



**Oregon**

Theodore R. Kulongoski, Governor

**Department of Land Conservation and Development**

635 Capitol Street, Suite 150

Salem, OR 97301-2540

(503) 373-0050

Fax (503) 378-5518

www.lcd.state.or.us



**NOTICE OF ADOPTED AMENDMENT**

07/02/2012

**TO:** Subscribers to Notice of Adopted Plan  
or Land Use Regulation Amendments

**FROM:** Plan Amendment Program Specialist

**SUBJECT:** City of Wilsonville Plan Amendment  
DLCD File Number 001-12

The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. Due to the size of amended material submitted, a complete copy has not been attached. A Copy of the adopted plan amendment is available for review at the DLCD office in Salem and the local government office.

Appeal Procedures\*

**DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL:** Friday, July 13, 2012

This amendment was submitted to DLCD for review prior to adoption pursuant to ORS 197.830(2)(b) only persons who participated in the local government proceedings leading to adoption of the amendment are eligible to appeal this decision to the Land Use Board of Appeals (LUBA).

If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR Chapter 661, Division 10). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

**\*NOTE:** The Acknowledgment or Appeal Deadline is based upon the date the decision was mailed by local government. A decision may have been mailed to you on a different date than it was mailed to DLCD. As a result, your appeal deadline may be earlier than the above date specified. NO LUBA Notification to the jurisdiction of an appeal by the deadline, this Plan Amendment is acknowledged.

**Cc:** Daniel Pauly, City of Wilsonville  
Gordon Howard, DLCD Urban Planning Specialist  
Jennifer Donnelly, DLCD Regional Representative

<paa> YA



FORM 2

DLCD

# Notice of Adoption

This Form 2 must be mailed to DLCD within **5-Working Days after the Final Ordinance is signed** by the public Official Designated by the jurisdiction and all other requirements of ORS 197.615 and OAR 660-018-000

In person  electronic  mailed

**DATE STAMP**

**DEPT OF**

**JUN 25 2012**

**LAND CONSERVATION AND DEVELOPMENT**  
For Office Use Only

Jurisdiction: **City of Wilsonville**

Local file number: **LP12-0001/Ordinance 704**

Date of Adoption: **6/18/2012**

Date Mailed: **6/22/2012**

Was a Notice of Proposed Amendment (Form 1) mailed to DLCD?  Yes  No Date: 3/2/2012

Comprehensive Plan Text Amendment

Comprehensive Plan Map Amendment

Land Use Regulation Amendment

Zoning Map Amendment

New Land Use Regulation

Other:

Summarize the adopted amendment. Do not use technical terms. Do not write "See Attached".

Update sign regulations in order to improve efficiency & consistency in administration and application of Wilsonville's sign regulations while maintaining a high quality visual environment. Includes more concise purpose statement & objectives, update sign measurement methods, increase staff authority over historically non-controversial sign requests, reduce number of sign waivers, change method for allocating signs to buildings & properties, better define allowance for semi-static digital signs.

Does the Adoption differ from proposal? Yes, Please explain below:

Reduce hold interval for semi-static digital signs from 1 hour to 15 minutes  
Modify how building signs are allowed along I-5  
Allow modification of building sign locations via Class I Staff review  
Add specific brightness limits for all signs to meet

Plan Map Changed from: **N/A**

to: **N/A**

Zone Map Changed from: **N/A**

to: **N/A**

Location: **Citywide**

Acres Involved:

Specify Density: Previous: **N/A**

New: **N/A**

Applicable statewide planning goals:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Was an Exception Adopted?  YES  NO

Did DLCD receive a Notice of Proposed Amendment...

DLCD File No. 001-12 (19215) [17091]



35-days prior to first evidentiary hearing?  Yes  No  
If no, do the statewide planning goals apply?  Yes  No  
If no, did Emergency Circumstances require immediate adoption?  Yes  No

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**DLCD file No.** \_\_\_\_\_

Please list all affected State or Federal Agencies, Local Governments or Special Districts:

See Attached List

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Local Contact: **Daniel Pauly AICP Associate Planner** Phone: (503) 570-1536 Extension:  
Address: **29799 SW Town Center Loop East** Fax Number: **503-682-7025**  
City: **Wilsonville** Zip: **97070-** E-mail Address: **pauly@ci.wilsonville.or.us**

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## ADOPTION SUBMITTAL REQUIREMENTS

**This Form 2 must be received by DLCD no later than 5 working days after the ordinance has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s)**  
per ORS [197.615](#) and [OAR Chapter 660, Division 18](#)

1. This Form 2 must be submitted by local jurisdictions only (not by applicant).
2. When submitting the adopted amendment, please print a completed copy of Form 2 on light **green paper if available**.
3. Send this Form 2 and one complete paper copy (documents and maps) of the adopted amendment to the address below.
4. Submittal of this Notice of Adoption must include the final signed ordinance(s), all supporting finding(s), exhibit(s) and any other supplementary information ([ORS 197.615](#)).
5. Deadline to appeals to LUBA is calculated **twenty-one (21) days** from the receipt (postmark date) by DLCD of the adoption ([ORS 197.830 to 197.845](#)).
6. In addition to sending the Form 2 - Notice of Adoption to DLCD, please also remember to notify persons who participated in the local hearing and requested notice of the final decision. ([ORS 197.615](#)).
7. Submit **one complete paper copy** via United States Postal Service, Common Carrier or Hand Carried to the DLCD Salem Office and stamped with the incoming date stamp.
8. Please mail the adopted amendment packet to:

**ATTENTION: PLAN AMENDMENT SPECIALIST  
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT  
635 CAPITOL STREET NE, SUITE 150  
SALEM, OREGON 97301-2540**

9. **Need More Copies?** Please print forms on 8½ -1/2x11 **green paper only if available**. If you have any questions or would like assistance, please contact your DLCD regional representative or contact the DLCD Salem Office at (503) 373-0050 x238 or e-mail [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us).



Planning Division  
29799 SW Town Center Loop E  
Wilsonville, OR 97070  
503-682-4960  
503-682-7025 fax  
**DEPT OF**

**PLANNING DIVISION**

FAX: (503) 682-7025  
(503) 570-1571  
[straessle@ci.wilsonville.or.us](mailto:straessle@ci.wilsonville.or.us)

JUN 25 2012

LAND CONSERVATION  
AND DEVELOPMENT

**Via Certified Mail**

**Letter of Transmittal**

TO: Plan Amendment Specialist

FROM: Linda Straessle

DLCD

Administrative Assistant

635 Capitol Street, NE Suite 150

Salem OR 97301-2540

DATE: June 22, 2012

**WE ARE TRANSMITTING THE FOLLOWING:**

- DLCD Notice of Decision for Case File LP12-0001/Ordinance No. 704
- List of Affected State or Federal Agencies, local governments or special districts
- Adopted Ordinance No. 704



**Affected State or Federal Agencies, Local Governments or Special Districts**

<b>Name</b>	<b>Company</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Columbia Cable of Oregon		14200 SW Brigadoon Ct.	Beaverton	OR	97005
Tualatin Valley Water District		1850 SW 170 <sup>th</sup> Ave.	Beaverton	OR	97005-4211
Planning Director	City of Sherwood	22560 SW Pine Street	Sherwood	OR	97140
City Planner	City of Canby	182 N. Holly	Canby	OR	97013
Doug McClain	Clackamas Cty Planning Section Mgr	9101 SE Sunnybrook Blvd	Clackamas	OR	97015
William Graffi	Unified Sewerage Agency	155 N. First Avenue, Room 270	Hillsboro	OR	97124
Brent Curtis	Wash. County Planning Manager	155 N. First Avenue	Hillsboro	OR	97124
Wendy Buck	Portland General Electric	121 SW Salmon 1 WTC3	Portland	OR	97204
Tom Wolcott	BPA	PO Box 3621	Portland	OR	97208
Tom Simpson	NW Natural Gas	220 NW 2nd Avenue	Portland	OR	97209
Michael Dennis	Tri-Met Project Planning Dept	4012 SE 175th Avenue	Portland	OR	97202
Oregon Dept of Environ Quality		811 SW Sixth Avenue	Portland	OR	97204
Ray Valone	Metro	600 NE Grand Avenue	Portland	OR	97232
Manager, Community Development	Growth Management Services Metro	600 NE Grand Avenue	Portland	OR	97232
Attn: Development Review	ODOT	123 NW Flanders Street	Portland	OR	97209
John Lilly	Department of State Lands	775 Summer Street, NE	Salem	OR	97301-1279
Richard Ross	Department of Corrections	2575 Center Street NE	Salem	OR	97310
Bobbi Burton	Community Coordinator, Facilities Division	2575 Center Street, NE	Salem	OR	97310
Bill Ferber, Region Manager	Oregon Water Resources Department	725 Summer Street, NE	Salem	OR	97301
Sherwood School Dist Admin Office		23295 SW Main Street	Sherwood	OR	97140
Aquilla Hurd-Ravich	Community Development Director City of Tualatin	18880 SW Martinazzi Avenue	Tualatin	OR	97062
Roger Woehl	West Linn/Wilsonville School District 3JT	PO Box 35	West Linn	OR	97068
Brian Tietsort	United Disposal Services	10295 SW Ridder Road	Wilsonville	OR	97070
Brian Moore	Portland General Electric	9540 SW Boeckman Road	Wilsonville	OR	97070
Tualatin Valley Fire and Rescue	South Division	7401 SW Washo Court	Tualatin	OR	97062-8350
Tualatin Valley Fire and Rescue		29875 SW Kinsman Road	Wilsonville	OR	97070

**ORDINANCE NO. 704**

**AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING THE PLANNING AND LAND DEVELOPMENT ORDINANCE (WILSONVILLE'S DEVELOPMENT CODE) SECTIONS 4.001, 4.030-4.031, AND 4.156 AND DIVIDING SECTION 4.156 INTO SECTIONS 4.156.01 THROUGH 4.156.11 TO UPDATE THE CITY'S SIGN REGULATIONS AND THE PURPOSE AND OBJECTIVES OF SUCH REGULATIONS.**

WHEREAS, Wilsonville's current sign regulations have been in effect for 12 years, with changes surrounding the content neutrality of temporary sign regulations adopted in 2010; and

WHEREAS, a collaborative effort has been carried out to identify issues and recommendations to update the sign regulations involving stakeholders including the Wilsonville Area Chamber of Commerce, City staff, sign professionals, residents, former members of the City's Development Review Board, and developers; and

WHEREAS, the Planning Commission held a seven work sessions over period of July 2011 to March 2012 to review issues, recommendations, and Development Code amendments to implement the recommendations; and

WHEREAS, the recommendations aim to improve efficiency and consistency in administration and application of Wilsonville's sign regulations while maintaining a high quality visual environment, in which sign development plays a major role; and

WHEREAS, the updated sign regulations help foster an aesthetically pleasing, functional, and economically vital community, as well as promote public health, safety, and well-being by meeting the needs of sign owners while maintaining consistency with the development and design standards elsewhere in Chapter 4 of the Planning and Land Development Ordinance; and

WHEREAS, the Planning Commission conducted a public hearing on this matter on April 11, 2012 and upon consideration of testimony and evidence from the public and city staff, unanimously recommended that the City Council approve the proposed Development Code amendments; and

WHEREAS, the Council having conducted a public hearing on the proposal on June 4, 2012, and considering the entire record herein finds that the proposed Development Code amendment complies with applicable text amendment criteria and is in the best interest of the



community by providing for the needs of sign owners while ensuring a functional, aesthetically pleasing, economically vital, and safe community.

NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

Section 1: Findings. The Council adopts as findings and conclusions the foregoing recitals and the staff report in this matter attached hereto as Exhibit A and adopted as if set forth fully herein.

Section 2: Amendments.

**Section 4.001 Definitions**

263. Sign: A device or display used or intended to be used for advertising purposes or used or intended to be used to inform or attract the attention of the public. "Sign" includes, where applicable, the structure, display surface, or other component parts of the device or display. Examples include, but are not limited to, advertising sign, banner, outdoor advertising sign, on-premises sign, temporary sign, window sign, message, light (other than a device used primarily to illuminate a building and/or premise), emblem, figure or, painting, mural, drawing, placard, or poster. The display of merchandise that is offered on the premises shall not be considered to be a sign unless it is attached to any exterior surface or structure of the building including, but not limited to, roofs, walls, marquees, monuments, or poles. The scope of the term "sign" does not depend on the content of the message or image conveyed. A sign does not include architectural or landscape features that may attract attention but do not convey a message or image considered speech, or trademark, protected under federal or state law.

- A. Addressing Signs: Signs indicating, at a minimum, the numerical address of the building.
- B. Baseline: The invisible line on which text or other characters sit, the bottom extent of the cap height of a typeface.
- C. Bowl: In a font or typeface, an open or closed circular line that creates an interior space, such as in the letters "d" and "c."
- D. Cap Height: In a font or typeface, the distance from the baseline to the top of uppercase letters like "H" and "J."
- E. Changing image sign. Any sign which, through the use of moving structural elements, flashing or sequential lights, lighting elements, prisms, or other method, results in movement, the appearance of movement, or change of sign image or text except changeable copy signs defined below.

- F. Changeable copy sign. Any sign, digital or manual, which is designed to have the copy changed routinely and where the frequency of copy change does not exceed once every fifteen (15) minutes, except in emergency situations as requested by the City Manager or designee.
- G. Descender: In a font or typeface, the part of a letter extending below the baseline including lower portion of the lowercase letters “g,” “j,” “p,” “q,” and “y.”
- H. Directional signs: Signs on private property that provide directions for the traveling public and are deemed necessary for the safe traverse of the public.
- I. Flashing Sign: Any illuminated sign on which the artificial light is not maintained stationary or constant in intensity or color at all times when such sign is in use. For the purpose of this Code, any moving illuminated sign shall be considered a flashing sign.
- J. Freestanding Sign: A sign erected and maintained on a freestanding frame, mast, or pole not attached to any building, and not including ground-mounted signs.
- K. Ground-mounted Sign: A non-temporary sign which extends from the ground, or has support which places the bottom of the sign less than two (2) feet from the ground, including monument signs.
- L. Inflatable Sign: Any device that depends on a differential between internal and external air pressure to maintain its size, form or shape regardless of whether it is tied, tethered, mounted or connected to a pole, building, or ground.
- M. Institutional Signs: Signs that identify public buildings, churches, public and private schools and other such structures used for public gathering or to serve the general public. The Planning Director shall determine the nature of such signs if there is a question. Institutional signage shall comply with all applicable provisions of this Code.
- N. Integral Sign: A sign carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction indicating names of buildings, date of erection, monumental citations, commemorative tablets and the like when made an integral a part of the structures.
- O. Lawn Sign. A temporary freestanding sign commonly made of corrugated plastic, greyboard, or similar type of material, constructed and maintained to prevent being moved or heavily damaged by typical exposure to natural elements. Lawn signs in the rights-of-way under W.C. 4.156.11 may be constructed to be portable.
- P. Marquee Sign: A canopy or covering structure bearing a signboard or graphics projecting from, and attached to, a building.
- Q. Permanent Sign: Any sign that does not meet the definition of a temporary sign, below.
- R. Portable Sign: A sign that is not permanently affixed to a building, structure, or the ground; a sign designed to be moved from place to place. These signs



include, but are not limited to movable A-frame signs, sandwich board signs, signs on vehicles or trailers, and signs attached to wood or metal frames designed to be self-supporting and movable, including trailer reader boards.

