staff report into the record, beginning with a description of the property and then an explanation of each proposed planning action.

The proposed Minor Partition would divide the single parcel into two parcels. The proposed Minor Variance would allow the setback on parcel 2 to be reduced from 15 feet to 14.7 feet. The proposed Major Variance would allow the applicant to enter into a non-remonstrance agreement with the City to defer frontage improvements to the property. Because all applications were filed at the same time, they must all be considered Type II applications under LUDC 7.3.201.01, so all applications were heard together at the higher

processing type. Approval for each individual application was dependent upon the approval of the other two, no single application could be approved on its own.

Mr. Jenkins gave an overview of the subject property and discussed each of the applications and their approval criteria. The approval of the Minor Variance was recommended because, among other reasons, it would not adversely affect the neighboring properties and required improvements would enhance pedestrian access to the area. The approval of the Major Variance was recommended because, among other reasons, the request was not a result of a deliberate action or knowing violate on part of the applicant, and because of the lack of quantifiable standard for the improvement to the site. It is already fully developed, so deferring improvements to a developed site qualifies as minimally necessary. The approval of the Minor Variance was recommended because, among other reasons, it was for not more than 10 percent more than the standard and because it would not unreasonably impact surrounding residences. The Commissioners had a few questions of clarification for Mr. Jenkins.

Chairperson Maguire asked the other Commissioners what their thoughts were on the application, and it was evident that everyone present was in favor of approving all the applications as recommended by staff. No additional questions were asked. Chairperson Maguire called for a motion and closed the meeting at 7:03 p.m. Vice Chairperson Anderson moved that the Planning Commission adopt the staff report and direct staff to prepare a Planning Commission Order for the Chairperson to sign Minor Partition 2020-01, Minor Variance 2020-07, and Major Variance 2020-06 with conditions (Sample motion A). Commissioner Smurthwaite seconded the motion, motion passed unanimously.

OTHER BUSINESS

None.

ADJORN

There being no further business, the meeting adjourned at 7:07 p.m.

Respectfully submitted:

APPROVED BY PLANNING COMMISSION on:

By: Cyndi Park Library Director/Planning Coordinator

As Written As Amended

Dayton Sign Code Update- Work Session #1

Review Items

1. Dayton Sign Code Update – Work Session #1 – Staff Summary
2. City of Albany Sign Code
3. City of Independence Sign Code
4. City of Keizer Sign Code
5. City of Portland, Maine Sign Code (Historic District Standards)
6. Web link (online) to LUDC 7.2.11.07 (Current sign regulations within the CBO)
7. Web link (online) to City of Salem Sign Code
8. City of Salem Sign Code (Historic District Standards)

Dayton Sign Code Update- Work Session #1- Staff Summary

To: City of Dayton Planning Commission

CC: Rochelle Roaden, City Manager

RE: Dayton Sign Code

February 4th 2021

BACKGROUND:

The impetus for an update to the Dayton Sign Code was the installment of a large sign located on Ferry Street. Per the current Dayton Land Use and Development Code, signs outside of the Central Business Overlay district are not subject to design standards or a permitting process. As a result, the City Manager directed staff to prepare a proposal for a planning commission work session including the following items:

1. Design standards for signs in downtown Dayton, particularly surrounding historic properties.
2. An accompanying permitting process for staff to follow. While there are standards for the Central Business Overlay district (CBO), there is not a permitting process in place, making it difficult for staff to regulate signs placed around the City.

In addition to the items listed above, staff recommends that Planning Commission review standards for zones outside of the CBO. Adding such standards to the LUDC will allow staff to permit all signs within the City Limits, not just the downtown area. Doing so will also ensure that signs around the city are regulated uniformly by a code approved and designed by the planning commission, rather than having a well-regulated downtown and unregulated residential and industrial zones.

TASK 1:

Draft a text amendment to the Dayton Land Use and Development Code (LUDC) regulating the design and placement of signs.

Process: A text amendment to the development code is a Type IV Action. City Council makes the final decision with a recommendation from the Planning Commission. Planning Commission will hold (a) work session(s) to discuss potential changes prior to a public hearing. The amendment must be submitted to the State Planning Agency (DLCD) with notice provided as required.

Work Session Goals:

1. Are the current standards for the CBO sufficient?
2. Should these standards be expanded to additional zones in the City?
3. What changes are needed, if any?
4. How should signs be regulated when adjacent to historic resources (Goal 5)
5. Should standards be varied based on zone and/or by use? If so, how?

Example standards

1. Keizer: All zones as specified in the table below.
 - Provisions for integrated business centers not included.

2. Salem: Standards taken from the Broadway-High Street Overlay Zone
3. Albany: Standards taken from the Historic Downtown District
 - Provisions for integrated business centers not included.
4. Independence
 - All zones as specified in the table below.

	Keizer	Salem	Albany	Independence
Max Sign Area	SF: 6 SF MF: 24 SF P/SP: Non-integrated business areas: 1.5 SF/lineal foot of building frontage up to 150 SF.	Wall: 32 SF or 2% of gross building area with street frontage. Freestanding: 24 SF	Wall: 1 SF per lineal foot of building frontage. Maximum of 120 SF Freestanding: 50 SF per sign face. Total area of ¾ feet per lineal foot of street frontage.	Residential Zone (Subdivisions/PUDs): Freestanding/Ground: 1 sign with a max area of 24 SF. Wall: 1 sign with a max area of 32 SF Residential Zone (Other): Freestanding/Ground: 1 sign not greater than 24 SF in area. Commercial/Industrial: ¾ SF per lineal feet of property frontage. If all are wall signs, a maximum of 300 SF is allowed.
Max Sign Height	Non- Commercial: Wall: 8 feet Freestanding: 6 feet Commercial/Industrial: Wall: Shall not project above the parapet or roof eve. Freestanding: 20 feet	5 feet (freestanding)	Freestanding: 15 SF	Residential Zone (PUD): Freestanding/Ground: 5 feet Residential Zone (Other): 8 feet Commercial/Industrial: Wall: Shall not exceed 4 feet above the roof line.
Max Sign Quantity	Residential: unlimited so long as maximum SF is not exceeded. Commercial/Industrial:	Unlimited so long as maximum SF is not exceeded	Freestanding: 1 for each street frontage meeting the minimum frontage requirements.	1 per lot

	Wall: Unlimited so long as maximum area is not exceeded Freestanding: 1 sign per street frontage			
Setbacks	Non-Commercial: Wall Signs: May project 1.5 feet into setback Freestanding: Where fences are allowed Commercial/Industrial: Wall Signs: May project 2 feet away from building. Freestanding: No restriction apart from vision clearance standards, may not project into ROW	5 feet	No freestanding sign shall be closer than 2.5 feet from the curb line or any state ROW. In addition, freestanding signs shall have a minimum clearance of 15 feet over a driveway or parking lot and 8 feet over sidewalk.	Residential: Must be 7 feet or greater from the back of sidewalk. If no sidewalk, 25 feet from centerline of street.
Minimum Street Frontage	-	-	50 feet	-
Materials used	-	Wood, metal, acrylic in the historic overlay district.	-	-

Staff Recommendations:

Planning Commission should review sign codes for the Oregon cities of Salem, Albany, Independence, and Keizer, along with the historic district standards for Portland, Maine. Staff has included a table of sign standards for the above cities to be compared with each other and the existing Dayton code. Example changes based on preliminary code research are shown below:

1. Add a new subsection to the development code specific to signs. This section can cross-reference other sections of the LUDC, but should have its own heading. Standards currently in place within Section 7.2.111 (CBO) can be transferred as needed.
2. Non-conforming signs:
 - a. Provision should be added stating how alterations to non-conforming signs should be treated.
 - b. Does the City wish to have an exemptions process similar to that in the Albany sign code Section 13.820?
3. Review maximum sign area for signs by zone. Section 7.2.111.07.D currently limits signs in the CBO to 1 square foot of sign per lineal foot of building façade. Per the table in Exhibit A, this is a standard method for regulating sign area in commercial districts.
4. Review maximum allowable signs for the building. There is currently no limit on the quantity of signs so long as the maximum allowable area is not exceeded. While this is also standard, the PC may wish to set a maximum quantity.
5. Edit prohibited signs (E) to include the following:
 - a. Obscene signs as defined in ORS chapter 167.

- b. Flashing signs (mentioned that this is prohibited under section D, but should be listed in this section as well.
 - c. Signs which purport to be, or is an imitation of, or resembles an official traffic sign or signal, which bears the words “STOP”, “GO SLOW”, “CAUTION”, “DANGER”, “WARNING”, or similar words.
 - d. Off-premise signs and billboards which advertises or publicizes an activity, business, product or service not conducted on the premises upon which such signs are maintained.
 - e. Any other sign types as desired by the Planning Commission. Review other sign codes as needed.
6. Section G- Sign Variances
- a. Minor variances do not allow a standard to be altered by greater than 10%. This criterion should be mentioned in Section G for clarity.
7. Sign standards on properties occupied by historic structures (Goal 5 Resources).
- a. Section should be added to the sign code.
 - b. Additional standards or a Planning Commission review can be required by code if desired.
8. Specifications for installation and maintenance of signs should be added. See Albany Section 13.220.
9. Direct staff on whether any signs shall be permitted by CUP.
10. Review Standards
- a. The City should add standards by zone or by use.
 - b. For reference, Section 58.180 of the City of Independence sign code provides a list of permitted signs in residential zones along with the applicable standards.
 - c. The City of Albany has a table for “sign area by zone” which spells out specific standards by type.
 - d. City of Keizer regulates signs by use, rather than by zone. Allows for more specified review.
 - e. Staff can prepare a draft amendment to the Dayton code with similar standards upon request from the Planning Commission.

TASK 2:

Develop a permit process allowing staff review of certain signs within City Limits.

Work Session Goals:

- 1. Provide staff with direction on signs that require permits. Section 7.112.03.F describe signs where staff review is not required.

Staff Recommendations: Staff requests that Planning Commission provide input on the following items. Note that the permit application will not be included within the text of the development code but shall be referenced throughout.

- 1. Specify which signs shall be subject to permitting requirements.
- 2. Direct staff on whether any signs (exempting sign variances) shall be subject to Planning Commission review via CUP.
- 3. Staff shall prepare a draft permit application.

4. Permit fee structure shall be decided by City Council and added to the City of Dayton Fee Structure.

Sign permitting process needed. There is a procedure for a sign variance (7.2.111.07.G), but not for a permitting process. Staff can design a sign permit with the following items:

1. What signs shall require permits?
 - i. Section 7.2.111.07.F shows signs currently exempt.
2. Procedure type (Type 1)
3. Fee: Many cities have fees associated with sign permits based on area.
4. Applicant information
 - i. Name, address, mailing address.
5. Sign design
 - i. Material
 - ii. Size (dimensions of sign area, total structure, height)
 - iii. Lettering
 - iv. Illumination/lighting
6. Site plan
 - i. Location of sign on the property
 - ii. Zoning district
7. Existing signs on the property
8. Contact information- sign contractor
9. Building permit requirements
 - i. When needed, size/weight threshold etc.
10. Timeline for approval (review turnaround)
11. Expiration date of permit (construction deadline)

ARTICLE 13¹

SIGNS

13.000 Overview. This article contains the City's standards for signage.

The following is a list of the main headings in this article.

- General Provisions
- General Sign Regulations
- Exemptions
- Temporary Signs or Displays
- Permanent Signs
- Review Procedures
- Variances
- Nonconforming Signs
- Definitions

GENERAL PROVISIONS

13.110 PURPOSE

- (1) While signs communicate all types of helpful information, unregulated signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this article is to regulate the size, illumination, movement, materials, location, height, and condition of all signs placed on private property for exterior observation, thus ensuring the protection of property values; the character of the various neighborhoods; the creation of a convenient, attractive, and harmonious community; protection against destruction of or encroachment on historic convenience to citizens and encouraging economic development. This article allows adequate communication through signage while encouraging aesthetic quality in the design, location, size, and purpose of all signs. This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech. If any provision of this article is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this article which can be given effect without the invalid provision.
- (2) A sign placed on land or on a building for the purpose of identification, protection, or directing persons to a use conducted therein must be deemed to be an integral, but accessory and subordinate, part of the principal use of land or building. Therefore, the intent of this article is to establish limitations on signs to ensure they are appropriate to the land, building, or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in subsection (1) of this section.
- (3) These regulations are intended to promote signs that are compatible with the use of the property to which they are appurtenant, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.

¹ Entire article replaced with Ordinance 5909, June 27, 2018

- (4) These regulations do not regulate every form and instance of visual communication that may be displayed anywhere within the jurisdictional limits of the City. Rather, they are intended to regulate those forms and instances that are most likely to meaningfully affect one or more of the purposes set forth above.
- (5) These regulations do not entirely eliminate all of the harms that may be created by the installation and display of signs. Rather, they strike an appropriate balance that preserves ample channels of communication by means of visual display while still reducing and mitigating the extent of the harms caused by signs.

13.120 APPLICABILITY

- (1) No person shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, or maintain any sign or cause or permit the same to be done, contrary to or in violation of any of the provisions of this article.
- (2) This article shall not be construed to permit the erection or maintenance of any sign at any place or in any manner unlawful under any other city code provision or other applicable law. In any case where a part of this article conflicts with a provision of any development, building, fire, safety, or health ordinance or code, the provision which establishes a stricter standard for the protection of the public health and safety shall prevail.
- (3) Where signs within or extending into the public right-of-way require Public Works Department approval, the action giving approval for such signs may contain any condition(s) which the Public Works Department deems necessary to ensure safety, proper maintenance, and appearance and removal of such sign when required.
- (4) This article is not intended to and does not restrict speech on the basis of its content, viewpoint or message. Any classification of signs in this chapter that permits speech by reason of the type of sign, identity of the sign user or otherwise, shall permit any type of speech on the sign. No part of this chapter shall be construed to favor commercial speech over noncommercial speech. To the extent any provision of this chapter is ambiguous, the term shall be interpreted to not regulate on the basis of speech content, and the interpretation resulting in the least restriction on the content of the sign message shall prevail.

GENERAL SIGN REGULATIONS

13.210 PROHIBITED SIGNS

Signs are prohibited except as authorized by this ordinance. In addition, the following signs are specifically prohibited and may not be placed within the City of Albany:

- (1) **Obstructing Signs.** A sign or sign structure that is attached to or placed against a building or other structure in such a manner as to prevent or inhibit ingress or egress through any door or window required or designated for access to any building or that is attached to or obstructs a fire escape, exit, or standpipe.
- (2) **Obscene Sign.** It shall be unlawful for any person to display upon any sign any obscenity or obscene material as defined in ORS Chapter 167.
- (3) **Roof Signs.** A sign or any portion of which is displayed above the roof line.
- (4) **Flashing or Animated Signs,** or signs that glare, change color more than three times per minute, reflect, blink, or appear to do any of the above.

- (5) Signs in vision clearance areas as defined in Section 12.180, except for approved Directional and Public Safety Signs, Governmental Signs, and sign poles that meet the standards of Section 12.180.
- (6) Signs attached to any public tree or public utility pole, other than warning signs issued by public utilities.
- (7) Signs using bare-bulb illumination or lit so that the immediate source of light is exposed to direct view from a public street or highway. This is not intended to prohibit the use of neon or LED as a source of illumination provided the intensity or brilliance of such lights do not cause a safety hazard. In no case shall displays have a brightness level greater than three-tenths foot-candle above ambient light conditions and not more than one foot-candle of illumination may leave the property boundaries.
- (8) Signs using flame as a source of light.
- (9) Any sign that purports to be or is an imitation of or resembles an official traffic sign or signal, or that bears the words "STOP, GO, SLOW, CAUTION, DANGER, WARNING," or similar words, when used in a manner resembling an official traffic sign.
- (10) Any sign, which by reason of its size, location, movement, content, coloring, or manner of illumination may be confused with or construed as a traffic control device, or that hides from view any traffic sign or signal.
- (11) Any sign placed on the roof of a marquee.
- (12) Any sign or portion thereof erected within future street right-of-way as depicted in the Transportation System Plan as amended, unless and until an agreement is recorded stipulating that the sign will be removed or relocated upon street widening at no expense to the City.

13.220 INSTALLATION AND MAINTENANCE OF SIGNS

- (1) All signs, together with all their supports, braces, guys and anchors, shall be kept in good repair and be maintained in a safe, neat, clean, and attractive condition, free from rust, corrosion, peeling paint, or other surface deterioration.
- (2) Unless otherwise approved by the City of Albany, all temporary signs must meet the following standards:
 - (a) Shall be adequately secured and supported with a base capable of keeping the sign upright in a moderate wind (i.e., approximately 13 - 18 mph).
 - (b) May not be located in any public right-of-way.
 - (c) May not be placed within any vision clearance area as defined in Section 12.180.
 - (d) May not block public entrances.
 - (e) No sign shall obscure more than 50 percent of any individual window.
 - (f) Shall be maintained in a safe, neat, clean, and attractive condition.
 - (g) No person who places a sign under the temporary sign provisions of this article shall permit the sign to remain in place after the period specified for display has expired.
- (3) A temporary sign (including A-frame signs, yard signs, and banners) attached to, or placed inside, a vehicle or trailer parked on private property for more than 48 hours is subject to the temporary sign limitations of this Article. This is not intended to preclude permanent

signs such as those painted on vehicles. Parking on a public street for the purposes of displaying or advertising from a vehicle is regulated by 13.21.030 of the Municipal Code.

13.230 ABANDONED AND UNUSED SIGNS

- (1) A sign shall be deemed abandoned if the sign structure has been damaged and repairs and restoration are not started within one year of the date the sign was damaged, or are not diligently pursued, once started. Abandoned signs shall be taken down and removed by the owner, agent, or person having the beneficial use of the building or structure upon which such sign may be found.
- (2) A sign frame shall not be left empty, and a blank sign face shall be installed if necessary.

13.310 SIGNS EXEMPT FROM SIGN PERMIT

A sign which is consistent with the type, description, and maximum duration in Table 13-1 is subject to the General Provisions and General Sign Regulations of this Article; however, no sign permit or sign registration is required before placing, constructing, or erecting such a sign. All other temporary or permanent signs are subject to the sign permit or sign registration requirements of this Article.

