

City of Willamina

SIGN PERMIT APPLICATION

(including Conditional Use Application specific to sign standards and Variance Application specific to sign standards.)

Sign permits shall be required for all property in the C-1, C-2, and/or M-1 zones (Section 2.206.04)

_____ The property is located in a _____ C-1, _____ C-2 and/or _____ M-1 zone district.

(Mark the applicable district or districts).

Sign regulations apply to all properties. Specific information for properties within the R-1, R-2, R-3, and P zones are as indicated in the City's Development Code, Section 2,206.08.

Please note: Sign permits are not required for signs placed inside the building but may still be visible through the building's windows.

Submittal information

Submit a sketch drawn to scale and any applicable supplemental information indicating:

_____ Location of the proposed sign,

_____ Dimensions and square footage of the sign,

_____ Graphic design of the sign,

_____ Structural and mechanical design and engineering data (verifying structural stability),

_____ Identification of the existing signs (location and square footage) on the premises,

_____ Name and address of the sign company,

_____ Person authorizing the erection of the sign, and

_____ Owner of the subject property.

Property adjacent State Highway

_____ The sign is visible from a State Highway yes it is visible or no it is not visible.

_____ If yes, the Oregon Department of Transportation (ODOT) has been contacted. (The sign may be subject to State regulations.)

An ODOT sign permit is/ is not required. Submit written evidence from ODOT. (Outdoor Advertising contact person is Amy Joyce @ 503-986-3556 or amy.b.joyce@odot.state.or.us.)

Sidewalks and driveways

_____ The sign is adjacent a sidewalk or driveway yes the sign is adjacent or no it is not adjacent a sidewalk or driveway.

_____ If yes, the sign is a minimum of eight (8) feet above a sidewalk and/or fifteen (15) feet above a driveway (indicate height).

(Sign is above a sidewalk or a driveway.)

Integrated Business Centers are defined (Section 2.206.02) as 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.

Signs **NOT** in integrated business centers:

Wall and canopy signs

Note: A total of no more than two (2) wall or canopy signs is permitted within the total allowed square footage).

Lineal feet of building frontage: _____

Based upon the frontage, wall and canopy signs on an individual business are allowed 1.5 square feet of total sign area (up to a maximum of 150 square feet) per business.

Total amount of square footage allowed _____

_____ Wall or canopy sign project shall NOT project above the parapet or roof eaves. Sign does not project above the parapet/roof eaves.

_____ Wall or canopy sign projects (encroaches) into public right-of-way compliance status responding yes it encroaches or no it does not encroach.

_____ If the sign projects/encroaches, indicate the vertical clearance that is required to be at least eight (8) feet above the sidewalk.

Free-Standing Signs

_____ Number of free-standing signs (Free-standing signs are only as allowed according to City of Willamina Development Code, Section 2.206.06. If total allowable sign area remains after placement of the wall and/or canopy sign(s), one (1) free-standing sign per street frontage is permitted. However, even if sufficient square footage remains, the total square footage for a free-standing sign is limited to 100 square feet.)

_____ Number of street frontages _____

_____ Sign area in square feet of the free-standing sign (See first paragraph). _____

_____ Height (in feet) of the free-standing sign(s) with a maximum height limit of 20 feet _____

_____ Free-standing sign(s) does NOT project over street right-of-way.

_____ Free-standing sign is not located with a clear vision area.

Clear-Vision Area: A triangular area on a lot at the intersection of two streets or a street and a railroad, two sides of which are lines measured from the corner intersection of the right-of-way lines for a specified distance. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the lines at the intersections have rounded corners the right-of-way lines will be extended in a straight line to a point of intersections.

_____ Free-standing sign meets the zone district setbacks

Front Yard – No setback unless adjoins residential district and then 20 feet is required

Side Yard – No setback unless adjoins a residential district and then 20 feet is required

Rear Yard – No setback unless adjoins a residential district and then 20 feet is required

Note: Establish and maintain a clear-vision area between street and driveway

_____ Free-standing sign meets special street setbacks
(If the street right-of-way does not meet the required width based upon the City's Transportation System Plan street classification, the sign shall be placed such that any street widening in future will not interfere with the sign. Example: If the designated right-of-way is 60 feet and there is currently only 50 feet, the special setback is an additional five (5) feet from the property line—one-half the needed area from each side of the street.)

Signs **WITHIN** an integrated business centers:

Wall and Canopy Signs

Lineal feet of building frontage _____

Based upon that calculation, wall and canopy signs on an individual business are allowed 1.5 square feet of total allowed sign area up to a maximum of 150 square feet per business.

