



AGENDA

MOLALLA CITY COUNCIL MEETING

January 23, 2019

7:00 PM

Molalla Adult Center

315 Kennel Ave., Molalla, OR 97038

Mayor Jimmy Thompson

*Council President Elizabeth Klein
Councilor Leota Childress
Councilor DeLise Palumbo*

*Councilor Terry Shankle
Councilor Jody Newland
Councilor Keith Swigart*

CALL TO ORDER

Convene Meeting and Roll Call
Pledge of Allegiance

PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS

(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generically engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)

ADOPTION OF AGENDA

CONSENT AGENDA

- [1.](#) City Council Minutes January 9, 2019
- [2.](#) Library Board Minutes November 15, 2018

PUBLIC HEARING

- [3.](#) Development Code Update

ORDINANCES, RESOLUTIONS, PROCLAMATIONS

- [4.](#) Ordinance 2019-01 TSP Code Revision

NEW BUSINESS

- [5.](#) Sign Code Update Discussion
- [6.](#) Parks Use Discussion
- [7.](#) Policy and Procedure Discussion Regarding Small Cell Providers

OLD BUSINESS

REPORTS AND ANNOUNCEMENTS



AGENDA

MOLALLA CITY COUNCIL MEETING

January 23, 2019

7:00 PM

Molalla Adult Center

315 Kennel Ave., Molalla, OR 97038

EXECUTIVE SESSION

Held pursuant to Oregon Public Record Law, ORS 192.660(2):

8. (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ADJOURN

Agenda posted at City Hall, Senior Center, Library and the City Website at <http://www.cityofmolalla.com/meetings>

This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855



**Minutes of the Molalla City Council Regular Meeting
Molalla Adult Center
315 Kennel Ave., Molalla, OR 97038
Wednesday, January 09, 2019**

CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING; the regular meeting of Wednesday, January 09, 2019 was called to order by Mayor Jimmy Thompson at 7:06 P.M.

COUNCIL ATTENDANCE:

Mayor Jimmy Thompson – Present
Councilor Elizabeth Klein – Present
Councilor Leota Childress – Present
Councilor DeLise Palumbo – Present
Councilor Terry Shankle – Present
Councilor Jody Newland – Present
Councilor Keith Swigart – Present

STAFF IN ATTENDANCE

Dan Huff, City Manager - Present
Gerald Fisher, Public Works Director - Present
Chaunee Seifried, Finance Director – Present
Rod Lucich, Police Chief - Absent
Kelly Richardson, City Recorder - Present
Diana Hadley, Library Director - Absent
Chad Jacobs, City Attorney - Present

CALL TO ORDER

Pledge of Allegiance

PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS

1. Swearing in of new Councilors and taking oath of office.
Councilors took their oath of office.
2. Swearing in of Police Department Officers
This was removed because of scheduling conflicts.
3. City Council Liaison/Roles 2019 Year
 - Council President nomination- Councilor Palumbo nominates current Council President Klein and Councilor Childress nominates herself.
Councilors who voted for Klein were Councilor Swigart, Councilor Newland, Councilor Shankle, Councilor Palumbo and Mayor Thompson.
Councilors who voted for Councilor Childress were Councilor Klein and Councilor Childress. Therefore, Councilor Klein was nominated as the 2019 Council President.
 - C-4 - Thompson appointed Council President Klein as the primary and Councilor Swigart as secondary.
 - Chamber Liaison- Mayor Thompson appointed Councilor Childress.
 - Library Liaison- Mayor Thompson appointed Councilor Newland.

(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not



**Minutes of the Molalla City Council Regular Meeting
Molalla Adult Center
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generically engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)

ADOPTION OF AGENDA

Motion made by Councilor Swigart to adopt agenda as presented, Seconded by Councilor Newland.
Voting Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland,
Councilor Shankle

CONSENT AGENDA

Motion made by Councilor Newland to approve consent agenda as presented, Seconded by Councilor Swigart.
Voting Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland,
Councilor Shankle

4. City Council Minutes December 12, 2018
5. Contract Award of Public Works Shops Sewer & Stormwater Improvements Project #16-07

ORDINANCES, RESOLUTIONS, PROCLAMATIONS

6. Resolution 2019-01 Volunteer Compensation Limits
Motion made by Councilor Childress to adopt Resolution 2019-01 as presented, Seconded by Councilor Swigart. Voting
Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle
7. Resolution 2019-02 Appointment of Budget Officer 2019-2020 FY.
Motion made by Councilor Newland to appoint City Manager Huff as Budget Officer FY 2019-2020, Second Palumbo.
Voting Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor
Shankle

NEW BUSINESS

8. Removal of Planning Members
 - Omar Reynega and Hardeep Sing Brar - Mayor Thompson informed Council these two members have been absent from the Planning Commission meetings more than 3 times in a row and is therefore per code allowed to be removed. A few of the Councilors asked if the members had been contacted following a brief discussion Mayor Thompson removed the members from the Planning Commission and declared the positions open.
9. 2019-2020 Budget Calendar
Motion made by Councilor Newland to adopt the FY 2019-2020 Budget Calendar as presented, Seconded by Councilor Swigart. Voting Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle.



**Minutes of the Molalla City Council Regular Meeting
Molalla Adult Center
315 Kennel Ave., Molalla, OR 97038
Wednesday, January 09, 2019**

OLD BUSINESS

N/A

REPORTS AND ANNOUNCEMENTS

- Chad Jacobs had nothing until the executive session.
- Finance Director Seifried had nothing.
- PWD Fisher stated the Fourie Street waterline repairs have been completed. Fenton Avenue repairs are almost complete, and PGE street lights have been completed.
- CM Huff reminded everyone about his email regarding goal setting and visioning information and asked everyone to review and send back any comments prior to February 9th.
- Councilor Shankle extended an invitation to the Chamber dinner.

EXECUTIVE SESSION

Held pursuant to Oregon Public Record Law, ORS 192.660(2):

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

(h) To consult with counsel concerning the legal rights and duties of a public body regarding current litigation or litigation likely to be filed.

- No members of the press were in attendance
- Two members of outside Council were present; Jeff Ring and Mark Strandberg
- City Attorney Chad Jacobs present.

ADJOURN

Motion made by Councilor Swigart to adjourn and go into executive session at 7:26 pm, Seconded by Councilor Newland.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Swigart, Councilor Newland, Councilor Shankle

In Open Session

Motion made by Councilor Palumbo to reconvene the regular Council meeting and sign descent decree as presented, Seconded by Councilor Swigart. Voting Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Palumbo, Councilor Swigart, Councilor Newland, Councilor Shankle

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**Minutes of the Molalla City Council Regular Meeting
Molalla Adult Center
315 Kennel Ave., Molalla, OR 97038
Wednesday, January 09, 2019**

Motion made by Councilor Childress to adjourn the regular Council meeting again at 8:01 pm, Seconded by Councilor Newland. Voting Yea: Mayor Thompson, Councilor Klein, Councilor Childress, Councilor Palumbo, Councilor Swigart, Councilor Newland, Councilor Shankle

Mayor, Jimmy Thompson

Date

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes of the Molalla Public Library Board Regular Meeting
Molalla Public Library
201 E 5th St., Molalla, OR 97038

1. **CALL TO ORDER OF THE MOLALLA PUBLIC LIBRARY BOARD MEETING;** the regular meeting of November 15, 2018 was called to order by Angela Patton at 7:05 PM.

ATTENDANCE:

Charlotte Bloebaum, Board Member - Present
Valerie Coy, Board Member – Present
Cindy Fincher, Board Member – Present
Angela Patton, Chair – Present

Steve Rowland, Board Member – Present
Jodie Newland, Council Liaison – Present

STAFF IN ATTENDANCE:

Diana Hadley, Library Director - Present

2. The September minutes were approved.

3. **REPORTS AND ANNOUNCEMENTS**

a) **Library Director's report:**

- a. Successful Food for Fines week; large numbers at special programs for Halloween and Dia de los Muertos; the Library is a pilot site for a program aimed at encouraging ages Kindergarten through 3d grade to become avid readers. Beka will present it; Library closures over the holidays

4. **NEW BUSINESS:**

No new business


5. **OLD BUSINESS:**

- a. Discussion of strategic plan progress: The plan was revised in September 2015. Progress towards meeting all goals has been made and many of the objectives met.

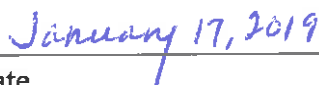
6. **Next meeting will be Thursday, January 17, 2019, at 7:00 PM**

7. **ADJOURN**

Motion to adjourn made. Motion carried (6-0), all ayes at 7:51 PM




Angela Patton



Date

ATTEST:



Diana Hadley
Library Director

City of Molalla

City Council Meeting



Agenda Category: Public Hearing

Subject:	Public Hearing for Code Language Update for Transportation System Plan
Recommendation:	Adopt the Ordinance to amend Chapter 17 of the Municipal Code
Date of Meeting to be Presented:	January 23, 2019
Fiscal Impact:	
Submitted By:	Public Works Director, Gerald Fisher
Approved By:	Dan Huff

Background:

The City Council held a Public Hearing on December 12, 2018 for the 2018 Transportation Master Plan. The master plan and Ordinance were adopted at that meeting. The Planning Commission held a public hearing on January 16, 2019 and approved the amendments to Chapter 17 of the Municipal Code and recommended adoption by City Council at its January 23, 2019 meeting. Attached is Tech Memo 7, the Regulatory Solutions Summary, and the redline version of the code update for City Council's review.



Public Works Department

117 N Molalla Avenue

PO Box 248

Molalla, Oregon 97038

Phone: (503) 829-6855

Fax: (503) 829-3676

January 17, 2019

TO: City Council

FROM: Gerald Fisher, Public Works Director

CC: Dan Huff, City Manager
Community Planner
Kelly Richardson, City Recorder

RE: Chapter 17 Code Amendment Update

As part of Planning Commission's deliberation during the January 16, 2019 Planning Commission meeting, a question came up about the change to 17-3.6.020 (D)(4)(iii) and what the relevance of the May 1, 1995 date was in the proposed language. After review of Oregon Administrative Rule 660-012-0045, staff confirmed that the language was inserted verbatim from the OAR. Based on this and Planning Commissions approval of the changes, staff recommends no change to the language as submitted to City Council.



MEMORANDUM

Technical Memorandum #7: Regulatory Solutions Molalla Transportation System Update

DATE 3/21/2018
TO Molalla TSP Project Management Team
FROM Matt Hastie and Andrew Parish, Angelo Planning Group
CC Matt Bell and Nick Gross, Kittelson & Associates, Inc.

INTRODUCTION

This memorandum provides regulatory solutions to address recommendations from Technical Memorandum #1: Plans and Policy Review. Identified deficiencies from Memorandum #1 are included in the table below.

The Molalla Municipal Code was updated in 2017. Article 17 contains zoning regulations, design standards, application requirements, and review procedures. The development code contains several sets of requirements that address the relationship between land use development and transportation system development, and are important in implementing the Transportation System Plan. Transportation-related requirements can be found in the following code sections:

- Article 17-2.2 – Establishes zoning districts and use regulations therein (including transportation facilities)
- 17-3.5 Parking and Loading
- 17-3.6 Public Facilities
- 17-4 Application Review

REGULATORY SOLUTIONS

The table below lists recommendations from Technical Memorandum #1: Plans and Policy Review, along with the relevant development code reference. Draft recommended code revisions shown in underline/strike-through adoption-ready format is provided after the table for each recommendation.