- S. Projecting Sign: A sign, other than a wall sign which projects from and is supported by a wall of a building or structure. Projecting Signs are differentiated from Wall Flat Signs as defined below.
  - 1. Blade Sign: A sign hanging, perpendicular to a building façade, from a canopy, building projection, or mounting bracket intended to aid pedestrians in wayfinding.
- T. Rigid Sign: A temporary freestanding sign designed and constructed with materials of a grade and quality to withstand strong winds, rains, and harsh weather conditions, and maintained as a potentially year-long temporary sign to ensure that degradation or weathering does not present aesthetic and public safety concerns and the sign retains substantially the same quality throughout the year. Such signs may not be constructed of cardboard, poster board, or other similar lightweight paper products.
- U. Roof Sign: A sign located on or above the roof of any building, not including a false mansard roof, canopy or other fascia.
- V. Selling Slogans: A brief striking phrase used in advertising or promotion. The hours of operation of a business shall be considered to be a selling slogan.
- W. Serif: In fonts and typefaces, the extra stroke at the end of a letter or character.
- X. Shoulder: In fonts and typefaces, the curve at the beginning of a leg of a character such as the upper curved portion of the lowercase letters “m” and “n.”
- Y. Sign Area: The display surface or face of the sign calculated as prescribed in Section 4.156.04
- Z. Temporary Sign: A sign not permanently affixed to a building, structure, or the ground, intended to be displayed for a limited period of time.
- AA. Video Sign: Moving visual messages projected on any surface.
- BB. Wall Flat Sign: A sign affixed directly to or painted on or otherwise inscribed on an exterior wall and confined within the limits of any building and which projects from that surface not more than twelve (12) inches at all points.
- CC. Wayfinding Sign: The term way finding sign has two different contextual meanings. First, it is used as a general description of one of the basic purposes or functions of signs, which is to assist in directing the general public to specific destinations within the community, so that they find their way. In this context almost all signs provide some degree of way finding information. Second, the term is used to describe a specific type of sign, such as local directional signs and district wayfinding signs, that provides specific identity and/or direction to particular businesses, facilities, or places of interest, such as parks, tourist

attractions, public buildings, schools, special districts, or other locations to which the public commonly asks for directions.

264. Site Area, Net: The area of a development site, excepting all areas in streets or private drives, driveways, and parking spaces.

**Section 4.030 Jurisdiction and Powers of Planning Director and Community Development Director**

- (.01) Authority of Planning Director. The Planning Director shall have authority over the daily administration and enforcement of the provisions of this Chapter, including dealing with non-discretionary matters, and shall have specific authority as follows:
- A. A Class I application shall be processed as a ministerial action without public hearing, shall not require public notice, and shall not be subject to appeal or call-up, except as noted below. Pursuant to Class I procedures set forth in Section 4.035, and upon finding that a proposal is consistent with the provisions of this Code and any applicable Conditions of Approval, shall approve the following, with or without conditions:
1. Minor site clearing and grading, prior to the approval of a Site Development Plan, provided that:
    - a. no clearing or grading occurs within the Significant Resource Overlay Zone. Clearing or grading in the Significant Resource Overlay Zone shall require, at a minimum, approval of a Class II permit through the procedures specified below;
    - b. no clearing or grading occurs within twenty-five (25) feet of an area that has been identified by the City as a wetland;
    - c. not more than three (3) trees are proposed to be removed;
    - d. no fill or removal is proposed;
    - e. adequate measures are utilized to control erosion and runoff from the site and that the applicant will submit a final Site Development application within seven (7) days of submitting the minor site grading application. All grading activities require compliance with the requirements of the applicable building code and City Public Works standards.
  2. Class I Sign Permits, and Temporary Sign Permits for thirty (30) days or less.
  3. Architectural, landscape, tree removal, grading and building plans that substantially conform to the plans approved by the Development Review Board and/or City Council. The Planning Director's approval of such plans shall apply only to Development Code requirements and shall not alter the authority of the Building Official or City Engineer on these matters.



4. Building permits for single family or two-family dwellings, and in the Village zone, row houses or apartments, meeting zoning requirements and located on lots that have been legally created. The Planning Director's approval of such plans shall apply only to Development Code requirements and shall not alter the authority of the Building Official or City Engineer on these matters. [Amended by Ord 557 adopted 9/5/03].
5. Lot line adjustments, where none of the lots increase in area by fifty percent (50%) or more, subject to the standards specified in Section 4.233.
6. A temporary use permit for not more than thirty (30) days, subject to the following standards:
  - a. the applicant has the written permission of the property owner to use the site;
  - b. the proposed use will not create an obstruction within a sight vision clearance area that would impair the vision of motorists entering onto or passing by the property;
  - c. adequate parking is provided;
  - d. signs shall meet the standards of Section 4.156.09. A maximum of two signs, not exceeding a combined total of 24 square feet, are allowed; and
  - e. the proposed use has the approval of the Fire Marshal.
7. Determination that an existing use or structure is a non-conforming use or non-conforming structure, as defined in this Code. Except, however, that the Planning Director may, in cases where there is any uncertainty as to the history of the property, choose to process such determinations through the Class II procedures below.
8. Actions taken subject to Site Development Permits which have been approved by the appropriate decision-making body of the City.
9. Final plats for condominiums, subdivisions, or partitions that are substantially the same as tentative plats approved by the City and which are submitted for review and signature prior to recordation with the appropriate county.
10. Type A tree removal permits as provided in Section 4.600.
11. Determination, based upon consultation with the City Attorney, whether a given development application is quasi-judicial or legislative. Except, however, that the Planning Director may, in cases where there is any uncertainty as to the nature of the application, choose to process such determinations through the Class II procedures below.
12. Expedited land divisions. Applications for expedited land divisions, as provided for in Section 4.232 of this Code and ORS Chapter 197 shall be

processed without public hearing, and shall be subject to appeal through the special appeal procedures specified in Section 4.232.

- a. Authority of Planning Director. The Planning Director shall have authority to review applications for expedited land divisions and to take action approving, approving with conditions, or denying such applications, based on findings of fact.
  - b. Tentative Plat Requirements for Expedited Land Divisions. Tentative plats and all other application requirements for expedited land divisions shall be the same as for other forms of land divisions, except as those requirements are specifically altered by the Oregon Revised Statutes.
  - c. Administrative Relief Not Available. In taking action on an application for an expedited land division, the Planning Director is not authorized to grant Variances or waivers from the requirements of the Code.
  - d. Residential Areas Only. As specified in ORS 197, expedited land divisions shall only be approved in areas zoned for residential use.
- B. A Class II application shall be processed as an administrative action, with or without a public hearing, shall require public notice, and shall be subject to appeal or call-up, as noted below. Pursuant to Class II procedures set forth in Section 4.035, the Director shall approve, approve with conditions, deny, or refer the application to the Development Review Board for a hearing:
1. Minor alterations to existing buildings or site improvements of less than twenty-five percent (25%) of the previous floor area of a building, but not to exceed 1,250 square feet, or including the addition or removal of not more than ten (10) parking spaces. Minor modifications to approved Architectural and Site Development Plans may also be approved, subject to the same standards.
  2. Residential accessory buildings or structures with less than one hundred and twenty (120) square feet of floor area located within the Willamette River Greenway Boundary pursuant to Section 4.500 and subject to the flood plain development standards of Section 4.172. Approval of such accessory structures in the Greenway shall be based on all of the following findings of fact:
    - a. The building or structure is located so that the maximum amount of landscape area, open space and/or vegetation is provided between the river and the building;
    - b. Public access to the river is preserved or is provided in accordance with an approved and adopted plan; and

- c. That the change of use, intensification of use, or development will be directed away from the river to the greatest possible degree while allowing a reasonable use of the property.
3. Written interpretations of the text or maps of this Code, the Comprehensive Plan or sub-elements of the Comprehensive Plan, subject to appeal as provided in Section 4.022. The Planning Director may review and interpret the provisions and standards of Chapter 4 (Planning) of the Wilsonville Code upon receiving the required filing fee along with a specific written request. The Director shall publish and mail notice to affected parties and shall inform the Planning Commission and City Attorney prior to making a final written decision. The Director's letter and notice of decision shall be provided to the applicant, the Planning Commission, the City Council, and City Attorney and the notice shall clearly state that the decision may be appealed in accordance with Section 4.022 (Appeal Procedures). A log of such interpretations shall be kept in the office of the Planning Department for public review.
4. A permit to locate an accessory use on a lot adjacent to the site of the principal use.
5. Land partitions, other than expedited land divisions, pursuant to Section 4.210. Approval of land partitions shall be based on all of the following findings of fact:
  - a. The applicant has made a complete submittal of materials for the Director to review, as required in Section 4.210;
  - b. The proposed plan meets the requirements of the Code regarding minimum lot size and yard setbacks;
  - c. The approval will not impede or adversely affect the orderly development of any adjoining property or access thereto;
  - d. The public right-of-way bordering the lots or parcels will meet City standards;
  - e. Any required public dedications of land have been approved for acceptance by the City and will be recorded with the County prior to final plat approval;
  - f. Adequate easements are proposed where an existing utility line crosses or encroaches upon any other parcel to be created by the partition;
  - g. All public utilities and facilities are available or can be provided prior to the issuance of any development permit for any lot or parcel; and
  - h. Roads extended or created as a result of the land division will meet City standards.
6. Decisions on the following:



- a. Lot line adjustments, where any of the lots increase by more than fifty percent (50%) in area, subject to the provisions of Section 4.233.
  - b. Temporary use and temporary sign permits for periods exceeding thirty (30) days. Temporary use and temporary sign permits may allow specific activities associated with the primary use or business located on the property for up to 120 days provided that:
    - i. the property owners have given written permission;
    - ii. no structure, sign or any other object shall exceed 20 feet in height;
    - iii. adequate parking is provided in designated spaces;
    - iv. signs are limited to a maximum of two and shall not exceed a total combined area of 24 square feet;
    - v. electrical and building permits are obtained as required;
    - vi. undue traffic congestion will not result and, if traffic congestion is expected, a traffic control plan is submitted along with the application that identifies the traffic control procedures that will be used;
    - vii. the activity and/or use shall not unduly interfere with motorists driving on adjacent roads and streets, including I-5; and
    - viii. public notice has been provided and the comments of interested parties have been considered in the action that has been taken.
7. Solar access permits, as specified in Section 4.137.3.
8. Class II Sign Permits.
- C. Other specific actions or duties delegated by Planning Commission or Development Review Board Resolution, or by order of the Council, setting forth the review procedure guided by clear and objective standards for administration.
- D. Administrative Relief: In issuing the permits in subsection “B,” above, the Planning Director may grant limited relief in cases of hardship. The Director shall follow the Class II - Administrative Approval procedures to determine whether administrative relief shall be granted. If the Director receives a complete application, along with the required filing fee, and the request involves only the expansion or reduction by not more than 20 percent of one or more quantifiable provisions of yard, area, lot dimension, or parking requirements of the zone, the Director may approve the application, based upon findings of fact supported by evidence in the record. The Variance procedures and standards specified in Section 4.196 shall be used in determining whether administrative relief shall be granted.
- E. Emergency Situations: The Planning Director may review and approve any reasonable and necessary emergency measure, including the removal of trees and vegetation from the Willamette River Greenway, Significant Resource Overlay Zone and wetlands, necessary for the safety and/or protection of persons or

property. The standard shall be that the least amount of activity or disruption is used to provide the necessary protection to the property or to avert damage to the property. The Director may require restoration of landscaping, vegetation or soil to repair any damage resulting from enacting emergency protection measures.

**Section 4.031 Authority of the Development Review Board**

- (.01) As specified in Chapter 2 of the Wilsonville Code and except as specified herein, the Board shall have authority to act on the following types of applications:
- A. Class II development applications referred to the Board by the Planning Director, as authorized in Section 4.030.
  - B. Call-ups or appeals of staff decisions or interpretations involving quasi-judicial applications or procedures, as authorized in Sections 4.022 and 4.172.
  - C. Review of tentative subdivision and condominium plats, as authorized in Section 4.210, other than those processed as expedited land divisions.
  - D. Conditional Use Permits, as authorized in Section 4.184.
  - E. Variances, as authorized in Section 4.196, other than those that are reviewed and acted upon by the Planning Director through Administrative Review processes.
  - F. Initial review of quasi-judicial applications for zone changes, as authorized in Section 4.197.
  - G. Initial review of quasi-judicial applications for amendments to one or maps in the Comprehensive Plan, as authorized in Section 4.198.
  - H. Site design review, as authorized in Section 4.400.
  - I. Review of Stage I and Stage II Planned Development applications.
  - J. Acceptance, rejection, or modification of traffic studies prepared for projects or developments. A traffic study prepared by the City's consultant shall not be rejected or modified by the Board unless substantial evidence exists in the record to justify such action. If the Board rejects a traffic study prepared by the City's consultant, the fee paid by the applicant for that study shall be refunded.
  - K. Initial review of requests for quasi-judicial annexations to the City of Wilsonville.
  - L. Street vacations, where a specific development application has been filed for the subject property. If no specific development application has been filed for the subject property, the vacation request shall be considered by the Planning Commission. Action of the Planning Commission or Board on a street vacation request shall be a recommendation to the City Council.

- M. Class III Sign Permits, Master Sign Plans, and all sign permits and approvals not specifically authorized for administrative review or exempt from permitting requirements.

### **Sign Regulations**

#### **Section 4.156.01 Sign Regulations Purpose and Objectives.**

- (.01) **Purpose.** The general purpose of the sign regulations are to provide one of the principal means of implementing the Wilsonville Comprehensive Plan by fostering an aesthetically pleasing, functional, and economically vital community, as well as promoting public health, safety, and well-being. The sign regulations strive to accomplish the above general purpose by meeting the needs of sign owners while maintaining consistency with the development and design standards elsewhere in Chapter 4. This code regulates the design, variety, number, size, location, and type of signs, as well as the processes required to permit various types of signs. Sign regulations have one or more of the following specific objectives:
  - A. Well-designed and aesthetically pleasing signs sufficiently visible and comprehensible from streets and rights-of-way that abut a site as to aid in wayfinding, identification and provide other needed information.
  - B. Sign design and placement that is compatible with and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district.
  - C. A consistent and streamlined sign review process that maintains the quality of sign development and ensures due process.
  - D. Consistent and equitable application and enforcement of sign regulations.
  - E. All signs are designed, constructed, installed, and maintained so that public safety, particularly traffic safety, are not compromised.
  - F. Sign regulations are content neutral.

#### **Section 4.156.02 Sign Review Process and General Requirements.**

- (.01) **Permit Required:** Unless exempt under Section 4.156.05, no sign, permanent or temporary, shall be displayed or installed in the City without first obtaining a sign permit.
- (.02) **Sign Permits and Master Sign Plans:** Many properties in the City have signs pre-approved through a Master Sign Plan. For the majority of applications where a Master Sign Plan has been approved the applicant need not consult the sign requirements for the zone, but rather the Master Sign Plan, copies of which are available from the Planning Division. Signs conforming to a Master Sign Plan require only a Class I Sign Permit.