**TABLE 13-1
SIGN TYPES EXEMPT FROM SIGN PERMIT**

Sign Type	Description	Maximum Duration
<p>(1) Exempt Governmental signs. The signs described in this section are an important component of measures necessary to protect the public safety and serve the compelling governmental interest of protecting traffic safety, serving the requirements of emergency response, and protecting property rights or the rights of persons on property. These signs include, but are not limited to:</p>		
(a) Traffic control devices	Traffic control devices on private or public property erected and maintained to comply with the Manual on Uniform Traffic Control Devices adopted in this state and if not adopted by this state with the Manual on Uniform Traffic Control Devices adopted by the Federal Highway Administration.	Signs may be temporary or permanent
(b) Signs required to identify the address of the property	Signs required to identify the address of the property so that public safety departments can easily identify the address from the public street. The size and location of the identifying numerals and letters, if any, must be proportional to the size of the building and the distance from the street to the building, and in no case shall individual characters be less than three inches tall nor exceed 12 inches in width or height. In cases where the building is not located within view of the public street, the identifier must be located on the mailbox or other suitable device such that it is visible from the street.	Signs may be temporary or permanent
(c) Signs necessitated by federal, state or local law	Signs necessitated by federal, state, or local law requiring a property owner to post a sign on the owner’s property to warn of a danger, to prohibit access to the property, or for public safety.	Signs may be temporary or permanent
(d) Signs of public utility companies	Signs of public utility companies indicating danger, or that serve as an aid to public safety, or that show the location of underground facilities or of public telephones.	Signs may be temporary or permanent

Sign Type	Description	Maximum Duration
(e) Official or legal signs	Official or legal signs which are erected by public officers performing official duties including those erected pursuant to law, administrative order, or court order.	Signs may be temporary or permanent
(f) Signs erected, maintained or authorized by a public authority	Signs erected, maintained or authorized by a public authority (e.g., Landmarks Commission) identifying sites, buildings, districts, or structures of recognized historical value or providing wayfinding.	Signs may be temporary or permanent
(g) Government flags	A flag that has been adopted by the federal government, this State, or the local government may be displayed as provided under the law that adopts or regulates its use.	Signs may be temporary or permanent
(2) Exempt Non-Governmental Signs Property owners may place, construct, or erect the following signs on their property		
(a) Sites with legal Home Businesses	On a site with a home business established in accordance with Section 3.090-3.160, one (1) sign not larger than 12 inches by 18 inches may be placed in a window or attached to the building.	Signs may be temporary or permanent
(b) Directional and Public Safety	Signs that are for public safety and direction such as parking directional signs and wayfinding signs – when attached to a building, etc. shall be located and sized commensurate with their function but shall not exceed eight square feet per face per sign. The maximum height for freestanding directional/public safety signs is three feet. All signs must be placed outside of any vision clearance area.	Signs may be temporary or permanent
(c) Window Sign	Window signs are only allowed within non-residential zones. They are allowed without regard to other aggregate or number sign restrictions provided that window signs shall not obscure more than 50 percent of any individual window.	Signs may be temporary or permanent
(d) Awning or Marquee	Exempt awning or marquee signs are only allowed in non-residential zones. Such signs may only be located on the valance or bottom vertical 12 inches of the awning or on the face or vertical edge of a marquee.	Signs may be temporary or permanent
(e) Signs not meant to be visible off-site	Signs that are not meant to be visible off-site, such as exterior signs in a stadium or menu boards for drive-up restaurants that are visible only to patrons, and signs on the interior of a mall or building not visible from a public right-of-way	Signs may be temporary or permanent
(3) Exempt Temporary Signs. Properties owners may place, construct, or erect the following signs on their property.		
(a) Small Temporary Sign	One temporary sign with a sign face no larger than three square feet.	365 days/year
(b) Signs during an Election	One temporary sign per issue and per candidate based on the ballot of an election within the district where the property is located. <u>Residential zones</u> - Signs are limited to an area of four square feet per face and a maximum height of three feet.	From 45 days prior to an election until 7 days after

Sign Type	Description	Maximum Duration
	<u>Commercial or industrial zones</u> - Signs are limited to an area of eight square feet per face and a maximum height of five feet.	
(c) Property for Sale or Rent	<u>Residential Zones</u> i. One sign per street frontage with a maximum of two signs per lot. ii. Up to two directional signs may be erected off premises with the receiving property owner's permission, but no more than one off-premises sign may be located on any tax lot. iii. Signs shall not exceed six square feet per face. iv. A-frame signs are allowed if they do not exceed four square feet per face and shall be removed at dusk and not replaced before sunrise. <u>Commercial, Industrial, and Mixed Use Zones</u> i. Signs shall conform to all restrictions (such as number and size) applicable to that zone, except that no temporary sign shall exceed 100 square feet in area per face and 10 feet in height. ii. If a developed property meets or exceeds the maximum signage allowed, then one additional wall sign per frontage shall be allowed not exceeding 10 percent of the wall face area.	From the time the property is offered for sale or rent (either through a licensed real estate agent or by the owner through advertising in a local newspaper of general circulation or other public means) until 15 days after the date on which the transaction has been closed
(d) Subdivisions (when involving more than three lots being offered for sale)	i. Signs shall be limited to one double-faced sign of 32 square feet per face, placed at a right angle to the street, or two 24 square foot signs facing the street. Such signs shall be at least 700 feet apart and shall not exceed a height of eight feet. ii. Signs shall be placed within the subject subdivision.	From the time the lots are offered for sale until the end of two years, or when 90 percent of the subdivision lots contain a completed structure, whichever occurs first
(e) When Property is Open to the Public	One temporary sign on site when the property owner is opening the property to the public. The sign shall not exceed four square feet per face and four feet in height.	From one week prior to event until the day after the event. No more than a total of 15 consecutive days for extended sales
(f) Transient and Itinerant Merchants and Vendors	Signage for Transient and Itinerant Merchants and Vendors authorized in accordance with Albany Municipal Code Chapter 5.10 shall be allowed as follows: i. One sign per street frontage. ii. Sign area can be no greater than 32 square feet.	For the duration of the activity authorized by Albany Municipal Code Chapter 5.10
(g) Search Lights	Permitted within commercial zones only. Search lights shall comply with applicable Federal aviation laws.	No more than five days in a row, up to a maximum of 15 days in any calendar year

Sign Type	Description	Maximum Duration
(h) Construction Project Signs	On sites which are actively under construction (building permits are in process). The maximum height for freestanding construction project signs is 10 feet.	For the duration of project construction

TEMPORARY SIGNS OR DISPLAYS

13.410 TEMPORARY SIGNS OR DISPLAYS – GENERAL REQUIREMENTS

- (1) Each temporary sign must be registered with the Community Development Department each calendar year that specifies the display dates for the year, unless otherwise exempt from a sign permit or registration under ADC 13.310.
- (2) Temporary signs shall be constructed, installed and maintained in accordance with 13.220(2).
- (3) No person who places a sign under the provision of this section shall permit the sign to remain in place after the period specified for display has expired.
- (4) No street banner sign shall be erected over public property unless first approved by the Public Works Department. The action giving approval for such signs may contain any condition(s) which the Public Works Department deems necessary to ensure safety, proper maintenance, and appearance and removal of such sign when required.

13.420 TEMPORARY SIGNS OR DISPLAYS IN NON-RESIDENTIAL ZONING DISTRICTS

Temporary signs or displays pursuant to this section are only permitted within non-residential zoning districts. Each business may have a total of two temporary signs at any one time.

- (1) Banners and Inflatable Signs. The area of temporary banners shall not exceed 50 square feet in the CB, DMU, NC, HD, MUR, WF, MS, LE, ES, TD and OP zones and 75 square feet in all other non-residential zones, or in the case of inflatable signs, 500 cubic feet. Inflatable signs must be no taller (as measured from grade) than freestanding signs allowed in the particular zone. Banners, inflatable signs and displays are allowed up to 120 days per calendar year.
- (2) A-Frame Signs. A-frame or similar styles of portable signs are subject to the following standards, except for portable signs within the Downtown Parking Assessment District:
 - (a) A-Frame Signs. A-frame or similar styles of portable signs are subject to the following standards, except for portable signs within the Downtown Parking Assessment District:
 - (b) The maximum height of the sign may not exceed four feet.
 - (c) A-frame signs shall be spaced at least 10 feet apart.
 - (d) There is no limit on the number of display days per calendar year for A-frame signs.
- (3) Portable Signs within the Downtown Parking Assessment District. The following standards apply to portable signs within the Downtown Parking Assessment District (a map is located at the end of this Article):
 - (a) One A-frame sign per business is permitted in the right-of-way if the following standards are met:
 - i. The sign may not exceed three feet in width or four feet in height;

- ii. At least five feet of unobstructed sidewalk shall remain available for pedestrian use;
- iii. Displays may not be located within 10 feet of a street or alley intersection.
- (b) “Open” banner-flags up to five feet tall and two feet wide are permitted in the right of way with an approved permit.
- (c) There is no limit on the number of display days per calendar year for portable or “open” banner-flags.
- (4) Pennants, Flags, and Streamers may be used as part of an opening or promotional event up to 120 days per calendar year. A flag that has been adopted by the federal government, this State or the local government may be exempt pursuant Section 13.310.

13.430 TEMPORARY EVENT SIGNS

For the purposes of this section, a temporary event is defined as an event held at the Linn County Fair and Expo Center or an event within the City limits that excludes sales or sales promotions unless related to fund-raising for a non-profit organization or institution. Temporary events signs shall meet the following standards:

- (1) Signs must be displayed for no more than 21 days.
- (2) Signs located off-premises must not exceed four square feet in residential zones and 32 square feet in non-residential zones.
- (3) Unless otherwise authorized under ADC 13.410(4) or 13.420(3), signs must not be located in the public right-of-way.
- (4) Signs must not be located within the Clear Vision Area as defined in Section 12.180.
- (5) Temporary event signs must be registered with the Community Development Department specifying display dates for the year. One registration per event is required, regardless of the number of signs that are to be displayed for the event.

PERMANENT SIGNS

13.510 PERMANENT SIGNS

The following standards apply to permanent signs.

- (1) A sign permit must be obtained for each sign, unless otherwise exempt from a sign permit or registration under ADC 13.310.
- (2) Permanent signs are classified in three categories:
 - (a) Wall Signs are signs attached to, erected against, or painted on a wall of a building or structure (including signs painted or affixed to the surface of an awning or marquee), with the exposed face of the sign in a plane approximately parallel to the face of said wall. Wall signs have one sign face. Wall signs are subject to additional standards in ADC 13.520.
 - (b) Freestanding Signs are signs, including monument signs, supported by one or more uprights, poles, or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign. Freestanding signs may have one or more sign faces. Freestanding signs are subject to additional standards in ADC 13.530.
 - (c) Projecting Signs are signs projecting more than 12 inches from a structure. A sign suspended from a marquee or awning is considered a projecting sign. Projecting signs are subject to additional standards in ADC 13.540. Projecting signs may have one or more sign faces.

- (3) All permanent signs shall be designed and constructed to meet the requirements of the State of Oregon Structural Specialty Code. Any electrical apparatus used in connection with a sign must be covered by an electrical permit. The amperage and voltage of such apparatus must be permanently affixed to the sign.
- (4) Exempt Signs pursuant to ADC 13.310 and Temporary Signs pursuant to ADC 13.410 – 13.430 are not subject to the standards for permanent signs and are not included in the calculation of aggregate area.

13.520 WALL SIGNS

The following standards apply to wall signs other than Exempt Signs pursuant to ADC 13.310 or Temporary Signs pursuant to ADC 13.410 – 13.430.

- (1) Projection. No wall sign shall project more than 12 inches beyond the wall (or awning or marquee) to which it is attached.
- (2) Placement. No wall sign shall extend above the roof or eave-line of the building. Signs attached to the vertical face of an awning or marquee shall not extend above or below the face to which it is attached.
- (3) Illuminated wall signs abutting a parking lot must be at least 75 feet from a property line facing a residential zone.
- (4) Interior Lot Line Signs. A principal wall sign may be located on the side of a building facing an interior lot line if written consent of the abutting property owner is obtained for the erection of the sign or the sign is 50 feet or more from the abutting property. Sign and area for both the interior lot line sign and street frontage signs shall not exceed that allowed for the street frontage and shall not be in addition thereto.
- (5) Signs on Fences. Fence signs shall be subject to the same size and placement requirements as a wall sign and shall not exceed the height of the fence.
- (6) Sign Area by Zone. The amount of wall sign area permitted in each zone is specified in Table 13-2. The aggregate area of all wall signs on each building frontage shall not exceed the amount of wall sign area allowed per lineal foot of building frontage. In addition, the aggregate wall sign area shall be subject to the minimum and maximum ranges for each building frontage. The amount of signage allowed is for each building frontage and may not be transferred to a different building frontage. For multi-tenant buildings the building frontage is calculated individually for each tenant.

**TABLE 13-2
SIGN AREA BY ZONE – WALL SIGNS**

Zone	Amount of wall sign area per lineal foot of building frontage	Minimum and Maximum Range for Each Building Frontage	
		Minimum	Maximum
CC, RC, PB, LI, HI, and IP	1.5 sf per lineal foot	48 sf	200 sf
NC, MS, MUC and WF	1.5 sf per lineal foot	32 sf	160 sf
OP, ES and TD	1.5 sf per lineal foot	32 sf	80 sf
CB, DMU, and HD	1.0 sf per lineal foot	32 sf	120 sf
LE and MUR	1.0 sf per lineal foot	32 sf	80 sf
All residential zones	See ADC 13.560 and 13.570		

*The standards of this table may be modified for signs within Integrated Business Centers in accordance with Subsection (7)

- (7) Sign Area within Integrated Business Centers.
 - (a) Wall sign area is limited to the provisions of Subsection (6), except a tenant occupying a minimum of 40,000 square feet in gross floor area is allowed a bonus to the maximum size provisions in the PB, CC, RC, LI, HI, and IP zones so that the maximum wall sign area for that business is 240 square feet.
 - (b) Business center identity wall signs may be placed over all shared main public entries to the business center. Shared public entries must be shared by at least two tenants. Such signs are limited to 130 square feet in size.
 - (c) When an individual business does not have frontage on a street or parking lot, the business is allowed a maximum aggregate wall sign area of 16 square feet.

13.530 FREESTANDING SIGNS

The following standards apply to freestanding signs other than Exempt Signs pursuant to ADC 13.310 or Temporary Signs pursuant to ADC 13.410 – 13.430.

- (1) Supports. A freestanding sign shall be directly supported by poles or foundation supports in or upon the ground. No external cross-braces, guywires, “T-frames,” “A-frames,” “trusses,” or similar bracing systems shall be used in constructing freestanding signs.
- (2) Clearance.
 - (a) No freestanding sign shall be closer than 2-1/2 feet from the curb line or over any state highway right-of-way as specified in state law. In the event the street shall be widened or changed in any manner so that the change would result in the projection of a sign to a distance over public property, then the owner of said sign shall remove it and replace it at the expense of the owner.
 - (b) Freestanding signs shall have a minimum clearance of 15 feet over a driveway or parking area.
 - (c) Freestanding signs shall have a minimum clearance of eight feet over a pedestrian walkway or sidewalk.
- (3) Location. Signs shall be placed on the central 50 percent of the street frontage or 50 feet from any adjacent freestanding sign. Signs on corner properties may be placed near the corner if vision clearance provisions are met.
 - (a) One freestanding sign shall be permitted for each lot frontage which meets the minimum street frontage specified in Table 13-3. Two or more parcels of less than the minimum

required street frontage each may be combined for purposes of meeting this standard, with the approval of all affected property owners.

- (b) When a freestanding sign is located at the corner of two intersecting rights-of-way and placed a distance from the right-of-way corner of less than 50 lineal feet, the sign shall be counted as one sign for each frontage.
- (4) Sign Area. Signs shall not exceed a total face area of 3/4 square feet for each lineal foot of street frontage with the maximum area per face as specified in Table 13-3. When a face can be seen from a street, then that face shall count as part of the aggregate area for that street frontage (not to exceed counting one face per frontage). The maximum size allowed for such sign shall be based on the street frontage with the highest average daily traffic count or the average of the two frontages. In all cases a minimum allowance of 20 square feet per sign face is guaranteed.
- (5) Height. Signs shall be no higher than as specified in Table 13-3.

**TABLE 13-3
SIGN AREA BY ZONE – FREESTANDING SIGNS***

Zone	Maximum Sign Area per Face	Maximum Height	Minimum Street Frontage Required
PB, CC, RC, LI and HI	160 sf	30 feet	75 lineal feet
IP	160 sf	15 feet	75 lineal feet
MUC	120 sf	25 feet	75 lineal feet
WF, MS, and NC	120 sf	15 feet	75 lineal feet
ES, TD, and OP	50 sf	15 feet	75 lineal feet
CB, DMU, HD, LE, and MUR	50 sf	15 feet	50 lineal feet
All Residential Zones	See ADC 13.560 and 13.570		

*The standards of this table may be modified for signs within Integrated Business Centers in accordance with Subsection (7) and for signs located within the freeway interchange area in accordance with Subsection (8).

- (6) Shared Freestanding Signs within Integrated Business Centers. When two or more businesses within an Integrated Business Center combine their permitted freestanding signs into one sign the following standards apply:
 - (a) One freestanding, shared sign per street frontage that has a customer entrance is allowed. The shared sign must comply with Subsection (5), except that a bonus to the maximum size provisions is allowed in the PB, CC, RC, LI, HI, and IP zones so that the maximum area is 200 square feet per face and the minimum allowance is 60 square feet.
 - (b) In lieu of (a) above, integrated business centers that utilize shared freestanding signs that are less than eight feet tall, may locate one such sign per public entrance. Such shared signs are limited in aggregate area to 200 square feet.
 - (c) Properties having two or more street frontages, one of which is in excess of 400 feet, are permitted two shared freestanding signs on the long frontage provided that the total combined area does not exceed 200 square feet (on one face); however, no freestanding sign is allowed on the other frontage.
 - (d) If the business within an Integrated Business Center is not represented on a shared freestanding sign, one freestanding monument sign is permitted for each freestanding pad building. The sign structure is limited to eight feet tall measured from ground level

and 10 feet in horizontal length. The sign face(s) is/are limited to a maximum area of 32 square feet.

(e) Sign Spacing. A minimum of 100 feet of spacing is required between freestanding signs.

(7) Freeway Area Signs General Provisions.

(a) The Freeway Interchange Area is defined and shown in Figure 1.