	Recommendation	Development Code Reference	Reference
1	<p>Recommendation: Section 17-3.6.020(A)(4) states that its purpose is to explain, among other items, “the required contents of a Traffic Impact Analysis” and additional TIA requirements are found in sections 17-3.3.030 (C), 17-3.6.020 (A)(4), 17-4.2.040 (A), 17-4.2.040 (B)(8), 17-4.3.060 (A)(2), and 17-5.1 of the draft code. Further requirements for preparation of a TIA will be considered as part of this process and applicable code amendments may be identified as part of the TSP update process.</p>	<p>17-3.6-020.(A)(4) Traffic Impact Analysis</p>	<p>See reference 1 for draft language to update TIA requirements.</p>
2	<p>Recommendation: If the TSP identifies the need for transit transfer stations and/or park-and-ride lots, consider adding those uses to Table 17-3.5.040.A specifically.</p>	<p>17-3.5.040 Bicycle Parking</p>	<p>See reference 2 for draft amendments to Table 17-3.5.040A.</p>
3	<p>Recommendation: Update the code to include block-length regulations for new developments in 17.3.6.020.D. Minimum and maximum block length standards in the model code are 200 feet and 400-600 feet, respectively, varying by land use. Maximum block perimeter standards in the model code are 1,200 to 1,400 feet.</p> <p>Consider updating this section to include the TPR language under (E) as reasons for infeasibility of an accessway.</p>	<p>17-3.6-020 Transportation Standards</p>	<p>See reference 3 for draft language.</p> <p>Block length standards are addressed via reference to the Public Works Design Standards and the TSP in existing code language.</p>
4	<p>Recommendation: Identify design requirements of transit routes and transit facilities through the TSP update process; update development code requirements as necessary to require developments to include or accommodate needed transit facilities in the future. Dimensional or design standards for required facilities may be include in the TSP or updated public works standards.</p>	<p>17-3.6.020 (B) Street Location, Alignment, Extension, and Grades ; 17-3.6.020 (C) Rights-of-Way and Street Section Widths</p>	<p>There have been no major transit facilities identified in the TSP update, and new standards for transit facilities are not required.</p>
5	<p>Recommendation: Consider updating the list of required connections in Section 17-3.3.040 to include transit stops.</p> <p>If the TSP identifies “major transit stops” within Molalla, the City could update section 17.3 to include the requirements for building orientation, pedestrian access, and transit amenities.</p> <p>Consider making the transit-oriented provisions in (17-3.5.030.B(3)) mandatory, rather than optional. Design standards for transit facilities may be included in the City’s public works standards.</p>	<p>17-3.3.040 Pedestrian Access and Circulation</p> <p>-</p>	<p>See reference 5 for draft amendments.</p> <p>No major transit stops identified in TSP update.</p> <p>Mandatory provisions for reduced parking near transit stops may not be appropriate at this time – allowing them through a Type II procedure can incentivize transit opportunities.</p>

Recommendation		Development Code Reference	Reference
6	Recommendation: If “major transit stops” or routes are identified in the TSP update, consider adopting a pedestrian district along major transit routes that complies with 4(a)(C) as a means to implement 4(b)(A) –(B).	-	No major transit stops identified in the TSP update.
7	Recommendation: The City should update the code to require that new developments with planned designated employee parking areas provide preferential parking for employee carpools and vanpools, in addition to or separate from the current parking reduction allowance in Section (17-3.5.030.B(3)). A typical local code requirement is to require employers with more than a specific number of employees to dedicate a percentage of the required parking spaces for car/vanpools. For example, some local jurisdictions impose this requirement for businesses with 50 or more employees and typically include the carpool/vanpool spaces within the total number of spaces already required by the code.	17-3.5.030 Automobile Parking	See Reference 7 for draft parking language. This language can supplement existing code language that provides voluntary parking reductions for including carpool/vanpool parking in a development.
8	Recommendation: Broaden this section to include other items mentioned in (e) – pullouts, park-and-ride areas, and other facilities. Add a provision in the Parking and Loading section (17-3.5.030) that provides for some flexibility in required parking spaces when repurposing the space for a transit-oriented use.	17-3.5.030 Automobile Parking	See Reference 8 for draft language.
9	Recommendation: The Vehicle Access and Circulation section of the code should be amended to require that new development provide pedestrian access to existing and planned future transit routes.	17-3.3.030 Pedestrian Access and Circulation	Pedestrian access to existing and planned future transit routes is adequately addressed by Recommendation 5 and draft language in Reference 5.
10	Recommendation: When updating the transit element of the TSP, review existing land uses and consider future land use changes that would support the viability of transit on existing or planned routes.	-	No land use changes identified in TSP update.
11	Recommendation: Through the TSP update process, the City will evaluate functional classifications and cross sections of these streets and will incorporate designs that minimize pavement widths and associated impacts.		No draft language included in this memorandum – updated cross-sections will be provided as needed.

	Recommendation	Development Code Reference	Reference
12	Recommendation: Update the transportation goals and policies (Goal 12) section of the Comprehensive Plan to include the updated TSP goals and policies.	Comprehensive Plan Goal 12	Transportation goals and policies are found in Technical Memorandum 2B. As an alternative to including these policies in the comprehensive plan, the TSP can simply be referenced (requiring no changes to the current Comprehensive Plan).

Reference 1

Traffic Impact Analysis is addressed in the Molalla Development Code (17-3.6.020(A)(4)) as well as in the Public Works standards (2.1.4 Traffic Analysis). These standards seem to be different from one another. For comparison, the table below also includes the traffic impact analysis requirements from Oregon City and St. Helens.

	Threshold Requirements	Analysis Preparation/Contents
Molalla Development Code	<ul style="list-style-type: none"> • Zone or plan amendment • Known concerns • 300 Avg. Daily Trips (ADT) • 20% increase in peak hour volume for a particular movement • Increase in use of adjacent streets by freight • Existing or proposed connections that have spacing/sight distance issues • A change in traffic patterns that may cause safety concerns • Required by ODOT 	<ul style="list-style-type: none"> • Must be prepared by a professional engineer. No other requirements listed.
Molalla Public Works	<ul style="list-style-type: none"> • 1,000 Vehicle Trips per weekday or more • When development “could affect safety, access management, street capacity, or know traffic problems...” • Residential development of 4+ units 	Detailed requirements listed. <ul style="list-style-type: none"> • Purpose of report and study objectives • Executive summary • Description of site and study area roadways • On-site Traffic Evaluation • Recommendations for Public Improvements • Access Management • Review of alternative access points

	Threshold Requirements	Analysis Preparation/Contents
Oregon City, OR development code	<p>Two levels of analysis:</p> <p>Transportation Analysis Letter (TAL) required for smaller developments. Required when (At the discretion of the City Engineer):</p> <ul style="list-style-type: none"> • Development generates fewer than 24 peak hour trips and fewer than 250 daily trips. • Development not expected to impact failing intersections. • Development not expected to impact adjacent roadways that are high accident areas, identified safety concerns, or have high concentrations of pedestrians and bicyclists. <p>Transportation Impact Study (TIS) required for larger developments that do not meet all of the TAL requirements.</p>	<p>TAL:</p> <ul style="list-style-type: none"> • Expected trip generation information • Site plan showing access and neighboring properties • Documentation regarding driveway width, intersection spacing, AASHTO sight distance guidelines, compliance with TSP. <p>TIS:</p> <ul style="list-style-type: none"> • Existing Conditions • Detailed growth assumptions, traffic volumes, and operational analysis for: <ul style="list-style-type: none"> • Background conditions (without proposed development) • Full buildout conditions (with proposed development) • Conclusions and recommendations
St. Helens, OR development code	<p>TIA required when:</p> <ul style="list-style-type: none"> • Change in zoning or comp plan • Access on Highway 30 • 250 ADT or 25 additional peak hour trips • Affects known problematic intersections • An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day; • Driveway does not meet minimum sight distance, spacing requirements or is otherwise hazardous <p>Cites latest edition of the ITE trip generation manual.</p>	<p>Detailed list of contents, including:</p> <ul style="list-style-type: none"> • Pre-app conference • Study area, can be modified by City engineer • Existing Conditions, Background Conditions, Full Buildout, Phased Years of Completion, and 20-year or TSP horizon year • Peak hour analysis • Listed approval criteria

Overall recommendation for TIA process:

- The requirements within the Public Works Standards and the Development Code should match.

- 1,000 trips per day (listed in the public works standards) is a high threshold compared to other jurisdictions. We recommend a two-tier approach similar to Oregon City, using the additional trigger related to heavy vehicle traffic from St. Helens:
 - **Tier 1:** Transportation Analysis Letter, would be required of all developments that generate less than 25 trips during the peak hour. The TAL could include a site access review (sight distance, access spacing, access width, safety); trip generation; frontage improvements; and other desired analysis.
 - **Tier 2:** Transportation Impact Analysis, would be required of all development that generate 25 or more trips during the peak hour or will increase the heavy vehicle percentage along a given roadway by 10% or more; heavy vehicles are defined as 20,000 lbs. gross weight. A TIA also would be required of any project that involves a zone change, and the TIA must meet the requirements of the Transportation Planning Rule.
- Study intersections should be defined by site frontage (anything within 600 feet of the site frontage) OR the intersection of two streets classified as a collector or higher where 20 additional trips will be added during the peak hour as a result of the development.
- The code should reference the Latest Edition of ITE Trip Generation and Highway Capacity Manuals.
- The analysis and its components will be at the discretion of the City Engineer.
- Applicant shall also coordinate the elements of the TIA with ODOT where the development fronts or impacts a state facility based on the Tier 1 or Tier 2 threshold conditions.

Draft language that would replace 17-3.6.020(A)(4) is provided below.

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(4) The purpose of this subsection is coordinate the review of land use applications with roadway authorities and to implement Section 660-012-0045(2)(e) of the State Transportation Planning Rule, which requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. The following provisions also establish when a proposal must be reviewed for potential traffic impacts; when a Transportation Analysis Letter (TAL) or Transportation Impact Analysis (TIA) must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a TAL/TIA Traffic Impact Analysis; and who is qualified to prepare the analysis.

- ~~a. **When a Traffic Impact Analysis is Required.** The City or other road authority with jurisdiction may require a Traffic Impact Analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:~~
- ~~(1) A change in zoning or a plan amendment designation;~~
 - ~~(2) Operational or safety concerns documented in writing by a road authority;~~
 - ~~(3) An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;~~
 - ~~(4) An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;~~
 - ~~(5) An increase in the use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day;~~

~~(6) Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;~~

~~(7) A change in internal traffic patterns that may cause safety concerns; or~~

~~(8) A TIA required by ODOT pursuant to OAR 734-051.~~

a. **Determining the required level of Transportation Analysis and Documentation.** A

Transportation Impact Analysis (TIA) is required for developments that are expected to have an impact on the transportation system. The analysis shall be based upon the latest edition of the ITE Trip Generation Manual or an agreed-upon alternative methodology where credible data is available to support the alternative methodology. When specific criteria generally associated with small developments are met, a Transportation Analysis Letter (TAL) may be substituted for the required TIA. At the discretion of the City Engineer, a TAL may satisfy the City's transportation analysis requirements, in lieu of a TIA, when a development meets all of the following criteria:

1. The development generates fewer than 25 peak hour trips during either the AM or PM peak hour. (Two examples of common developments generating fewer trips than these threshold levels are: a subdivision containing 25 or fewer single-family residences or a general office building less than 15,000 square feet.)
2. The development is not expected to impact intersections that currently fail to meet the City's level of service standards or intersections that are operating near the limits of the acceptable level of service thresholds during a peak operating hour.
3. The development is not expected to significantly impact adjacent roadways and intersections that are high accident locations, areas that contain an identified safety concern, or high concentration of pedestrians or bicyclists such as school zones
4. The development generates an increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by less than 10 vehicles per day;

b. **Transportation Analysis Letter Contents.** If the City determines based on information provided by the applicant and in accordance with the criteria specified in Section 3.1 that a TAL is the appropriate document to submit, the following requirements shall apply.