- (.03) Classes of Sign Permits, Master Sign Plans, and Review Process: The City has three classes of sign permits for permanent signs: Class I, Class II, and Class III. In addition, non-residential developments with three or more tenants require a Master Sign Plan. Class I sign permits are reviewed through the Class I Administrative Review Process as outlined in Subsection 4.030 (.01) A., Class II sign permits are reviewed through the Class II Administrative Review Process as outlined in Subsection 4.030 (.01) B., Class III Sign Permits and Master Sign Plans are reviewed by the Development Review Board (DRB) as outlined in Section 4.031.
- (.04) Class I Sign Permit: Sign permit requests shall be processed as a Class I Sign Permit when the requested sign or signs conform to a Master Sign Plan or other previous sign approval. In addition, a Minor Adjustment to a Master Sign Plan or other previous sign approval may be approved in connection with a Class I Sign Permit.
- A. Class I Sign Permit Submission Requirements: Application for a Class I Sign Permit shall include two (2) copies of the following along with all required application fees:
1. Completed application form prescribed by the City and signed by the property owner or the property owner's representative,
  2. Sign drawings showing all materials, the sign area and dimensions used to calculate sign areas, and other details sufficient to judge the full scale of the associated sign or signs and related improvements,
  3. Information showing how the proposed sign or signs conform with all applicable code requirements, Master Sign Plans, or other previous sign approvals for the property, and
  4. Information supporting any minor adjustment requests.
- B. Class I Sign Permit Review Criteria: The sign or signs conform with the applicable master sign plan or other previous sign approvals, and applicable code requirements.
- C. Minor Adjustments: Notwithstanding approved Master Sign Plans or other previous sign approvals, as part of a Class I Sign Permit Minor Adjustments may be approved as described in 1. and 2. below. Minor Adjustments are valid only for the Sign Permit with which they are associated and do not carry over to future sign permits or copy changes.
1. Adjustment to Sign Height or Length: Adjustment of not more than ten (10) percent from the sign height (not height from ground) and/or length may be approved for the reasons listed in a. through d. below, unless otherwise specifically prohibited in the Master Sign Plan. Minor adjustments to sign height and length shall not cause the sign to cross the edge of any fascia, architectural element or area of a building facade identified as a sign band. The area of the sign

exceeding the height or length as part of a minor adjustment shall not count against the sign area indicated in a Master Sign Plan or other previous sign approval.

- a. To accommodate the descender on the lower case letters “q, y, p g, or j”, not otherwise accommodated by the measurement method used, where the letter matches the font of other letters in the sign, the descender is no more than 1/2 the cap height of the font, and the descender is no wider than the main body of the letter;
- b. To accommodate stylized fonts where bowls, shoulders, or serifs of the stylized letters extend beyond the cap height;
- c. To accommodate an arching or other non-straight baseline; or
- d. To accommodate a federally registered trademark logo where compliance with the defined maximum sign height would result in the cap height of the text in the logo being ninety (90) percent or less of the cap height for letters otherwise allowed. (i.e. if a Master Sign Plan allowed 24” letters and 24” total sign height, and a 24” logo would result in the cap height of the text within the logo being less than 21.6”, the total height of the logo could be increased to 26.4”)

2. Lateral Adjustment of Building Sign Location: Lateral adjustment of a building sign location identified in drawings or plans for a Master Sign Plan or other sign approval when all of the following are met:
  - a. The lateral distance being moved does not exceed fifty (50) percent of the sign length or ten (10) feet, whichever is greater;
  - b. The exact location is not specifically supported or required by written findings or a condition of approval;
  - c. The sign remains within the same architectural feature and sign band, except if the location is on a pillar, column, or similar narrow architectural support feature, the sign may be moved to a sign band on the architecture feature which it supports if no other sign is already placed in that sign band for the tenant space; and
  - d. The placement maintains any spacing from the edge of an architectural feature, building, or tenant space specifically identified in the Master Sign plan or other sign approval or if no spacing is identified, maintains a definable space between the sign and the edge of architectural features, the tenant space, and building.

- (.05) Class II Sign Permit: Sign permit requests for meeting one or more of the descriptions listed in A. through C. below shall be processed as a Class II Sign Permit when the request does not conform with a Master Sign Plan or other previous sign approval but meets the requirements of the applicable sign regulations, unless the request would

modify a condition of approval specifically imposed by the DRB or City Council:

- A. Existing residential development;
- B. Existing non-residential development with less than three (3) tenants unless the request involves a freestanding or ground mounted sign greater than eight (8) feet in height in a new location;
- C. Major Adjustments to a Master Sign Plan when all of the following criteria are met:
  - 1. The request is compatible with the pattern of signage established in the sign plan in terms of locations, placement on buildings, proportionality to fascia and building facade, architectural design, and materials used;
  - 2. The request is due to special conditions or circumstances that make it difficult to comply with the established Master Sign Plan;
  - 3. The request involves signs for a single tenant, a single multi-tenant freestanding or ground mounted sign, or a series of similar related multi-tenant freestanding or ground mounted signs in the same development; and
  - 4. The request does not involve a freestanding or ground mounted sign greater than eight (8) feet in height at a new location.
- D. Class II Sign Permit Submission Requirements: Application for a Class II Sign Permit shall include two (2) paper copies and one (1) electronic copy of the following in addition to all required fees:
  - 1. Completed application form prescribed by the City and signed by the property owner or their authorized representative;
  - 2. Sign drawings or descriptions of all materials, sign area and dimensions used to calculate areas, lighting methods, and other details sufficient to judge the full scale of the signs and related improvements;
  - 3. Documentation of the lengths of building or tenant space facades used in calculating maximum allowed sign area;
  - 4. Drawings of all building facades on which signs are proposed indicating the areas of the facades on which signs will be allowed;
  - 5. Narrative describing the scope of the project, including written findings addressing all applicable review criteria, along with any other information showing how the proposed signage conforms with requirements for the applicable zone;
- E. Class II Sign Permit Review Criteria: Class II Sign Permits shall satisfy the sign regulations for the applicable zoning district and the Site Design Review Criteria in Sections 4.400 through 4.421, as well as the following criteria:
  - 1. The proposed signage is compatible with developments or uses permitted in the zone in terms of design, materials used, color schemes, proportionality, and



location, so that it does not interfere with or detract from the visual appearance of surrounding development;

2. The proposed signage will not create a nuisance or result in a significant reduction in the value or usefulness of surrounding development; and
3. Special attention is paid to the interface between signs and other site elements including building architecture and landscaping, including trees.

(.06) Class III Sign Permit: Sign permit requests shall be processed as a Class III Sign Permit when associated with new development, or redevelopment requiring DRB review, and not requiring a Master Sign Plan; when a sign permit request is associated with a waiver or non-administrative variance; or when the sign permit request involves one or more freestanding or ground mounted signs greater than eight (8) feet in height in a new location.

- A. Class III Sign Permit Submission Requirements: Ten (10) paper and electronic copies of the submission requirements for Class II Sign Permits plus information on any requested waivers or variances in addition to all required fees.
- B. Class III Sign Permit Review Criteria: The review criteria for Class II Sign Permits plus waiver or variance criteria when applicable.

(.07) Master Sign Plans: A Master Sign Plan is required for non-residential developments with three (3) or more tenants. In creating a Master Sign Plan thought should be given to needs of initial tenants as well as the potential needs of future tenants.

- A. Master Sign Plan Submission Requirements: Applications for Master Sign Plans shall include ten (10) paper and electronic copies of all the submission requirements for Class II and III Sign Permits and the following in addition to all required fees:
  1. A written explanation of the flexibility of the Master Sign Plan for different potential tenant space configurations over time;
  2. A written explanation of the extent to which different sign designs, including those incorporating logos, stylized letters, multiple lines of text, non-straight baselines, or different materials and illumination will be allowed and if allowed how the flexibility of the master sign plan will allow these different sign designs over time;
  3. A written explanation of how the sign plan provides for a consistent and compatible sign design throughout the subject development.
- B. Master Sign Plan Review Criteria: In addition to the review criteria for Class II and Class III Sign Permits, Master Sign Plans shall meet the following criteria:
  1. The Master Sign Plan provides for consistent and compatible design of signs throughout the development; and

2. The Master Sign Plan considers future needs, including potential different configurations of tenant spaces and different sign designs, if allowed.
- C. Modifications of a Master Sign Plan: Modifications of a Master Sign Plan, other than Minor and Major Adjustments, shall be reviewed the same as a new Master Sign Plan.
- (.08) Waivers and Variances: Waivers and variances are similar in that they allow deviation from requirements such as area, and height from ground. They differ in that waivers are granted by the DRB as part of a comprehensive review of the design and function of an entire site to bring about an improved design and variances are granted by either the Planning Director or DRB to relieve a specific hardship caused by the regulations.
- A. Waivers: The DRB may grant waivers for sign area, sign height from ground (no waiver shall be granted to allow signs to exceed thirty-five (35) feet in height), number of signs, or use of electronic changeable copy signs in order to better implement the purpose and objectives of the sign regulations as determined by making findings that all of the following criteria are met:
1. The waiver will result in improved sign design, in regards to both aesthetics and functionality.
  2. The waiver will result in a sign or signs more compatible with and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district than signs allowed without the waiver.
  3. The waiver will result in a sign or signs that improve, or at least do not negatively impact, public safety, especially traffic safety.
  4. Sign content is not being considered when determining whether or not to grant a waiver.
- B. Variances:
1. Administrative Variance: In reviewing a Sign Permit the Planning Director may grant or deny a variance to relieve a hardship through the Class II Administrative Review process. Such a variance shall only be approved where the variance does not exceed twenty percent (20%) of area, height, or setback requirements. The Planning Director shall approve such a variance only upon finding that the application complies with all of the required variance criteria listed in Section 4.196.
  2. Other Variances: In addition to the authority of the Planning Director to issue administrative variances as noted above, the Development Review Board may authorize variances from sign requirements of the Code, subject to the standards and criteria listed in Section 4.196.

- (.09) Temporary Sign Permits: Temporary sign permits shall be reviewed as follows:
- A. 30 days and less- Class I Administrative Review
  - B. 31 days up to 120 days- Class II Administrative Review
  - C. Submission Requirements: Applications for a temporary sign permit shall include the following in addition to the required application fee:
    - 1. Completed application form prescribed by the City and signed by the property owner or their authorized representative,
    - 2. Two (2) copies of sign drawings or descriptions showing all materials, sign area and dimensions used to calculate areas, number of signs, location and placement of signs, and other details sufficient to judge the full scale of the sign or signs,
    - 3. Information showing the proposed sign or signs conform with all applicable code requirements.
  - D. Review Criteria: Temporary Sign Regulations in Section 4.156.09
  - E. When a temporary sign permit request is submitted as part of the broader temporary use permit request of the same duration, the sign request shall not require an additional fee.
- (.10) Waiver of Documentation: The Planning Director may, in his or her discretion, waive an application document for Class I, Class II, and temporary sign permits where the required information has already been made available to the City, or where the Planning Director determines the information contained in an otherwise required document is not necessary to review the application.

#### **Section 4.156.03 Sign Measurement**

- (.01) Sign Area:
- A. Cabinet Signs and Similar: The area for signs enclosed by cabinet, frame, or other background (including lighted surface) not otherwise part of the architecture of a building or structure shall be the area of a shape drawn around the outer dimension of the cabinet, frame, or background.
    - 1. If the cabinet, frame, or background is an irregular shape the signs perimeter shall be measured the same as an individual element sign under B. below.
    - 2. The sign area does not include:
      - a. Foundations, supports, and other essential structures that are not designed to serve as a backdrop or border to the sign;



- b. Architectural elements of a freestanding or ground mounted sign designed to match or complement the architectural design of buildings on the site not and otherwise meeting the definition of a sign;
- c. A pole or other structural support, unless such pole or structural support is internally illuminated or otherwise so designed to constitute a display device.

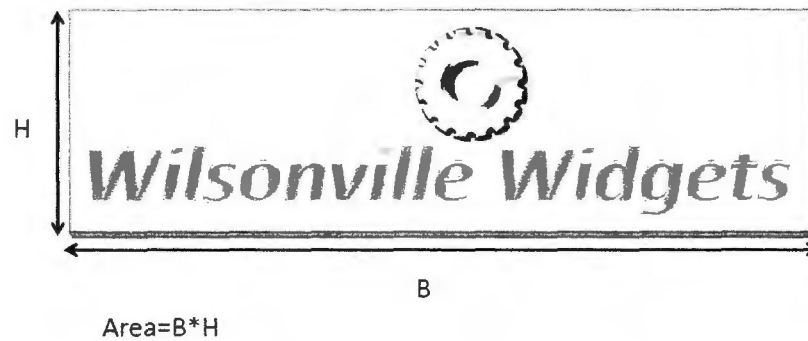


Figure 1. Measurement of Cabinet or Similar Signs

- B. Individual Element Signs: The area for signs constructed of individual elements (letters, figures, etc.) attached to a building wall or similar surface or structure shall be the summed area of up to three squares, rectangles, circles, or triangles drawn around all sign elements.
  1. The descender on the lower case letters “q, y, p g, or j.” shall not be included in sign area when the letter otherwise matches the font of other letters in the sign, the descender is no more than 1/2 the cap height of the font, and the descender is no wider than the main body of the letter.

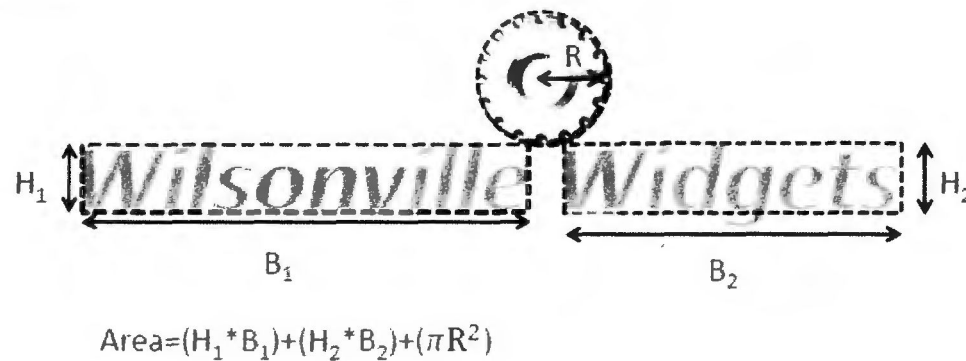


Figure 2. Measurement of Individual Element Signs

- C. Round or Three-Dimensional Signs: The area of a round or three-dimensional sign shall be the maximum surface area visible from any one location on the ground measured the same as A. above except if the maximum surface area is an irregular

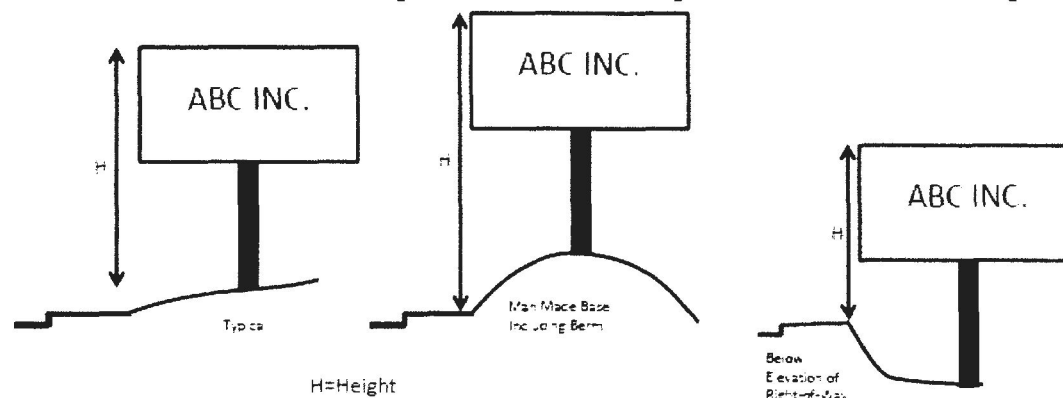
shape the signs perimeter shall be measured the same as an individual element sign under B. above.

- D. Awning or Marquee Signs: The area of signs incorporated into awnings or marquees shall be the area of the entire panel containing the sign measured the same as A. above unless it is clear that part of the panel contains no sign-related display or decoration, other than the background color of the awning.
- E. Painted Wall Signs: The area of painted wall signs shall be determined as follows:
  - 1. If individual elements are painted without a background it shall be calculated in the manner indicated in B. above.
  - 2. If a background is painted it shall be calculated in the manner indicated in A. above.
- F. Temporary Signs: The area of temporary signs including banners, lawn signs, and rigid signs shall be calculated in the manner indicated in A. above.
- G. Unless otherwise specified, the sign area of a two-sided sign, with two matching sides, shall be considered to be the area of one side. For example, the sign area of a two-sided sign having thirty-two (32) square feet per sign face shall be considered to be thirty-two (32) square feet, unless this code specifies otherwise.