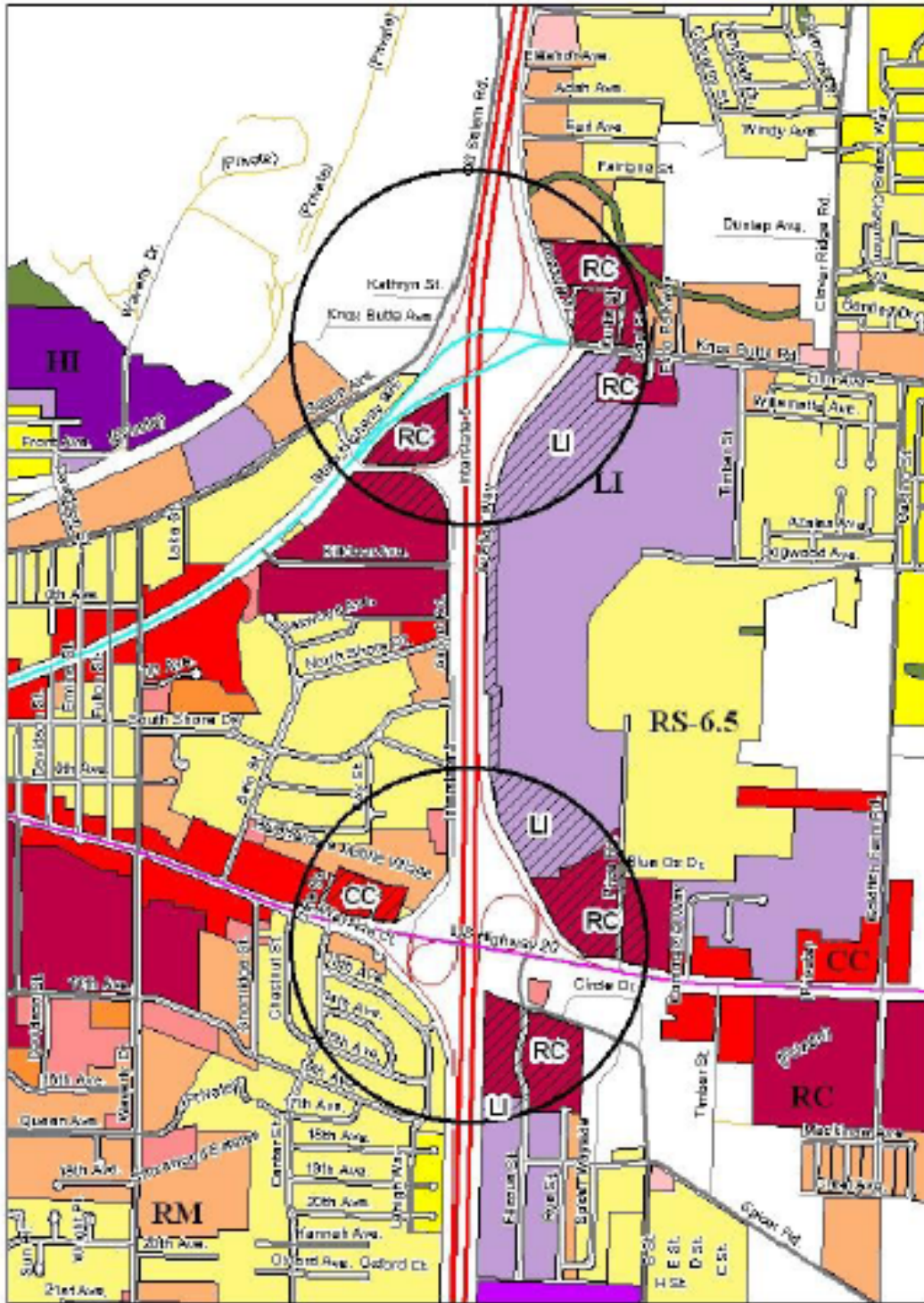
(b) A business within the Freeway Interchange Area may have one freestanding sign up to 50 feet tall. Maximum sign area is limited to 250 square feet for one face and 500 square feet for two or more faces.

(c) If such sign is erected, it shall be in lieu of and not in addition to the signs permitted by Subsection (6) for such business along the street frontage on which it is located.

FIGURE 1 FREEWAY INTERCHANGE AREA

13.540 PROJECTING SIGNS

The following standards apply to projecting signs other than Exempt Signs pursuant to ADC 13.310 or Temporary Signs pursuant to ADC 13.410 – 13.430.



- (1) Placement. The inner edge of a projecting sign shall not be more than six inches from the face of the building.
- (2) Clearance. Projecting signs shall have a minimum clearance of eight feet over sidewalks, public right-of-way, or grade and 15 feet over driveways and alleys. Signs suspended from marquees and awnings must be a minimum of seven feet, six inches above grade.
- (3) Projection. No projecting sign (or other signs) shall project more than eight feet over public property nor closer than within 2-1/2 feet of the curb line. Signs suspended from a marquee or awning shall not extend beyond the perimeter of the marquee or awning.
- (4) Signs near intersections. When a projecting sign is located at the corner of two intersecting rights-of-ways and positioned so that each sign face is designed to be read from each adjacent right-of-way, the sign will be counted as one sign for each frontage and the area of each face shall count as part of the aggregate area for each frontage, except that the maximum size of such sign may be based on the street frontage with the highest average daily traffic count.
- (5) Number of Signs. One projecting sign shall be permitted for each business or group of businesses occupying a single common space or suite in lieu of a freestanding sign permitted in accordance with ADC 13.530. Signs suspended from marquees or awnings that are four square feet per face or smaller are exempt from sign number and area restrictions.
- (6) Area. Signs shall not exceed an area of 3/4 square feet for each lineal foot of business frontage to which the sign pertains. The maximum area and minimum allowance for projecting signs shall be as specified in Table 13-4.

**TABLE 13-4
SIGN AREA BY ZONE – PROJECTING SIGNS**

Zone	Maximum Sign Area per Face	Minimum Allowance per Face
CB, DMU, HD, LE and MUR	50 sf	12 sf
All other non-residential zones	80 sf	20 sf
All residential zones	See ADC 13.560 and 13.570	

13.550 SIGNS FOR THEATERS

The following standards apply to all theater signs:

- (1) Where a building is built within two feet of a right-of-way line, the theater may elect to use in lieu of all other signs along the same street frontage either signs listed in Paragraphs (2)(a) or (2)(b) below but not both.
- (2) Sizes shall be limited to those regulations of the district in which they are located. For the purpose of limiting the size and number of signs for theaters, advertisements contained within a glass case or frame on the face of the building shall be considered as signs located within a building and shall not be limited. The theater may elect to use:
 - (a) One projecting sign and one reader board type sign limited to a projection of eight feet over public property but not closer than within 2-1/2 feet of the curb line; or
 - (b) One projecting sign and one sign on each face of a theater marquee.

13.560 NEIGHBORHOOD SIGNS

For subdivisions, multiple-family developments (including planned developments), Assisted Living, Daycare Facility (exceeding thresholds for Home Business Allowed Outright), and Residential Care or Treatment Facility (6 or more residents) uses, or identified neighborhood areas, one single- or double-faced, indirectly lit sign not to exceed 24 square feet for one face or 48 square feet in surface area for two or more faces is permitted. If the sign is not attached to a building, the sign may be no more than four feet tall. The applicant for the sign permit must own or represent a majority of the lots or dwelling units within the subdivision, multiple-family development, assisted living or care facility, identified neighborhood area, or the applicable homeowner's association. If the sign pertains to any development request, then the location and design shall be subject to the appropriate review.

13.570 INSTITUTIONAL USES IN RESIDENTIAL ZONING DISTRICTS

The following standards apply to signage for all institutional uses allowed in residential zoning districts and the MUR (Mixed Use Residential) district except the HM (Hackleman Monteith) District:

- (1) When an institutional use is allowed in a residential zoning districts, the size and placement of a sign may be further restricted as part of conditional use permit review.
- (2) Signs shall not exceed 32 square feet per face.
- (3) Except in residentially-zoned historic districts, one freestanding, changing electronic message sign may be permitted as follows:
 - (a) The use has a minimum of 100 feet of public street frontage.
 - (b) Sign face shall be perpendicular to adjacent residential uses.
 - (c) Maximum sign height shall not exceed 12 feet unless minimum clearance standards in Sections 13.510(2)(b) and (c) apply. Under no circumstances shall the sign height exceed 19 feet.
 - (d) The portion of the sign with the changing electronic message shall be turned off between the hours of 9:00 p.m. and 6:00 a.m.
 - (e) The color of the changing electronic message display shall be monochromatic.
 - (f) The duration of the message display shall be not less than 20 seconds and static only.
 - (g) Changing electronic message signs shall not be allowed in residentially-zoned historic districts.

13.580 SIGNS FOR NONCONFORMING USES IN A RESIDENTIAL ZONE

Legal nonconforming uses shall be allowed one permanent attached wall sign not to exceed 24 square feet in sign area. No other permanent signs shall be permitted except for pre-existing nonconforming signs for which required permits have been obtained.

13.590 MURALS

Murals that contain advertising material are subject to conditional use permit approval (Article 2) except that the criteria for approval shall be replaced by the criteria below in Section 13.650(3). Seasonal murals and murals not containing advertising material shall be exempted from this Section.

- (1) **Information Requirement.** The applicant requesting a mural permit shall submit a finished drawing, prepared to scale, of the outside wall, facade, or surface that the applicant proposes to use for said mural and of the mural that the applicant proposes to place on said outside wall, facade, or surface. The mural shall be colored on the drawing the colors that the applicant proposes to use for the mural and shall be of sufficient detail to allow for a visualization of the actual appearance of the mural. The drawing shall be available for

viewing by the public during the regular business hours at the Planning Department. The permit application shall include a statement as to the type of lighting, if any, which will be used to illuminate the mural during hours of darkness.

- (2) Specific Standards. The following standards must be met before the application can be reviewed:
 - (a) All signs relating to the building or structure upon which the mural is to be placed shall be in compliance with the requirements of the Development Code in effect on the date of application. No mural may be placed on any building or structure that includes a nonconforming sign.
 - (b) Only one wall, facade, or surface of a building or structure may be used for a mural.
 - (c) A wall, facade, or surface that is used for a mural pertaining to the business on which it is located shall be counted as one sign. A mural, regardless of size, will count as one-half of the total aggregate sign area allowed for the business.
- (3) Review Criteria. The mural shall be approved if the following criteria are met:
 - (a) The placing of the proposed mural at the location selected by the applicant would not constitute a significant traffic safety hazard.
 - (b) Neither the mural, nor the placement of the mural, would endanger the public health, safety, or general welfare.
 - (c) Any lettering area which advertises the business or products pertaining to the use or uses within the building shall be limited to one-half that permitted under other signage requirements for the building.

REVIEW PROCEDURES

13.610 PERMIT NEEDED

- (1) Except as specifically excluded herein, no property owner, lessee, contractor, or other person shall display or cause to be displayed any sign requiring a permit as set forth in this Code, except for maintenance of signs that conform with this ordinance, without first obtaining from the Director a written permit to do so, paying the fees prescribed therefore, and otherwise complying with all the applicable provisions of this ordinance. If a governmental agency requires the relocation of a sign, the fee described above shall be waived.
- (2) Provided that the sign structure is in conformance with all other provisions of this Article and the subject use has received all required development permits, only structural modifications or enlargements shall be subject to sign permit requirements.

13.620 APPROVAL OF PERMITS

Unless otherwise authorized by this ordinance, no permit shall be issued for any new sign within the city until such sign is reviewed and approved by the Director or their designee. When a sign is to be located on a lot occupied by a structure listed on the official city historic inventory, then the sign shall be considered an exterior alteration subject to the provisions of Article 7.

13.630 APPLICATION REQUIREMENTS

- (1) An application for a sign permit shall be made on a form prescribed by the City and shall be filed with the Community Development Department. The application shall also contain the names and addresses of the sign company, person authorizing erection of the sign, and the owner of the subject property.

- (2) The application shall include, at a minimum:
 - (a) A plot plan drawn to scale indicating the location of the proposed sign and identifying existing signs on the premises;
 - (b) Dimensioned building elevations showing the height and width of the building and the location of all existing signs and the proposed sign. If location is a tenant space within a larger building, show only those signs and elevations that relate to the tenant space;
 - (c) A scale or dimensioned drawing of the proposed sign including graphic design;
 - (d) Structural and mechanical design and engineering data which ensures its structural stability; and
 - (e) Footing diagrams for any sign other than a wall sign (engineered drawings may be required).

13.640 PERMIT ISSUED IF APPLICATION IN ORDER

It shall be the duty of the Director, upon the filing of a complete application for a sign permit, to examine such plans and specifications and other data and the premises upon which it is proposed to erect the sign, and if it shall appear that the proposed sign is in compliance with all the requirements of this ordinance and all other laws and ordinances of the City of Albany, he/she shall then issue the sign permit in accordance with a Type I procedure. In addition to obtaining a sign permit, the applicant may also be required to obtain other structural permits. For placement in a city right-of-way, a right-of-way use permit is required (per AMC 13.33).

VARIANCES

13.710 VARIANCES

Variations to this Article will be reviewed as a Type II procedure according to Article 2 (Review Criteria) except that the review criteria of Section 2.500 shall be replaced by the following criteria:

- (1) Granting the variance would not detrimentally impact public safety, including traffic safety, nor any other aspect of public welfare.
- (2) There are unique circumstances or conditions of the lot, building, or traffic pattern such that:
 - (a) The requested variance better implements the purpose of the Article as stated in Section 13.110
 - (b) Granting the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to any one business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this Article.
- (3) The variance would not result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance.
- (4) Granting the variance would not obstruct views of other buildings or signs or cover unique architectural features of a building or detract from landscape areas.
- (5) The size and placement of the proposed sign results in signage more consistent with the purposes of the sign code than that allowed under strict interpretation of the Code.

13.711 VARIANCES FOR HISTORIC BUILDINGS

For buildings listed as primary or secondary on the City's adopted Historic Inventory, a variance can be granted for a sign resembling an original historic sign when a recommendation is made by the Landmarks Commission or its successor on the entire signage of the structure, and the following criteria are met:

- (1) The variance criteria of Section 13.710(1), (4) and (5) have been met.
- (2) The sign takes the place of one of the permitted signs. (A variance for more than the permitted number will require full compliance with Section 13.710.)
- (3) All signs on the structure are reviewed as part of the variance, and conditions can be attached regarding all signs on the structure to achieve greater consistency with the overall purpose of this Article.

[Ord. 5945, 9/25/20]

NONCONFORMING SIGNS

13.810 GENERAL PROVISIONS

Nonconforming signs are subject to the following provisions:

- (1) Legally established nonconforming permanent signs may continue to exist in accordance with this section. Nonconforming Signs that were not legally established have no legal right to continue and must be removed or reconstructed in conformance with this code.
- (2) Maintenance. A non-conforming sign may undergo normal maintenance, which includes normal care or servicing needed to keep a sign functional, such as cleaning, replacing or repairing a part made unusable by ordinary wear, and changing light bulbs. "Normal maintenance" excludes major structural repairs designed to extend the useful life of the non-conforming sign.
- (3) Sign face. The sign face or sign copy may be changed without affecting the nonconforming status of the sign.
- (4) Ownership. The status of a nonconforming sign is not affected by changes in ownership.
- (5) Changes to nonconforming signs.
 - (a) A non-conforming sign shall not be enlarged or altered in a way that would increase its nonconformity.
 - (b) Signs and sign structures that are moved or replaced shall be brought into conformance with the sign regulations.
 - (c) Signs that are structurally altered more than fifty (50) percent of the replacement value, shall be brought into conformance with the sign regulations.
 - (d) Signs that are structurally altered by fifty (50) percent or less than the replacement value may continue to be used as a nonconforming sign provided the alterations do not increase the nonconformity of the sign.
- (6) Damaged nonconforming signs.
 - (a) When a nonconforming sign is damaged by wind, fire, neglect or by any other cause, and such damage exceeds fifty (50) percent of its replacement value, the non-

conforming sign shall be removed or brought into conformance with the sign regulations.

- (b) When a nonconforming sign is damaged by wind, fire, or by any other cause and the estimated cost to repair the sign is fifty (50) percent or less of its replacement value, it may be repaired and restored to the condition it was in before it was damaged and may continue to be used as a nonconforming sign, provided that such repairs and restoration are started within one year of the date the sign was damaged and are diligently pursued thereafter.
 - (i) Whenever repairs and restoration of a damaged nonconforming sign are not started within one year of the date the sign was damaged or are diligently pursued once started, the sign shall be deemed abandoned.
 - (ii) Abandoned signs shall not be permitted as nonconforming signs. Abandoned signs shall be taken down and removed by the owner, agent or person having the beneficial use of the building or structure upon which such sign may be found.

13.820 NONCONFORMING SIGN AREA

Conforming and/or legally established nonconforming signs in existence at the time of the enactment of this ordinance shall be counted in establishing the permitted area or size of all new signs to be allowed on the property.

13.830 EXEMPTION FROM NONCONFORMING STATUS

An owner of a nonconforming sign in existence on the date of enactment of this ordinance may apply for a determination that the sign qualifies as an historic or significant sign. An owner must make such application within six months of being notified of a nonconforming status. Such exemption of nonconforming status may be made by the Hearings Board through a Type II procedure upon finding that any of the following applicable criteria have been met:

- (1) The sign does not constitute a significant safety hazard due to structural inadequacies or the impact on traffic.
- (2) Due to age, relation to an historic event, or general recognition, the sign has become a recognized Albany landmark.
- (3) For an historic sign exemption, the sign is:
 - (a) Attached to a primary or secondary structure as recognized on the City Historic Survey;
 - (b) The sign adds to the architectural and historic significance of the premises, taking into account the size, location, construction, and lighting of the sign; and
 - (c) A recommendation is received from the Landmarks Commission giving its recommendation on criteria (a) and (b) above. [Ord. 5945, 9/25/20]
- (4) For significant signs, the sign is:
 - (a) Maintained essentially as originally constructed, with sufficient remaining original workmanship and material to serve as instruction in period fabrication; and
 - (b) The sign is associated with significant past trends in structure, materials, and design and is in conformance with generally accepted principles of good design, architecture, and maintenance.

DEFINITIONS

13.910 DEFINITIONS

The following definitions are in addition to those of Article 22 that shall be used in combination for purposes of this article. When there is duplication, the definitions of this article shall be used.