Total amount of square footage allowed _____

Please Note: Individual businesses may NOT assign their unused allowed area to other businesses within the integrated business center.

_____ Wall or canopy sign project does NOT project above the parapet or roof eaves

_____ Wall sign does not project from the building

_____ Wall sign projects a distance of _____ feet from the building (maximum of 3 feet).

Free-Standing Signs

_____ Number of free-standing signs (In addition to allowed area, each business within an integrated business center is allowed one (1) free-standing sign per street frontage.)

_____ Number of street frontages _____

_____ Sign area in square feet of the free-standing sign (Total allowed sign area shall not to exceed 100 square feet.) _____

_____ Height (in feet) of the free-standing sign (s) with a maximum height limit of 20 feet _____

_____ Free-standing sign does not project over street right-of-way.

_____ Free-standing sign(s) does NOT project over street right-of-way.

_____ Free-standing sign is not located with a clear vision area.

Clear-Vision Area: A triangular area on a lot at the intersection of two streets or a street and a railroad, two sides of which are lines measured from the corner intersection of the right-of-way lines for a specified distance. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the lines at the intersections have rounded corners the right-of-way lines will be extended in a straight line to a point of intersections.

_____ Free-standing sign meets the zone district setbacks
Front Yard – No setback unless adjoins residential district and then 20 feet is required
Side Yard – No setback unless adjoins a residential district and then 20 feet is required
Rear Yard – No setback unless adjoins a residential district and then 20 feet is required
Note: Establish and maintain a clear-vision area between street and driveway

_____ Free-standing sign meets special street setbacks
(If the street right-of-way does not meet the required width based upon the City's Transportation System Plan street classification, the sign shall be placed such that any street widening in future will not interfere with the sign. Example: If the designated right-of-way is 60 feet and there is currently only 50 feet, the special setback is an additional five (5) feet from the property line— one-half the needed area from each side of the street.)

Conditional Use for Other Sign Features

A business or property owner may request approval from the Planning Commission under a conditional use process to allow flashing signs, rotating/revolving signs, or message signs. A conditional use application is processed according to the Code, Section 3.100 with the applicable criteria as indicated in Section 2.206.10 A. Application forms to apply for a conditional use (SPECIFIC TO SIGNS) are available at City Hall.

***Variances**

A business or property owner may request a variance from a quantifiable sign standard or regulations based upon the process and procedures as indicated in Section 3.104 with the applicable criteria as indicated in Section 2.206.11, A through F. Application forms to apply for a variance to required standards (SPECIFIC TO SIGNS) are available at City Hall.

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:

1. When a business has two public entrances, each on a separate building wall, there is permitted one additional wall sign not to exceed ten (10) square feet in area for the wall where the entrance is not the primary entrance.
2. Directional signs, such as "Exit" or "Entrance", are allowed either as wall or freestanding signs. Such signs shall be limited to three (3) square feet in area and two (2) per driveway. Free standing directional signs shall be limited to a height of six (6) feet.
3. Order signs describing products and/or order instructions to a customer, such as menu boards on the exterior of a drive-thru restaurant are allowed as follows: One (1) per business limited to forty (40) square feet in area and a maximum height of eight (8) feet. Any order sign greater than ten (10) square feet in area and/or six (6) feet in height must be screened from adjacent streets by a sight obscuring fence, wall or hedge.

Signs for Temporary Business

Temporary businesses 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 signs must be placed within ten (10) feet of the structure or vehicle used for the temporary business and may not be placed within any public right-of-way.

City May Revoke a Sign Permit

The City Recorder, after consultation with the City Engineer and Land Use Planner may revoke a sign permit if he/she finds that there was a material and misleading false statement of fact in the application for the permit.

Uniform Sign and Building Codes

Signs are subject to the Uniform Sign Code of the Uniform Building Code. The City requires for mounted (attached) and free-standing signs that a property owner and/or contract file for a building permit to allow review and approval of the permit by Yamhill County Building Inspection program before mounting (attachment) or installation of the sign occurs.

Other applicable Sign Code or Development Code sections

Definitions applicable to signs are as indicated in Section 2.206.02.

According to the Code, Section 2.206.05, Nonconforming Signs are subject to review under Section 3.109.

For information on Signs Generally Permitted, see Section 2.206.06.

For information on Prohibited Signs, see Section 2.206.07.

For information on Signs in Non-Commercial Zones, see Section 2.206.08.