(.02) Sign Height above Ground:

- A. The height above ground of a freestanding or ground-mounted sign is measured from the average grade directly below the sign to the highest point of the sign or sign structure except as follows:
  - 1. A freestanding or ground mounted sign on a man-made base, including a graded earth mound, shall be measured from the grade of the nearest pavement or top of any pavement curb to the highest point of the sign or sign structure. In all cases signs on a berm shall be allowed to be eight (8) feet in height from the top of the berm.
  - 2. A freestanding or ground mounted sign placed below the elevation of the right-of-way it fronts shall be measured from the lowest point in the right-of-way along the frontage to the highest point of the sign.

How to Measure Height of a Freestanding or Ground Mounted Sign



(.03) Sign Height and Length:

- A. Height of a sign is the vertical distance between the lowest and highest points of the sign.
- B. Length of a sign is the horizontal distance between the furthest left and right points of the sign.

(.04) Final Determination of Sign Measurement: The Planning Director shall be responsible for determining the area, height above ground and height and length of a sign, subject to appeal as specified in Section 4.022. Applicants for sign plans and permits shall provide the dimensions needed to calculate the area, height above ground, height, and length.

**Section 4.156.04 Non-Conforming Signs.**

- (.01) Non-Conforming Signs. Non-conforming signs, which may be non-conforming structures or non-conforming uses, are subject to the standards for non-conforming uses and non-conforming structures delineated in Sections 4.189 through 4.190. Except, however, that a non-conforming sign that is damaged beyond fifty percent (50%) of its value, as determined by the City Building Official, may only be reconstructed if the reconstructed sign meets all applicable zoning, structural, and electrical standards applicable at the time of reconstruction. Nothing in this Section is intended to impair any previously approved sign permit that has been issued by the City of Wilsonville, subject to state or federal law, or to require the removal of any sign that was legally erected or installed prior to the effective date of these regulations. In the event that a previously erected or installed sign no longer meets applicable City zoning standards it may remain in place, subject to the standards for non-conforming uses or nonconforming structures noted above. However, a sign that is required to be moved solely because of a public taking may be replaced on the site, and maintain its non-conforming status, subject to a Class II Sign Permit, provided the replacement sign is found to not increase in non-conformity to current code standards other than required setbacks.



**Section 4.156.05 Signs Exempt From Sign Permit Requirements.**

- (.01) The following signs are exempt from the permit requirements of this code and do not require sign permits. Unless otherwise specified, the area of the exempted signs shall not be included in the calculations of sign area permitted on a given site:
- A. Traffic or other governmental or directional signs, as may be authorized by the City or other units of government having jurisdiction within the City.
  - B. Signs installed by public utility companies indicating danger, or which serve as an aid to public safety, or which show the location of utilities or public facilities, including underground utilities.-
  - C. Flags displayed from permanently-located freestanding or wall-mounted flagpoles that are designed to allow raising and lowering of flags. One site may have up to two (2) exempt flags; no exempt flag may be more than thirty (30) feet in height.
- (.02) Other Signs. No sign permit is necessary before placing, constructing or erecting the following signs. However, in all other particulars such signs shall conform to the requirements of applicable Building and Electrical Codes, as well as this Code.
- A. Signs inside a building except for prohibited signs listed in Section 4.156.06.
  - B. Name Plates and Announcements.
    - 1. A sign identifying the name, street address, occupation and/or profession of the occupant of the premises in the aid of public health and safety. One name plate, not exceeding a total of three (3) square feet shall be allowed for each occupant. The name plate shall be affixed to the building.
    - 2. Announcements posted on a given property (e.g., no smoking, no parking, rules of conduct, etc.) and not intended to be read from off-site, are permitted to be located as needed. Such announcements shall not be considered to be part of the sign allotment for the property.
  - C. Directional Signs. Designed for non-changing messages, directional signs facilitate the safe movement of the traveling public. Such signs are subject to the following standards and conditions:
    - 1. The sign area does not exceed three (3) square feet per sign face,
    - 2. The sign location is not within public rights-of-way and meets City vision clearance requirements;
    - 3. No sign lighting;
    - 4. No logo or a logo that does not exceed one (1) square foot in size; and
    - 5. No more than one (1) directional sign is located on the same tax lot.
  - D. Changes of Copy Only, where the graphics contained on an existing sign are changed, but the sign itself is not structurally altered, and no building or electrical permit is required.
  - E. Signs not visible from any off-site location.

- F. Holiday lights and decorations, in place between November 15 and January 15.
- G. Signs on scoreboards or ball fields located on public property.
- H. One small decorative banner per dwelling unit placed on site, in residential zones.
- I. Lawn Signs meeting the standards of Table S-1 and the following conditions:
  - 1. Such signs shall not be intentionally illuminated and shall not display movement.
  - 2. Such signs shall not obscure sight lines of the motoring public, obscure traffic or other government signs, or create a nuisance to the use or occupancy of any property.
  - 3. Lawn signs associated with temporary events may be posted no longer than sixty (60) days before the beginning of an event and must be removed at the event's completion.
  - 4. Lawn signs not associated with temporary events may be posted for one period of up to sixty (60) days in a calendar year.
  - 5. Such signs may be up to six (6) feet in height.
  - 6. Such signs may be one (1) or two (2) sided.
- J. Rigid Signs meeting the standards of Table S-1 and the following conditions:
  - 1. Such signs shall not be intentionally illuminated and shall not display movement.
  - 2. Such signs shall not obscure sight lines of the motoring public, obscure traffic or other government signs, or create a nuisance to the use or occupancy of any property.
  - 3. Such signs may be up to six (6) feet in height, except signs on lots with an active construction project (active building permit), which may be up to ten (10) feet in height. (Note that signs exceeding six (6) feet in height typically require building permits.)
  - 4. Such signs may be one (1), two (2), or three (3) sided.
  - 5. On Residential and Agriculture zoned lots:
    - a. A rigid sign not associated with an ongoing temporary event may be displayed for no more than sixty (60) days each calendar year.
    - b. A rigid sign associated with an ongoing temporary event may be displayed for the duration of that event. Note: Section 4.156.06 (.01) Q. of this Code prohibits signs associated with temporary events to remain posted after the completion of the event.
  - 6. On Commercial, Industrial, or Public Facility zoned lots:
    - a. A rigid sign not associated with an ongoing temporary event may be displayed for no more than ninety (90) days each calendar year.
    - b. A rigid sign associated with an ongoing temporary event may be displayed for the duration of that temporary event. Note: Section 4.156.06 (.01) Q. of this Code prohibits signs associated with temporary events to remain posted after the completion of the event.

- c. A temporary event must have an end, marked by the occurrence of a specifically anticipated date or happening. A temporary event may not be a part of a broader, continuing event or of related, serial events. Temporary events shall not be defined by content, but may include isolated merchandise sales or discounts, or availability of real estate for sale or lease.
- K. Signs allowed in Subsections 6.150 (1) and (2) Wilsonville Code for special events.

**Section 4.156.06 Prohibited Signs**

- (.01) Prohibited Signs. The following signs are prohibited and shall not be placed within the City:
- A. Search lights, strobe lights, and signs containing strobe lights or other flashing lights, unless specifically approved in a sign permit.
  - B. Obstructing signs, a sign or sign structure such that any portion of its surface or supports will interfere in any way with the free use of any fire escape, exit, hydrant, standpipe, or the exterior of any window; any sign projecting more than twelve (12) inches from a wall, except projecting signs that are specifically permitted through the provisions of this Code.
  - C. Changing image signs, including those within windows.
  - D. Changeable copy signs that use lighting changed digitally, unless specifically approved through a waiver process connected with a Class III Sign Permit or Master Sign Plan. In granting a waiver for a digital changeable copy signs the DRB shall ensure the following criteria will be met:
    - 1. The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner shall ensure appropriate functioning of the dimming technology for the life of the sign.
    - 2. The luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.
  - E. Roof signs - signs placed on the top of a building or attached to the building and projecting above the top of that building, unless specifically approved through the temporary sign permit procedures or the architectural design of a building makes the slope of the roof below the peak a practicable location of signs on a building and the general location of signs on the roof is approved by the DRB during Stage II Approval, as applicable, and Site Design Review.
  - F. Signs obstructing vision clearance areas.



- G. Pennants, streamers, festoon lights, balloons, and other similar devices intended to be moved by the wind, unless specifically authorized in an approved sign permit.
- H. Signs attached to trees, public sign posts, or public utility poles, other than those placed by appropriate government agencies or public utilities.
- I. Signs using bare-bulb illumination or signs lighted so that the immediate source of illumination is visible, unless specifically authorized by the Development Review Board or City Council such as Digital Changeable Copy Signs. This is not intended to prohibit the use of neon or LED's as a source of illumination.
- J. Signs that use flame as a source of light or that emit smoke or odors.
- K. Any sign, including a window sign, which is an imitation of or resembles an official traffic sign or signal; and which may include display of words or graphics that are likely to cause confusion for the public, such as "STOP," "GO," "SLOW," "CAUTION," "DANGER," "WARNING," etc.
- L. Any sign, including a window sign, which by reason of its size, location, movements, content, coloring or manner of illumination may be confused with, or construed as, a traffic control device, or which hides from view any traffic sign, signal, or device.
- M. Portable signs, exceeding six (6) square feet of sign area per side, other than those on vehicles or trailers. The display of signs on a vehicle or trailer is prohibited where the vehicle or trailer is not fully operational for use on public roads or where the primary function of the vehicle or trailer is advertising. Examples where the primary function of the vehicle or trailer is advertising include mobile billboards such as those on which advertising space is rented, sold, or leased.
- N. Signs located on public property in violation of Section 4.156.10.
- O. Signs placed on private property without the property owner's permission.
- P. Signs erected or installed in violation of standards prescribed by the City of Wilsonville, State of Oregon or the U.S. government.
- Q. Signs associated with temporary events, after the temporary event is completed.
- R. Any private signs, including window signs, with a luminance greater than five thousand (5000) candelas per square meter between sunrise and sunset and five hundred (500) candelas per square meter between sunset and sunrise.
- S. Video Signs

**Section 4.156.07 Sign Regulations In Residential Zones.**

- (.01) Ground Mounted Signs for Residential Developments. One ground mounted sign, not exceeding eighteen (18) square feet in area and six (6) feet in height above ground, shall be permitted for each residential subdivision or for any multi-family development.
- A. Additional ground mounted signs of eighteen (18) square feet or less shall be permitted for additional entrances to the subdivision or development located on a separate street frontage or on the same street frontage located at least two hundred (200) feet apart.
- B. For one entrance on a street frontage, an additional ground mounted sign may be placed on opposite side of the street or private drive at the intersection.
- (.02) Ground Mounted Signs for Outdoor Recreational Areas on Separate Lots. Public or private parks or other similar outdoor recreational areas on separate lots than dwelling units are allowed one (1) ground mounted sign of eighteen (18) square feet or less in area and six (6) feet or less in height above ground.
- (.03) Non-Residential Uses: Uses, other than residential and outdoor recreation, shall be subject to the sign regulations for PDC, PDI, and Public Facility zones.

**Section 4.156.08 Sign Regulations in the PDC, PDI, and PF Zones.**

- (.01) Freestanding and Ground Mounted Signs:
- A. One freestanding or ground mounted sign is allowed for the first two-hundred (200) linear feet of site frontage. One additional freestanding or ground mounted sign may be added for through and corner lots having at least two-hundred (200) feet of frontage on one street or right-of-way and one-hundred (100) feet on the other street or right-of-way.
- B. The allowed height above ground of a freestanding or ground mounted sign is twenty (20) feet except as noted in 1-2 below.
1. The maximum allowed height above ground for signs along the frontage of Interstate 5, and parallel contiguous portions of streets, as identified in Figure 4.156.08-1, associated with multiple tenants or businesses may be increased by three (3) feet for each tenant space of ten thousand (10,000) square feet or more of gross floor area up to a maximum of thirty-five (35) feet.
2. The allowed height above ground for signs in the PDC-TC Zone, Old Town Overlay Zone, and PDI Zone is eight (8) feet, except those signs along the frontage of Interstate 5 and parallel contiguous portions of streets identified in Figure 4.156.08-1.
- C. The maximum allowed area for each freestanding or ground-mounted sign is determined based on gross floor area and number of tenant spaces:

1. For frontages along streets other than those indicated in 2 below sign area allowed is calculated as follows:

a. The sign area allowed for signs pertaining to a single tenant:

Gross Floor Area in a Single Building	Maximum Allowed Sign Area
Less than 11,000 sf	32 sf
11,000-25,999 sf	32 sf + 2 sf per 1000 sf of floor area greater than 10,000 rounded down to the nearest 1,000 sf
26,000 sf or more	64 sf

i. For PF (Public Facility) zoned properties adjacent to residential zoned land the maximum allowed area is thirty-two (32) square feet.

b. The maximum allowed sign area for signs pertaining to multiple tenants or businesses is thirty-two (32) square feet plus the following for each tenant space:

Gross Floor Area of Tenant Space	Additional Allowed Sign Area for Tenant Space
Less than 1,000 sf	3 sf
1,000-10,999	3 sf + 3 sf per 1,000 sf of floor area rounded down to the nearest 1,000 sf
11,000 sf or more	32 sf

i. The total sign area shall not exceed two hundred (200) square feet, except in the PDC-TC Zone, Old Town Overlay Zone, and PDI Zone the total sign area shall not exceed eighty (80) square feet.

ii. Though the maximum allowed sign area is calculated based on number of tenant spaces and their size, the content of the sign and area used for different content is at the discretion of the sign owner, except for required addressing.

2. Signs fronting Interstate 5 and parallel contiguous street sections, as identified in Figure 4.156.08-1 on pages \_\_ to \_\_:

a. For signs on properties or within developments with a single tenant or business the sign area allowed is sixty-four (64) square feet.

b. For signs on properties or within developments with multiple tenants or businesses the maximum allowed area is sixty-four (64) square feet plus an additional thirty-two (32) square feet for each tenant space of 10,000 square feet or more of gross floor area up to a maximum total sign area of three hundred (300) square feet.



- i. Though the sign area allowed is calculated based on number of large tenant spaces, the content of the sign and area used for different content is at the discretion of the sign owner, except for any required addressing.
- D. Pole or sign support placement shall be installed in a full vertical position.
- E. Freestanding and ground mounted signs shall not extend into or above public rights-of-way, parking areas, or vehicle maneuvering areas.
- F. The location of free standing or ground mounted signs located adjacent to or near the Public Right-of-Way shall be in compliance with the City's Public Works Standards for sight distance clearance. Prior to construction, the location of the sign shall be approved by the City of Wilsonville Engineering Division.
- G. Freestanding and ground mounted signs shall be designed to match or complement the architectural design of buildings on the site.
- H. For freestanding and ground mounted signs greater than eight (8) feet in height, the width of the sign shall not exceed the height.
- I. Along street frontages in the PDC-TC Zone and Old Town Overlay Zone monument style signs are required.
- J. Freestanding and ground mounted signs shall be no further than fifteen (15) feet from the property line and no closer than two (2) feet from a sidewalk or other hard surface in the public right-of-way.
- K. Except for those signs fronting Interstate 5, freestanding and ground mounted signs shall include the address number of associated buildings unless otherwise approved in writing by the City and the Fire District.
- L. When a sign is designed based on the number of planned tenant spaces it shall remain a legal, conforming sign regardless of the change in the number of tenants or configuration of tenant spaces.