A-frame sign:	See portable sign.
Alteration:	Any change in the size, shape, method of illumination, sign face, position, location, construction, or supporting structure of a sign.
Area:	The area of a sign shall be the entire area within any type of perimeter or border that encloses the outer limits of any writing, representation, emblem, figure, or character. The area of the sign having no such perimeter or border shall be computed by enclosing the entire area within a parallelogram or a triangle of the smallest size sufficient to cover the entire area of the sign and computing the area of the parallelogram or a triangle. For the purpose of computing the number of signs, all writing included within such a border shall be considered one sign.
Awning:	A shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.
Building Face:	The single wall surface of a building facing a given direction.
Building Frontage:	The portion of the building face most closely in alignment with an adjacent right-of-way or alley or fronting a parking lot when so defined as allowed in this article.
Bulletin Display:	Two or more poster panels side by side on the same sign structure.
Business:	Any commercial, institutional, or industrial enterprise.
Changeable Copy Sign:	A sign that contains numbers, letters or symbols that are designed to be moved, interchanged, or replaced (i.e., reader board).
Changing Electronic in Message Sign:	A sign or portion thereof that displays electronic, non-pictorial, text information which each alphanumeric character, graphic, or symbol is defined by elements using different combinations of light emitting diodes (LED's), fiber optics, light bulbs, or other illumination devices within the display area. Changing electronic message signs include computer programmable microprocessor controlled electronic displays.
Construct:	Build, erect, attach, hang, place, suspend, paint in new or different word, affix, or otherwise bring into being.
Construction Project Sign:	A temporary sign erected in conjunction with construction projects.
Direct Illumination:	A source of illumination on the surface of a sign or from within a sign.
Double Face Sign:	A sign with advertising on two surfaces back to back, with the angle between the two sides less than 25 degrees.
Façade:	A façade is an exterior side of a building.
Fence Sign:	A sign attached to or painted on a fence.

Finish Ground Level:	The average elevation of the ground (excluding mounds or berms, etc. located only in the immediate area of the sign) adjoining the structure or building upon which the sign is erected, or the curb height of the closest street, whichever is the lowest.
Flashing Sign:	A sign any part of which pulsates or blinks on and off.
Freestanding Sign:	A sign, including monument signs, supported by one or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.
Freeway Interchange Area:	An area zoned CC, RC, LI, or TD area within a 1500-foot radius measured from the center intersection point of Interstate 5 and Knox Butte Road and Santiam Highway, or within a 70-foot strip along the east boundary of the I-5 right-of-way, as shown in Figure 1.
Frontage:	See Building Frontage or Street Frontage.
Government Sign.	A sign that is constructed, placed, or maintained by the federal, state, or local government; or, a sign that is required by a government agency to be constructed, placed, or maintained; or a sign that is required by government regulation to be constructed, placed, or maintained in order to enforce a property owner's rights (e.g., "no trespassing").
Indirect Illumination:	A source of illumination directed toward such sign so that the beam of light falls upon the exterior surface of the sign.
Industrial Park Area:	Those industrial properties with three or more business tenants as occupants of the property or that share a common off-street parking area, whether or not the businesses, buildings, or land are under common ownership.
Integrated Business Center:	A group of two or more businesses that are planned or designed as a center, or share a common off-street parking area or access, whether or not the businesses, buildings, or land are under common ownership.
Joint Use Sign:	When two or more businesses combine their principal signs into one freestanding sign for each common frontage of such business or for each frontage for an integrated business center in which such businesses are located.
Mansard Roof:	A roof with two slopes on all sides, the lower slope being nearly vertical and the upper nearly horizontal.
Marquee:	A permanent roofed structure attached to and supported by the building and projecting over public property that is constructed for purposes other than signage.
Mural:	A graphic illustration or artful presentation which is painted or otherwise applied without projections to an outside wall of a structure.
Nonconforming Sign:	Any sign that lawfully exists prior to the effective date of this article but, which due to the requirements adopted herein, no longer complies with the height, area, placement regulations, or other provisions of this title.
Portable Sign:	A sign that is not permanently affixed to a building, structure, or the ground, and that is designed to be moved from place to place. Portable signs (not limited to

A-frame signs) primarily include signs attached to wood or metal frames designed to be self-supporting and movable.

- Projecting Signs:** A sign projecting more than 12 inches from a structure.
- Roof Line:** Either the eave of the roof or the top of the parapet, at the exterior wall. (A “mansard roof” is below the top of a parapet and is considered a wall for sign purposes.)
- Roof Sign:** A sign or any portion of which is displayed above the roofline.
- Rotating/Revolving Sign:** A sign all or a portion of which moves in some manner.
- Sandwich Board Sign:** A two-sided portable sign designed to fold flat; also called an A-frame sign. See also portable sign.
- Sign:** Any writing (including letter, word, or numeral); pictorial presentation (including illustration or decoration); emblem (including device, symbol or trademark); flag (including banner or pennant); or any other device figure or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building or structure or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way.
- Sign Height:** The distance from the finished ground level, to the top of the sign or the highest portion of the sign structure or frame, whichever is greater.
- Single Face Sign:** A sign with a display on only one surface of a sign structure.
- Street Frontage:** That portion of a property that abuts a paved street right-of-way and measured by the lineal distance of the property adjacent to such right-of-way. Street frontage excludes that portion of a property that abuts an alley.
- Temporary Signs:** Signs not permanently attached to a building, structure, or the ground, which are to be used for a limited period of time. Temporary signs include, but are not limited to: construction project signs, banners, A-frame, inflatable displays, feather signs, and pennants. Signs which require a building permit or electrical permit are not classified as temporary signs.
- Transition:** A visual effect used on an electronic message display to change from one message to another.
- Wall Sign:** A sign attached to, erected against or painted on a wall of a building or structure, with the exposed face of the sign in a plane approximately parallel to the face of said wall.
- Window Sign:** A sign affixed to the inside of a window.

SUBCHAPTER 58

SIGN ORDINANCE

58.005 Purpose

The City Council of the City of Independence, Oregon, finds and declares that, in order to protect the health, safety, property and welfare of the public and to improve the neat, clean, orderly and attractive appearance of the community it is necessary to regulate the construction, erection, maintenance, electrification, illumination, type, size, number and location of signs.

58.010 Scope

No person shall erect, construct, enlarge, alter, move, improve, convert, equip, use, or maintain any sign, or cause or permit the same to be done, contrary to or in violation of any of the provisions of the Sign Ordinance. No person in control of any premises within the City of Independence, Oregon shall permit thereon any sign which violates the provisions of the Sign Ordinance.

58.015 Definitions

For the purpose of this subchapter, words used in the present tense include the future, the singular number includes the plural, the word "shall" is mandatory and not directory and the word "building" includes "structures" except "sign structures". Any definitions included herein take precedence over the Uniform Sign Code definitions.

Area

"Area" means the area contained within lines drawn between or around the outermost points of a sign, including Cutouts, but does not include Essential Sign Structure, foundations or supports. The area of a sign having two display surfaces facing in opposite traffic directions shall be computed by measuring the largest face. For signs having two or more display surfaces, the area is the maximum area of the surfaces that can be seen from any one point.

Awning

"Awning" means a temporary shelter supported entirely from the exterior wall of a building.

Banner Signs

"Banner Signs," as used in this ordinance, shall mean and include every type of decoration or banners displayed over or upon the city streets of the City of Independence on a temporary or seasonal basis, whether attached to utility poles or any other structure.

Billboard

“Billboard” means an advertising sign with sign height over ten feet from the ground surface, on which same is located, to the top of such Billboard, and sign area greater than seventy-two (72) square feet, on which the copy is designed to be periodically changed and which is not located on the premises to which such advertising copy pertains.

Bulletin Board

“Bulletin Board” is a public service display for temporary messages.

Canopy

“Canopy” is a structure, other than an Awning, made of cloth or metal with frames attached to a building and carried by a frame supported by the ground or sidewalk but shall not mean a completely enclosed structure.

Changing Image Sign

“Changing Image Sign” is any sign which results in movement, the appearance of movement or change of sign image, text, or display through the use of: (a) moving structural elements; (b) flashing or sequential lights; (c) lights in a dot matrix or LED configuration, which may be changed intermittently; or (d) other automated method, results in movement, the appearance of movement or change of sign image, text, or display.

Cutout

“Cutout” means every type of display in the form of letters, figures, character, representations or others in Cutout or irregular form attached to or superimposed upon an advertising sign.

Directional and Safety Sign

“Directional and Safety Sign” means any sign intended solely for directing and establishing the safe and orderly passage of pedestrians and/or vehicles.

Display Surface

“Display Surface” means the area made available by the sign structure for the purpose of displaying a message.

Erect

“Erect” means to build, construct, attach, hang, place, suspend or affix, and shall also include the painting of Wall Signs.

Essential Sign Structure

“Essential Sign Structure” is a reasonably minimal physical structure whose sole purpose is to adequately support the sign and which does not contain any message, light, or configuration which is intended to inform or attract the attention of the public. Sign structures which do not comply with this definition are considered as part of the sign for the purpose of computing sign area.

Freestanding Sign

“Freestanding Sign” means a sign supported by one or more columns, uprights or braces in or on the ground, not attached to or forming part of a building.

Grade

“Grade” means the elevation or level of the street measured at the center line of the street that the sign faces.

Ground Sign

“Ground Sign” means any sign supported by one or more uprights or braces placed upon the ground and not attached to any building, limited to 5 feet in height.

Height

“Height” means the distance between Grade and top of sign structure.

Illuminated Sign

“Illuminated Sign” means a sign illuminated by an interior or exterior light source, which exterior light source is primarily designed to illuminate such sign.

Incombustible Material

“Incombustible Material” means any material which will not ignite at or below a temperature of one thousand two hundred degrees Fahrenheit and will not continue to burn or glow at that temperature. Test for an Incombustible Material shall be conducted as specified in the Uniform Building Code.

Integrated Shopping Center

“Integrated Shopping Center” means a premises planned and developed as a unit, which has an undivided or non-segregated parking area, that is advertised as a center and which has multiple occupancy.

Marquee

“Marquee” shall include any hood of permanent construction projecting from the wall of a building above an entrance and extending over a thoroughfare.

Nonstructural Trim

“Nonstructural Trim” means a molding, batten, cap, nailing strip, lattice, letter walkway attached to a sign structure.

Obscene Sign

“Obscene Sign” is a sign which contains words or pictures in which the dominant theme, taken as a whole, appeals to the prurient interest in sex or is patently offensive because it affronts the contemporary community standard relating to the description or representation of sexual material which is without redeeming social value.

Off Premise

“Off Premise” means any sign, including but not limited to, a painted sign, Temporary Sign, permanent sign or outdoor advertising sign or Billboard, which sign advertises goods, products or services which are not sold, manufactured or distributed on or from the premises or facilities or not located on the premises on which the sign is located.

Pole Sign

“Pole Sign” includes any sign supported by one or more uprights or braces placed upon the ground and not attached to or forming part of a building.

Projecting Sign

“Projecting Sign” means a sign other than a Wall Sign which projects beyond the building face to which it is attached.

Projection

“Projection” means the distance by which a sign extends over public property or beyond the building line.

Reader Board

“Reader Board” means any sign not permanently attached to the ground or building and capable of being moved from place to place, including signs attached to vehicles and trailers.

Roof Sign

“Roof Sign” shall mean a sign erected upon the roof.

Scroll or Scrolling

“Scroll” or “Scrolling” means the changing of a sign text or display by the apparent vertical movement of the visual image, such that a new visual image appears to ascend or descend and disappear from the margins of the sign in a continuous or unfurling movement.

Seasonal Sign

“Seasonal Sign” is a Temporary Sign relating to the celebration or observance of a holiday or special event placed at or around the time of the holiday or special event and removed within a reasonable time thereafter.

Sign

“Sign” means any written message, light (other than a light used primarily to illuminate a building or premises), emblem, time-temperature display, street clock, figure or mannequin, painting, drawing, device, structure, fixture, portable merchandise display, placard, poster or any other thing that is designed, used or intended for advertising purposes or to inform or to attract the attention of the public and includes the sign structure, Display Surfaces and all other component parts of the sign.

Static Display

“Static Display” is sign text or display which does not change.

Temporary Sign

“Temporary Sign” means any sign, banner, pennant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, plywood, wood, wall board, plastic, sheet metal or other similar light materials with or without frames, which is not permanently erected or permanently affixed to any sign structure, sign tower, or building and which is not an electric sign or an internally illuminated sign.

Time and Temperature Sign

“Time and Temperature Sign” means an electronically controlled time and temperature display.

Travel

“Travel” means the changing of a sign text or display by the apparent horizontal movement of the display.

Uniform Sign Code

“Uniform Sign Code” means the Uniform Sign Code as adopted by the City of Independence, Oregon.

Video Sign

“Video Sign” means a sign providing information in both a horizontal and vertical format (as opposed to linear), through use of pixel and sub-pixel technology, having the capacity to create continuously changing sign copy in a full spectrum of colors and light intensity.

Wall Façade for Signs

“Wall Façade for Signs” means a sign structure designed for the placement of principal or secondary signs and erected upon the top of a wall or on a wall or parapet of a building in the same general plane as the wall.

Wall Sign

“Wall Sign” means a sign which is painted on or attached to or erected against the wall, window, or parapet of a building or structure or against the faces or ends of a Marquee or Canopy or on a Wall Façade for signs with the exposed face of the sign in a plane parallel to the plane of said wall or face and projecting not more than 12 inches therefrom. Wall Sign also means and includes principal or secondary sign erected in supporting or ornamental columns attached to and located under an overhanging roof, which sign is erected in a plane generally parallel to the nearest face of the building.

Window Sign

“Window Sign” means a sign that is applied to, attached to, or located within the interior of a window.

58.020 Permits Required, Information Required in Application.

It shall be unlawful for any person to Erect, alter or relocate within the City any sign without first obtaining any required sign permit from the City Manager or designee and paying any fee required by Section 58.035 hereof or to Erect a sign not specifically authorized by this ordinance. Applications for sign permits shall be made upon forms provided by the City Manager or designee. The City Manager or designee may require

the filing of sufficient information to determine compliance with the Sign Ordinance and the zoning ordinance.

58.025 Permit Issuance.

It shall be the duty of the City Manager or designee, upon the filing of an application for a permit, to examine such plans and specifications and other data and the premises upon which it is proposed to Erect the sign or other advertising structure and, if it shall appear that the proposed structure is in compliance with all the requirements of the Sign Ordinance and all other laws and ordinances of the City, the permit shall then be issued.

58.030 Permit Void if Sign Not Erected Within 120 Days.

If the work authorized under a permit has not been completed within 120 days after date of issuance, the permit shall become null and void. If reasonable cause for extension is approved by the City Manager or designee, an extension may be granted.

58.035 Permit Fees.

Every applicant, before being granted a permit hereunder, shall pay to the City of Independence a permit fee for each sign or other advertising structure regulated by the Sign Ordinance. Said fees shall be established by resolution of the City Council.

58.040 Fee and Permit Exemptions.

The following signs shall be constructed, located, erected, displayed, and maintained so as to comply with all provisions and regulations of this ordinance, provided, however, that no fee and no permit or application will be required for such signs:

- A. Temporary Signs for nonprofit organizations (58.155), temporary political signs not exceeding 4 square feet (58.160), and temporary Real Estate “for sale” signs not exceeding 4 square feet in residential zones or 32 square feet in commercial or industrial districts (58.165) when located on the owner’s property and not on any power poles, street sign or traffic poles, or upon any public property.
- B. Professional name plates not exceeding two (2) square feet in area.
- C. On-Premise Bulletin Boards not over ten square feet in area for public, charitable or religious institutions.
- D. Signs denoting the architect, engineer or contractors engaged upon the project under construction when placed upon the job site and not exceeding 32 square feet in area.
- E. Occupational signs denoting only the name and profession of the occupant in a commercial building, public institutional building or dwelling house,

and not exceeding two (2) square feet in area, under limits of the Sign Ordinance.

F. Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of Incombustible Materials and not to exceed 10 square feet in area.

G. Official traffic or other municipal signs, legal notices, railroad crossing signs, danger signs and such temporary emergency or non-advertising signs as may be approved by the City Manager or designee.

H. Structures intended for a separate use such as phone booths, Goodwill containers, etc.

I. Temporary Signs not exceeding four (4) square feet.

J. Window Signs.

K. Historical site plaques.

L. Official flags of the United States of America, counties, municipalities, official flags of foreign nations, and flags of internationally and nationally recognized organizations.

M. Directional and Safety Signs.

N. Sandwich (A-frame) Board, Reader Board or Temporary Signs – provided that:

1. The height does not exceed 48 inches (30 inches if within 20 feet of an intersecting street).

2. The width does not exceed 30 inches (24 inches if within 20 feet of an intersecting street).

3. No more than one sign per business.

4. The sign is located immediately adjacent to the building or immediately adjacent to the curb and not on the sidewalk proper.

5. The sign is displayed only during hours when the business is open to the public.

6. The sign is located within a reasonable distance of the actual business and in no case more than one block away.

7. The sign is made by a person or firm that is lawfully established to manufacture and/or produce commercial signs including signs painted freehand.

58.045 Permit – Revocable at Will.

All rights and privileges acquired under the provisions of this ordinance or any amendment thereto, are mere permits revocable at any time by the City Council.

58.050 Revocation of Permits.

The City Manager or designee is hereby authorized and empowered to revoke any permit issued under §58.025, above, upon failure of the holder thereof to comply with any provision of the Sign Ordinance. Sign permits issued based on inaccurate information shall be null and void.

58.055 Construction Standards.

All signs shall be designed and constructed to withstand wind pressure loads and seismic loads and dead loads as required in the Uniform Sign Code.

58.060 Construction Standards for Temporary Signs.

All Temporary Signs shall be constructed to the following standards: All exposed parts of the sign shall be constructed of such materials or treated in such a manner that normal rainfall or other moisture shall not harm, deface or otherwise affect the sign.

58.065 Unsafe, Damaged, Obsolete, or Illegal Signs to be Removed and/or Repaired; Procedure for Removal by City.

All signs, including exempt signs, together with their supports, braces, and guys shall be maintained in a safe and secure manner. If the City Manager or designee shall find that any sign or other advertising structure regulated by Independence Sign Code is unsafe or insecure or has been constructed or erected or is being maintained in violation of the provisions of this ordinance or of the Uniform Sign Code, he shall give written notice to the permittee or owner thereof. If the permittee or owner fails to remove or alter the structure so as to comply with the standards herein set forth within 30 days after such notice, such sign or other advertising structure which is an immediate peril to persons or property [is] to be removed summarily and without notice by the City. Any cost incurred by the City shall be the responsibility of the property owner. Should the permittee or owner of the property fail to remove or alter the sign or advertising structure as directed, the permittee/owner shall become subject to punishment, upon conviction thereof, under the provisions of Section 58.240.

58.070 Changing Image Signs.

A) Location.