1. The TAL shall be prepared by or prepared under the direct supervision of a Registered Professional Engineer who shall sign and stamp the TAL.
2. The TAL shall include the following:
 - i. The expected trip generation of the proposed development including the AM peak hour, the PM peak hour, daily traffic, and other germane periods as may be appropriate, together with appropriate documentation and references.
 - ii. Site plan showing the location of all access driveways or private streets where they intersect with public streets plus driveways of abutting properties and driveways on the opposite side of the street from the proposed development.
 - iii. Documentation that all site access driveways meet City of Molalla Private Access Driveway Width Standards.
 - iv. Documentation that all site access driveways meet City of Molalla's Minimum City Street Intersection Spacing Standards.
 - v. Documentation that all new site accesses and/or public street intersections meet AASHTO intersection sight distance guidelines.

- vi. Documentation that there are no inherent safety issues associated with the design and location of the site access driveways.
 - vii. Documentation that the applicant has reviewed the City's TSP and that proposed streets and frontage improvements do or will comply with any applicable standards regarding the functional classification, typical sections, access management, traffic calming and other attributes as appropriate.
- c. **Transportation Impact Analysis Contents.** The following information shall be included in each TIA submitted to the City. Additional information specified by the City in the scoping summary or through the pre-application meeting or other project meetings shall also be included.
1. Completed TIA checklist signed by the Professional Engineer responsible for the preparation of the TIA.
 2. Table of Contents – Listings of all sections, figures, and tables included in the report.
 3. Executive Summary – A summary of key points, findings, conclusions, and recommendation including a mitigation plan.
 4. Introduction, including:
 - i. Proposed land use action including site location, zoning, building size, and project scope
 - ii. Map showing the proposed site, building footprint, access driveways, and parking facilities.
 - iii. Map of the study area that shows site location and surrounding roadway facilities.
 5. Existing Conditions:
 - i. Existing site conditions and adjacent land uses.
 - ii. Roadway characteristics of important transportation facilities and modal opportunities located within the study area, including roadway functional classifications, street cross-section, posted speeds, bicycle and pedestrian facilities, on-street parking, and transit facilities.
 - iii. Existing lane configurations and traffic control devices at the study area intersections.
 - iv. Existing traffic volumes and operational analysis of the study area roadways and intersections.
 - v. Roadway and intersection crash history analysis.
 - vi. Intersection and stopping sight distance related to new and impacted driveways and intersections.
 6. Background Conditions (without the proposed land use action):
 - i. Approved in-process developments and funded transportation improvements in the study area.
 - ii. Traffic growth assumptions.
 - iii. Addition of traffic from other planned developments.
 - iv. Background traffic volumes and operational analysis.
 7. Full Buildout Traffic Conditions (with the proposed land use action):
 - i. Description of the proposed development plans.
 - ii. Trip generation characteristics of proposed project (including trip reduction documentation).
 - iii. Trip distribution assumptions.

- iv. Full buildout traffic volumes and intersection operational analysis.
- v. Site circulation and parking.
- vi. Intersection and site-access driveway queuing analysis.
- vii. Recommended roadway and intersection mitigation measures (if necessary).
- 8. Conclusions and recommendations
- 9. Appendix- With dividers or tabs
 - i. Traffic count summary sheets.
 - ii. Crash analysis summary sheets.
 - iii. Existing, Background, and Full Buildout traffic operational analysis worksheets with detail to review capacity calculations.
 - iv. Signal, left-turn, and right-turn lane warrant evaluation calculations.
 - v. Signal timing sheets depicting the timing and phasing used in analysis.
 - vi. Other analysis summary sheets such as queuing.
- 10. To present the information required to analyze the transportation impacts of development, the following figures shall be included in the TIS:
 - i. Vicinity Map
 - ii. Existing Lane Configurations and Traffic Control Devices
 - iii. Existing Traffic Volumes and Levels of Service for each required time period
 - iv. Future Year Background Traffic Volumes and Levels of Service for each required time period
 - v. Proposed Site Plan, including access points for abutting parcels and for those across the street from the proposed development
 - vi. Future Year Assumed Lane Configurations and Traffic Control Devices
 - vii. Estimated Trip Distribution/Assignment Pattern
 - viii. Trip reductions (pass-by trips at site access (es))
 - ix. Site-Generated Traffic Volumes for each required time period
 - x. Full Buildout Traffic Volumes and Levels of Service for each required time period

Reference 2

Table 17-3.5.040.A Minimum Required Bicycle Parking Spaces

Use	Minimum Number of Spaces
Multifamily Residential (not required for parcels with fewer than 4 dwelling units)	2 bike spaces per 4 dwelling units
Commercial	2 bike spaces per primary use or 1 per 5 vehicle spaces, whichever is greater
Industrial	2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater
Community Service	2 bike spaces

Use	Minimum Number of Spaces
Parks (active recreation areas only)	4 bike spaces
Schools (all types)	2 bike spaces per classroom
Institutional Uses and Places of Worship	2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater
<u>Transit Transfer Stations and Park and Ride lots</u>	<u>5 bike spaces per acre</u>
Other Uses	2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater

Reference 3

4. Street Connectivity and Formation of Blocks.

Where a street connection cannot be made due to physical site constraints, approach spacing requirements, access management requirements, or similar restrictions; where practicable, a pedestrian access way connection shall be provided pursuant to Chapter 17-3.3. Streets and accessways need not be required where one or more of the following conditions exist:

(i) Physical or topographic conditions make a street or accessway connection impracticable. Such conditions include but are not limited to freeways, railroads, steep slopes, wetlands or other bodies of water where a connection could not reasonably be provided;

(ii) Buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or

(iii) Where streets or accessways would violate provisions of leases, easements, covenants, restrictions or other agreements existing as of May 1, 1995, which preclude a required street or accessway connection.

Reference 5

17-3.3.040 Pedestrian Access and Circulation

...

2. **Safe, Direct, and Convenient.** Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, recreational areas, playgrounds, ~~and~~ public rights-of-way, and existing and planned future transit facilities, conforming to the following standards:

...

17-3.5.030 Automobile Parking

...

B. Exceptions and Reductions to Off-Street Parking.

3. The Planning Official, through a Type II procedure, may reduce the off-street parking standards of Table 17-3.5.030.A for sites with one or more of the following features:

- a. ~~Site has a bus stop with frequent transit service located adjacent to it, and the site's frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces~~ Sites containing or adjacent to a bus stop with frequent transit service, whose frontage is improved with a bus stop waiting shelter consistent with the standards of the applicable transit provider, are allowed a 20 percent reduction to the standard number of automobile parking spaces.

...

Reference 7

17-3.5.030 Automobile Parking

B. Carpool and Vanpool Parking Requirements.

1. Carpool and vanpool parking spaces shall be identified for the following uses:
 - a. New commercial and industrial developments with fifty (50) or more parking spaces,
 - b. New institutional or public assembly uses, and
 - c. Transit park-and-ride facilities with fifty (50) or more parking spaces.
2. Of the total spaces available for employee, student, and commuter parking, at least five percent, but not fewer than two, shall be designated for exclusive carpool and vanpool parking.
3. Carpool and vanpool parking spaces shall be located closer to the main employee, student or commuter entrance than all other parking spaces with the exception of ADA parking spaces.
4. Required carpool/vanpool spaces shall be clearly marked "Reserved - Carpool/Vanpool Only."

Reference 8

3. The Planning Official, through a Type II procedure, may reduce the off-street parking standards of Table 17-3.5.030.A for sites with one or more of the following features:

- a. Site has a bus stop with frequent transit service located adjacent to it, and the site's frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces.
- b. Space is being dedicated for a transit facility such as a park and ride, bus pull-out, or other transit facility: Allow up to a 10 percent reduction in the number of automobile parking spaces.

...

6. The Planning Official, through a Type I procedure, may allow property owners of existing nonresidential development to replace up to 10% of existing parking spaces with bus shelters and other pedestrian and transit amenities located adjacent to streets with existing or planned transit routes.

Reference 9

See Reference 5 for language regarding safe, reasonably direct, and convenient pedestrian access to transit facilities.



MEMORANDUM

Plan and Code Amendments Summary Molalla Transportation System Update

DATE 5/14/2018
TO Molalla TSP Project Management Team
FROM Matt Hastie and Andrew Parish, Angelo Planning Group
CC Matt Bell and Nick Gross, Kittelson & Associates, Inc.

Following is a brief summary of recommendations from Technical Memorandum #7: Regulatory Solutions, including proposed amendments to the City's Development Code and other documents recommended to help implement the updated Molalla Transportation System Plan.

- **Traffic Impact Analysis Requirements and Procedures.** Update requirements within the Public Works Standards and the Development Code to ensure consistency between these two documents and to refine the approach to preparation and submittal of TIAs. The new procedures would allow for a tiered approach, ensure that freight trips are factored into thresholds for preparing a TIA, and define the contents of the analysis in more detail.
- **Bicycle Parking Requirements.** Update Development Code section 17-3.5.040.A to add minimum requirements for bicycle parking associated with transit transfer stations and park and ride lots, which are not currently addressed in the requirements.
- **Street Connectivity and Formation of Blocks.** Update the Development Code to clarify conditions where it is acceptable to vary from city standards governing the length and perimeter of newly created blocks (i.e., where topography, other natural features, cost or other factors preclude the ability to do so).
- **Pedestrian Access and Circulation.** Update Development Code section 17-3.3.040 to require safe, direct and convenient pedestrian connections within developments to transit facilities. (*Note: similar connections to other community destinations such as parks, playgrounds and streets are already required.*)
- **Automobile Parking Requirements.** Update Development Code section 17-3.5.030 to allow a reduction in required parking spaces for development sites containing or adjacent to a transit stop with a shelter. Up to a 20% reduction would be allowed, with 10% devoted to a new bus shelter or other transit-related improvement.
- **Vanpool and carpool parking.** Require provision of vanpool and carpool parking spaces for new institutional or public assembly uses; and for new commercial and industrial developments and transit park-and-ride facilities with fifty (50) or more parking spaces.

Exhibit “A”

17-3.5.030 Automobile Parking

A. Minimum Number of Off-Street Automobile Parking Spaces. Except as provided by subsection 17-3.5.030.A, or as required for Americans with Disabilities Act compliance under subsection 17-3.5.030.G, off-street parking shall be provided pursuant to one of the following three standards:

1. The standards in Table 17-3.5.030.A;
2. A standard from Table 17-3.5.030.A for a use that the Planning Official determines is similar to the proposed use; or
3. Subsection 17-3.5.030.B Exceptions, which includes a Parking Demand Analysis option.