(.02) Signs on Buildings:

- A. Sign Eligible Facades: Building signs are allowed on a facade of a tenant space or single tenant building when one or more of the following criteria are met:
  - 1. The facade has one or more entrances open to the general public;
  - 2. The facade faces a lot line with frontage on a street or private drive with a cross section similar to a public street, and no other buildings on the same lot obstruct the view of the building facade from the street or private drive; or
  - 3. The facade is adjacent to the primary parking area for the building or tenant.
- B. Sign Area Allowed:

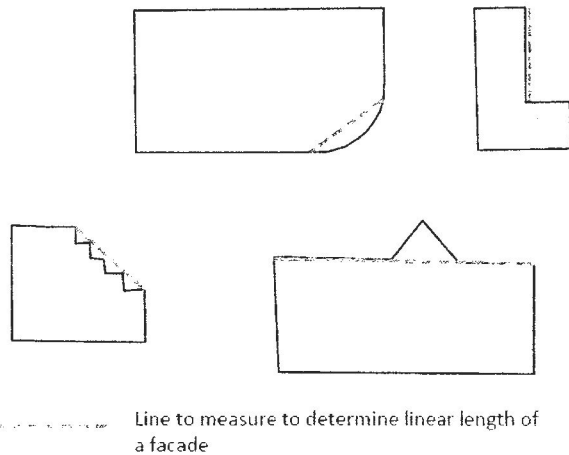
1. The sign area allowed for all building signs on a sign eligible façade is shown in the table below:

Linear Length of Façade (feet)	Sign Area Allowed*
Less than 16	Area equal to linear length
16 to 24	24 sf
Greater than 24 to 32	32 sf
Greater than 32 to 36	Area equal to linear length
Greater than 36 to 72	36 sf
Greater than 72	36 sf plus 12 sf for each 24 linear feet or portion thereof greater than 72 up to a maximum of 200 sf

\*Except as noted in 2. through 5. below

2. The sign area allowed for facades with a primary public entrance or with a frontage along a public street dominated by windows or glazing may be increased by transferring to the façade up to one half (1/2) the sign area allowed for adjacent facades up to fifty (50) square feet. In no case shall the allowed sign area exceed an area equal to the linear length of the façade.
3. The sign area allowed is increased as follows for signs at separate building entrances:
  - a. For building entrances open to the general public located at least fifty (50) feet apart on the same facade, the sign area allowed is increased by fifty (50) percent up to fifty (50) square feet.
  - b. For building entrances located less than fifty (50) feet apart on the same facades, the sign area allowed is increased by twenty (20) percent up to twenty (20) square feet.
4. For businesses occupying multiple buildings in a campus setting, sign area shall be limited to that allowed for the largest building, which may then be distributed throughout the campus.
5. If a façade otherwise not sign eligible faces a lot line with frontage on Interstate 5, the applicant can transfer sign area allowed from one (1) of the locations described in a. and b. below. In no case shall the allowed sign area exceed an area equal to the allowed sign area for a sign eligible façade of the same linear length.
  - a. The freestanding sign along the Interstate 5 frontage. This generally involves placing building signs on the subject façade in lieu of installing a freestanding sign.

- b. Adjacent façade up to fifty (50) square feet, when a majority of the adjacent façade from which the sign area is being transferred is visible from Interstate 5.
6. Calculating linear length of a façade for the purpose of determining maximum sign area allowed. For facades of a single tenant building the length the facade measured at the building line, except as noted in a. and b. below. For multi-tenant buildings the width of the façade of the tenant space shall be measured from the centerline of the party walls or the outer extent of the exterior wall at the building line, as applicable, except as noted in a. and b. below. Applicants shall provide the dimensions needed to calculate the length. Each tenant space or single occupant building shall not be considered to have more than five (5) total facades.
- a. If a façade is curvilinear, stepped, or otherwise not a straight line, the façade shall be measured by drawing a straight line between the edges of the façade as shown in the figure below.
  - b. For an “L” shaped tenant space or single tenant building the longest leg of the interior of the “L” shall be basis for measuring the length of the L-shaped facade. Sign area allowed based on the longest leg can be distributed between legs.



- C. The length of individual tenant signs shall not exceed seventy-five (75) percent of the length of the facade of the tenant space.
  - D. The height of building signs shall be within a definable sign band, fascia, or architectural feature and allow a definable space between the sign and the top and bottom of the sign band, fascia, or architectural feature.
  - E. Types of signs permitted on buildings include wall flat, fascia, projecting, blade, marquee and awning signs. Roof-top signs are prohibited.
- (.03) Additional signs. Notwithstanding the signs allowed based on the site in (.01) and (.02) above, the following signs may be permitted, subject to standards and conditions in this



Code:

- A. Directional Signs: In addition to exempt directional signs allowed under Subsection 4.156.05 (.02) C. freestanding or ground mounted directional signs six (6) square feet or less in area and four (4) feet or less in height:
  - 1. The signs shall be designed to match or complement the architectural design of buildings on the site;
  - 2. The signs shall only be placed at the intersection of internal circulation drives; and
  - 3. No more than one (1) sign shall be placed per intersection corner with no more than two (2) signs per intersection.
- B. Planned Development Signs. Up to thirty (32) square feet of the allowed sign area for freestanding signs in a planned development may be used for a separate on-site monument sign or off-site monument sign on an adjacent parcel identifying the Planned Development project.
- C. Blade Signs. To aid in pedestrian wayfinding, one (1) blade sign, not to exceed six (6) square feet, per facade eligible for building signs. Blade signs over pedestrian accessible areas shall provide a minimum of eight (8) feet of clearance from the ground.
- D. Fuel or Service Station Price Signs. In addition to the freestanding or ground mounted signs allowed, changeable copy signs shall be allowed for the purpose of advertising fuel prices, subject to the following standards and conditions:
  - 1. The signs shall have a maximum of eleven (11) square feet in area per face per type of fuel sold and shall be permanently affixed to the building or a freestanding sign.
  - 2. The signs shall not be considered in calculating the sign area or number of signs allowed.
  - 3. Signs on fuel pumps shall be permitted, providing that they do not project beyond the outer edge of the pump in any direction.

#### **Section 4.156.09 Temporary Signs In All Zones.**

The following temporary signs may be permitted in addition to the permanent signs allowed in different zones and exempt temporary signs unless specifically prohibited in a master sign plan or other sign approval:

- (.01) General Allowance: Except as noted in subsection (.02) below up to two (2) temporary signs not exceeding a combined total of twenty four (24) square feet may be permitted per lot or non-residential tenant. Such signs may be banners, rigid signs, lawn signs, portable signs, or other signs of similar construction.

- (.02) Opening banner for a new business or housing development: A banner corresponding with the opening of a new business or housing development may be permitted, subject to the following standards and conditions:
- A. One such banner shall be allowed either from the date of issuance of Building Permits until four (4) weeks after issuance of Certificates of Occupancy, or if no Building Permit is issued, for four (4) weeks after occupancy of a new business.
  - B. Such banner may be two-sided but shall not exceed thirty-two (32) square feet per face.
  - C. Such signs shall not be permitted at the same time as general allowance signs in (.01) above.
- (.03) Annual Event Signs: Up to ten (10) lawn signs may be permitted to be located in the public right-of-way for up to fourteen (14) days if all of the following are met:
- A. Signs will not be located in the areas listed in Subsection 4.156.10 (.01) A. 4.
  - B. The applicant or event has not been issued a permit for and placed signs in the public right-of-way in the previous six (6) months;
  - C. Not more than one (1) other permit has been issued for lawn signs in the right-of-way during the time period the applicant is requesting;
  - D. The event to which the signs pertain is expected to attract two hundred fifty (250) or more people;
  - E. The request is not in addition to exempt lawn signs for large special events allowed for in Section 6.150; and
  - F. The applicant has indicated on a map the exact locations the signs will be placed and has submitted an application along with the required fee.
- (.04) Inflatable Signs: Inflatable signs may be permitted for a maximum of fifteen (15) days of display use in any calendar year subject to the following standards and conditions:
- A. Does not exceed ten (10) feet in overall height; and
  - B. If attached to a building in any manner, it meets applicable building code requirements including consideration of wind loads.

**Section 4.156.10 Signs on City and ODOT Right-Of-Way**

- (.01) Signs On City Property. For the purposes of this section, City property is defined as physical sites, City rights-of-way, and rights-of-way over which the City has jurisdiction. City property includes, but is not limited to, the following: City Hall, the Community Center, the Library, parks and open space, Transit and Fleet Building, SMART Central, and the City's reservoir, pump station, and treatment plant properties.
- A. Allowed Signs. The following signs may be placed on City property and/or City rights-of-way and right-of-ways over which the City has jurisdiction under the following conditions:

1. Such signs as are necessary to locate and direct the public to City premises, or other governmental premises.
2. Such signs as are necessary for the public's health, safety and welfare authorized under law, regulation, ordinance, or order including but not limited to traffic signs. This shall include signs authorized to conform with the State's Tourism Information program and any similar local government program.
3. Signs and their placement as authorized in subsections 1 and 2, above, shall meet all other applicable standards and criteria under law, regulation, ordinance, or order.
4. Lawn signs may be placed, subject to the standards in subsection 4.156.10 (.01)A. 5., below, on City rights-of-way and rights-of-way over which the City has jurisdiction except 1) those rights-of-way adjoining City properties defined in subsection 4.156.10 (.01) above, and 2) in the following locations where the placement of signs could damage landscaping or interfere with the maintenance of the rights-of-way:
  - a. In any median or landscaped strip inside the City limits as identified below in Sections 4.156.10 (.01) A. 4. b. through p.
  - b. Either side of French Prairie Road.
  - c. Either side of Canyon Creek Road North, from Boeckman Road to Elligsen Road.
  - d. Either side of Wilsonville Road between Town Center Loop East and the Portland & Western (previously Burlington Northern) Railroad property.
  - e. Either side of Town Center Loop West and East.
  - f. Both sides of former S.W. Parkway frontage between Town Center Loop West and Wilsonville Road.-
  - g. Wilsonville Road between Willamette Way West and Willamette Way East.
  - h. The north side of Wilsonville Road from Town Center Loop East to Boeckman Creek.
  - i. Either side of Wilsonville Road between Boeckman Road and the southern boundary of the Wilsonville High School property.
  - j. Either side of Parkway Center Avenue.
  - k. The south side of Elligsen Road from the eastern city limits to a point directly



across from the west side of the Tualatin Valley Fire District fire station. -

- l. Either side of Boeckman Road and all islands, from the railroad tracks west to 110<sup>th</sup>.
  - m. Either side of 110<sup>th</sup> between Barber Street and Boeckman Road.
  - n. The eastern side of Grahams Ferry Road from Tooze Road to the City limits.
  - o. Either side of Barber Street between 110<sup>th</sup> and Brown Road, including islands and roundabouts.
  - p. Such other areas as the City may designate as requiring protection from landscape damage.
5. Lawn signs shall meet the following standards and conditions:
- a. Allowed only between the hours of 6 a.m. Friday and 8 p.m. Sunday, and the hours of 9 a.m. and 4 p.m. Tuesdays;
  - b. Not greater than thirty (30) inches in height. A-frame signs may be 24" by 36" provided that they are designed to meet vision clearance requirements (typically not over 30 inches in height when standing);
  - b. Not placed on street surfaces, sidewalks, paths, median strips, or bicycle ways;
  - c. Located within forty (40) feet of an intersection;
  - d. No more than three (3) signs per person; and
  - e. Placed no more than one every fifty (50) feet and at least ten (10) feet away from any other temporary sign.
6. Banners on public light and other poles identified in a plan maintained or adopted by the City and installed by or under arrangement with the Public Works Department.
- (.02) Signs Within ODOT Right-Of-Way. Consistent with the Laws and Administrative Rules of the State of Oregon, all signs of any kind are prohibited within right-of-way of the Oregon Department of Transportation (ODOT), except those signs that are specifically determined by ODOT to be necessary for the public's health, safety, or welfare. The City may assist the State in the removal of signs that are illegally placed within ODOT right-of-way, as provided above for signs in City right-of-way. City assistance is justified in view of the substantial public investment that has recently been made to improve and beautify both freeway interchange areas north of the

Willamette River.

**Section 4.156.11 Sign Enforcement.**

- (.01) General: Any person who places a sign that requires a permit under this section, and who fails to obtain a permit before installing the sign, shall be subject to penalties and fines as established in Wilsonville Code 4.025.
- (.02) Removal of signs. Any sign placed on public property in violation of the provisions of this Code shall be immediately removed by the City. As soon thereafter as reasonable, the City shall notify the owner or the owner's representative that the sign has been removed, and that if the sign is not claimed within ten (10) days, the sign will be deemed abandoned and subject to disposal by the City. The City shall have no responsibility to contact the owner of the sign if the owner's name, address, and telephone number are not clearly indicated on the sign and shall dispose of the sign ten days after its removal by the City. The City Council may establish fees to be collected at the time of releasing impounded signs in order to cover the City's costs in collecting, storing, and returning these signs and administering the sign removal program.
- (.03) Civil enforcement. Any sign which is intentionally placed in violation of the provisions of this code after the owner of the sign has been notified of the initial sign removal and reason for its removal, shall subject the owner to a civil violation not to exceed \$100.00 as and for a civil fine for each day that a violation continues to exist.
- (.04) Additional enforcement. The remedies described herein are not exclusive and may be used in addition to those prescribed elsewhere in the Wilsonville Code, including Sections 1.012 and 1.013, Violations, and 6.200 through 6.620, Nuisances. The City Attorney may use any enforcement process available at law or equity, including but not limited to, seeking injunctive relief, equitable relief, damages, or fines for violations.

<u>Sign Location Description</u>		<u>Lawn Signs</u> [see WC 4.156.05 (.02) I.]	<u>Rigid Signs</u> [see WC 4.156.05 (.02) J.]	<u>Maximum Combined Lawn and Rigid Signs</u>
<b>Part 1. General Allowances for Lawn and Rigid Signs</b>				
Residential or Agriculture zoned lots. <sup>1</sup>	Area per sign face	6 sq. ft.	6 sq. ft.	
	Exempt at one time	3 signs per lot	1 sign per lot	3 signs per lot
Commercial, Industrial, or Public Facility zoned lots. <sup>2</sup>	Area per sign face	6 sq. ft.	32 sq. ft.	
	Exempt at one time	3 signs per lot	1 sign per lot, plus 1 additional sign if the lot is more than 3 acres in area or has multiple street frontages	3 signs per lot, plus 1 additional rigid sign if the lot is more than 3 acres in area or has multiple street frontages.
<b>Part 2. Additional Special Allowances for Rigid Signs<sup>3</sup></b>				
Lots with active commercial, industrial, public facility, or multi-family construction projects. <sup>4</sup>	Area per sign face		64 sq. ft.	
	Exempt at one time		1 sign per lot	
Residential or Agriculture tracts of land in excess of 5 acres or recorded residential subdivisions with more than 25% of the lots remaining unsold and undeveloped.	Area per sign face		32 sq. ft.	
	Exempt at one time		1 sign per qualifying tract or subdivision	

<sup>1</sup> Residential and Agriculture zones include all PDR (Planned Development Residential) zones, along with the R (Residential), RA-H (Residential Agriculture-Holding) zone, and any county-zoned land within Wilsonville City limits. In addition, lots not zoned Residential, but designated exclusively for residential use in an approved Master Plan, shall be considered residentially-zoned for the purposes of this table. This includes residential lots and in the Village Zone.

<sup>2</sup> Commercial, Industrial, Public Facility zones include all PDC (Planned Development Commercial), PDI (Planned Development Industrial), and PF (Public Facility) zones. In addition, lots zoned Village, but designated for commercial, mixed-use, or publically-owned use in an approved Master Plan, shall fall under this description category for the purposes of this table.

<sup>3</sup> Sign allowances in Part 2 are in addition to the allowances and maximums in Part 1.