- 1) Changing Image Signs shall be allowed in all Industrial Zones (IH), (IL), (IP), the Public Service zone (PS), and the Mixed use Pedestrian Friendly Zone and Downtown Overlay Zone (MUPC).
- 2) Changing Image Signs are prohibited on property within the Independence Historic District, and on property abutting and adjacent to the Independence Historic District without approval from the Independence Historic Preservation District Commission.
- 3) One (1) Changing Image Sign is permitted per site or multi-tenant complex and shall only be allowed as part of a permanent Freestanding Sign or Wall Sign.
- 4) The Changing Image Sign portion of any Freestanding Sign shall be no higher than ten (10) feet above the existing ground level.
- 5) Changing Image Signs must be permanently mounted to the ground or a structure.
- 6) A double sided Changing Image Sign is permitted as part of a permanent Freestanding Sign.

B) Design Standards.

- 1) Maximum sign Area: 24 square feet.
- 2) Maximum height: Four (4) feet.
- 3) Maximum length: Twelve (12) feet.
- 4) A maximum of two (2) lines of text shall be displayed at once.
- 5) Scrolling text is not allowed
- 6) The sign shall only display letters, numbers and punctuation marks or an LED image, intended to convey a message in a narrative form. Said message shall be limited to advertising items available on the premises, conveying information pertinent to services provided on the premises, promoting community events and displaying time and temperature.
- 7) The sign may not be illuminated by a flashing light or a light that varies in intensity.

- 8) The sign may not have a Display Surface that creates the appearance of movement.
- 9) The sign must not operate at an intensity level of more than 0.3 foot-candles over ambient light as measured at a distance of 150 feet.
- 10) The sign must be equipped with a light sensor that automatically adjusts the intensity of the sign lighting according to the amount of ambient light.
- 11) The sign must be designed, constructed, and operated to freeze the display in one static position, display a full black screen or turn off in the event of a malfunction.

C) Change of Display

- 1) The actual change of display for a Changing Image Sign shall be completed in two seconds or less. Displays may change by fade or by instantaneous change from one display to another, but shall remain as a static display after completing the change, and, once changed, shall remain static for 30 seconds, per §58.070.B.8, above.
- 2) The use of dissolve, Travel and video display are prohibited. The display image may be depicted in full color.

58.120 Non-Conforming Signs.

If, at the time of passage of this Ordinance, a sign does not conform to the provisions of the Ordinance, said sign may be continued and maintained in reasonable repair. This “grandfather” status, however, shall not prevent the City from taking action where a clear and immediate threat to the public safety and welfare exists. Non-conforming signs, which are structurally altered, relocated, or replaced, shall comply immediately with all provisions of this ordinance. If a non-conforming sign is destroyed by any cause to the extent of more than 60 percent of its value, then and without further action by the Planning Commission, the sign shall be subject to all applicable regulations of the Sign Ordinance. For the purpose of this Ordinance, the value of any sign shall be the estimated cost to replace the sign in kind, as determined by the Building Inspector. Independence City Code Section 12.25.150(14)(g) supersedes and takes precedence over this section of the Independence Sign Ordinance.

58.125 Banner Signs.

A. Permits.

1. No person, firm, corporation, or association shall display or cause to be displayed over or upon the city streets of the City of Independence, Oregon, any Banner Signs without having first obtained a permit, said

permit being subject to the approval and authorization of the Public Works Superintendent.

2. A request for a banner permit shall be on forms provided by the City and shall show the approximate location of the proposed installation or installations, height above street or sidewalk, location on pole or building, the approximate size of banner sign to be displayed; whether the banner sign is to be attached to utility poles, buildings or other structures, together with the date of installation and the date of removal.

3. Upon satisfactory evidence that all requirements of this ordinance have been fully complied with by the applicant, and upon satisfactorily showing that permission of the property owner has been obtained and that all conditions, rules, and regulations required by said property owner have been complied with, the Public Works Superintendent shall issue a permit for the installation as requested, providing that, in his judgment, no other requirements or additional safeguards other than those mentioned herein, would be in the interest of the public safety.

B. Insurance Requirement.

The grantee shall file with the permit application a certificate of insurance naming the City of Independence and the property owner as additional insured at a minimum of \$1,000,000 combined single limit bodily injury and property damage. Said insurance to be for the protection of any persons sustaining bodily injury or property damage resulting from the placement, maintenance, or removal of said Banner Signs.

C. Installation/Removal Requirements.

1. Banner Signs, other than those installed by utility company crews, are to be installed from a mechanical hoist or OSHA approved procedures and equipment, so that the individuals making installations do not have to climb utility poles.

2. The holder of a permit for a banner sign shall be responsible for the maintenance of said banner sign in a safe condition at all times and for its safe and prompt removal upon the expiration of the permit authorized or in the event said sign may become a hazard upon the public streets at any time.

3. Banners shall be prohibited as a permanent sign and are limited to 30 days, unless an extension is approved by the Planning Commission.

4. The City Manager or designee as well as the property owner involved, shall have the right to remove or cause to be removed any

unauthorized, not maintained, improperly hung banners, or banners that are a hazard upon the public street without notice to the person, firm, corporation or association responsible for the display of the banner sign.

D. Private Commercial Advertising.

Section 58.125(A-C) does not apply to banners used for private commercial advertising that are contained wholly on private property. Other sections of the Sign Ordinance apply as appropriate.

58.130 Procedure for Obtaining Variance and Appeals.

Any person desiring a variance of the Sign Ordinance must first make application for a sign permit and have such permit denied or have the City Manager or designee fail to issue the permit. The applicant may appeal the decision to the Planning Commission, with or without a request for a variance.

58.135 Jurisdiction and Power of Planning Commission.

The Planning Commission shall have the power and duty to hear and decide appeals by the sign permit applicant from a decision of the City manager or designee denying or failing to grant, vary or revoke a sign permit. The Planning Commission may also make recommendations to the Council for changes to the Sign Ordinance.

58.140 Appeals Without Petition for Variance.

In appeals to the Planning Commission from decision of the City Manager or designee denying a sign permit in connection with which no petition for variance has been filed, the Planning Commission's scope of review shall be limited to determining whether or not the decision is in accordance with the requirements of the Sign Ordinance and accordingly, affirm or reverse his decision. No variance from the requirements of the Sign Ordinance shall be granted or allowed. If the decision is reversed, a copy of said decision shall be forwarded to the City Manager or designee.

58.145 Appeals With Petition for Variance.

In appeals from decision of the City Manager or designee denying or refusing to grant a sign permit in connection with which the appealing party or any other interested party has filed a Petition for Variance, the Planning Commission shall have the power and duty to hear, decide and grant or deny the requested variance from the provisions or requirements of the Sign Ordinance. The Planning Commission shall follow the requirements of the Independence Zoning and Development Code pertaining to Variances, except that the Planning Commission shall also be required to find that the granting of the variance will not be contrary to the general objective of the Sign Ordinance of moderating the size, number and obtrusive placement of signs and the reduction of clutter. Variances can be granted under the variance procedures herein to

alleviate unusual hardships or extraordinary circumstances which exist. The variance granted shall be the minimum required to alleviate the hardship or extraordinary circumstances and the hardship or circumstance shall not be self-imposed.

58.150 Prohibited Signs.

No sign shall be constructed or erected:

- A. Which purports to be, or is an imitation of, or resembles an official traffic sign or signal, which bears the words "STOP", "GO SLOW", "CAUTION", "DANGER", "WARNING", or similar words.
- B. Which, by reason of its size, location, movement, content, coloring or manner of illumination may be confused with or construed as a traffic control device; or which hides from view any traffic or street sign or signal.
- C. Which are off-premise signs and Billboards which advertises or publicizes an activity, business, product or service not conducted on the premises upon which such signs are maintained.
- D. Which rotates or has a rotating or moving part except those that conform to Section 58.125 of this ordinance and have all moving parts at least eight (8) feet above ground level. Rotating signs must conform to all sections of this ordinance including those relating to size and height restrictions. Reader Board signs shall not be allowed to rotate. Barber poles are excepted from this provision.
- E. Which consists of banners, flags, posters, pennants, ribbons, streamers, strings or light bulbs, spinners or elements creating sound or smell which are signs defined by the code, except holiday decorations.
- F. Which shall be located so as to substantially obstruct the view of a sign on adjoining property when viewed from a distance of 200 feet at any point four (4) feet above the roadway Grade of the traffic lane closest to the street property line.
- G. Which shall be erected at the intersection of any street in such a manner as to obstruct free and clear vision.
- H. Which flash; except for signs conveying time, temperature, no sign shall be wholly or partially illuminated by an internal or external light source that is flashing or intermittent.
- I. Wall graphics or murals except by permission of the City Council.

- J. Signs attached to utility, streetlights, or traffic control standard poles or otherwise located in the public right-of-way without a permit.
- K. Signs in a dilapidated or hazardous condition.
- L. Signs on doors, windows, or fire escapes that restrict free ingress or egress.
- M. Swinging signs.
- N. Signs which focus or flash a beam of light into the eyes of a driver of a motor vehicle upon a street within 200 feet from such sign.

58.155 Temporary Signs for Nonprofit Organizations.

Temporary advertising signs, advertising picnics, bazaars, luncheons, breakfasts, etc., of churches, service clubs, fraternal organizations and other non-profit or charitable organizations, may be erected for a period not to exceed two (2) weeks before the event advertised. Each such sign shall conform to all provisions of the Sign Ordinance. All such signs shall be removed by the sponsoring organization not later than five (5) days following the event. Any such signs which have not been removed within five (5) days after the event shall be removed by the City of Independence, and the sponsoring organization, or, if such cannot be found, the owner of the property upon which the sign was erected, shall be charged the cost of removing such sign.

58.160 Temporary Political Signs.

Temporary political signs, purporting to advertise candidates or issues, may be erected on private property, during the campaign for a period of 60 days prior to the election in which such candidates or issues are to be voted upon. Such signs shall conform to all other applicable provisions of the Sign Ordinance, and shall be removed not later than the fifth day following such election. Any such signs which have not been removed by the sixth day following such election may be removed by the City of Independence, and the owner of the property upon which the sign was erected shall be charged the cost of removing such sign. Such signs shall not exceed four (4) square feet in area.

58.165 Temporary "For Sale" Signs.

A temporary "For Sale" sign, not exceeding 4 square feet in area or a maximum dimension of four (4) feet, may be erected on private property, provided that it advertises the sale, lease or rental of only the property upon which it is erected. One additional "For Sale" or "Open House" sign limited to the same size may be placed on private property with consent of the person in possession of the property and outside of vision clearance areas.

58.170 Temporary Subdivision Signs.

A temporary subdivision sign may be erected upon a tract of land or a subdivision advertising the sale of the tract or the lots in the tract and not exceeding 42 square feet in area. The sign shall be reduced in size by six (6) square feet for each lot less than seven (7) in the subdivision.

58.175 Temporary Garage and Lawn Sale Signs.

Temporary advertising sign advertising a garage or lawn sale may be erected as provided under Independence City Code Sections 58.060, 58.180, and 58.185.

58.180 Specific Signs Permitted in any Residential Zone.

The following signs and no other are permitted in any residential zone:

- A. One permanent Ground Sign for each subdivision or Planned Unit Development, not exceeding 24 square feet in sign area, five (5) feet in height or six (6) feet in length; or one Wall Sign not exceeding 32 square feet in area. Such sign shall denote only the name of the subdivision or Planned Unit Development. It shall be located only at the principal entrance to a subdivision or Planned Unit Development.
- B. One permanent sign for apartment houses, rest homes, and churches which may be one Ground Sign not exceeding 24 square feet in sign area, eight (8) feet in height or six (6) feet in length or one Wall Sign not exceeding 24 square feet in area.

58.185 General Requirements of Signs in any Residential Zone. Shall conform to the following requirements:

- A. No sign shall be illuminated with or by a flashing or intermittent light source. All lights shall be directed away from and not be reflected upon adjacent premises. All illumination shall be indirect.
- B. No permitted sign shall be animated, shall rotate, or shall contain moving parts.
- C. Where a building fronts on two or more streets, the permitted sign shall be erected and maintained on or in front of the principal side of the building.
- D. No Ground Sign shall be erected or maintained within seven (7) feet from back of sidewalk. If no sidewalk exists the sign shall be placed 25 feet from approximate centerline of abutting street. Permitted signs shall conform to all other location requirements of the Sign Ordinance.

58.190 General Requirements for Signs in Commercial and Industrial Zones.

- A. Every business shall be allowed a total sign area, including both permanent and Temporary Signs, but excluding Directional and Safety Signs; of $\frac{3}{4}$ square feet per property frontage foot to a maximum of 150 square feet. If all signs are Wall Signs, a total of 1.5 square feet to a total maximum of 300 square feet are allowed. Signs in commercial and industrial zones shall also conform to the requirements of Section 58.070 and Sections 58.190 through 58.225.
- B. In addition, every business shall be allowed a temporary display of signs and banners for special promotions provided that the promotional displays are used no more than one time per month and for no more than 10 consecutive days and do not exceed the area allotted in subsection (A).

58.195 Projecting Sign Requirements.

- A. Distance. The minimum clearance from the Grade or sidewalk below to the lowest portion of the sign shall be eight (8) feet, except barber poles which may have a six-foot minimum. Barber poles may not project more than 18 inches from the building surface.
- B. Height. The maximum height of the sign shall be not more than 25 feet from the level of the street. It must also not be more than three (3) feet above the top of the parapet wall or the roof line of the wall, whichever is higher.
- C. Projection Limitation. Projection shall conform with Table 4 of the Uniform Sign Code.
- D. Each business shall be allowed a maximum of three (3) Wall Signs.

58.200 Wall Facades for Signs.

- A. Except as provided in subsection (B) of this section, Wall Façades for signs may extend the full length of the wall to which they are attached but shall not exceed a height above the roof line of the wall or the top of the parapet greater than four (4) feet.
- B. If a Wall Façade for signs extends the full length of the wall, the maximum height of the Wall Façade shall not exceed four (4) feet measured from the roof line directly behind the wall to the top of the Wall Façade. If it is less than full length, there shall be five (5) feet clearance at the end of a wall and such façade shall conform to the Uniform Building Code.
- C. The supporting structure for all Wall Façades for signs shall be completely enclosed so as not to be visible from any public street, alley or adjacent property.

58.205 Limitation on Signs Attached to Marquees.

Signs attached to, or hung from a Marquee shall be completely within the borderline of the Marquee outer edge. Signs located on the faces of a Marquee shall be regulated as Wall Signs. Signs may be located under a Marquee if a vertical clearance of eight (8) feet is maintained between the sign and the Grade below. No supporting member of any sign suspended under a Marquee shall pierce or extend through the Marquee. Under-the-Marquee signs shall be limited to a vertical height of 14 inches and a maximum sign area of six (6) square feet.

58.215 Signs Permitted for Second Story Business.

Businesses maintained on the second floor of a two-story building, except businesses which also occupy all of a portion of the first floor, shall be entitled to fifty percent of the dimensions and distances set forth in this sign regulation, excepting no Projecting Signs shall be permitted above the second story of the building, unless otherwise provided in the Sign Ordinance.

58.220 Signs for Integrated Shopping Centers.

A. Signs permitted by this section shall be the only signs permitted in an Integrated Shopping Center. Specific permitted signs are:

1. One Freestanding Sign for the center for each street frontage on a designated arterial or designated collector street. The height of such sign is limited to 25 feet. The maximum height may be increased five (5) additional feet if the added portion is used solely for ornamental sign design and if it does not contain any advertising message or symbol. Portions of such sign used solely for ornamental sign design erected in the area above the principal portion of the sign and within the five (5) additional feet of maximum height permitted by this paragraph shall not be computed in determining sign area. Sign area of such sign is limited to 150 square feet.
2. Temporary promotional or sign displays for a center-wide promotion or event, to be removed immediately upon cessation of such event or promotion.
3. Directional signs identifying vehicle entrance and exists, limited to eight (8) square feet in area and four (4) feet in height.
4. On-premise directional sign limited to eight (8) square feet in area, designed primarily to be used only to identify and locate an office, entrance, exit, telephone or similar place.
5. Temporary Signs as provided in sections 58.150 through 58.475.

B. Special signs for individual businesses in Integrated Shopping Centers are:

1. One Wall Sign for each facing or frontage on a designated arterial or designated collector street or parking lot.
2. One under-Marquee sign for each frontage for each business.

58.225 Signs Within Setbacks.

Where the supporting member of any sign is to be erected within a special setback area established pursuant to the Independence Zoning and Development Ordinance, no permit shall be issued for such sign until the person who will own the sign and the owner of the premises upon which the sign will be erected, enter into a written agreement with the City of Independence, Oregon, providing for removal of such supporting member when necessary. The agreement shall provide that the sign owner and the owner of the premises, their administrators, executors, heirs, successors and assigns shall be jointly and severally liable for removal of the sign after 60 days written notice from the Building Official. Such notice shall be given by the City of Independence when necessary. The agreement shall further provide that if the persons responsible for removal of the supporting member do not remove it, the City of Independence may do so at expense of such persons and that the cost of expense may be a lien against such land or premises and may be collected or foreclosed in the same manner as liens entered in the docket of the City. The agreement shall also provide that the owner of the affected premises and the owner of the sign shall not be entitled to any damages or compensation on account of moving or removing of the supporting member or portion thereof. This provision shall not be construed as denying the owner of such property of the right to compensate for any land taken for the widening of any street. The agreement shall be acknowledged before an officer authorized to take acknowledgements to deeds and who is to authorize the same to be of record. The City of Independence shall cause such agreement to be recorded at the office of the county officer having custody of the deed records for Polk County.

58.230 Uniform Sign Code Still in Effect.

The provisions of the Uniform Sign Code, as adopted from time to time are still in full force and effect.

58.235 Periodic Review and Assessment.

The Code Enforcement Officer of the City of Independence will periodically review and assess the conformity of existing signs to this Ordinance.

58.240 Penalties.

Any violation of the provisions of this chapter shall be a violation of the Independence City Code and shall result in a restraining order, stop-work order or fine and any other remedy authorized by the laws of the State of Oregon. None of the remedies listed above shall be exclusive.

2.308 SIGNS

2.308.01 Purpose

The purpose of these sign regulations is to provide equitable signage rights, reduce signage conflicts, promote traffic and pedestrian safety, and, increase the aesthetic value and economic viability of the city, all by classifying and regulating the location, size, type and number of signs and related matters, in a content-neutral manner. (5/98)

These regulations are not intended to and do not restrict speech on the basis of its content, viewpoint or message. Any classification of signs in these regulations that permits speech by reason of the type of sign, identity of the sign user or otherwise, shall permit any type of speech on the sign. To the extent any provision of these regulations is ambiguous, the term shall be interpreted to not regulate on the basis of speech content. (9/18)

2.308.02 Definitions

For the purposes of this Chapter, the following definitions shall apply: (5/98)

Alteration or Altered: Any change in the size, shape, method of illumination, position, location, construction, or supporting structure of a sign. A change in sign copy or sign face alone shall not be considered an alteration. (5/98)

Area: The area of a sign shall be the entire area within any type of perimeter or border which encloses the outer limits of any writing, representation, emblem, figure, or character. If the sign is enclosed in a frame or cabinet the area is based on the inner dimensions of the frame or cabinet surrounding the sign face. When a sign is on a base material and attached without a frame, such as a wood board or Plexiglas panel, the dimensions of the base material are to be used.