Table 17-3.5.030.A – Automobile Parking Spaces by Use	
Use Categories <small>(Chapter 17-5 contains examples of uses and definitions.)</small>	Minimum Parking per Land Use <small>(Fractions are rounded down to the closest whole number.)</small>
Residential Categories	
Household Living	
Single-Family Dwelling, including manufactured homes on lots	one space per dwelling
Duplex	three spaces per duplex
Accessory Dwelling (second dwelling on a single-family lot)	one space total for primary dwelling and accessory dwelling
Multifamily	1.5 spaces for a one bedroom unit 2 spaces for a two bedroom unit 2.5 spaces for three bedrooms or more
Group Living, such as nursing or convalescent homes, rest homes, assisted living, congregate care, and similar special needs housing	0.5 space per four bedrooms

Table 17-3.5.030.A – Automobile Parking Spaces by Use	
Use Categories (Chapter 17-5 contains examples of uses and definitions.)	Minimum Parking per Land Use (Fractions are rounded down to the closest whole number.)
Commercial Categories	
Commercial Outdoor Recreation	per Conditional Use Permit review (Chapter 17-4.4)
Bed and Breakfast Inn	one space per use, plus one space for each bedroom offered as lodging
Educational Services, not a school (e.g., tutoring or similar services)	one space per 300 sq. ft. floor area
Entertainment, Major Event	per Conditional Use Permit review (Chapter 17-4.4)
Hotels, Motels, and similar uses	0.75 space per guest room. See also, parking requirements for associated uses, such as restaurants, entertainment uses, drinking establishments, assembly facilities.
Mortuary or Funeral Home	one space per 300 sq. ft. floor area
Offices	General Office: one space per 500 sq. ft. floor area
	Medical or Dental Office: one space per 500 sq. ft. floor area
Outdoor Recreation, Commercial	per Conditional Use Permit review (Chapter 17-4.4)
Surface Parking Lot, when not accessory to a permitted use	per Conditional Use Permit review (Chapter 17-4.4)
Quick Vehicle Servicing or Vehicle Repair	two spaces, excluding vehicle service or queuing area, or per Conditional Use Permit review (Chapter 17-4.4)
Retail Sales and Commercial Service	<u>Bank</u> : one space per 300 sq. ft. floor area
	<u>Retail</u> : one space per 400 sq. ft. floor area, except one space per 1,000 sq. ft. for bulk retail (e.g., auto sales, nurseries, lumber and construction materials, furniture, appliances, and similar sales)
	<u>Restaurants and Bars</u> : one space per 200 sq. ft. floor area
	<u>Health Clubs, Gyms, Continuous Entertainment (e.g., bowling alleys)</u> : one space per 500 sq. ft.
	<u>Theaters and Cinemas</u> : one space per 6 seats
Self-Service Storage	two spaces, plus adequate space for loading and unloading
Industrial Categories	
Industrial Service	one space per 1,000 sq. ft. of floor area
Manufacturing and Production	one space per 1,000 sq. ft. of floor area; or as required by Conditional Use Permit review (Chapter 17-4.4)
Warehouse and Freight Movement	0.5 space per 1,000 sq. ft. of floor area; or as required by Conditional Use Permit review (Chapter 17-4.4)
Waste-Related	per Conditional Use Permit review (Chapter 17-4.4)
Wholesale Sales, e.g., Building Materials, Heavy Equipment, Agricultural Supplies, etc.	one space per 1,000 sq. ft.

Table 17-3.5.030.A – Automobile Parking Spaces by Use	
Use Categories (Chapter 17-5 contains examples of uses and definitions.)	Minimum Parking per Land Use (Fractions are rounded down to the closest whole number.)
Institutional Categories	
Basic Utilities	Parking based on applicant's projected parking demand, subject to City approval
Community Service, including Government Offices and Services	Parking based on applicant's projected parking demand, subject to City approval, except as specifically required elsewhere in this table for individual uses (See public assembly, office, retail, housing, etc.)
Daycare	Family Daycare: one space, plus required parking for dwelling Daycare Center: one space per 400 sq. ft. of floor area
Medical Center or Hospital	one space per 500 sq. ft. floor area
Parks and Open Space	Parking based on projected parking demand for planned uses
Public Assembly	one space per 75 sq. ft. of public assembly area; or as required by Conditional Use Permit (Chapter 17-4.4)
Religious Institutions and Houses of Worship	one space per 75 sq. ft. of main assembly area; or as required by Conditional Use Permit (Chapter 17-4.4)
Schools	Pre-School through Middle-School: one space per classroom
	High Schools: Parking based on applicant's projected parking demand, subject to City approval. A Transportation Demand Management Plan is also required.
	Colleges: one space per 400 sq. ft. of floor area exclusive of dormitories, plus one space per two dorm rooms. A Transportation Demand Management Plan is also required.
Other Categories	
Accessory Uses	Parking standards for accessory shall be based on applicant's projected parking demand, subject to City approval.
Agriculture	None, except as required for accessory uses
Radio Frequency Transmission Facilities	None, except as required by Conditional Use Permit (Chapter 17-4.4)
Temporary Uses	Parking standards for temporary uses are the same as for primary uses, except that the Planning Official may reduce or waive certain development and design standards for temporary uses.
Transportation Facilities (operation, maintenance, preservation, and construction)	None, except for park-and-ride facilities; and where temporary parking is required for construction staging areas

B. Carpool and Vanpool Parking Requirements.

- 1. Carpool and vanpool parking spaces shall be identified for the following uses:
 - a. New commercial and industrial developments with fifty (50) or more parking spaces.
 - b. New institutional or public assembly uses, and
 - c. Transit park-and-ride facilities with fifty (50) or more parking spaces.
- 2. Of the total spaces available for employee, student, and commuter parking, at least five percent, but not fewer than two, shall be designated for exclusive carpool and vanpool parking.
- 3. Carpool and vanpool parking spaces shall be located closer to the main employee, student or commuter entrance than all other parking spaces with the exception of ADA parking spaces.
- 4. Required carpool/vanpool spaces shall be clearly marked "Reserved - Carpool/Vanpool Only."

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BC. Exceptions and Reductions to Off-Street Parking.

- 1. There is no minimum number of required automobile parking spaces for uses within the Central Commercial C-1 zone;
- 2. The applicant may propose a parking standard that is different than the standard under subsections 17-3.5.030.A(1) and (2), above, for review and action by the Planning Official through a Type I or II procedure. The applicant's proposal shall consist of a written request and a parking analysis prepared by a qualified professional. The parking analysis, at a minimum, shall assess the average parking demand and available supply for existing and proposed uses on the subject site; opportunities for shared parking with other uses in the vicinity; existing public parking in the vicinity; transportation options existing or planned near the site, such as frequent bus service, carpools, or private shuttles; and other relevant factors. This parking analysis applies to a request in the reduction or an increase in parking ratios.
- 3. The Planning Official, through a Type II procedure, may reduce the off-street parking standards of Table 17-3.5.030.A for sites with one or more of the following features:
 - a. Sites containing or adjacent to a bus stop with frequent transit service, whose frontage is improved with a bus stop waiting shelter consistent with the standards of the applicable transit provider, are allowed a 20 percent reduction to the standard number of automobile parking spaces.~~Site has a bus stop with frequent transit service located adjacent to it, and the site's frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces.~~
 - b. Space is being dedicated for a transit facility such as a park and ride, bus pull-out, or other transit facility: Allow up to a 10 percent reduction in the number of automobile parking spaces.
 - c. Site has dedicated parking spaces for carpool or vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces.
 - d. Site has dedicated parking spaces for motorcycles, scooters, or electric carts: Allow reductions to the standard dimensions for parking spaces.
 - e. Site has more than the minimum number of required bicycle parking spaces: Allow up to a 10 percent reduction to the number of automobile parking spaces.

- e. Site has off-street parking or other public parking in the vicinity of the site.
- 4. The number of required off-street parking spaces may be reduced through the provision of shared parking, pursuant to Section 17-3.5.030.D.
- 5. The Planning Official through a Type I procedure may reduce the off-street parking standards of Table 3.5.030.A by one parking space for every two on-street parking spaces located adjacent to the subject site, provided the parking spaces meet the dimensional standards of Section 17-3.5.030.E.
- 6. The Planning Official, through a Type I procedure, may allow property owners of existing nonresidential development to replace up to 10% of existing parking spaces with bus shelters and other pedestrian and transit amenities located adjacent to streets with existing or planned transit routes.

CD. Maximum Number of Off-Street Automobile Parking Spaces. The maximum number of off-street automobile parking spaces allowed per site equals the minimum number of required spaces for the use pursuant to Table 17-3.5.030, times a factor of:

- 1. 1.2 spaces for uses fronting a street with adjacent on-street parking spaces; or
- 2. 1.5 spaces, for uses fronting no street with adjacent on-street parking; or
- 3. A factor based on applicant's projected parking demand, subject to City approval.

DE. Shared parking. Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. Shared parking requests shall be subject to review and approval through a Type I Review.

EE. Parking Stall Design and Minimum Dimensions. Where a new off-street parking area is proposed, or an existing off-street parking area is proposed for expansion, the entire parking area shall be improved in conformance with this Code. At a minimum the parking spaces and drive aisles shall be paved with asphalt, concrete, or other City-approved materials, provided the Americans with Disabilities Act requirements are met, and shall conform to the minimum dimensions in Table 17-3.5.030.E and the figures below. All off-street parking areas shall contain wheel stops, perimeter curbing, bollards, or other edging as required to prevent vehicles from damaging buildings or encroaching into walkways, sidewalks, landscapes, or the public right-of-way. Parking areas shall also provide for surface water management, pursuant to Section 17-3.6.050.

Table 17-3.5.030.E - Parking Area Minimum Dimensions*

PARKING ANGLE < °	CURB LENGTH	STALL DEPTH		AISLE WIDTH		BAY WIDTH		STRIPE LENGTH
		SINGLE D1	DOUBLE D2	ONE WAY A1	TWO WAY A2	ONE WAY B1	TWO WAY B2	
90°	8'-6"	18'	36'	23'	23'	59'	59'	18'
60°	10'	20'	40'	17'	18'	57'	58'	23'

45°	12'	18'-6"	37'	13'	18'	50'	55'	26'-6"
30°	17'	16'-6"	33'	12'	18'	45'	51'	32'-8"
0°	22'	8'-6"	17'	12'	18'	29'	35'	8'-6"

*See Figure 17-3.5-18. See also, Chapter 17-3.2 Building Orientation and Design for parking location requirements for some types of development; Chapter 17-3.3 Access and Circulation for driveway standards; and Chapter 17-3.4 for requirements related to Landscaping, Screening, Fences, Walls, and Outdoor Lighting.

FG. Adjustments to Parking Area Dimensions. The dimensions in subsection 17-3.5.030.E are minimum standards. The Planning Official, through a Type II procedure, may adjust the dimensions based on evidence that a particular use will require more or less maneuvering area. For example, the Planning Official may approve an adjustment where an attendant will be present to move vehicles, as with valet parking. In such cases, a form of guarantee must be filed with the City ensuring that an attendant will always be present when the lot is in operation.

GH. Americans with Disabilities Act (ADA). Parking shall be provided consistent with ADA requirements, including, but not limited to, the minimum number of spaces for automobiles, van-accessible spaces, location of spaces relative to building entrances, accessible routes between parking areas and building entrances, identification signs, lighting, and other design and construction requirements.

HJ. Electric Charging Stations. Charging stations for electric vehicles are allowed as an accessory use to parking areas developed in conformance with this Code, provided the charging station complies with applicable building codes and any applicable state or federal requirements.

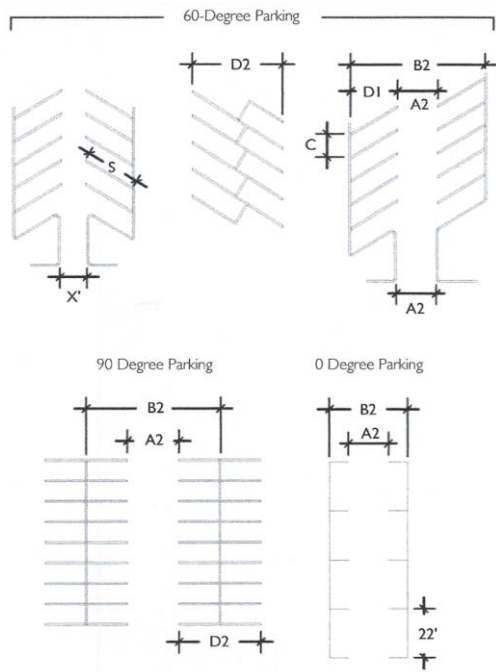


Figure 17-3.5-1

17-3.5.040 Bicycle Parking

A. Standards. Bicycle parking spaces shall be provided with new development and, where a change of use occurs, at a minimum, shall follow the standards in Table 17-3.5.040.A. Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to an automobile-parking standard, pursuant to subsection 17-3.5.030.B, the Planning Official may require bicycle parking spaces in addition to those in Table 17-3.5.040.A.