<sup>4</sup> An active construction project means a construction project for which any required building permits have been obtained and for which the City Building Official has not approved building occupancy. When the Building Official issues a temporary Certificate of Occupancy, the construction project shall be considered active until a permanent Certificate of Occupancy is issued. Active construction projects involving churches, private schools, or other non-single-family uses are included in this description.

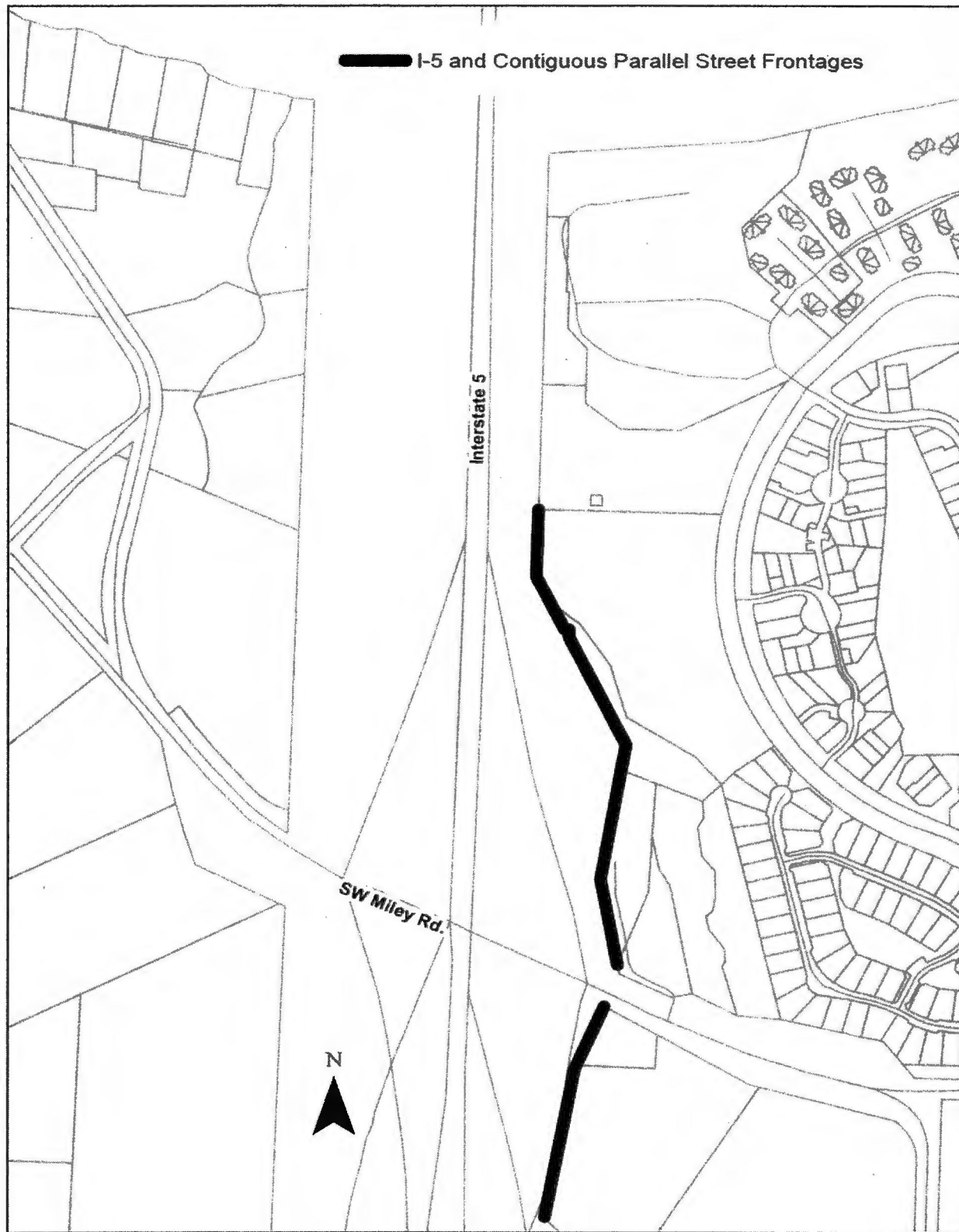
**Table S-1: Exempt Lawn and Rigid Sign Allowances**

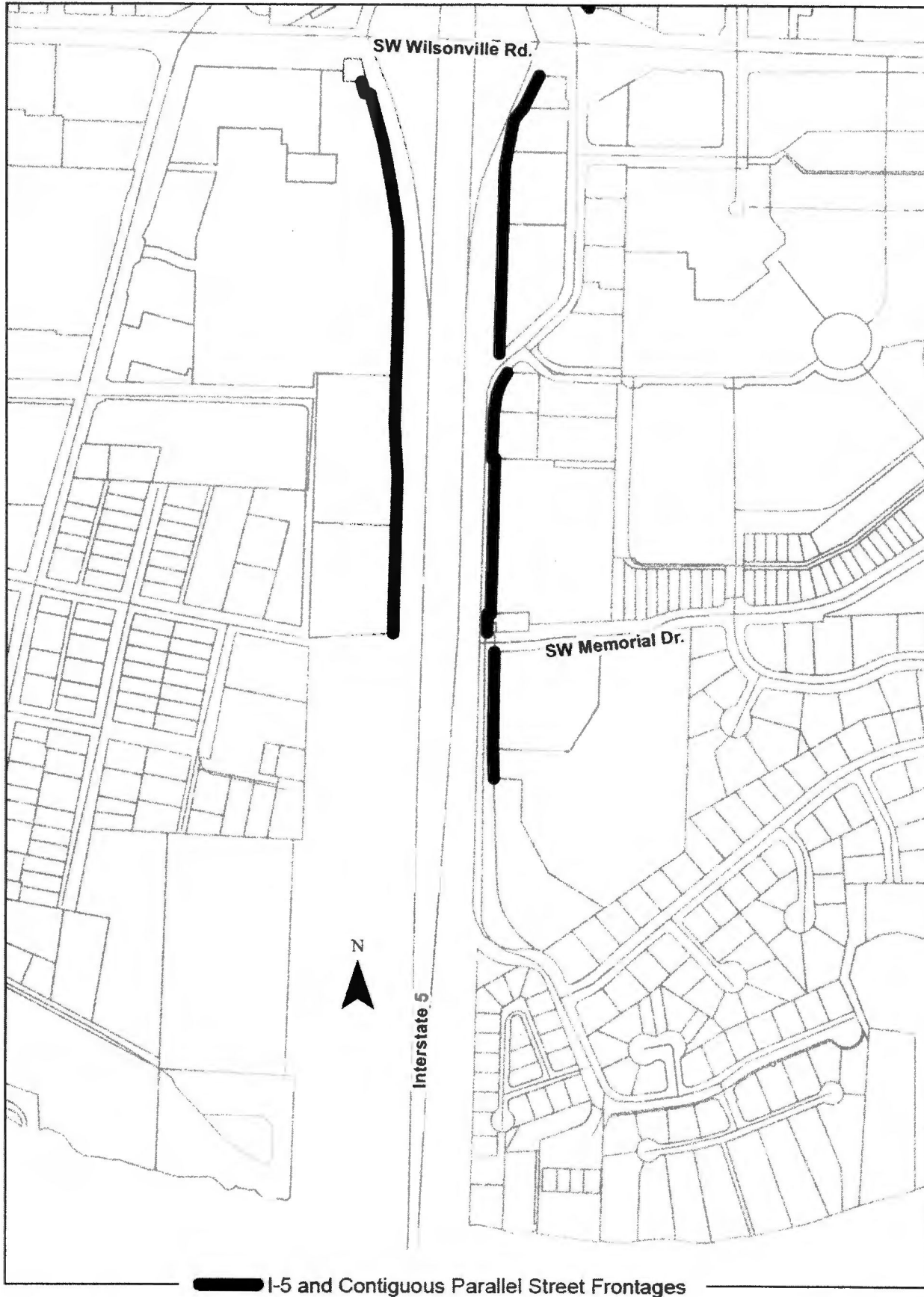
[Table added by Ord. No. 675, 3/1/10]