Sign Area

The area of a sign having no such perimeter, border, or base material shall be computed by enclosing the entire area within a standard geometric figure or combination of no more than two (2) connected standard geometric figures (e.g., rectangle, circle, parallelogram, triangle) of the smallest size sufficient to cover the entire message of the sign and computing the area of the sum of the geometric figures. For the purpose of computing the number of signs, all writing included within such geographic figure or two (2) connected geographic figures shall be considered one sign, except for multi-faced signs on a single sign structure, which shall be counted as one sign per structure. The area of multi-faced signs shall be calculated by including only one-half the total area of all sign faces. (9/18)

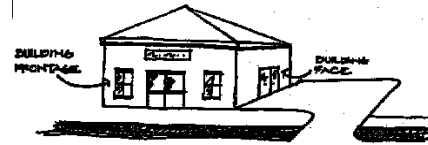
Awning: A shelter supported entirely from the exterior wall of a building and composed of non-rigid materials, except for the supporting framework. (5/98)



Awning Sign

Building Face: The single wall surface of a building facing a given direction. (5/98)

Building Frontage, Primary: The portion of a building face most closely in alignment with an adjacent right-of-way or fronting a parking lot when so defined, as allowed in this chapter. A gasoline service station may use the overhanging canopy as a substitute for building frontage when computing the allowable sign area. The longest side of the canopy shall be used to compute the allowable sign area. (11/05)



Building Frontage and Face

Building Frontage, Secondary: Buildings located on lots abutting more than one Right of Way or a parking lot may designate one building face as a secondary building frontage. (11/05)

Canopy Sign: A sign hanging from a canopy or eve, at any angle relative to the adjacent wall, the lowest portion of which is at least eight (8) feet above the underlying grade. (5/98)



Canopy Sign

Construct: Build, erect, attach, hang, place, suspend, paint in new or different word, affix, or otherwise bring into being. (5/98)

Electronic Message Sign: Signs that incorporate as part of, or wholly, an electronic message or display by means of light emitting diodes, plasma, electronic ink, or other means that allow that display to be changed through electronic controls. (9/18)

Finish Ground Level: The average elevation of the ground (excluding mounds or berms, etc. located only in the immediate area of the sign) adjoining the structure or building upon which the sign is erected, or the curb height of the closest street, which ever is the lowest. (5/98)

Flashing Sign: A sign any part of which pulsates, scrolls, flutters, animates, lights intermittently, or blinks on and off. (10/08)



Free-Standing Sign

Free-Standing Sign: A permanent sign supported by one or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign, the structure of which will not be calculated as part of the overall sign area. (see "Area") (9/18)

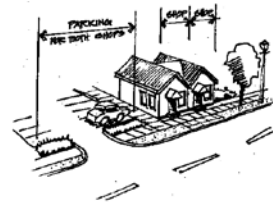
Incidental Signs: A sign that is normally incidental to the allowed use of the property, but can contain any message or content. Such signs can be used for, but are not limited to, nameplate signs, warning or prohibition signs, and directional signs not otherwise allowed. (5/98)



Indirect Illumination

Indirect Illumination: A source of illumination directed toward such sign so that the beam of light falls upon the exterior surface of the sign. (5/98)

Integrated Business Center: A group of two or more businesses which are planned or designed as a center, and share a common off-street parking area or access, whether or not the businesses, buildings or land are under common ownership. (5/98)



Integrated Business Center

Internal Illumination. A source of illumination from within a sign. (5/98)

Multi-faced Sign: A sign which has two or more identical size sign faces, contained in a single sign structure. (9/18)



Multi-Faced Sign

Multi-family Dwelling: A residential structure or complex of structures that include three or more separate dwelling units, whether rented or owned by the occupants. (5/98)

Mural: An illustration (with or without words or numbers) which is painted or otherwise applied (without projections) to an outside wall of a structure. (5/98)

Nit: Nit is used as a measurement of luminance, where the Nit is equal to one candela per square meter (1cd/m²). A candela is a unit of measurement of the intensity of light, where one candela is the monochromatic radiation of 540THz with a radiant intensity of 1/683 watt per steradian in the same direction. By way of example, an ordinary wax candle generates approximately one candela. (10/08)

Nonconforming Sign: Any sign which lawfully existed prior to May 7, 1990 but, which due to the requirements adopted herein, no longer complies with the height, area and placement regulations or other provisions of these regulations. (9/18)

Owner: As used in these regulations, "owner" means owner or lessee of the sign. If the owner or lessee of the sign cannot be determined, then "owner" means owner or purchaser of the land on which the sign is placed. (5/98)

Portable Sign: A sign that is, or similar to, an A-frame sign, sandwich board sign, yard sign, wind feather or feather flag, or a sign attached to wood or metal frames and designed to be self-supporting and movable. Wind feathers or feather flags may be placed on a stand or placed in the ground. Portable signs are not to be considered temporary signs as defined and used in this chapter. (9/18)



– Portable Signs

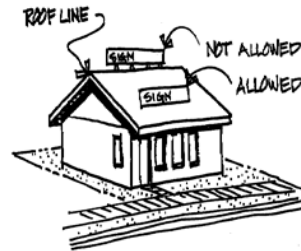
Projecting Signs: A sign the face of which is not parallel to the wall on which it is mounted. (11/05)



Projecting Sign

Roof Line: Either the eaves of the roof or the top of the parapet, at the exterior wall. (A "mansard roof" is below the top of a parapet and is considered a wall for sign purposes.)

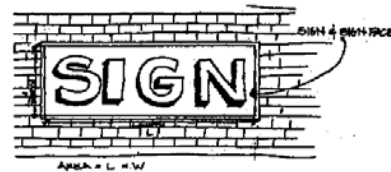
Roof Sign: A sign or any portion of which is displayed above the highest point of the roof, whether or not such sign also is a wall sign. (5/98)



Roof Line and Roof Sign

Rotating/Revolving Sign: A sign, all or a portion of which, moves in some manner. (5/98)

Sign: Any writing, including letter, word, or numeral; pictorial presentation, including mural, illustration or decoration; emblem, including device, symbol, logo or trademark; flag, including banner or pennant; or any other device, figure or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building or structure or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way. (9/18)



Sign Face

Sign Face: Surface of a sign containing the message. The sign face shall be measured as set forth in the definition for "area."

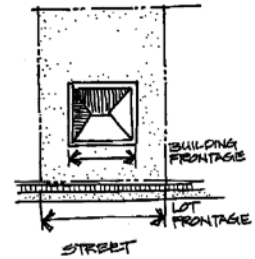
Sign Height: The distance from the finish ground level, to the top of the sign or the highest portion of the sign structure or frame, whichever is greater. (5/98)



Sign Height

Sign Structure: The supports, uprights, braces, framework and other structural components of the sign. (5/98)

Street Frontage: That portion of a property that abuts a paved street right-of-way and measured by the lineal distance of the property adjacent to such right-of-way. (5/98)



Street Frontage

Temporary Business: A business of a temporary nature authorized through a Temporary Business Permit issued by the City of Keizer. (5/98)

Temporary Sign: A sign that is, or is similar to, a banner and is attached, but not permanently affixed to a building, and which may be made of canvas, cloth, rigid plastic, paper, vinyl, or other lightweight flexible material. (9/18)



Temporary Sign

Wall Sign: A permanent sign attached to, erected against or painted on a wall of a building or structure, with the exposed face of the sign in a plane approximately parallel to the face of said wall. A sign painted on an awning in which the face of the sign is approximately parallel to the wall shall also be considered a wall sign. (9/18)



Wall Sign

2.308.03 Review Procedures

- A. Permit Required. Except as specifically excluded herein, no property owner, lessee or contractor shall construct or alter any sign without first obtaining a valid permit to do so. (5/98)
- B. Permit Fees. Permit fees shall be established from time to time by City Council resolution. (5/98)
- C. Application Requirements. An application for a sign permit shall be made on a form prescribed by the Zoning Administrator. The application shall include, at a minimum, a sketch drawn to scale indicating the proposed sign and identifying existing signs on the premises, the sign's location, graphic design, structural and mechanical design and engineering data which ensures its structural stability. The application shall also contain the names and address of the sign company, person authorizing erection of the sign and the owner of the subject property. (5/98)

The Zoning Administrator shall issue a permit for a sign unless the sign is in violation of the provisions of these regulations or other provisions of the Keizer Zoning Ordinance. Sign permits mistakenly issued in violation of these regulations or other provisions of the Keizer Zoning Ordinance are void. The Zoning Administrator may revoke a sign permit if he finds that there was a material and misleading false statement of fact in the application for the permit. (5/98)

- D. Design, Construction, and Maintenance. All signs shall be designed, constructed, and maintained according to the following standards: (5/98)
1. Compliance with Building Codes. All signs shall comply with the applicable provisions of the Building Code in effect at the time of the sign permit application and all other applicable structural, electrical and other regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements. (9/18)
 2. Materials. Except for banners, flags, portable signs, temporary signs, and window signs conforming in all respects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure. (9/18)
 3. Maintenance. All signs shall be maintained in a good structural condition and readable at all times. (5/98)
 4. Owner Responsibility. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or Ordinances regulating signs. (5/98)
 5. Aesthetics. All signs shall be professional in appearance, constructed in a workmanship like manner to professional standards. (12/10)

2.308.04 Nonconforming Signs

- A. Any sign not complying with these regulations is prohibited and constitutes a violation. (9/18)
- B. Permits for Properties with Nonconforming Signs. (5/98)
1. Businesses in Integrated Business Centers. For individual businesses in integrated business centers, all signs of the individual business must comply prior to issuance of sign permits for new or altered signs for such business. No free-standing sign permits will be issued for the integrated business center, unless all free-standing signs comply. (9/18)
 2. Businesses Not in Integrated Business Centers. No permits shall be issued for new or altered signs unless all signs of the individual business comply with these regulations. (9/18)
- C. Electronic Message Signs which are legally placed and maintained in all respects on or before October 6, 2008 shall be allowed to remain as non-conforming signs and do not have to be brought into compliance. However, once a non-conforming Electronic Message Sign is removed, any replacement sign must comply in all respects with these regulations. (10/08)

- D. Abandoned Signs. All signs for a business shall be removed within 120 days after that business ceases to operate on a regular basis, and the entire sign structure or structures shall be removed within 12 months of such cessation of operation. (9/18)

2.308.05 Signs Generally Permitted

Subject to the limitations in Sections 2.308.07 and 2.308.08, the following signs and sign work are permitted in all zones. These signs shall not require a permit, and shall not be included when determining compliance with total allowed area: (9/18)

- A. Sign Copy. Painting, change of sign face or copy and maintenance of signs. (9/18)
- B. Temporary Signs. Temporary signs that do not exceed 16 square feet in area may be displayed for a maximum of 120 days in any calendar year. Only one temporary sign per storefront or residential structure may be displayed at a time except during the period 45 days preceding and seven days following governmental elections during which time temporary signs may be unlimited in number. Paper signs may only be used for single day events. (9/18)
- C. Property Signs. For commercial properties only, one (1) sign per parcel or integrated business center not exceeding 32 square feet in area during the time of sale, lease or rental of the property provided that the sign is placed on the property for sale, lease, or rent and removed within fifteen (15) days of the sale, lease or rental of the property, or a sign not exceeding 32 square feet in area during the time of construction and remodeling of the property, provided the sign is placed on the property where construction and remodeling is taking place and removed within seven (7) days of the completion of any construction or remodeling. An additional sign not exceeding 32 square feet may be erected if the property borders a second street and the signs are not visible simultaneously. (9/18)
- D. Government Signs. Signs posted by or under governmental authority including legal notices, traffic, danger, no trespassing, emergency, city identification, signs related to public services or safety. (9/18)
- E. Development Signs. One sign not over 32 square feet located at each street entrance to a residential subdivision or residential development. (9/18)
- F. Incidental. Incidental signs that do not exceed 6 square feet. Such signs shall not be mounted on permitted freestanding sign structures. (5/98)
- G. Flags. Flags on permanent flag poles that are designed to allow raising and lowering of the flags. Flagpoles shall either be freestanding or shall be mounted on the building but if mounted on the building may not be taller than the peak of the roof. Flags shall not exceed 25 square feet in area. (5/98)
- H. Interior Signs. Signs within a building. (5/98)

- I. Window Signs. For commercial or industrial buildings, signs painted or hung on the inside of windows, or otherwise affixed (such as window clings) to the surface of a window with its message intended to be visible to the exterior environment. (9/18)
- J. Residential Signs. Residential signs, pursuant to requirements in Section 2.308.07. (5/98)
- K. Portable Signs. Portable signs are limited to 6 square feet in area, with the exception that wind feather/feather flag signs may be up to 16 square feet in area. One portable sign per storefront or residential structure is allowed except during the period 45 days preceding and seven days following governmental elections, during which time portable signs may be unlimited in number. The following additional standards apply to portable signs: (9/18)
 - 1. Portable signs may not be within 25 feet of any other portable sign on the same lot or less than 5 feet from a side lot line. (9/18)
 - 2. Portable signs must be located on private property, and may not be within any public sidewalk easement or right of way. If located along a public street, signs must be located behind the sidewalk regardless of property line location. (12/10)
 - 3. Portable signs cannot impede sidewalks, exits, or other pedestrian, vehicular, or bicycle way. (12/10)

2.308.06 Prohibited Signs

The following signs are prohibited, and are subject to immediate code enforcement action including but not limited to the issuance of citations and/or confiscation under the Keizer Uniform Nuisance Abatement Ordinance: (9/18)

- A. Tethered Signs. Balloons or similar types of tethered objects, including strings of pennants. (5/98)
- B. Roof Signs. Roof signs or signs which extend higher than the roof line. (5/98)
- C. Odor, Visible Matter. Signs that emit odor, visible matter, or sound, however an intercom system for customers remaining in their vehicles, such as used in banks and "drive through" restaurants, shall be allowed. (5/98)
- D. Wire Supports. Signs that use or employ side guy lines of any type. (5/98)
- E. Obstructing Signs. Signs that obstruct any fire escape, required exit, window or door opening used as a means of egress. (5/98)
- F. Utility Lines. Signs closer than 24 inches horizontally or vertically from any overhead power line or public utility guy wire. (5/98)

- G. Vehicle, Trailer Signs. No vehicle, trailer, or trailer mounted reader boards shall be parked on a public right-of-way or public property, or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity located on the same or nearby premises. This provision applies where the primary purpose of a vehicle is for advertising purposes and is not intended to prohibit any form of vehicular sign, such as a sign attached to a motor vehicle which is primarily used for business purposes, other than advertising. (12/10)
- H. Rotating/revolving Signs. (10/08)
- I. Flashing Signs. (10/08)
- J. Projecting Signs. Projecting signs exceeding 24 inches and private signs that project into or over driveways and public right-of-ways, except signs under a canopy that projects over a public sidewalk and the sign is 8 feet or more above the sidewalk. (9/18)
- K. View Obstruction. Signs that obstruct required vision clearance area or obstruct a vehicle driver's view of official traffic control signs and approaching or merging traffic, or which present a traffic hazard. (5/98)
- L. Safety Interference. Signs that interfere with, imitate, or resemble any official traffic control sign, signal or device, emergency lights, or appears to direct traffic, such as a beacon light. (5/98)
- M. Signs in the public right of way/Use of Utility Poles. Except for government signs under Section 2.308.05(D), signs located in public right-of-way, in any public or utility easement or attached to any utility poles. Signs located in such areas are subject to immediate removal without notice. (9/18)
- N. Vacant Land. Any sign on unimproved property, unless allowed as a temporary or portable sign. (9/18)
- O. Electronic Message Signs. Electronic message signs except by conditional use permit. Electronic message signs that change more frequently than once per fifteen (15) seconds are prohibited. Further, any change made with the use of scrolling, flashing, fluttering or other animated effects is prohibited. Variances to any of these requirements are not allowed. (9/18)
- P. Temporary or Portable signs exceeding the allowed size or timeframes for display are prohibited, unless authorized by Special Occasion Permit approval as outlined in Section 2.308.08.E. (9/18)

2.308.07 Non-Commercial Uses

The following regulations apply to signs for residences, public or semi-public buildings and similar non-commercial, non-industrial uses: (5/98)

- A. Sign types. The following sign types are allowed: (5/98)
1. Wall, canopy and window signs subject to the limitations in 2.308.07.C. (5/98)
 2. Free-standing signs subject to the limitations in 2.308.07.C. (5/98)
 3. Temporary displays consisting of any sign type for a period not to exceed 21 days in any 365 day period, however the owners or responsible parties of such displays shall be responsible for any public or private nuisance. (5/98)
- B. Maximum number. Any number of wall, canopy or free-standing signs not exceeding the sign area and height limitations of this Section; plus signs allowed in Section 2.308.07.A.3. (9/18)
- C. Maximum Sign Area. Maximum total sign area for property on which the building or buildings are located: (5/98)
1. Single-family and two-family (duplex) dwelling: 6 square feet. (5/98)
 2. Multiple family dwelling: 32 square feet. (5/98)
 3. Public and semi-public: 64 square feet. (5/98)
- D. Maximum sign height:
1. Wall, canopy or window sign: 8 feet. (5/98)
 2. Free-standing sign: 6 feet. (5/98)
- E. Location: (5/98)
1. Wall, canopy or window sign shall be set back from the property lines of the lot on which it is located, the same distance as the building containing the permitted use; provided that wall signs may project into the required setback space up to 1.5 feet. (5/98)
 2. Free-standing signs are permitted where fences are allowed. (5/98)
- F. Illumination. Except for Electronic Message Signs, non-commercial use signs may only be indirectly illuminated by a concealed light source, shall not remain illuminated between the hours of 11:00 p.m. and 6:00 a.m., (except by conditional use permit) and shall not flash, blink, fluctuate or produce glare. (9/18)

2.308.08 Commercial and Industrial Uses

The following regulations apply to signs for commercial and industrial uses: (5/98)