For information on Variances to Sign Standards, see Section 2.206.11 (sign criteria) and 3.104 (process and procedure).

Applicable conditions following the issuance of a Sign Permit

Design, Construction, and Maintenance. All signs shall be designed, constructed, and maintained according to the following standards:

1. All signs shall comply with the applicable provisions of Uniform 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.
2. Except for banners, flags, 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.
3. All signs shall be maintained in a good structural condition and readable at all times.

4. 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. All signs for a business shall be removed within thirty (30) days after that business ceases to operate on a regular basis, and the entire sign structure or structures shall be removed within twelve (12) months of such cessation of operation.

Conditional Use for Other Sign Features

A business or property owner may request approval from the Planning Commission under a conditional use process to allow flashing signs, rotating/revolving signs, or message signs. A conditional use application is processed according to the Code, Section 3.100, with the applicable criteria as indicated in Section 2.206.10 A.

CONDITIONAL USE APPLICATION FOR SIGNS

_____ Complete the application general cover page to indicate applicant and property location details and mark the applicant type boxes as both conditional use and signs.

_____ Written explanation of the category of signage and the description of the signage requiring conditional use review and approval.

_____ Procedure: Type II (Description sheet available for applicant.)

_____ Submit written response to the attached conditional use required criteria applicable to signs.

_____ **Deposit Fee (\$400.00) (Ordinance No. -----, -----date-----)**

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant’s deposit.

2.206.10 Conditional Use Permits – Signs

Applications for conditional use permits for residential free standing signs, flashing signs, rotating/revolving signs, or message signs shall be processed according to the procedure set forth in Section 3.100 of the this Ordinance. The criteria to be reviewed and applied in conditional use permit proceedings are set forth in this Section.

(IF MORE INFORMATION NEEDS TO BE SUBMITTED, PLEASE SUBMIT ADDITIONAL PAGES.)

A. The following criteria shall be used to review and decide conditional use permit applications for flashing, rotating/revolving, and message signs:

1. The proposed sign is located in a C-1 or C-2 zone. _____

2. The proposed sign, as conditioned, will not significantly increase or lead to street level sign clutter, or to signs adversely dominating the visual image of the area.

3. The proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree.

4. The proposed sign will not present a traffic or safety hazard.

5. If the application is for a flashing and/or 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. Only flashing effects by way of internal illumination are allowed.

6. If the application is for a rotating/revolving sign, such sign cannot flash or be illuminated by intermittent light. Rotating/revolving signs shall revolve at a speed no greater than five (5) revolutions per minute.

7. The total allowed sign area for a business shall be reduced by twenty-five percent (25%) if the business has a flashing, rotating/revolving, or message sign.

8. The proposed sign will comply with all other regulations, including, but not limited to height and placement restrictions.

***Variances**

A business or property owner may request a variance from a quantifiable sign standard or regulations based upon the process and procedures as indicated in Section 3.104 with the applicable criteria as indicated in Section 2.206.11, A through F.

VARIANCE APPLICATIONS FOR SIGNS

- _____ Complete the application general cover page to indicate applicant and property location details and mark the applicant type boxes as both conditional use and signs.

- _____ Procedure: The procedure type (Either Type I-B –minor and Type II—major) dependent upon whether the sign variance request is classified as a minor or major variance.) (Description sheet available for applicant.)

- _____ Complete the application cover page and mark the applicant type boxes for both variance and signs.

- _____ Written explanation of the category of signage and the description of the sign standard or requirements needing consideration under a variance request.

- _____ Procedure: Type I-B or Type II (Description sheet available for applicant.)

- _____ Submit written response to the following attached variance criteria applicable to signs.

- _____ **Deposit Fee (\$400.00) (Ordinance No. -----, -----date-----)**

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant’s deposit.

- A. 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 3.104. However, the criteria in Section 3.104 shall not be used, but instead the following criteria shall be used to review and decide sign variance applications:

(IF MORE INFORMATION NEEDS TO BE SUBMITTED, PLEASE SUBMIT ADDITIONAL PAGES.)

1. There are unique circumstances of conditions of the lot, building or traffic pattern such that the existing sign regulations create an undue hardship;

2. The requested variance is consistent with the purpose of the chapter as stated in Section 2.206.01; and

3. 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.

4. The granting of the variance shall not decrease traffic safety nor detrimentally affect any other identified items of public welfare.

5. The variance will 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.

6. The variance request shall not be the result of a self-imposed condition or hardship.