Table 17-3.5.040.A Minimum Required Bicycle Parking Spaces	
Use	Minimum Number of Spaces
Multifamily Residential (not required for parcels with fewer than 4 dwelling units)	two bike spaces per four dwelling units
Commercial	two bike spaces per primary use or one per five vehicle spaces, whichever is greater
Industrial	two bike spaces per primary use or one per 10 vehicle spaces, whichever is greater
Community Service	two bike spaces
Parks (active recreation areas only)	four bike spaces
Schools (all types)	two bike spaces per classroom
Institutional Uses and Places of Worship	two bike spaces per primary use or one per 10 vehicle spaces, whichever is greater
Transit Transfer Stations and Park and Ride lots Transit Transfer Stations/Park and Ride Facilities/Other Uses	two bike spaces per primary use or one per 10 vehicle spaces, whichever is greater Five bike spaces per acre
<u>Other Uses</u>	<u>Two bike spaces per primary use or one per 10 vehicle spaces, whichever is greater</u>

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B. Design. Bicycle parking shall consist of staple-design steel racks or other City-approved racks, lockers, or storage lids providing a safe and secure means of storing a bicycle, consistent with the Public Works Design Standards.

C. Exemptions. This section does not apply to single-family and duplex housing, home occupations, and agricultural uses.

D. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians or vehicles, and shall be located so as to not conflict with the vision clearance standards of Section 17-3.3.030.G.

17-3.5 – Parking and Loading | Bicycle Parking

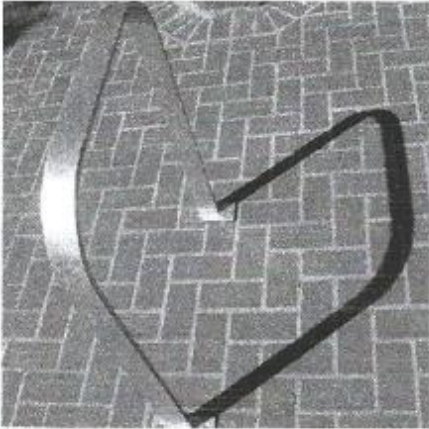


Figure 17-3.5-19

17-3.6.020 Transportation Standards

A. General Requirements.

1. Except as provided by subsection 5, below, existing substandard streets and planned streets within or abutting a proposed development shall be improved in accordance with the standards of Chapter 17-3.6 as a condition of development approval.
2. All street improvements, including the extension or widening of existing streets and public access ways, shall conform to Section 17-3.6.020, and shall be constructed consistent with the City of Molalla Public Works Design Standards.
3. All new streets shall be contained within a public right-of-way. Public access ways (e.g., pedestrian ways) may be contained within a right-of-way or a public access easement, subject to review and approval of the City Engineer.
4. The purpose of this subsection is coordinate the review of land use applications with roadway authorities and to implement Section 660-012-0045(2)(e) of the state Transportation Planning Rule, which requires the City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. The following provisions also establish when a proposal must be reviewed for potential traffic impacts; when a Transportation Analysis Letter (TAL) or Traffic Impact Analysis (TIA) must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a Traffic Impact Analysis/TAL/TIA; and who is qualified to prepare the analysis.

a. Determining the required level of Transportation Analysis and Documentation.

A Transportation Impact Analysis (TIA) is required for developments that are expected to have an impact on the transportation system. The analysis shall be based upon the latest edition of the ITE Trip Generation Manual or an agreed-upon alternative methodology where credible data is available to support the alternative methodology. When specific criteria generally associated with small developments are met, a Transportation Analysis Letter (TAL) may be substituted for the required TIA. At the discretion of the City Engineer, a TAL may satisfy the City's transportation analysis requirements, in lieu of a TIA, when a development meets all the following criteria:

1. The development generates fewer than 25 peak hour trips during either the AM or PM peak hour. (Two examples of common developments generating fewer trips than these threshold levels are: a subdivision containing 25 or fewer single-family residences or a general office building less than 15,000 square feet.)
2. The development is not expected to impact intersections that currently fail to meet the City's level of service standards or intersections that are operating near the limits of the acceptable level of service thresholds during a peak operating hour.
3. The development is not expected to significantly impact adjacent roadways and intersections that are high accident locations, areas that contain an identified safety concern, or high concentration of pedestrians or bicyclists such as school zones.
4. The development generates an increase in use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by less than 10 vehicles per day.

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b. Transportation Analysis Letter Contents. If the City determines based on information provided by the applicant and in accordance with the criteria specified in Section 3.1 that a TAL is the appropriate document to submit, the following requirements shall apply.

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1. The TAL shall be prepared by or prepared under the direct supervision of a Registered Professional Engineer who shall sign and stamp the TAL.

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2. The TAL shall include the following:

i. The expected trip generation of the proposed development including the AM peak hour, the PM peak hour, daily traffic, and other germane periods as may be appropriate, together with appropriate documentation and references.

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ii. Site plan showing the location of all access driveways or private streets where they intersect with public streets plus driveways of abutting properties and driveways on the opposite side of the street from the proposed development.

iii. Documentation that all site access driveways meet City of Molalla Private Access Driveway Width Standards.

iv. Documentation that all site access driveways meet City of Molalla's Minimum City Street Intersection Spacing Standards.

v. Documentation that all new site accesses and/or public street intersections meet AASHTO intersection sight distance guidelines.

vi. Documentation that there are no inherent safety issues associated with the design and location of the site access driveways.

vii. Documentation that the applicant has reviewed the City's TSP and that proposed streets and frontage improvements do or will comply with any applicable standards regarding the functional classification, typical sections, access management, traffic calming and other attributes as appropriate.

c. Transportation Impact Analysis Contents. The following information shall be included in each TIA submitted to the City. Additional information specified by the City in the scoping summary or through the pre-application meeting or other project meetings shall also be included.

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1. Completed TIA checklist signed by the Professional Engineer responsible for the preparation of the TIA.

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2. Table of Contents – Listings of all sections, figures, and tables included in the report.

3. Executive Summary – A summary of key points, findings, conclusions, and recommendation including a mitigation plan.

4. Introduction, including:

i. Proposed land use action including site location, zoning, building size, and project scope

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- ii. Map showing the proposed site, building footprint, access driveways, and parking facilities.
- iii. Map of the study area that shows site location and surrounding roadway facilities.
- 5. Existing Conditions:
 - i. Existing site conditions and adjacent land uses.
 - ii. Roadway characteristics of important transportation facilities and modal opportunities located within the study area, including roadway functional classifications, street cross-section, posted speeds, bicycle and pedestrian facilities, on-street parking, and transit facilities.
 - iii. Existing lane configurations and traffic control devices at the study area intersections.
 - iv. Existing traffic volumes and operational analysis of the study area roadways and intersections.
 - v. Roadway and intersection crash history analysis.
 - vi. Intersection and stopping sight distance related to new and impacted driveways and intersections.
- 6. Background Conditions (without the proposed land use action):
 - i. Approved in-process developments and funded transportation improvements in the study area.
 - ii. Traffic growth assumptions.
 - iii. Addition of traffic from other planned developments.
 - iv. Background traffic volumes and operational analysis.
- 7. Full Buildout Traffic Conditions (with the proposed land use action):
 - i. Description of the proposed development plans.
 - ii. Trip generation characteristics of proposed project (including trip reduction documentation).
 - iii. Trip distribution assumptions.
 - iv. Full buildout traffic volumes and intersection operational analysis.
 - v. Site circulation and parking. vi. Intersection and site-access driveway queuing analysis.
 - vii. Recommended roadway and intersection mitigation measures (if necessary).
- 8. Conclusions and recommendations
- 9. Appendix- With dividers or tabs
 - i. Traffic count summary sheets.

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ii. Crash analysis summary sheets.

iii. Existing, Background, and Full Buildout traffic operational analysis worksheets with detail to review capacity calculations.

iv. Signal, left-turn, and right-turn lane warrant evaluation calculations.

v. Signal timing sheets depicting the timing and phasing used in analysis.

vi. Other analysis summary sheets such as queuing.

10. To present the information required to analyze the transportation impacts of development, the following figures shall be included in the TIS:

i. Vicinity Map

ii. Existing Lane Configurations and Traffic Control Devices

iii. Existing Traffic Volumes and Levels of Service for each required time period

iv. Future Year Background Traffic Volumes and Levels of Service for each required time period

v. Proposed Site Plan, including access points for abutting parcels and for those across the street from the proposed development

vi. Future Year Assumed Lane Configurations and Traffic Control Devices

vii. Estimated Trip Distribution/Assignment Pattern

viii. Trip reductions (pass-by trips at site access (es))

ix. Site-Generated Traffic Volumes for each required time period

x. Full Buildout Traffic Volumes and Levels of Service for each required time period. ~~When a Traffic Impact Analysis is Required. The City or other road authority with jurisdiction may require a Traffic Impact Analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:~~

~~(1) A change in zoning or a plan amendment designation;~~

~~(2) Operational or safety concerns documented in writing by a road authority;~~

~~(3) An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;~~

~~(4) An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;~~

~~(5) An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;~~

~~(6) Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;~~

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~~(7) A change in internal traffic patterns that may cause safety concerns; or~~

~~(8) A TIA required by ODOT pursuant to OAR 734.051.~~

~~b. Traffic Impact Analysis Preparation. A professional engineer registered by the State of Oregon, in accordance with the requirements of the road authority, shall prepare the Traffic Impact Analysis.~~

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5. The City Engineer may waive or allow deferral of standard street improvements, including sidewalk, roadway, bicycle lane, undergrounding of utilities, and landscaping, as applicable, where one or more of the following conditions in (a) through (d) is met. Where the City Engineer agrees to defer a street improvement, it shall do so only where the property owner agrees not to remonstrate against the formation of a local improvement district in the future.
 - a. The standard improvement conflicts with an adopted capital improvement plan.
 - b. The standard improvement would create a safety hazard.
 - c. It is unlikely due to the developed condition of adjacent property that the subject improvement would be extended in the foreseeable future, and the improvement under consideration does not by itself significantly improve transportation operations or safety.
 - d. The improvement under consideration is part of an approved partition and the proposed partition does not create any new street.

B. Street Location, Alignment, Extension, and Grades.

1. All new streets, to the extent practicable, shall connect to the existing street network and allow for the continuation of an interconnected street network, consistent with adopted public facility plans and pursuant to subsection 17-3.6.020.D Transportation Connectivity and Future Street Plans.
2. Specific street locations and alignments shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets.
3. Grades of streets shall conform as closely as practicable to the original (pre-development) topography to minimize grading.
4. New streets and street extensions exceeding a grade of 10 percent over a distance more than 200 feet, to the extent practicable, shall be avoided. Where such grades are unavoidable, the City Engineer may approve an exception to the 200-foot standard and require mitigation, such as a secondary access for the subdivision, installation of fire protection sprinkler systems in dwellings, or other mitigation to protect public health and safety.
5. Where the locations of planned streets are shown on a local street network plan, the development shall implement the street(s) shown on the plan.
6. Where required local street connections are not shown on an adopted City street plan, or the adopted street plan does not designate future streets with sufficient specificity, the development shall provide for the reasonable continuation and connection of existing streets to adjacent developable properties, conforming to the standards of this Code.