A. Non-integrated Business Centers:

1. Total allowed area. One and one-half square feet of total allowed sign area for each lineal foot of building frontage, up to a maximum total allowed area of 150 square feet, except that awnings shall be allowed 50% of awning area be exempt from this limit. (9/18)
2. On a Secondary Building Frontage, one wall sign shall be allowed, in addition to that listed above, at the rate of 0.75 sq ft per lineal foot of that portion of the building designated a Secondary Building Frontage, up to a maximum of 75 sq ft. (9/18)
3. Type, maximum number and size of signs. Within the total allowed area, one free standing sign per street frontage and an unlimited number of wall, canopy or projecting signs. Regardless of total allowed area, the free-standing signs shall be limited to a maximum of 100 square feet in area, shall not exceed one sign on each frontage, and shall be oriented to face the traffic flow on the street upon which they front. (9/18)
4. Maximum sign height: (5/98)
 - a. Wall and canopy signs shall not project above the parapet or roof eaves. (5/98)
 - b. Free-standing signs: 20 feet. (5/98)
5. Location: (5/98)
 - a. Wall or projecting signs may project up to 2 feet away from the building. (9/18)
 - b. Free-standing signs have no limitations except the signs shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks. (5/98)

B. Integrated Business Centers:

1. Allowed area. For wall, canopy and projecting signs on individual businesses within an integrated business center, one and one-half square feet of total allowed sign area for each lineal foot of building frontage for the individual business, up to a total maximum of 150 square feet per business, except that awnings shall be allowed 50% of awning area be exempt from this limit. The sign area of a projecting sign shall be calculated as a free-standing sign. Individual businesses may not assign

their unused allowed area to other businesses in the integrated business center. Free standing signs are permitted only as set forth below and in Section 2.308.08.C. (9/18)

2. On a Secondary Building Frontage, one wall sign shall be allowed, in addition to that listed above, at the rate of 0.75 sq ft per lineal foot of that portion of the building designated a Secondary Building Frontage, up to a maximum of 75 sq ft. (11/05)
 3. Free-standing Sign. For each integrated business center, 1 free-standing sign per street frontage not to exceed 100 square feet each in area. Free-standing signs shall not exceed one sign on each frontage and shall be oriented to face the traffic flow on the street upon which they front. (9/18)
 4. Maximum sign height: (5/98)
 - a. Wall and canopy signs shall not project above the parapet or roof eaves. (5/98)
 - b. Free-standing signs: 20 feet. (5/98)
 5. Location:
 - a. Wall or projecting signs may be located on any face of the building, except as provided in 2.308.08.B.4.b, and may project up to 2 feet away from the building. (9/18)
 - b. Wall signage located on a Secondary Building Frontage shall be limited to only one sign, limited in size as provided in 2.308.08.A.2. In no case may any signage derived on the primary building frontage be located on the secondary building frontage. (11/05)
 - c. Free-standing signs have no limitations except the signs shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks. (5/98)
- C. Mixed Use Developments. Signs for developments containing a mixture of commercial and residential uses shall be subject to the following restrictions: (5/98)
1. Non-commercial uses shall be subject to the provisions in Section 2.308.07. (5/98)
 2. Commercial-industrial uses shall be subject to the provisions for integrated business centers in Section 2.308.8.B. (5/98)
 3. Free-standing signs shall be subject to the provisions in Section 2.308.08.B.3. (9/18)

D. Additional Signs. Within the limitations of this subsection, the signs below do not require a permit and are not included in calculating allowed area and number of signs. (5/98)

1. Secondary Entrance. When a business has two public entrances, each on a separate building wall, there is permitted one additional wall sign not to exceed 10 square feet in area for the wall where the entrance is not the primary entrance. (5/98)
2. Vehicle Directional Signs. Vehicle Directional signs are allowed either as wall or freestanding signs. Such signs shall be limited to 3 square feet in area and 2 per driveway. Free standing signs shall be limited to a height of 6 feet. (9/18)
3. Drive Through Signs. Signs located adjacent to a drive-through lane at a restaurant are allowed as follows: one per drive through lane limited to 40 square feet in area and a maximum height of 8 feet. Any sign greater than 10 square feet in area and/or 6 feet in height must be screened from adjacent streets by a sight obscuring fence, wall or hedge. (9/18)

E. Signs for Temporary Businesses/Special Occasions. (9/18)

1. Signs For Temporary Businesses. Temporary businesses receiving temporary business permit approval, may display temporary or portable signs, other than trailer mounted reader boards or any sign that includes flashing or rotating lights or moving parts. The cumulative size of all such signs may not exceed 32 square feet. All temporary business signs must be placed within 10 feet of the structure or vehicle used for the temporary business and may not be placed within any public right-of-way. (9/18)
2. Signs For Special Occasions. The placement of multiple and/or oversized temporary or portable signs is only allowed subject to permit approval. A Special Occasion Sign Permit may be granted for the following situations:

Any combination of temporary or portable sign types, regardless of size and quantity, are allowed for a maximum of 14 consecutive calendar days. A maximum of 2 Special Occasion Sign permits may be issued for any given address in a calendar year, with no less than 30 days between events. (9/18)

F. Signs for Mobile Food Vendors

1. In addition to the signs allowed in Section 2.308.08(F)(2) below, Mobile Food Vendors shall be limited to 6 square feet of signage which can be displayed only during hours of operation and shall comply with the provisions within Section 2.308.05.K. (9/18)

2. Signs painted upon or affixed directly to the Mobile Food Vendors are exempt from the Sign Code provisions, provided that no sign may protrude from or project above the roofline of the unit. All other signage must comply with the remaining provisions of Section 2.308. (7/17)
3. Property on which two or more Mobile Food Vendors are located shall comply with the remaining provisions within the Sign Code. (9/16)

G. Special Commercial Signs

1. Home Occupation. Maximum area shall be 6 square feet and subject to the location provisions in Section 2.308.07. (9/18)
2. Residential Sales Office. Maximum area shall be 16 square feet and subject to the location provisions in Section 2.308.07. (9/18)
3. Bed and Breakfast. Maximum area shall be 16 square feet and subject to the location provisions in Section 2.308.07. (9/18)
4. Signs for stadiums in the IBP Zone. Notwithstanding any other regulations in this Chapter, in the IBP zone for stadiums with seating for not less than 4,000 persons, the following shall apply: (11/05)
 - a. Total allowed area. 760 square feet. (11/05)
 - b. Type, maximum number and size of signs. Within the total allowed area, one (1) free standing sign, and a total of no more than two (2) wall or canopy signs. Regardless of the total allowed area, the free standing sign shall be limited to a maximum of 680 square feet. (11/05)
 - c. Maximum sign height: (11/05)
 1. Wall and canopy signs – shall not project above the parapet or roof eaves. (11/05)
 2. Free standing sign – maximum total height of fifty (50) feet. (11/05)
 - d. Location:
 1. Wall signs – may project up to 1.5 feet from the building. (11/05)
 2. Free standing sign – no limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks. (11/05)

2.308.09 Conditional Uses

- A. Procedures. Applications for conditional use permits for illumination of non-commercial use signs, or electronic message signs shall be processed according to the procedure set forth in Section 3.103 of this Ordinance. The criteria to be reviewed and applied in conditional use permit proceedings for illumination of non-commercial use signs or electronic message signs are set forth in this Section. The criteria of Section 3.103 shall not be applied. (9/18)
- B. Decision Criteria. The following criteria shall be used to review and decide conditional use permit applications for the illumination of non-commercial use and electronic message signs: (9/18)
1. The proposed sign is located in an EG, P, IBP, CR, CO, MU, CM or a CG zone, or the proposed sign is for a public or semi-public use regardless of the underlying zone. (9/18)
 2. The proposed sign, when conditioned, will not either: a) significantly increase or lead to street level sign clutter, or b) lead to signs that adversely dominate the visual image of the area. (9/18)
 3. The proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree. Electronic Message Signs that are proposed to be located adjacent to residential areas shall include mitigation measures such as screening and buffering or other measures to mitigate any impacts onto adjacent properties. Electronic Message Signs proposed for a public or semi-public use adjacent to residential areas shall only be illuminated between the hours of 6:00 AM and 11:00 PM. (9/18)
 4. The proposed sign will not present a traffic or safety hazard. (5/98)
 5. If the application is for the illumination of non-commercial use or electronic message sign, no rotary beacon lights, zip lights, strobe lights, or similar devices shall be allowed. No chaser effect or other flashing effect consisting of external lights, lamps, bulbs or neon tubes are allowed. (9/18)

Electronic Message Signs. Electronic Message signs must remain static and unchanging for a period no less than fifteen (15) seconds. Further, the level of illumination must be limited in the following ways: (9/18)

- a. An electronic message sign that contains a changeable display produced by light emitting diodes, incandescent or low-voltage lamps or bulbs, or cathode ray tubes shall include automatic brightness compensation features to adjust brightness to compensate for the angle and ambient light conditions.
- b. No electronic message sign may be illuminated to a degree of brightness that is greater than 7,500 nits in the daytime and 1,000

nits between sunrise and sunset; provided that electronic message signs comprised solely of one color may not be illuminated to a degree of brightness exceeding the following illumination levels:

1. For a display comprised of red only, the degree of brightness shall not be greater than 3,150 Nits in the daytime and 450 between sunrise and sunset;
 2. For a display comprised of green only, the degree of brightness shall not be greater than 6,300 nits in the daytime and 900 nits between sunrise and sunset;
 3. For a display comprised of amber only, the degree of brightness shall not be greater than 4,690 Nits in the daytime and 670 nits between sunrise and sunset. (10/08)
6. The total allowed sign area shall be reduced by 25% if the application is for an electronic message sign. (9/18)
 7. The proposed sign will comply with all other regulations, including, but not limited to height and placement restrictions. (5/98)

2.308.10 Variances

- A. Procedure. Any allowance for signs not complying with the standards set forth in these regulations shall be by variance. Variances to this Section will be processed according to the procedures in Section 3.202.02 as a Type I-B procedure. The criteria in Section 3.105 shall not be used, but instead the following criteria shall be used to review and decide variance applications: (9/18)
 1. There are unique circumstances of conditions of the lot, building or traffic pattern such that: (5/98)
 - a. The existing sign regulations create an undue hardship; (5/98)
 - b. The requested variance is consistent with the purpose of this chapter as stated in Section 2.308.01; and
 - c. The granting of the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to any other business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this chapter. (5/98)
 2. The granting of the variance shall not: (5/98)
 - a. Decrease traffic safety nor detrimentally affect any other identified items of public welfare. (5/98)

- b. Result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance. (5/98)
 - c. Be the result of a self-imposed condition or hardship. (5/98)
2. The granting of the variance shall not: (5/98)
- a. Decrease traffic safety nor detrimentally affect any other identified items of public welfare. (5/98)
 - b. Result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance. (5/98)
 - c. Be the result of a self-imposed condition or hardship. (5/98)

2.308.11 Exemptions

The following are exempt from the regulations of this Chapter, but may be subject to other regulations under this Development Code or other City regulations:

- A. Public Art as defined by City Ordinance or Resolution. (3/14)

Design Guidelines for Signage Installations in Historic Districts

Introduction

Signs, awnings, canopies and other similar devices are among the most noticeable visual elements of the urban commercial environment. These devices are not only a practical business requirement for a property owner or tenant but also can significantly enhance a storefront, building façade and street environment. Signage designed, constructed, and installed throughout Portland's historic districts should be executed and placed in a manner which is respectful of the character of the building on which it will be located and the character established by surrounding buildings and environment.

Signs, as components of a building façade, are relatively temporary as businesses or tenants change with some frequency over time. The design and installation of signage should recognize this temporary nature of uses and should always be approached with an attitude of reversibility. All signs should be designed and installed in a manner that, upon their removal, the character defining features of the building remain intact and that the exterior materials of the building are not permanently or irreparably damaged.

Regulation of Signage in Historic Districts

Any new sign and any change in the appearance of an existing sign located on Landmark structures or within Historic Districts or Historic Landscape Districts shall be subject to review and approval under the provisions of the historic preservation ordinance (Article IX of the Land Use Code) and shall require a Certificate of Appropriateness.

The following guidelines provide guidance in the interpretation and application of the historic preservation ordinance review standard (Sec. 14-652.5). The guidelines are general in nature and are intended as guidance in designing appropriate signage for a wide range of building types and styles, as well as contexts. Each application will be reviewed on a case-by-case basis, with the objective of approving signage appropriate for the particular building and context.

These guidelines shall apply to all sign types, including but not limited to, projecting signs, wall signs, permanent window signs, awnings and canopies, banners, free-standing signs (where permitted), portable signs, and rooftop signs (where permitted).

If there is a conflict between these standards and guidelines and the requirements of Division 22 of the Land Use Code (sign ordinance) or other provisions of the City Code, the stricter shall apply.

Guidelines

A. General Design Concerns

- i. Signage on all buildings, historic and contemporary, should be carefully considered, taking into account the scale, character and design of the subject building and its surrounding context.
- ii. Signs should not dominate building facades or obscure their architectural features (arches, transom panels, sills, moldings, cornices, windows, etc.)
- iii. Design, selection of materials, and workmanship should be of high quality in appearance and character, complementary to the materials and character of the building, and convey a sense of permanence and durability.
- iv. In a downtown setting, the design of signage should be oriented and sized to reflect the nature of movement around the building, with an emphasis primarily on the pedestrian and slow-moving traffic.
- v. The design of signage should be respectful of the building on which it is located, carefully designed to fit a given façade, and complementing the building's architectural features. Signage of a style that predates the building, such as providing "colonialized" signs on a Victorian storefront, is not appropriate. A sign of contemporary design or materials on a historic building may be acceptable, provided it complies with the guidelines herein.
- vi. Where multiple signs occur on a single building, there should be a common pattern and character between such signs. Signs need not all be identical, but there should be a common pattern or placement, general scale and design, and type of illumination.

B. Size

- i. The size of proposed signs should be compatible with the scale of the overall building and its architectural features. Signs should be sized to fit the specific selected location.
- ii. The size of signs and individual letters should be at an appropriate scale for pedestrians and slow-moving traffic. Except in unique circumstances, projecting signs should not exceed 16 square feet, on the first floor level.
- iii. As a general rule, projecting signs should not extend more than 4 feet into any public right-of-way.
- iv. Signs on adjacent storefronts within the same building should be coordinated in size and proportion.

C. Placement and Location

- i. The placement of signage should take into account the traditional location of signage on buildings and the specific architectural features of the given façade. Features to consider include existing sign boards, lower cornices, lintels and piers.
- ii. The placement of signage should not visually obscure architecturally significant features of the building.
- iii. The use of a continuous sign band extending over adjacent shops within the same building is encouraged, as a unifying element.
- iv. Where signage is proposed on (or behind) window surfaces, such signage should not substantially obscure visibility through the window and should be incidental to the scale of the window. Larger window signs will be considered in the overall sign allowances for individual tenants.
- v. Generally, the placement of signage should occur below the sill of the second story windows. Placement elsewhere on a building may be considered under the following circumstances: a) where the design of the base portion of the building establishes some higher point as an appropriate location; b) where unusual site characteristics exist; or c) where the proposed signage exhibits exceptional design merit and is integrated into the design vocabulary of the subject building.
- vi. For historic structures, upper floor signage (including rooftop signs) is generally not allowed, except for permanent window signs or where unique circumstances warrant an exception (e.g. where a historically or architecturally significant rooftop sign is to be recreated).
- vii. Freestanding signs are generally not allowed. However, if the distance of the building or tenant's frontage from the street makes a building sign infeasible or ineffective, a freestanding sign may be considered. Integration of such signs into site features, such as planter walls, is encouraged.
- viii. In addition to placement criteria above, the minimum clearance of projecting signs, awnings, canopies and marquees from the sidewalk must conform to current building codes (generally 8' clearance).
- ix. The placement of signs must not disrupt or obstruct the vision of drivers or pedestrians so as to create a hazardous situation. No signs should be so located as to significantly obstruct pedestrian circulation.

D. Communication

- i. Signage is most effective when it is simple and limited in subject matter to the name of the business or property and the incorporation of a logo, symbol, or other graphic display which is central to the primary tenant or use of the property. General commercial advertising incidental to the principal use is discouraged.

- ii. Typefaces should be selected which are easy to read and scaled appropriately for both the sign and building. Logos or symbols are encouraged where integrated with the sign. Pictographs (such as the creation of a projecting sign in the shape of a key for a lock shop) can be an interesting and appropriate feature.
- iii. A sign should not, by virtue of its color or shape, be distracting from the design and character of the building on which it is located. Signs tend to be most effective when there is a contrast in color between the lettering/symbols and the background of the sign.
- iv. The importance of trademarked corporate identification is recognized in the review of sign applications. However, in order to preserve Portland's unique character and sense of place, standard corporate signage will, in some instances, be required to be reinterpreted to ensure compatibility with the subject building and the surrounding context. Such reinterpretation may include, but not be limited to, use of alternative materials or lighting solutions, adjustments in the scale of trademark logos or graphics, etc.

E. Illumination

- i. Illumination of signage should be compatible with the character of illumination of existing appropriate signs on the building or in the vicinity.
- ii. In residential zones, internally-illuminated signs are not appropriate.
- iii. Where ample lighting exists from street lights or building façade illumination, sign lighting may not be allowed.
- iv. Acceptable forms of internal illumination may include halo-lit signs and dye-cut metal sign panels that illuminate individual letters and symbols only. Neon signs may be acceptable as well where they are custom-designed to be compatible with the building's historic and/or architectural character. As a general rule, standard internally-illuminated box-type signs and individual letters that are internally illuminated are prohibited.
- v. Where internal illumination of a sign causes the scale of the sign to become excessive in relation to architectural features of the building, alternative lighting should be considered.
- vi. External illumination of signage should be concentrated evenly on the sign itself, with no significant glare or spillover onto adjacent buildings. The light source should be concealed from the direct view of the pedestrian and driver.
- vii. All electrical conduit, transformers, raceways and wires should be concealed within or behind the sign or face of the building, be designed as an integral element of the building façade, or be substantially disguised or hidden so as to be unobtrusive to the appearance of the building and sign. The attachment of such devices to the

structure should not permanently damage any significant architectural features or exterior building material. For projecting blade-type signs, spot lights should be incorporated into the bracket itself.

- viii. Generally, flashing or moving lights are not appropriate. Special situations, such as the design of marquees or features relating to special uses such as cultural events or public activities may be appropriate exceptions where sensitively designed and where no safety hazard is created.