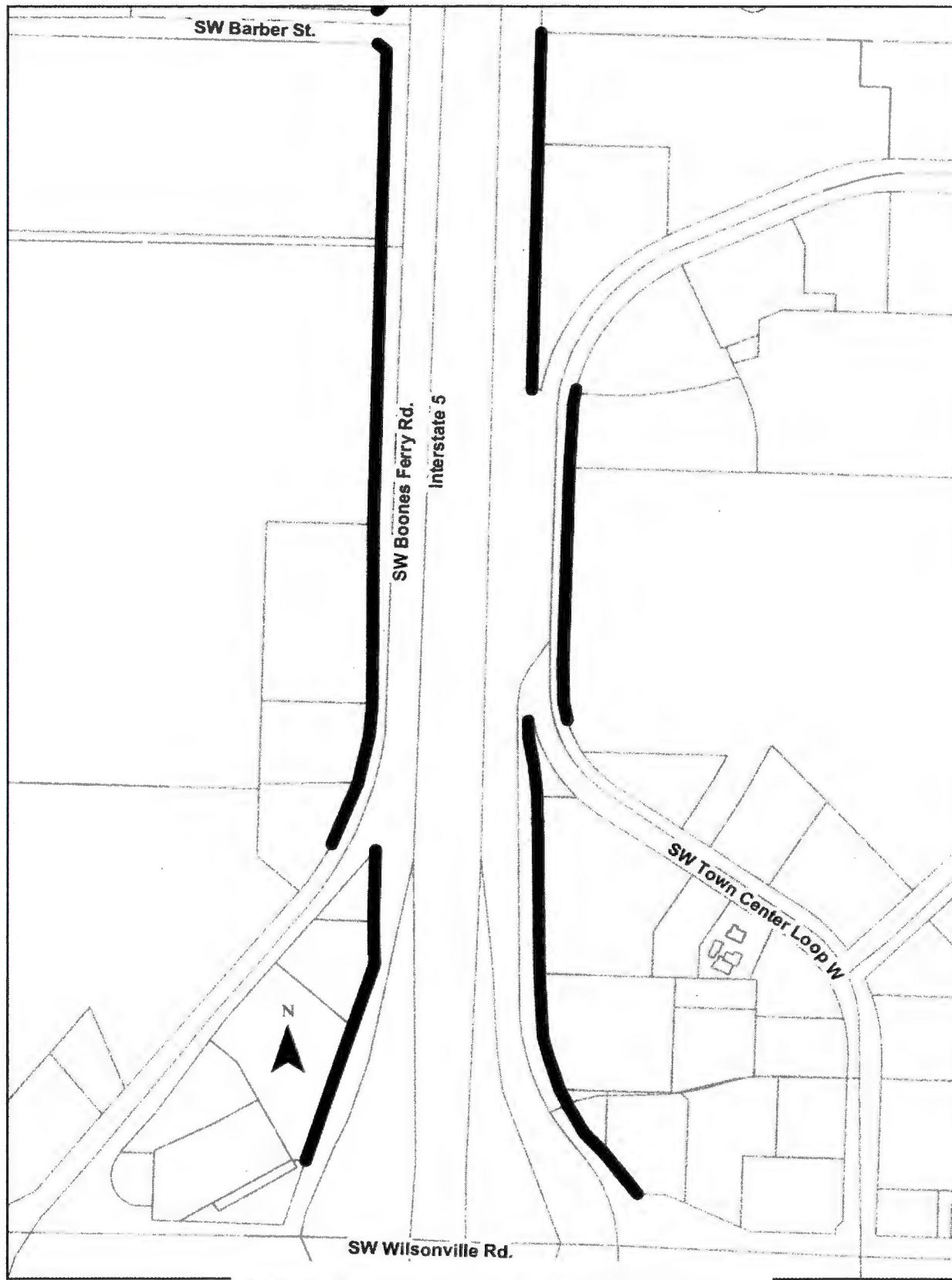
Figure 4.156.08-1

**Interstate 5 and Contiguous Parallel Street Frontage**



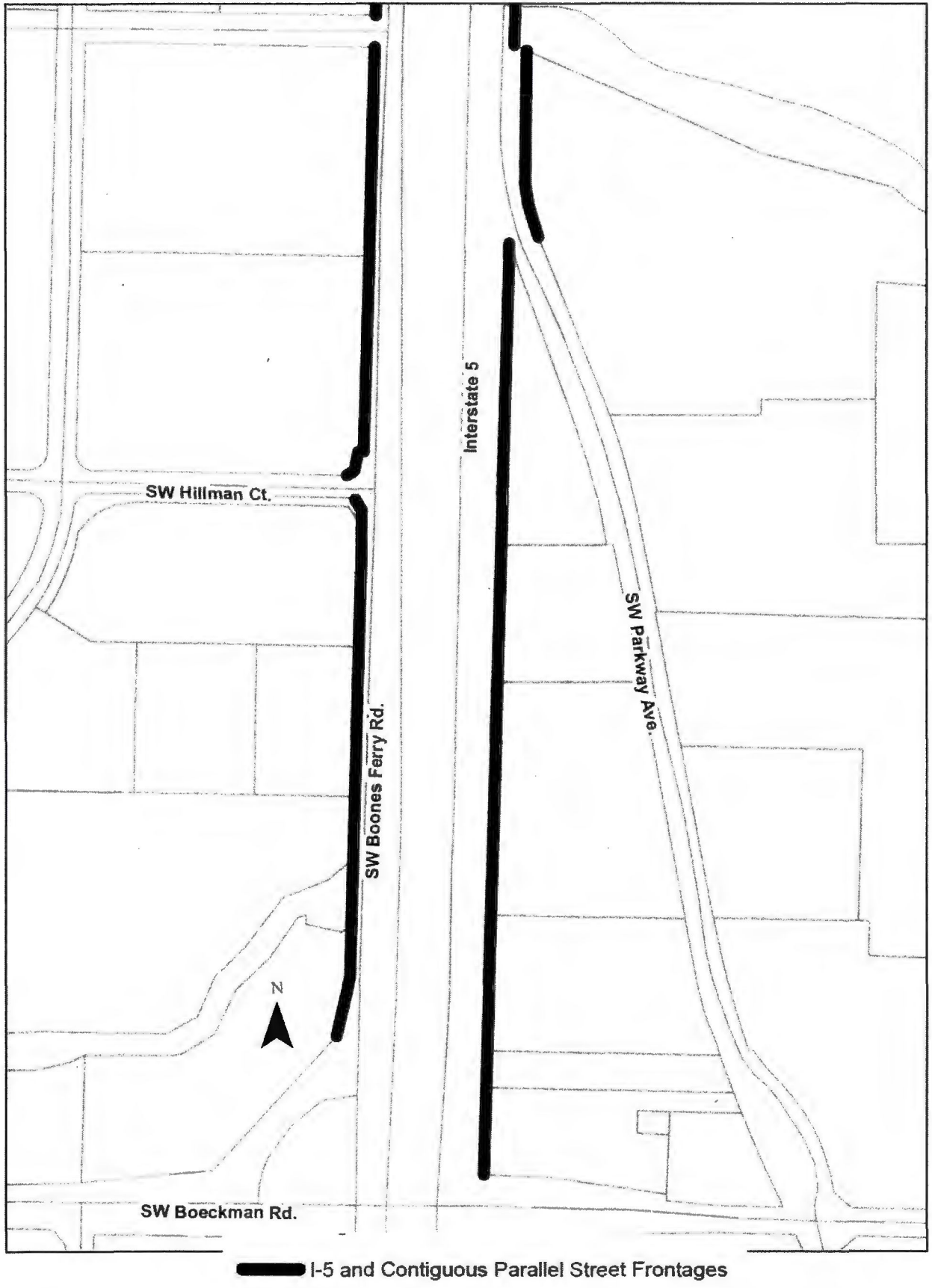




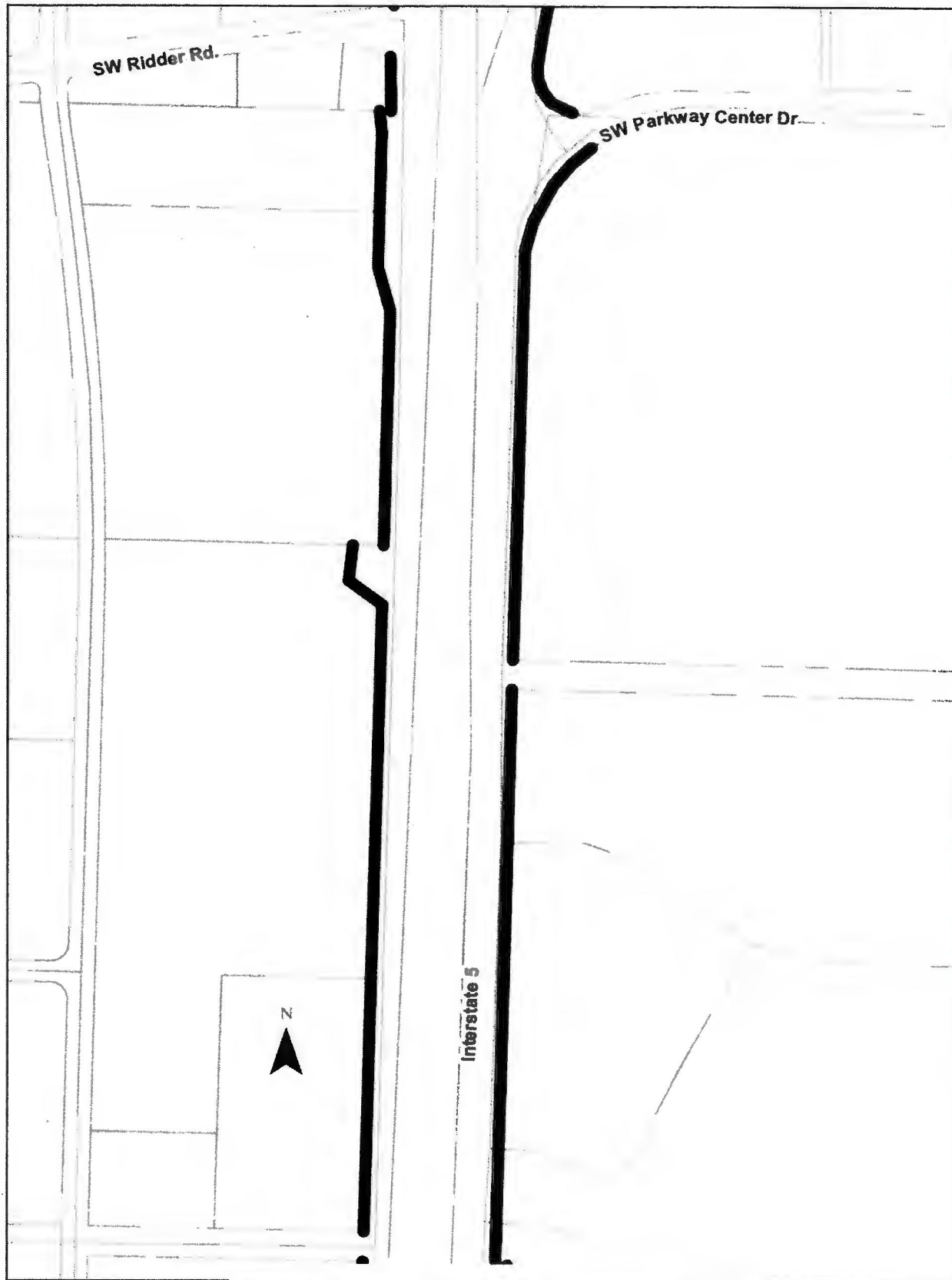


— I-5 and Contiguous Parallel Street Frontages

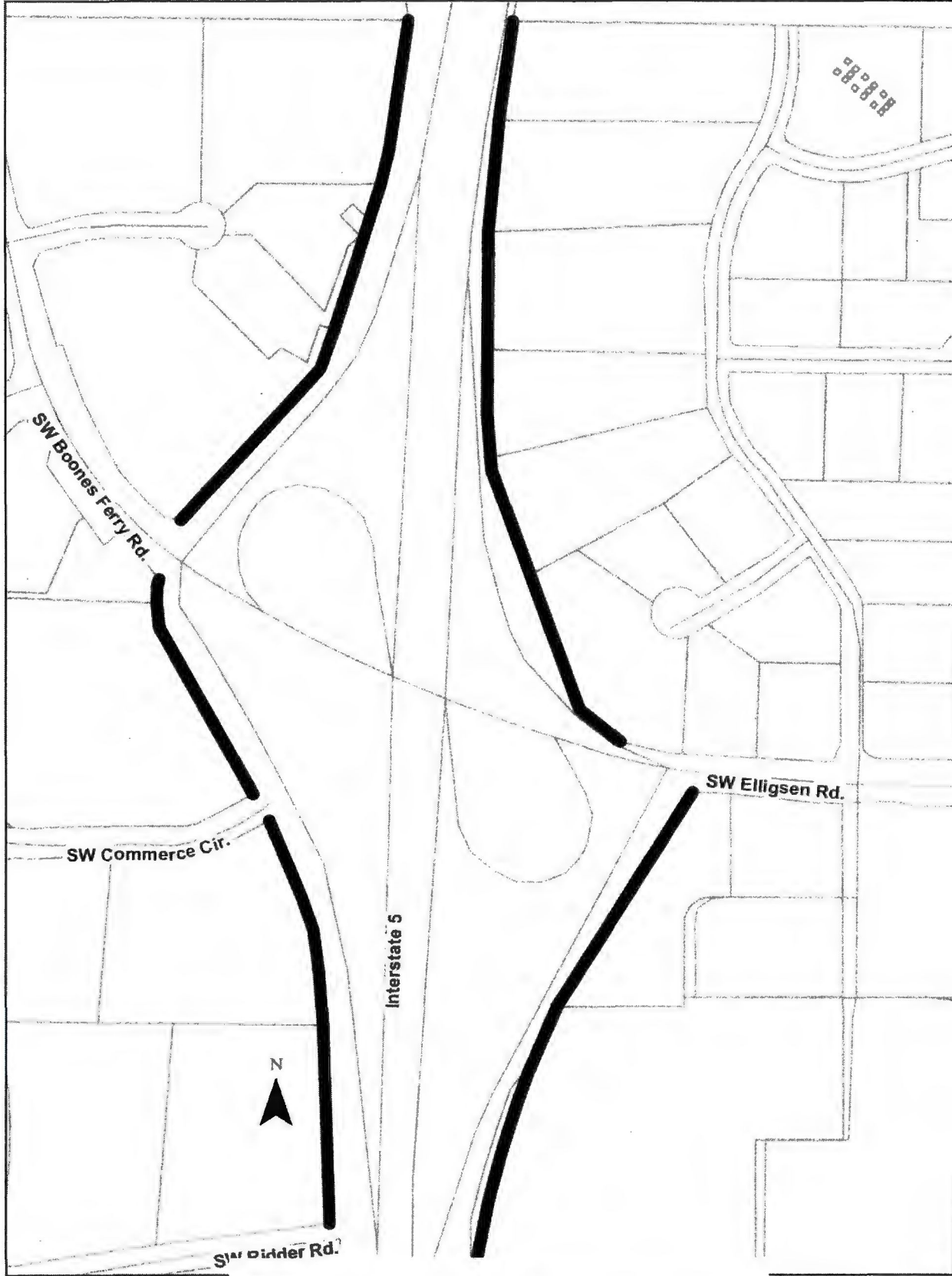








— I-5 and Contiguous Parallel Street Frontages

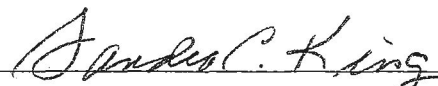


— I-5 and Contiguous Parallel Street Frontages

Section 3. Directive. The City Council hereby authorizes and directs the City Recorder to make any conforming changes necessary or formatting to amend the Wilsonville Code (WC) in keeping with the adoption of these revisions.

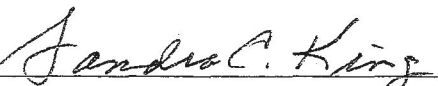
Section 4. Severability. In the event any provisions of this Ordinance shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

SUBMITTED TO THE Wilsonville City Council and read for the first time at a regular scheduled meeting thereof on the 4<sup>th</sup> day of June, 2012, at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon and scheduled for a second reading on the 18<sup>th</sup> day of June, 2012, commencing at the hour of 7 p.m. at the Wilsonville City Hall.

  
Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the 18th day of June, 2012 by the following votes:

Yes: -3-      No: -0-

  
Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this 20<sup>th</sup> day of June, 2012

  
TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp - Yes

Council President Núñez - Excused

Councilor Goddard - Yes

Councilor Starr - Yes



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  June 18, 2012	<b>Subject: Sign Code Updates Public Hearing-2<sup>nd</sup> Reading</b>  <b>Staff Member: Daniel Pauly, AICP</b> <b>Department: Planning</b>	
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments: Sign code updates unanimously recommended for approval by Planning Commission on April 11, 2012</b>	
<b>Staff Recommendation: Adopt Ordinance on 2nd reading with the amendments previously noted.</b>		
<b>Recommended Language for Motion:</b> I move to adopt Ordinance 704, on second reading, with amendments as noted.		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities Ensure constituents receive high quality, timely, and efficient products, processes and services.	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

The sign code updates before the Council reflect the collaboration of the Chamber of Commerce, City staff, and other stakeholders. Two additional minor amendments to address direction given to staff at the first reading regarding Class I review of minor lateral adjustments to building sign placement and placement of decorative banners. Further review and action beyond this will be required regarding decorative banners on private property.

**EXECUTIVE SUMMARY:**

**Minor Adjustments to Lateral Sign Placement:**

New language is recommended to address Council direction to allow for Class I review of certain lateral adjustments to sign placement on buildings. In addition, minor changes and rearrangements of the Minor Adjustment language has been made to accommodate the additional type of minor adjustment. The new and modified language is shown in Exhibit A and in Subsection 4.156.02 (.04) C. under item 6 on page 14 and 15 of 46 of the ordinance.

**Decorative Banners**

*Banners on Public Light Poles*

While staff understands these to be exempt under the current and proposed code, staff agrees it would hurt to add some additional clarification. The following a new subsection 6. is recommended to be added under Subsection 4.156.10 (.01) A. "Allowed Signs on City Property" to provide the clarification. The new language can be found in Exhibit A and under item 14 on page 45 of 46 of the ordinance.

*Projecting Decorative Banners and Flags on Private Property*

The process is in place under both the existing and proposed code language for projecting banners to be approved through a Master Sign Plan, and under the proposed code language a Class III Sign Permit. The process requires careful consideration by the Development Review Board looking at the overall design of a site.

As expressed during the first reading, staff recommends an additional discussion outside the adoption of Ordinance 704 about the extent to which these types of banners can be allowed through a lesser process, as their needs to be careful consideration of a number of issues including legal questions, and the number of types of banners allowed.

Staff will continue to look at the banner prior to the June 18<sup>th</sup> meeting and bring forward any additional changes that can be thoroughly vetted by that time.

**EXPECTED RESULTS:**

The amendments will provide additional clarity

**TIMELINE:** N/A

**CURRENT YEAR BUDGET IMPACTS:** N/A

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: Gary Wallis                      Date: June 8, 2012

The proposed Ordinance does not have a direct financial impact upon the budget.

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_MEK\_\_\_\_\_ Date: \_\_\_\_\_6/8/12\_\_\_\_\_

The planning staff has conformed to code language, for purposes of adopting the Ordinance on second reading, the amendment Council adopted on first reading regarding Administrative-1 approval or minor changes to master plan signage when minor store front changes occur and has provided a minor amendment to the code language to allow for Administrative-1 approval for pole banner signage on public property to conform to the Council's discussion and direction. Additionally, Staff has acknowledged it will be proceeding to follow the Planning Commission's process to review additional regulatory changes to allow decorative banners on private property as it involves complexity as discussed and directed by Council.

A motion to approve the Ordinance on second reading should recognize the two minor language additions for Administrative Approval-1 for minor master plan changes for store front modifications and pole banners on public property.

**COMMUNITY INVOLVEMENT PROCESS:**

The amendments were carefully weighed against testimony and feedback received during the review of the overall sign code update including the desire to maintain a similar level of signs and provide for the appropriate level of staff or Development Review Board review. The draft amendment language has also been circulated to interested parties upon request.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

Businesses:

The sign placement amendment will add some additional flexibility for businesses.

Residents:

Staff does not expect the high quality visual requirement that contributes to property values and quality of life to be negatively impacted by the proposed amendments.

**ALTERNATIVES:**

1. Adopt the recommended amendments
2. Not adopt the amendments
3. Modify the amendments before adoption

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. Redlined subsections showing changes to proposed language pursuant to direction given during 1<sup>st</sup> Reading





## MEMORANDUM

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Additional Minor Clarifications and Edits for Ordinance 704, Second Reading

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Date: June 18, 2012  
To: Honorable Mayor Knapp and City Council  
From: Daniel Pauly AICP, Associate Planner

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### *Clarification on Tables and Figures*

Having another look through the Ordinance I noticed it does not make clear which tables and figures are being kept and deleted, and where certain tables and figures should be included in the published version of the code. Below are a few clarifications. The tables and figures discussed are attached to this memo, except Figure 4.156.08-1 "I-5 and Contiguous Parallel Street Frontages" which can be found on pages 36-42 of the Ordinance.

Existing Table S-1 of Section 4.156 is not shown in the Ordinance, but is being kept. This table explains exempt temporary signs and will be included in the code after Section 4.156.11, with references updated to reflect new Section numbering.

New Figure 4.156.08-1 "I-5 and Contiguous Parallel Street Frontages" will be placed in the published code following Table S-1 rather than in the middle of the section as shown in the Ordinance.

Existing Table 6, which is connected to a deleted subsection, as well as existing Figures 15-20 are being deleted.

### *Clarification on Semi-Static Digital Signs*

A letter from Terra Fisher of Daktronics, Inc., an industry leading digital sign manufacturer based in South Dakota, was sent to Council following the close of the public hearing for the Ordinance. The main discussion point in the letter regards the hold time requirement for digital signs. The proposal in Ordinance 704 is to simplify and clarify the allowance for semi-static digital copy signs, which are allowed via architectural waiver under the current code, rather than allowing a broader type of electronic changeable image signs. The intent is to provide a clean-looking, easier to use version of the typical plastic panel changeable copy signs found at fuel stations, schools, churches, movie theaters, etc. similar to what has been recently permitted for a number of fuel stations in town. After thorough discussion by the Planning Commission and input from stakeholders, 15 minutes was determined to be the appropriate hold time for this specific type of semi-static sign.

***Other Minor Edits***

Subsections 4.156.08 (.01) B. a. and b. on page 29 of 46 are intended to be numbered 4.156.08 (.01) B. 1. and 2.. Also, the language “noted in 1 above” and the conclusion of subsection 2. should be replaced with “identified in Figure 4.156.08-1” to avoid confusing cross references.

- B.** The allowed height above ground of a freestanding or ground mounted sign is twenty (20) feet except as noted in 1.-2. below.
- a. 1. The maximum allowed height above ground for signs along the frontage of Interstate 5, and parallel contiguous portions of streets, as identified in Figure 4.156.08-1, associated with multiple tenants or businesses may be increased by three (3) feet for each tenant space of ten thousand (10,000) square feet or more of gross floor area up to a maximum of thirty-five (35) feet.
  - b. 2. The allowed height above ground for signs in the PDC-TC Zone, Old Town Overlay Zone, and PDI Zone is eight (8) feet, except those signs along the frontage of Interstate 5 and parallel contiguous portions of streets ~~noted in 1 above~~ identified in Figure 4.156.08-1.