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7. Existing street-ends that abut a proposed development site shall be extended with the development, unless prevented by environmental or topographical constraints, existing development patterns, or compliance with other standards in this Code. In such situations, the applicant must provide evidence that the environmental or topographic constraint precludes reasonable street connection.
 8. Proposed streets and any street extensions required pursuant to this section shall be located, designed, and constructed to allow continuity in street alignments and to facilitate future development of vacant or redevelopable lands.

C. Rights-of-Way and Street Section Widths.

1. Street rights-of-way and section widths shall comply with the current version of the Public Works Design Standards and Transportation System Plan. The standards are intended: to provide for streets of suitable location, width, and design to accommodate expected vehicle, pedestrian, and bicycle traffic; to afford satisfactory access to law enforcement, fire protection, sanitation, and road maintenance equipment; and to provide a convenient and accessible network of streets, avoiding undue hardships to adjoining properties.
2. All streets shall be improved in accordance with the construction standards and specifications of the applicable roadway authority, including requirements for pavement, curbs, drainage, striping, and traffic control devices. Where a planter strip is provided it shall consist of a minimum ~~five-five-foot-widefoot~~ wide strip between the sidewalk and the curb or roadway. Where a swale is provided, it shall either be placed between the roadway and sidewalk or behind the sidewalk on private property, subject to City Engineer approval and recording of required public drainage way and drainage way maintenance easements. Streets with parking on one side only should be avoided. When used, they must be posted NO PARKING.
3. Where a range of street width or improvement options is indicated, the City Engineer shall determine requirements based on the advice of a qualified professional and all of the following factors:
 - a. Street classification and requirements of the roadway authority, if different than the City's street classifications and requirements;
 - b. Existing and projected street operations relative to applicable standards;
 - c. Safety of motorists, pedestrians, bicyclists, and South Clackamas Transit District (SCTD) users, including consideration of accident history;
 - d. Convenience and comfort for pedestrians, bicyclists, and SCTD users;
 - e. Provision of on-street parking;
 - f. Placement of utilities;
 - g. Street lighting;
 - h. Slope stability, erosion control, and minimizing cuts and fills;
 - i. Surface water management and storm drainage requirements;

- j. Emergency vehicles or apparatus and emergency access, including evacuation needs;
- k. Transitions between varying street widths (i.e., existing streets and new streets); and
- l. Other factors related to public health, safety, and welfare.

D. Transportation Connectivity and Future Street Plans. The following standards apply to the creation of new streets:

1. **Intersections.** Streets shall be located and designed to intersect as nearly as possible to a right angle. Street intersections shall meet the current requirements of the Public Works Design Standards and Transportation System Plan.
2. **Access Ways.** The Planning Commission, in approving a land use application with conditions shall require a developer to provide an access way where the creation of a cul-de-sac or dead-end street is unavoidable and the access way connects or may in the future connect, the end of the street to another street, a park, or a public access way, except where the City Engineer and City Planner determine the access way is not feasible. Where an access way is required, it shall be not less than 10 feet wide and shall contain a minimum ~~eight-eight-foot~~-wide concrete surface or other all-weather surface approved by the City Engineer. Access ways shall be contained within a public right-of-way or public access easement, as required by the City.
3. **Connectivity to Abutting Lands.** The street system of a proposed subdivision shall be designed to connect to existing, proposed, and planned streets adjacent to the subdivision. Wherever a proposed development abuts unplatted land or a future development phase of an existing development, street stubs shall be provided to allow access to future abutting subdivisions and to logically extend the street system into the surrounding area. Street ends shall be designed to facilitate future extension in terms of grading, width, and temporary barricades.
4. **Street Connectivity and Formation of Blocks.** In order to promote efficient vehicular and pedestrian circulation throughout the city, subdivisions and site developments shall be served by an interconnected street network, pursuant to the current version of the Public Works Design Standards and Transportation System Plan. Where a street connection cannot be made due to physical site constraints, approach spacing requirements, access management requirements, or similar restrictions; ~~where practicable,~~ a pedestrian access way connection shall be provided pursuant to Chapter 17-3.3. Streets and accessways need not be required where one or more of the following conditions exist:
 - (i) Physical or topographic conditions make a street or accessway connection impracticable. Such conditions include but are not limited to freeways, railroads, steep slopes, wetlands or other bodies of water where a connection could not reasonably be provided;
 - (ii) Buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or
 - (iii) Where streets or accessways would violate provisions of leases, easements, covenants, restrictions or other agreements existing as of May 1, 1995, which preclude a required street or accessway connection.
5. **Cul-de-sac Streets.** A cul-de-sac street shall only be used where the City Engineer determines that

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environmental or topographical constraints, existing development patterns, or compliance with other applicable City requirements preclude a street extension. Where the City determines that a cul-de-sac is allowed, cul-de-sac length, turn-around type, and pedestrian access to adjoining properties shall meet the requirements of the current version of the Public Works Design Standards and Transportation System Plan and Section 17-3.6.020D.2, above.

6. Future Street Plan. Where a subdivision is proposed adjacent to other developable land, a future street plan shall be filed by the applicant in conjunction with an application for a subdivision in order to facilitate orderly development of the street system. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other divisible parcels within 600 feet surrounding and adjacent to the proposed subdivision. The street plan is binding when part of a multi-phased master planned development. The plan must demonstrate, pursuant to City standards, that the proposed development does not preclude future street connections to adjacent development land.

7. Private Streets and Gated Drives. Private streets and gated drives serving more than two dwellings (i.e., where a gate limits access to a development from a public street), are prohibited.

E. Engineering Design Standards. Street design shall conform to the standards of the applicable roadway authority; for City streets that is the current version of the Public Works Design Standards and Transportation System Plan. Where a conflict occurs between this Code and the Public Works Design Standards, the provisions of the Design Standards shall govern.

F. Fire Code Standards. Where Fire Code standards conflict with City standards, the City shall consult with the Fire Marshal in determining appropriate requirements. The City shall have the final determination regarding applicable standards.

G. Substandard Existing Right-of-Way. Where an existing right-of-way adjacent to a proposed development is less than the standard width, the City Engineer may require the dedication of additional rights-of-way at the time of Subdivision, Partition, or Site Plan Review, pursuant to the standards in the Public Works Design Standards and Transportation System Plan.

H. Traffic Calming. The City may require the installation of traffic calming features such as traffic circles, curb extensions, reduced street width (parking on one side), medians with pedestrian crossing refuges, speed tables, speed humps, or special paving to slow traffic in neighborhoods or commercial areas with high pedestrian traffic.

I. Sidewalks, Planter Strips, and Bicycle Lanes. Except where the City Engineer grants a deferral of public improvements, pursuant to Chapter 17-4.2 or Chapter 17-4.3, sidewalks, planter strips, and bicycle lanes shall be installed concurrent with development or widening of new streets, pursuant to the requirements of this chapter. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.

J. Streets Adjacent to Railroad Right-of-Way. When a transportation improvement is proposed within 300 feet of a railroad crossing, or a modification is proposed to an existing railroad crossing, the Oregon Department of Transportation and the rail service provider shall be notified and given an opportunity to

comment, in conformance with the provisions of Article 17-4. Private crossing improvements are subject to review and licensing by the rail service provider.

- K. Street Names.** No new street name shall be used which will duplicate or be confused with the names of existing streets in the City of Molalla or vicinity. Street names shall be submitted to the City for review and approval in consultation with Clackamas County and emergency services.
- L. Survey Monuments.** Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments have been reestablished and protected.
- M. Street Signs.** The city, county, or state with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.
- N. Streetlight Standards.** Streetlights shall be relocated or new lights installed, as applicable, with street improvement projects. Streetlights shall conform to City standards, be directed downward, and full cutoff and full shielding to preserve views of the night sky and to minimize excessive light spillover onto adjacent properties.
- O. Mail Boxes.** Mailboxes shall conform to the requirements of the United States Postal Service and the State of Oregon Structural Specialty Code.
- P. Street Cross-Sections.** The final lift of pavement shall be placed on all new constructed public roadways prior to final City acceptance of the roadway.



ORDINANCE NUMBER 2019-01

**AN ORDINANCE OF THE CITY OF MOLALLA, OREGON
REPLACING DEVELOPMENT CODE SECTIONS 17-3.5.030, 17-3.5.040,
17-3.6.020 OF THE MOLALLA MUNICIPAL CODE.**

WHEREAS, the City Council held a hearing for and adopted the 2018 Transportation System Plan, a supporting document to the Comprehensive Plan on September 26, 2018; and

WHEREAS, Technical Memorandum #7: Regulatory Solutions recommended modifications to the Municipal Code based on changes in the updated transportation system plan document; and

WHEREAS, the City Council has determined that the changes provided in Exhibit "A" are necessary to provide uniformity between the Molalla Municipal Code, 2018 Transportation System Plan, and the Comprehensive Plan.

Now, Therefore, the City of Molalla does ordain as follows:

Section 1. Sections 17-3.5.030, 17-3.5.040, and 17-3.6.020 of the Molalla Municipal Code shall be replaced with the language provided in Exhibit "A" attached hereto.

Section 2. Effective date shall be 30 calendar days after adoption.

Read the first time on **January 23, 2019** and moved to second reading by _____ vote of the City Council.

Read the second time and adopted by the City Council on **January 23, 2019**.

Signed by the Mayor on **January 23, 2019**.

Jimmy Thompson, Mayor

ATTEST:

Kelly Richardson, CMC, City Recorder

City of Molalla

City Council Meeting



Agenda Category: New Business

Subject:	Sign Code Update Discussion
Recommendation:	Discuss and provide direction to removing specific section as listed and discuss other additions or subtractions.
Date of Meeting to be Presented:	January 23, 2019
Fiscal Impact:	N/A
Submitted By:	City Recorder, Kelly Richardson
Approved By:	City Manager, Dan Huff

Background:
<p>Last year Council removed the sign code from the development code and placed it into its own section 18.02 of the Molalla Municipal Code. Staff has identified an area requiring alteration/amendment as identified below and in the attachment. Staff is requesting direction regarding the proposed alterations, identification of other needed changes to the sign code and setting a public hearing date.</p> <ul style="list-style-type: none"> • Section 18.02.040 (3) needed to be removed because it referred to type I landuse. Staff had missed the text. This is administratively reviewed and the updated text here is the reason for that change. • 18.02.040 (E) Refers to a landuse appeal process which is no longer needed therefore removed. • 18.02.040 (G) refers to chapter 20.16 which is no longer apart of the code therefore removed. • Proposed new language based on Council concerns section 18.02.090 Prohibited Signs V. Any signs advertising a business or other use which has discontinued operation within the building, on the lot or in the development shall be deemed abandoned and shall be removed within ninety days of the time the business or use is discontinued, unless a new occupancy permit is issued for a new sign. • Other alterations, additions or changes as needed as a result of discussion. • Follow Ordinance procedure.



ORDINANCE NUMBER 2019-02

**AN ORDINANCE OF THE CITY OF MOLALLA, OREGON
AMENDING TITLE 18 THE MOLALLA SIGN CODE.**

WHEREAS, the Molalla City Council had recently reinserted the Molalla Sign Code into the Municipal Code; and

WHEREAS, section 18.02.040 (3) still referred to Type I Land Use Procedures; and

WHEREAS, section 18.020.040 (E) and (G) still referred to appeal procedures for land use; and

WHEREAS, section 18.020.060 sign removal did not address sign removal after a closure of a business.

Now, Therefore, the City of Molalla does ordain as follows:

Section 1. That this Ordinance will amend sections 18.02.030 (3).

Section 2. That this Ordinance will remove 18.02.040 (E) and (G).