F. Number of Signs

- i. The proliferation of signs within a dense urban environment can lead to visual clutter. The number of signs for each tenant or building should be kept to a minimum while recognizing the need for identification and visibility.
- ii. Ground floor tenants shall generally be limited to one wall sign and one projecting sign per tenant. Where tenants have frontage on more than one street, additional signs may be allowed.
- iii. Upper floor tenants should generally be served by a building directory sign. Directory signs should be located at or near building entrances and should be scaled so that individual names are visible to the pedestrian. Where allowed (see Section C, vi and vii), upper floor building signs will be limited to one per building façade.
- iv. Signs (and/or banners) displayed during business hours only constitute an ongoing advertising format and will be considered permanent signs rather than temporary signs, if such display continues for more than 30 calendar days.

G. Guidelines for Special Categories of Signs

In addition to the guidelines described above, certain types of signs require special guidelines which relate to their special characteristics or purpose.

- i. Awnings, Canopies and Marquees that incorporate Signage: The shape and size of these devices should correspond to the shape, character and size of the opening over which they will be installed, and should fully fill the width of the individual window or door opening. These devices should not obscure architecturally significant elements of the building. The attachment of such devices to the structure should not permanently damage any significant architectural features or exterior building material.

Where there are existing (appropriate) awnings or canopies on the building, new awnings should be designed and located to be compatible with those existing.

Signage graphics on awnings or canopies should generally be confined to the valance and side returns. Awnings or canopies with graphics may be considered as primary signage.

Fabric awnings should be of a canvas-type material and should not emit light.

ii. **Public Information Signs:** This category of signage includes informational signage such as traffic regulations, transit information, public announcements or community activity information, and historic markers, as well as directional signage such as street/district signs and wayfinding signs to major civic, arts and cultural destinations. Wherever possible, these signs should be designed and located so that they complement and reinforce the historic character of the environment in which they are placed. Such signs may be freestanding as necessary to effectively serve their purpose and may be located off the premises to which they refer.

iii. **Painted Wall Art and Signs:** Painted wall art such as murals and tromp l'oeil should be used only to enhance the environment or streetscape and should not be developed for advertising purposes. Such wall art should not disrupt the setting of an historic building or of an otherwise distinctive environment.

Painted walls signs such as business names may be appropriate and should be reviewed according to other applicable guidelines. Concerns about future reversibility may prohibit signs proposed for unpainted masonry surfaces.

In a few instances, historic painted walls signs of a commercial nature are still discernable on the facades of some buildings and serve as reminders of former businesses and activities found therein. Where these signs reflect a significant period of Portland's history, preservation may be required.

iv. **Portable/Movable Signs:** Sandwich board signs commonly found are the only portable freestanding signs that are permitted (other than special temporary signs and public information signs.) All portable signs placed within the public way require special permitting through the City. In addition to requirements of that process, all such signs should be designed and located in a manner which does not detract from the character of the pedestrian environment, nor create obstacles to pedestrian circulation or visibility. Portable signs are generally not allowed in residential zones.

v. **Temporary Signs:** Temporary signs or banners are exhibited for a limited time--generally no more than 30 days--to advertise special events or sales and should be removed immediately following the event. Temporary promotional commercial signs or banners should be used on a limited basis and are not allowed as an ongoing form of advertising.

vi. **Real-Estate Signs:** In commercial districts, real estate signs should be displayed in windows only and removed promptly upon the sale or lease of the property.

vii. **Non-Commercial Banners, Flags and Pennants:** The number of such elements per business or tenant, however, should be limited to avoid visual clutter. While the flag or banner may be relatively temporary in nature, the brackets or poles from which these elements hang tend to remain for extended periods. Attachment of

such support devices to buildings or other structures should not cause damage to architectural features or building materials.

- viii. On-site informational signs: On-site signs for such needs as identifying parking entrances and exits, handicapped parking spaces or handicapped access, drive-thru teller signs, and other similar directional signs should be considered as part of a signage system, coordinated in size, materials, design and character within a single property and with adjacent properties.
- ix. Signs on residential structures within residential zones: Signs on residential structures should be located and sized to be compatible with the character of the district and property. Signs on residential properties should generally be smaller than those in a commercial district and shall be limited to one.
- x. Off-premise signs: With the exception of public information or wayfinding signs, signs advertising businesses or products not found on the premises are not allowed.

H. Brackets and Installation

- i. Brackets should be in scale with the sign and building. As a general rule, brackets should be simple and incidental to the sign. They must be adequately engineered to support the intended load, and generally should conform to a 2:3 vertical-horizontal proportion.
- ii. Attachments for all signage, awnings, conduit, etc. should cause no irreversible damage to historic building materials. On masonry buildings, attachments for all signage, awnings, conduit, etc. should be installed at mortar joints or into existing holes, to avoid damaging masonry. Where possible, existing sign brackets should be reused.

I. Master Signage Plans

- i. A master signage plan will be required for all major projects (rehab and new construction) as part of the site plan and/or historic preservation review process. Signage on new buildings should be related to, and read as an integral part of, the design and material palette of the building. The master sign plan should allow adaptability for changing tenants and uses over time.

J. Maintenance

- i. All signs shall be maintained in good visual and structural condition.

K. Obsolete Signs

- i. Except where an obsolete sign is determined to have historical significance, obsolete signs for establishments no longer located at the premises should be removed.

Illustrated Examples



An example of a well-coordinated signage scheme. The awnings' traditional form (shed style with loose scalloped valance) and placement over the transom windows reinforce the historic character of the storefront.

This awning solution is a successful contemporary interpretation of the traditional shed-type awning. Instead of a loose and/or scalloped valance, the valance is taut. The graphic element on the slope of the awning, while not typically encouraged, works here because of its scale, subtlety and repetition.



This awning solution is inappropriate for its historic setting. The combination of a non-traditional shape, shiny plastic material, and poorly integrated graphics is in conflict with the historic character of the property and streetscape.



Historic signs are important reminders of Portland's commercial history and may not be removed or covered without express approval.

A sophisticated signage solution, reminiscent of historic signage and well-suited to the building's corner location.



On commercial blocks with several individual storefronts, it is advisable to develop a master plan for signage that ensures a level of consistency while showcasing the individual nature of each business. Here, the same style bracket is used across the entire ground floor frontage. The signs themselves are all wood, non-lit and similarly sized.



A classic example of traditional signage and retractable awnings still in use. The consistency shown here is particularly well-suited to large buildings with multiple storefront tenants.

Obsolete signs should be removed entirely. Even with the graphics removed, these sign panels distract from and clutter a landmark building on a prominent corner.



Standard internally-illuminated box-type signs are not appropriate in historic districts. This example, not in a district, illustrates the visual impact of this type of signage on its historic neighbor.



When the Eastland Park Hotel wanted to re-establish the original grandeur of its main entrance, this traditional style marquee with signage was created to evoke the era and spirit of the hotel's 1920's construction.

Located at the rear of City Hall, Merrill Auditorium long suffered from a lack of visibility and its "back door" entrance gave no clue as to the grandeur and elegance of the space within. This marquee, added in 2006, successfully improves visibility for the auditorium and enhances the sense of arrival, just as traditional marquees were designed to do. Although clearly contemporary in design and material, this installation is seamlessly integrated with its historic setting. The brushed aluminum letters project from the face of the sign band, giving depth and visual interest to the marquee.



At night, the letters are halo-lit; a subtle band of neon completes the composition.



This discrete sign, incorporated within the historic granite retaining wall, serves its intended purpose without competing with the landmark building behind it. The typeface, gold-leaf lettering and slate sign panel also reinforce the dignity of its setting.

A well designed and executed sign that is both understated and highly effective for its purpose. Individual laser-cut metal letters stand atop a metal entrance canopy.



All too often, real estate signs remain in place long after the space they advertise is leased, becoming permanent fixtures that clutter the façade of a historic structure. For this reason, they should be placed in windows and removed as soon as a space is filled.



Directory signs, located near the main building entrance, are an appropriate solution for upper floor tenants. Upper floor signs for individual tenants are not encouraged.



A curved metal sign mounted at a corner is a form of signage that appears in historic photos of Portland. Here it has been used as a building directory for a historic structure.



Grouped bronze plaques can be an effective form of directory signage, and is often used for professional offices. Close coordination of the individual plaques, in terms of size, style and placement, is critical.



A good example of an architecturally integrated sign solution. This type of signage is strongly encouraged for institutional uses, where turnover in tenancy is not an issue.



A sculptural, contemporary bracket and sign well-suited to its modern storefront. Note the subtle spotlights that do not detract from the sign or storefront.



This sign, which features subtle halo backlighting, reinforces the clean, contemporary design of the building itself.



When residential buildings are converted to business use, sign solutions need to be carefully considered. In this instance, the size and placement of the sign is at odds with the residential character of the structure.

This small scale business sign, with its traditional shape and graphic style, is especially appropriate for its historic residential context.



Here, the combination of exposed conduit and multiple floodlight bulbs detracts from both the sign itself and the building. In all cases, electrical conduit, transformers, raceways and wires must be concealed within or behind the sign or be hidden so as to be unobtrusive.





Laser-cut stainless steel and white Lucite are used here to create an illuminated sign that matches the quality and style of the modern building it identifies. Note the subtle inset panel in the brick pier which frames the sign.

This sign illustrates how a departure from a standard corporate sign solution can effectively relate the signage to the unique character and materials of a particular building. Such an approach can help to avoid the “Anywhere, America” homogenization that standard corporate sign solutions create.



Subtle internal halo illumination, instead of a standard internally illuminated sign box with a glowing sign face, helps relate this sign to its historic district context.



Signage should advertise the name of the business, not brand name products sold within. By avoiding generic sign solutions, the unique nature of Portland's commercial districts is preserved.

Covering windows with numerous unrelated items not only obscures visibility into the store itself, but creates a cluttered, unprofessional image for the business. For this reason, sign standards limit coverage to no more than 50% of a window.



Promotional banners, while acceptable if used occasionally, should not be used as an ongoing form of advertising and should be removed within 30 days.



Installed without approval (and subsequently removed,) this signage overwhelmed the architectural features of this dignified building.

This photo illustrates what happens over time when signs brackets are mounted directly into architectural masonry. Not only does the appearance of the building suffer, but permanent damage is done to the masonry as well. Whenever possible, existing brackets or holes should be reused. Alternatively, brackets should be mounted into the mortar joints, not the masonry itself.



Dayton Sign Code Web Link: [Dayton : Municipal Code \(municipalcodeonline.com\)](http://municipalcodeonline.com)

Salem Sign Code Web Link: [CHAPTER 900. - SIGN CODE | Code of Ordinances | Salem, OR | Municode Library](#)

Salem Historic Sign Standards

Sec. 230.056. - Signs in commercial historic districts.

Signs in commercial historic districts shall meet with the standards set forth in this section. The standards in this section are in addition to, and not in lieu of, the applicable standards of SRC chapter 900. Where the standards in this section conflict with the standards of SRC chapter 900, the standards in this section shall be the applicable standard.

(a) Historic signs.

(1) Notwithstanding SRC chapter 900, historic signs shall be retained whenever possible, particularly if the sign is

(A) Associated with historic figures, events, or places significant as evidence of the history of the product, business, or service advertised, or significant as reflecting the history of the building or the development of the historic district;

(B) Characteristic of a specific period; or

(C) Integral to the design or physical fabric of the building or structure.

(2) Design.

(A) Historic signs shall be recreated only with historical, pictorial, and physical documentation.

(b) Permanent non-historic signs.

(1) Materials. Permanent non-historic signs shall be constructed of wood, metal, or acrylic.

(2) Design.

(A) Permanent non-historic signs shall be located

(i) Within an existing sign frame attached to the historic structure provided the sign frame does not obscure significant features of the historic resource; or

(ii) Between the transom and sill of the first story and

(aa) Perpendicular to the corner;

(bb) Flush to the facade; or

(cc) Perpendicular to the building;

(iii) Suspended from the awning or marquee.

(B) Permanent non-historic signs shall be attached

(i) Into mortar joints, not into masonry; and

(ii) Where significant features are not obscured.

(C) Any permanent non-historic sign that incorporates lighting shall

- (i) Not be internally illuminated, except if it incorporates halo illumination utilizing reversed pan-channel letters with an internal light source reflecting off the building;
- (ii) Not exceed 366 watts or 250 nits between sunset and sunrise;
- (iii) Not have exposed conduit.

























SIGN PERMIT APPLICATION



City of Dayton

PO Box 339 - 416 Ferry Street - Dayton OR 97114
PH: (503) 864-2221 - Fax: (503) 864-2956

Date Submitted:

This permit is issued under OAR 918-460-0030 and Chapter 7 of the Dayton Land Use & Planning Code.

Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED/ APPLICANT MUST FILL OUT ALL GREEN AREAS

OFFICE USE
PERMIT #:
RECEIPT #:
DATE ISSUED:
ISSUED BY:

TYPE OF SIGN/WORK - PLEASE CHECK ALL THAT APPLY
--

<input type="checkbox"/> ATTACHED	<input type="checkbox"/> FREE STANDING	<input type="checkbox"/> STREET SIGN	<input type="checkbox"/> PORTABLE	<input type="checkbox"/> TEMPORARY
<input type="checkbox"/> NEW	<input type="checkbox"/> REPAIR	USE: <input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> MULTI-FAMILY	<input type="checkbox"/> COMMERCIAL
		<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> PUBLIC	
SITE ADDRESS OR NEAREST LOCATION:				
NAME OF COMMERCIAL BUSINESS/PROJECT FOR SITE ADDRESS:				
MAP & TAX LOT #		ZONING:	LOT SIZE:	
JOB DESCRIPTION:				
SETBACKS: FRONT TO SIGN:		SIDE YARD TO SIGN:	INTERIOR TO SIGN:	REAR TO SIGN:
SIGN SQUARE FEET:		ESTIMATED COST OF PROJECT \$		

PROPERTY OWNER INFORMATION	CONTRACTOR INSTALLATION/INFORMATION
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NAME:			BUSINESS NAME:		
MAILING ADDRESS:			MAILING ADDRESS:		
CITY:	ST:	ZIP:	CITY:	ST:	ZIP:
PHONE	FAX:		PHONE:	FAX:	
EMAIL:			EMAIL:		
<input type="checkbox"/> I HEREBY STATE THAT I HAVE READ AND UNDERSTAND THIS APPLICATION AND THE INFORMATION PROVIDED IS CORRECT:			CCB LICENSE NO:		
			BUSINESS REGISTRATION NO:		
PROPERTY OWNER SIGNATURE:			PRINT NAME:		
			SIGNATURE:		

SIGN COMPANY	ARCHITECT
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BUSINESS NAME:			NAME:		
MAILING ADDRESS:			MAILING ADDRESS:		
CITY:	ST:	ZIP:	CITY:	ST:	ZIP:
PHONE	FAX:		PHONE	FAX:	
EMAIL:			EMAIL:		

BUILDING DEPT USE ONLY					
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PROJECT TOTAL VALUATION	\$	4 Plan Review Fees	\$
1 Preliminary Plan Review Fee	\$	PLAN REVIEW - 65%	\$
2 Planning Fees	\$	FIRE & LIFE SAFETY - 40%	\$
3 Building Permit Fees	\$	5 MISCELLANEOUS FEES	\$
INVESTIGATIVE FEE	\$	6 OUTSTANDING LIENS, DEBITS, OR FINES	\$
12% STATE SURCHARGE FEE	\$	Total Cost of Permit:	

APPROVAL SIGN OFF	Initials	Date	Department	Initials	Date
LAND USE & PLANNING			BUILDING PLAN REVIEW		
PUBLIC WORKS			OTHER		
FIRE DEPARTMENT			<input type="checkbox"/> THIS PROJECT HAS ODOT APPROVAL <input type="checkbox"/> N/A		

* CREDIT CARD PAYMENTS ARE NOT ACCEPTED FOR SIGN PERMIT FEES.



PLANNING PERMIT FILE # _____

BUILDING PERMIT/FILE # _____

- ALL NEW SIGNAGE IS REQUIRED TO SUBMIT A SITE PLAN
- PLEASE PROVIDE PICTURES OF ALL EXISTING AND PROPOSED SIGNS

PROPOSED SIGNAGE (ATTACH ADDITIONAL FORMS IF THREE (3) OR MORE SIGNS ARE PROPOSED):

PLEASE PROVIDE SPECIFIC INFORMATION ON THE PROPOSED AND EXISTING SIGNS AT THE SITE. THIS INFORMATION WILL ENSURE THAT YOUR PROPOSAL CONFORMS TO REGULATIONS FOR SIGNS IN THE CITY OF DAYTON.

SIGN #1	<input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> ADDITIONAL	<input type="checkbox"/> NEW
LOCATION:	ANIMATED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
TYPE:	<input type="checkbox"/> ATTACHED	IF ATTACHED, DISTANCE FROM BUILDING:	
	<input type="checkbox"/> FREE STANDING	<input type="checkbox"/> PORTABLE	
SIZE OF SIGN FACE (SQ FT OF ONE SIDE):	HEIGHT FROM GROUND OT TOP OF SIGN:		
SETBACK (HOW FAR) FROM PROPERTY LINE:	LIGHTING STYLE (BULB, NEON, ETC):		
DESCRIBE THE PROPOSED SIGN:			

SIGN #2	<input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> ADDITIONAL	<input type="checkbox"/> NEW
LOCATION:	ANIMATED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
TYPE:	<input type="checkbox"/> ATTACHED	IF ATTACHED, DISTANCE FROM BUILDING:	
	<input type="checkbox"/> FREE STANDING	<input type="checkbox"/> PORTABLE	
SIZE OF SIGN FACE (SQ FT OF ONE SIDE):	HEIGHT FROM GROUND OT TOP OF SIGN:		
SETBACK (HOW FAR) FROM PROPERTY LINE:	LIGHTING STYLE (BULB, NEON, ETC):		
DESCRIBE THE PROPOSED SIGN:			

EXISTING SIGNAGE TO REMAIN (ATTACH ADDITIONAL FORMS IF THERE ARE THREE OR MORE SIGNS):

SIGN #1			
LOCATION:	SIZE OF SIGN FACE (SQ FT OF ONE SIDE):		
TYPE:	<input type="checkbox"/> ATTACHED	IF ATTACHED, DISTANCE FROM BUILDING:	
	<input type="checkbox"/> FREE STANDING	<input type="checkbox"/> PORTABLE	
DESCRIBE THE EXISTING SIGN:			

SIGN #2			
LOCATION:	SIZE OF SIGN FACE (SQ FT OF ONE SIDE):		
TYPE:	<input type="checkbox"/> ATTACHED	IF ATTACHED, DISTANCE FROM BUILDING:	
	<input type="checkbox"/> FREE STANDING	<input type="checkbox"/> PORTABLE	
DESCRIBE THE EXISTING SIGN:			