Subsection 4.156.07 (.02) on page 28 of 46 should read six (6) feet rather than six (6) square feet when referring to height above ground.

- (.02) Ground Mounted Sign for Outdoor Recreational Areas on Separate Lots: Public or private parks on or other similar outdoor recreational areas on separate lots than dwelling units are allowed one (1) ground mounted sign of eighteen (18) square feet or less in area and six (6) ~~square~~ feet or less in height above ground.

Subsection 4.156.08 (.03) C. on page 34 of 46 requires blade signs to provide a minimum of eight (8) feet of clearance from the ground. This is based on building code requirements for walkway clearance. If a blade sign is over a landscape area or other non-pedestrian area, the eight (8) foot clearance requirement is not necessary. Language should be modified as follows to clarify this point:

- C. Blade Signs: To aid in pedestrian wayfinding, one (1) blade sign, not to exceed six (6) square feet, per façade eligible for building signs. Blade signs over pedestrian accessible areas shall provide a minimum of eight (8) feet clearance from the ground.

**Table S-1 with Updated Code References (to be kept in the code):**

<b>Sign Location Description</b>		<b>Lawn Signs</b> [see WC 4.156 (.04)(B.)(9.)(.05 (.02) I.)]	<b>Rigid Signs</b> [see WC 4.156 (.04)(B.)(10.)(.05 (.02) J.)]	<b>Maximum Combined Lawn and Rigid Signs</b>
<b>Part 1. General Allowances for Lawn and Rigid Signs</b>				
Residential or Agriculture zoned lots. <sup>1</sup>	Area per sign face	6 sq. ft.	6 sq. ft.	3 signs per lot
	Exempt at one time	3 signs per lot	1 sign per lot	
Commercial, Industrial, or Public Facility zoned lots. <sup>2</sup>	Area per sign face	6 sq. ft.	32 sq. ft.	3 signs per lot, plus 1 additional rigid sign if the lot is more than 3 acres in area or has multiple street frontages.
	Exempt at one time	3 signs per lot	1 sign per lot, plus 1 additional sign if the lot is more than 3 acres in area or has multiple street frontages	
<b>Part 2. Additional Special Allowances for Rigid Signs<sup>3</sup></b>				
Lots with <i>active</i> commercial, industrial, public facility, or multi-family construction projects. <sup>4</sup>	Area per sign face		64 sq. ft.	
	Exempt at one time		1 sign per lot	
Residential or Agriculture tracts of land in excess of 5 acres or recorded residential subdivisions with more than 25% of the lots remaining unsold and undeveloped.	Area per sign face		32 sq. ft.	
	Exempt at one time		1 sign per qualifying tract or subdivision	

<sup>1</sup> Residential and Agriculture zones include all PDR (Planned Development Residential) zones, along with the R (Residential), RA-H (Residential Agriculture-Holding) zone, and any county-zoned land within Wilsonville City limits. In addition, lots not zoned Residential, but designated exclusively for residential use in an approved Master Plan, shall be considered residentially-zoned for the purposes of this table. This includes residential lots and in the Village Zone.

<sup>2</sup> Commercial, Industrial, Public Facility zones include all PDC (Planned Development Commercial), PDI (Planned Development Industrial), and PF (Public Facility) zones. In addition, lots zoned Village, but designated for commercial, mixed-use, or publically-owned use in an approved Master Plan, shall fall under this description category for the purposes of this table.

<sup>3</sup> Sign allowances in Part 2 are in addition to the allowances and maximums in Part 1.

<sup>4</sup> An active construction project means a construction project for which any required building permits have been obtained and for which the City Building Official has not approved building occupancy. When the Building Official issues a temporary Certificate of Occupancy, the construction project shall be considered active until a permanent Certificate of Occupancy is issued. Active construction projects involving churches, private schools, or other non-single-family uses are included in this description.

**Table S-1: Exempt Lawn and Rigid Sign Allowances**

[Table added by Ord. No. 675, 3/1/10]



**Existing Table 6 to be deleted**

ZONE	TOTAL SQUARE FOOTAGE OF SIGNAGE PERMITTED PER LOT	TOTAL SQ. FT. SIGN AREA TO LENGTH OF BUILDING (SQ. FT. : LINEAR FT)
R, RA-1, PDR (0-3 u/ae.)	3	1:1
<del>PDR (3-7 u/ae.)</del>	3	1:1
PDR (7+ u/ae)	6/D.U., 80 for non-res.	1:1
PF, PDC (not Town-Ctr)	200	1:1
PDC-Town-Center *	*	1:1
PDI	200	1:1

**Table 6: Sign Size Standards by Zone (Permanent Signs)**

- ~~\* See special sign standards for the Town Center area in Section 4.156(9).~~
- ~~a. Monument signs are counted at 50% of their actual square footage, for purposes of this Table.~~
- ~~b. Most restrictive standard applies. Signage not to exceed the most restrictive of applicable standards.~~
- ~~c. River frontage shall be counted the same as street frontage.~~
- ~~d. Where a building exists, total sign area per lot not to exceed 1 sq. ft. for each 1 linear foot of building, on the building's longest side, except as otherwise provided in this Code.~~
- ~~e. Total sign area per lot may be increased by up to 50% per street frontage for corner and double frontage lots.~~
- ~~f. Total sign area based on building length may be increased by up to 50% where the building footprint has not more than 10% of the area of the tax lot on which it is located.~~
- ~~g. Residential densities are based on Wilsonville Comprehensive Plan.~~
- ~~h. Non-residential uses that are permitted in residential zones shall have sign standards determined through site development permit process.~~

Figures 15-20 to be deleted

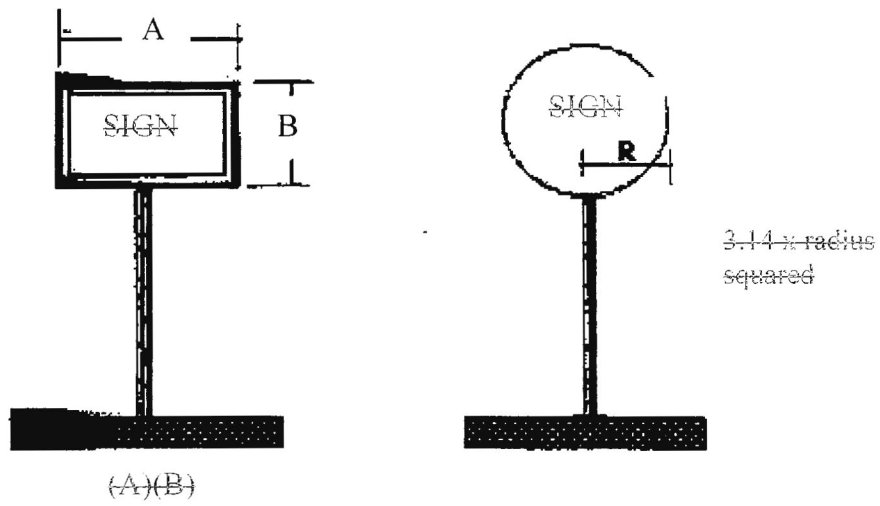


Figure 15: Sign Face Measurement

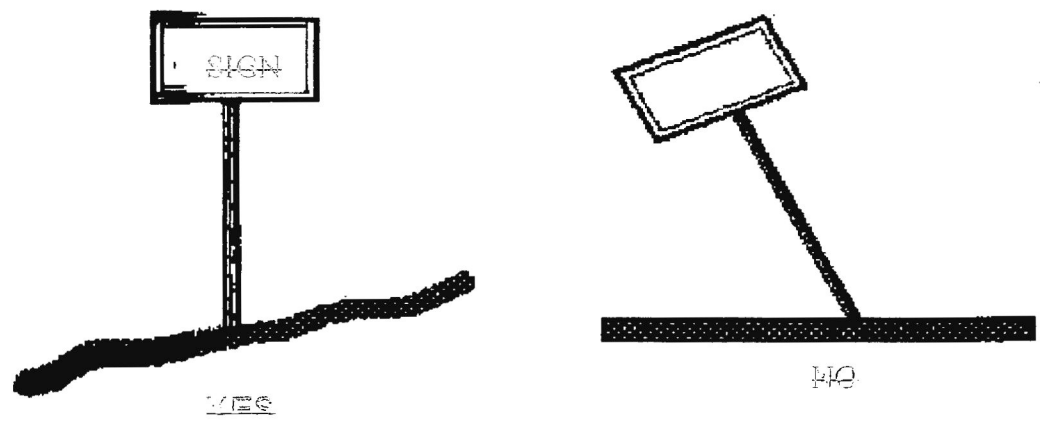
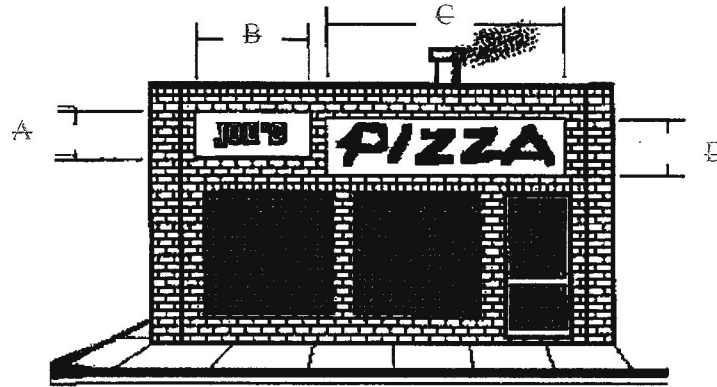


FIGURE 16: Sign Position

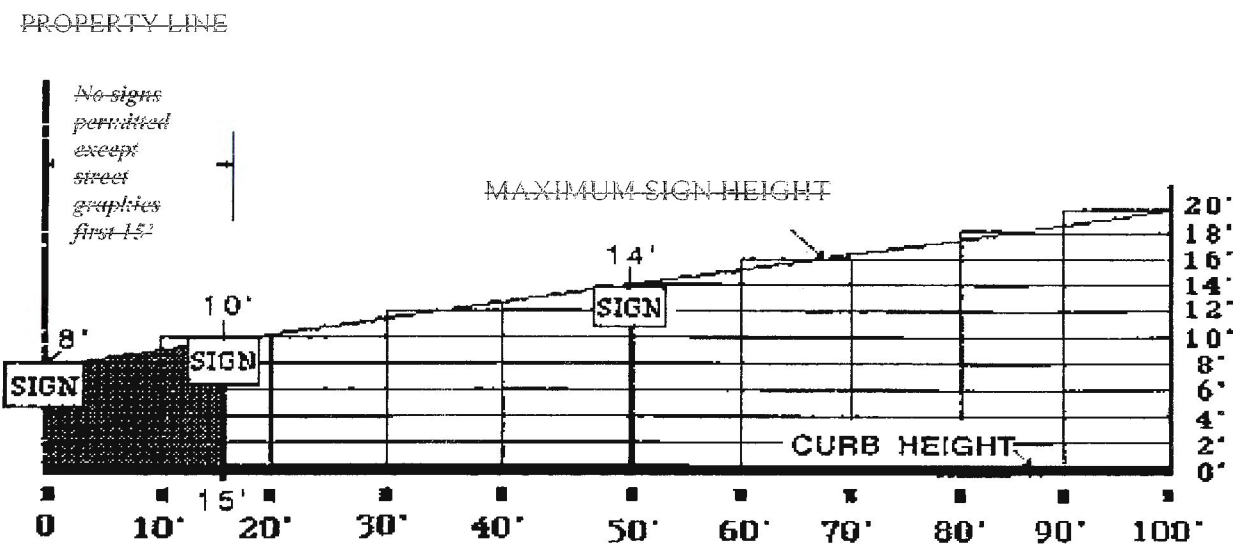
**Toy Shop**

Sign Area is determined by calculating the perimeter drawn around all the sign elements



$$\text{TOTAL AREA} = (A)(B) + (C)(D)$$

**FIGURE 17: INDIVIDUAL ELEMENT SIGN**



The maximum height of a sign is measured from a point 2 feet above the curb at the property line to a point 20 feet in height.

**Figure 18: Maximum Sign Height—Town Center**



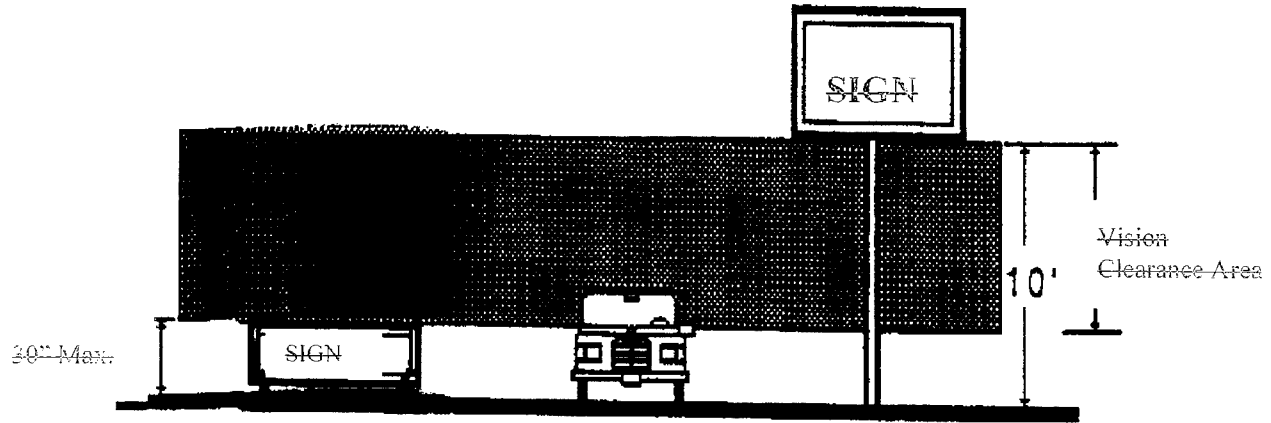


Figure 19: Vertical Vision Clearance Area

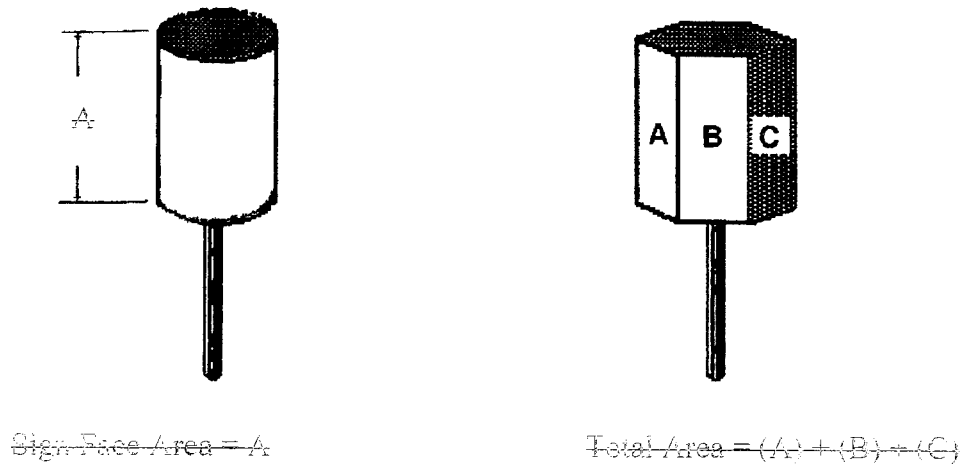


FIGURE 20: Sign Face Area

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JUN 25 2012

LAND CONSERVATION  
AND DEVELOPMENT



CITY OF WILSONVILLE  
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WILSONVILLE OR 97070

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Plan Amendment Specialist  
DLCD  
635 Capitol Street, NE, Suite 150  
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