Section 3. The Municipal Code Chapter 18.02 is then amended as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 4. Section 18.020.090 prohibited signs will also be updated with the requirements of sign removal upon closure of a business and is amended as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 5. Effective this ordinance is effective 30 days after passage by Council and approved by the Mayor this date _____.

/ / / /

/ / / /

Read the first time on _____ and moved to second reading by _____ vote of the City Council.

Read the second time and adopted by the City Council on _____.

Signed by the Mayor on _____.

Jimmy Thompson, Mayor

ATTEST:

APPROVED AS TO FORM:
Beery Elsner & Hammond, LLP

Kelly Richardson, CMC, City Recorder

City Attorney

Chapter 18.02

SIGNS

Sections:

- 18.02.010 Purpose.**
- 18.02.020 Rules for reading and applying sign code language.**
- 18.02.030 Area of signs.**
- 18.02.040 Permit requirements.**
- 18.02.050 Construction and maintenance.**
- 18.02.060 Sign removal.**
- 18.02.070 Nonconforming signs.**
- 18.02.080 Exempt signs.**
- 18.02.090 Prohibited signs.**
- 18.02.100 Design standards.**
- 18.02.110 Permanent signs exempt from permit and fee.**
- 18.02.120 Regulation of temporary signs.**
- 18.02.130 Temporary signs requiring a permit.**
- 18.02.140 Signs requiring a permit.**
- 18.02.150 Automobile service station sign standards.**
- 18.02.160 Signage on cars.**
- 18.02.170 Garage/household sales.**
- 18.02.180 Nameplates.**
- 18.02.190 Open house signs/for sale signs.**

18.02.010 Purpose.

- A. The purpose of the sign regulations is to:
 - 1. Protect the health, safety, property and welfare of the public;
 - 2. Provide a neat, clean, orderly and attractive appearance in the community;
 - 3. Provide for safe construction, location, erection and maintenance of signs;
 - 4. Encourage signs to be well designed and wisely located;
 - 5. Prevent sign clutter, minimize adverse visual safety factors to travelers in the public right-of-way;
 - 6. Provide a simple and efficient regulatory process; and
 - 7. Achieve these purposes consistent with state and federal constitutional limits on the regulation of speech.
- B. To achieve this purpose, it is necessary to regulate the design, quality of materials, construction, location, electrification, illumination, and maintenance of signs that are visible to the public.
- C. Nothing in these regulations is intended to control the construction or location of directional or informational signs installed by the City, county or state for the purpose of controlling traffic, indicating street names, providing legal or public notice, or other public purposes. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.020 Rules for reading and applying sign code language.

- A. **Reading and Applying the Code.** Literal readings of the code language will be used. Regulations are no more or less strict than as stated. Application of the regulations that are consistent with the rules of this sign code are non-discretionary actions of the Planning Director to implement the code.
- B. **Situations Where the Code is Silent.** Proposals for signs where the code is silent, or where the rules of this chapter do not provide a basis for concluding that the sign is allowed, are prohibited. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.030 Area of signs.

Sign area includes the area within a perimeter enclosing the limits of lettering, writing, representation, emblem, figure, essential sign structure, foundations or supports. For a multiple-face (more than 2-sided) sign, the sign area shall be the total of all faces. If the sign consists of more than 1 section or module, all areas will be totaled. For a double-faced sign in a single cabinet, the allowed area shall be the dimension of the cabinet, not the total of the area of the message. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.040 Permit requirements.

- A. **Permit Required.** All signs erected after the effective date of this chapter, other than signs exempt from permit requirements of this chapter shall require a sign permit.

B. Permit Application.

- 1. Application for a sign permit shall be made on forms provided by the Planning Director.
- 2. An application shall include all plans and information necessary to establish that the proposed sign complies with the applicable requirements of this chapter and applicable building, structural and life safety codes.
- 3. ~~Sign permits shall be reviewed pursuant to a Type I Land Use Procedure. Sign permit applications shall be submitted on a form provided by the City. The sign permit application fee shall be set from time to time by resolution of the City Council. Such application and required fee shall be filed in the office of the City Recorder. Applications shall be reviewed administratively by the City within five business days set forth in Section 18.02.040, and such issuance or denial shall constitute the City's final decision on the application. A denial shall be in writing and explain the reason for such denial.~~
- 4. An approved sign review does not replace, supersede, or waive structural or electrical standards and permits required. These other permits must also be obtained prior to work on the installation of the sign.
- 5. Signs requested to be placed in any public right-of-way must first obtain permission from the jurisdiction having control of said right-of-way.
- 6. A sign review permit issued under this chapter is void if substantial physical action is not taken in accordance with the conditions of the permit and the applicable provisions of this chapter, and the finding that the applicant did not misrepresent or falsify any information supplied in the application.
- 7. Site plan and/or building elevation plans drawn to scale and dimension showing:
 - a. Existing structures;
 - b. Driveways;

- c. Street and right-of-way;
 - d. Existing signs;
 - e. Proposed sign;
 - f. Vision clearance;
 - g. All incidental signs.
8. A proposed sign plan drawn to scale and dimension showing:
- a. Height;
 - b. Width;
 - c. Square footage;
 - d. Thickness;
 - e. Size and style of letters;
 - f. Color;
 - g. Type of illumination;
 - h. Materials.
- C. **Fees.** A fee as established by resolution of the City Council shall be paid upon the filing of an application. Such fees shall not be refundable.
- D. **Permit Conditions.** The Planning Department shall attach conditions in conjunction with the approval of a sign permit in order to ensure the intent of this Code is met. The Planning Department may also require guarantees and evidence to ensure that such conditions will be complied with.
- E. ~~**Permit Appeal.** A decision may be appealed to the Planning Commission. A written appeal must be filed with the Planning Department within 10 days of the notice of the decision. The appeal shall be conducted pursuant to a Type I Land Use appeals process.~~
- F. **Permit Suspension or Revocation.** The Planning Director or duly authorized representative may, in writing, suspend or revoke a permit issued under provisions of this chapter whenever the permit is issued on the basis of incorrect information supplied, or in violation of applicable ordinance or regulation or any of the provisions of this chapter.
- G. ~~Adjustments to portions of the sign code may be allowed pursuant to compliance with Chapter 20.16.~~ (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.050 Construction and maintenance.

- A. Signs shall be constructed, erected and maintained to meet the requirements of the Oregon Structural Specialty Code, National Electric Code and Oregon Mechanical Code. In addition, all illuminated signs shall be subject to the provisions of the Underwriters’ Standards, as defined in Underwriters’ Laboratories, “Standards for Safety, Electric Signs.” For purposes of this section, “illuminated sign” means any sign which has characters, letters, figures, designs or outlines illuminated by electric lights or luminous tubes as part of the sign property.
- B. All signs and component parts shall be kept in good repair and maintained in a safe, neat, clean and attractive condition.
- C. All signs shall be located entirely within the boundaries of the subject property unless specifically authorized by this Code.

- D. No sign shall be erected or maintained in such a manner that any portion will interfere in any way with the free use of, or any access to, any fire escape, or be erected or maintained so as to obstruct any window of light or ventilation required by any applicable law or building code.
- E. It is unlawful to erect or maintain a sign which, by reason of its size or location, pose immediate danger to the health, safety and welfare of the citizens of the City, either pedestrian or motorists, at public and/or private roadways, intersections, and driveways.
- F. All signs shall be able to withstand a wind pressure at a minimum of 20 pounds per square foot of exposed surface.
- G. All signs shall be constructed securely and shall not constitute a fire hazard.
- H. When wood is used which comes into contact with the ground, the wood must be pressure treated. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.060 Sign removal.

The Planning Department may order removal of any sign erected, replaced, reconstructed or maintained in violation of these regulations.

- A. The Planning Department shall deliver written notice by certified mail (return receipt requested) to the owner of the sign, or, if the owner of the sign cannot be located, to the owner of the lot(s) as shown on the tax rolls of Clackamas County, on which such sign is located, directing that the sign shall be removed or brought into compliance with these standards.
- B. If the owner of such sign or the owner of the lot(s) on which the sign is located fails to remove the sign or remedy the violation within 30 days after receipt of written notice from the City, the Planning Director shall cause such sign to be removed at the expense of the property owner. Such costs shall be entered by the City Recorder on the docket of City liens against the property owner and shall be collectible in the same manner as liens for public improvements.
- C. If the condition of the sign presents an immediate threat to the safety of the public, the Planning Director may cause removal of the sign immediately, without prior notice, and the expenses for such removal shall be paid by the owner of the sign or the permit applicant. If such persons cannot be found, the expense shall be paid by the owner of the building, structure or property. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.070 Nonconforming signs.

- A. A nonconforming sign lawfully existed prior to the adoption of applicable zoning requirements with which it does not comply. Except, however, signs shall be considered to be nonconforming where the sign, by reason of its size, location, construction, or lack of maintenance creates a public hazard or nuisance. In the case of such public hazard or nuisance, the City may begin immediate abatement procedures, as provided in this chapter and other City ordinances.
- B. Relocation, replacement, structural alteration or expansion of a nonconforming sign is subject to the same limitations, application procedures and requirements set forth in this chapter for other nonconforming structures. Except, approval of a nonconforming structure application is not required for the following:
 - 1. Normal repair and maintenance, where the cost to repair the sign does not exceed 50% of the replacement cost of the sign using new materials, as determined by the Building Official.

2. Change of sign copy.
 3. Structural alteration when the alteration is necessary for structural safety, as determined by the Building Official.
 4. A nonconforming sign may be reconstructed if it is required to be temporarily removed to accommodate construction or repair of public utilities or public works and the sign reconstruction is completed within 90 days after the completion of the public utilities or public works construction activity.
- C. Signs installed in violation of any prior sign code or applicable laws or regulations, and which are in violation of this chapter, shall be removed, replaced or altered in order to conform to the requirements of this chapter.
 - D. Signs recognized as historical element of a historical landmark are exempt from this chapter.
 - E. All nonconforming signs shall be altered to conform to the requirements of this chapter by January 1, 2025.
 - F. A sign for which a variance is granted under the provisions of this chapter is not considered nonconforming.
 - G. If a nonconforming sign is damaged by wind, fire, neglect or by any other cause, and such damage exceeds 60% of its replacement value, the nonconforming sign shall be removed.
 - H. An unlawful sign shall be removed or made to conform within 60 days after written notice from the Planning Department. Said 60-day period may be extended if the owner of an unlawful sign submits to the Planning Department a declaration signed under penalty of perjury, on forms provided by the Department, stating that he/she intends to terminate the business identified by said sign within 12 months of the date of the notice and agrees to remove the sign upon the expiration of the 12-month period or the date he/she terminates his/her business, whichever occurs first. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.080 Exempt signs.

All signs which are placed inside a structure or building, which are not visible through windows or building openings and are not intended to be visible to the public are exempt from the provisions of the sign code. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.090 Prohibited signs.

- A. No sign, unless exempt or allowed pursuant to this chapter shall be permitted except as may be permitted pursuant to a variance procedure (Chapter 20.04).
- B. In a commercial or industrial zone no sign shall be placed inside or outside a structure so as to obscure more than 25% of any individual window surface. In a residential zone no sign shall be placed so as to obscure more than 10% of any individual window surface. Glass doors shall be considered an individual window surface.

Holiday paintings and temporary specials painted on windows shall be exempt from this percentage of limitation.
- C. No permanent sign, other than a public sign, may be placed within or over any portion of the public right-of-way, except those signs which are consistent with the provisions of this chapter.
- D. No sign shall be allowed within 2 feet of any area subject to vehicular travel.

- E. No temporary sign, except for banner signs for which a permit has been issued and those necessary for temporary traffic control shall be placed within or over any portion of the public right-of-way of a major collector or arterial street.
- F. No sign shall be located in a manner which could impede travel on any pedestrian or vehicular travel surface.
- G. No temporary signs, bench signs. Banners, pennants, wind signs, balloon signs, flags, or any other temporary sign structure shall be allowed as except specifically authorized by this chapter.
- H. Except as otherwise provided herein, no sign shall be equipped or displayed with moving, flashing or intermittent illumination except athletic scoreboards.
- I. No sign shall be or consist of any moving, rotating, or otherwise animated part.
- J. No signs on buildings shall be placed on the roof or extend above the roof line or parapet of the structure.
- K. No sign shall be attached to a tree or vegetation.
- L. No non-public sign which purports to be, is an imitation of, or resembles an official traffic sign or signal, or which attempts to direct the movement of traffic on the street, or which hides from view any official traffic sign or signal shall be permitted.
- M. No public address system or sound devices shall be used in conjunction with any sign or advertising device.
- N. No signs that are internally illuminated shall be permitted in any residential zone.
- O. No sign that obstructs free and clear vision of the traveling public at the intersection of any street or driveway shall be permitted.
- P. A sign with lighting of such intensity or brilliance as to cause glare on adjoining properties or roadways or impair the vision of a driver of a motor vehicle or otherwise to interfere with the operations thereof or allows light to be directed upward.
- Q. A sign erected or maintained on public property or within the public right-of-way without permission of the public body having jurisdiction.
- R. Any sign larger than 32 square feet (counting both sides) on an undeveloped lot or parcel of property.
- S. Signs larger than 3 square feet on fences or fencing.
- T. Signs placed on, affixed to, or painted on any motor vehicle, trailer or other mobile structure not registered, licensed and insured for use on public highways, City and/or parked with the primary purpose of providing a sign not otherwise allowed by this chapter.
- U. Video signs.
- V. Any signs advertising a business or other use which has discontinued operation within the building, on the lot or in the development shall be deemed abandoned and shall be removed within ninety days of the time the business or use is discontinued, unless a new occupancy permit is issued for a new sign.
- ~~W.~~ Signs in violation of the other chapters of the Molalla ~~Development-Municipal~~ Code. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.100 Design standards.

- A. All illuminated signs must be installed by a licensed sign contractor, subject to provisions of the State Electrical Code. All electrically illuminated signs shall bear the Underwriters’ Laboratory label or equivalent.
- B. Building and electrical permits shall be the responsibility of the applicant. Prior to obtaining permits the applicant bears the burden of providing an approved sign permit or demonstrating exemption from the permit requirements of this chapter.
- C. Signs shall be designed to be compatible with nearby signs, other elements of street and site furniture and with adjacent structures. Compatibility shall be determined by the relationship of the elements of form, proportion, scale, color, materials, surface treatment, overall sign size and the size and style of lettering.
- D. Content on signs visible from streets shall be designed to minimize distractions to motorists. Signs may be reviewed for clarity and readability.
- E. **Setbacks.** Signs are required to meet the setback requirements of the applicable zoning district, except however the street yard setback for signs may be reduced to 50% of that required for other structures in the zone. Signs shall not obstruct a vision clearance area.
- F. **Size of Sign.** The maximum size of all signs per building shall not exceed the totals listed in the table below:

Street Frontage (ft)	Maximum Display Surface Area (sq ft)	Maximum Area of Any One Sign Face (sq ft)	Maximum Height Freestanding Signs (ft)
1 – 50	50	25	30
50 – 200	100	50	30
201+	300	150	30

On a building containing multiple tenants signage requirements shall meet the maximum below as an entire building not as individual business.

G. Illumination.

- 1. External illumination is allowed. The external illumination may be either “direct” or “indirect,” provided that the source of light (e.g., bulb) is shielded such that it is not directly seen by the public. External light sources shall be carefully located, directed and shielded in order to avoid direct illumination of any off-site object or property.
- 2. Internal illumination is allowed.
- 3. Sign illumination shall not result in glare onto neighboring properties or onto public right-of-way, such that due to level of brightness, lack of shielding, or high contrast with surrounding light levels, the sign illumination results in “light intrusion” onto adjacent properties.
 - a. Direct lighting means exposed lighting or neon tubes on the sign face.
 - b. Indirect lighting means the light source is separate from the sign face or cabinet and is directed so as to shine on the sign.
 - c. Internal lighting means the light source is concealed within the sign.

4. Signs shall not flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights.
5. Exposed incandescent bulbs may be used on the exterior surface of a sign if each of such bulbs do not exceed 25 watts or unless each of such bulbs is screened by a diffusing lens, sun screen or similar shading device.

H. Monument Signs.

1. Monument signs shall have a distinct base, middle, and top. These elements of the sign shall vary from one another in terms of their thickness, materials, or color.
2. Monument signs shall incorporate the following materials, unless otherwise approved pursuant to subsection (H)(4) of this section.
 - a. The base and top shall be constructed of stone, brick, or wood;
 - b. The middle shall be constructed of stone, brick, wood, metal with a matte/non-reflective finish, vinyl, or other materials as noted in subsection c.
 - c. Other materials may be used for bulletin board or electronic message board components in the middle portion of a monument sign, as needed to allow the bulletin board or electronic message board to function.
3. Monument signs shall provide street addresses when street addresses are not visible from the street.
4. A monument sign which does not meet 1 or more of the standards detailed above in subsections (H)(1) through (3), may be approved by the Planning Director pursuant to the Type II Land Use Procedure. A discretionary monument sign application may be approved if the applicant demonstrates compliance with all of the following criteria:
 - a. The overall design of the sign exhibits a sense of structure; and
 - b. Materials, similar to stone, brick, or wood are used; and
 - c. The proposed sign is in conformance with all other applicable City ordinances concerning its location, construction, and design.

I. Blade/Overhang Signs.

1. Blade/overhang sign shall not extend more than 8 feet from the building face.
2. The outer edge of a blade/overhang sign shall be set back a minimum of 2 feet from the curb.
3. A minimum 9-foot clearance shall be provided between grade and the bottom of a blade/overhang sign.

J. Wall Signs.

1. A wall sign shall not project more than 18 inches from the wall to which it is attached (or 12 inches from a wall directly abutting an alley). An encroachment permit is required prior to encroachment into any public right-of-way.
2. The surface area of a wall sign shall not be more than 2 square feet per lineal foot of the wall on which it is erected.

For shopping centers, the footage will be counted on the entire surface of the wall on which the sign is being erected and include all signs erected on that wall in the total footage.

K. Reader Boards and Electronic Message Boards.

1. The rate of change for sign copy on a bulletin or electronic message board from 1 message to another message shall be no more frequent than every 8 seconds. Once changed, content shall remain static until the next change.
2. Displays may travel horizontally or scroll vertically onto electronic message boards but must hold a static position after completing the travel or scroll.
3. Sign content shall not appear to flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights. Content shall not appear to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist, or otherwise portray graphics or animation as it moves onto, is displayed on or leaves the electronic message board.
4. No electronic message board may be illuminated to a degree of brightness that is greater than necessary for adequate visibility.
5. Electronic reader boards may be placed in commercial, industrial and public zones only.
6. No electronic message board may be located closer than 500 feet from another electronic message board.
7. These signs are only allowed as part of a blade/overhang sign, marquee sign, monument sign, pole sign, or wall sign.

L. A-Frame Signs.

1. **Dimensions.** The A-frame sign area shall not exceed 3 feet high by 2 feet wide. The top of the sign shall be no more than 42 inches from the ground (including feet and hinge mechanisms).
2. **Construction.** Shall be constructed of wood, plastic, or metal with a matte/non-reflective finish.
3. **Location.** Shall not be located further than 100 feet from the primary business. Signs must not obstruct vehicle sight clearances or be placed so as to obscure permanent signs.
4. **Quantity.** No more than 1 A-frame sign per business.
5. No A-frame sign shall include any parts or attachments that extend beyond the edge of the sign dimensions.
6. No reflective materials shall be incorporated into the A-frame sign.
7. Neon colors shall not be incorporated into the A-frame sign.
8. No A-frame sign shall be placed along any designated sidewalk, or walkway in such a manner as to impede pedestrian passage.
9. A-frames shall not be placed in landscaped areas.
10. All A-frames shall comply with the requirements of this Code within 1 year of adoption of this Code.
11. **Time Period.** A-frame signs may be displayed only during public business hours and shall be promptly removed from public display when the business is closed, or at dusk, whichever comes first. For enforcement purposes, dusk is when nearby street lights turn on.
12. An A-frame sign which does not meet 1 or more of the standards detailed in this section above, may be approved by the Planning Director pursuant to a Type II Land Use Procedure. A

discretionary A-frame sign application may be approved if the applicant demonstrates compliance with all of the following criteria:

The proposed materials, colors, and dimensions of the A-frame sign do not pose a hazard concerning its location, construction, and design.

M. **Signs in Residential Zones.** In addition to the temporary and permanent signage allowed without a permit in the residential zones the following signage is allowed subject to permit and fee:

1. **Monument Signs.**

a. **Subdivision Identification Sign and Multifamily (16 or More Units) Monument Signs.** A permanent sign may be located at the principle entrance to a subdivision identifying the name of the development. Any sign permitted pursuant to this provision shall meet all the following requirements:

- i. **Size.** Maximum area on 1 sign face is 32 square feet;
- ii. Maximum height 6 feet.
- iii. **Lighting.** Indirect lighting shall be used when lighting is requested.
- iv. Types of materials to be used shall be similar to that of the surrounding area. These types include:
 - (A) Wood;
 - (B) Stone;
 - (C) Brick.
- v. No bright colors of any kind shall be allowed on these signs. All signage shall follow the base color code.
- vi. Signs shall be placed in a landscaped area.
- vii. Signs may include the name of the subdivision or apartment complex as well as a phone number and the owner of the complex.

b. **Church, School, Public/Semi-Public Facility or Privately-Owned Community Center.**

- i. **Size.** Maximum of 40 square feet per sign face.
- ii. Maximum height 7 feet.
- iii. **Location/number.** One sign per parcel.

2. **Blade/Overhang Signs.**

a. **Home Occupation or Permitted Commercial Use.**

- i. **Size.** Maximum 2 square feet per sign face.
- ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
- iii. **Location/number.** One sign per building frontage.

b. All other uses not allowed.

3. **Wall Signs.**

a. **Church, School, Public/Semi-Public Facility.**

- i. **Size.** Maximum 9% of building elevation area, with a maximum sign face of 60 square feet on a primary frontage or 30 square feet on a secondary frontage.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** One sign per building frontage.
 - b. Home occupation or permitted commercial use other than those listed above in subsection (M)(3)(a):
 - i. **Size.** Maximum 2 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** Maximum 1 sign; no specific location requirement.
 - c. All other uses not allowed.
- 4. **Reader Boards and Electronic Message Boards.**
 - a. **Reader Boards for Church, School, Public/Semi-Public Facility.**
 - i. **Size.** Bulletin board may encompass up to 75% of sign face area.
 - ii. Maximum height determined by height of sign.
 - iii. **Location/number.** Only allowed as a permitted sign.
 - b. **Electronic Message Board for Church, School, Public/Semi-Public Facility.**
 - i. **Size.** Electronic message board may be no larger than 8 foot horizontal by 3 foot vertical from the ground.
 - ii. Maximum height determined by height of sign.
 - iii. **Location/number.** Only allowed as part of permitted sign.
 - c. Bulletin board and electronic message board all other areas—Not allowed.
- 5. **Pole Signs.**
 - a. **Church, School, Public/Semi-Public Facility.**
 - i. **Size.** Maximum 40 square feet per sign face.
 - ii. Maximum height 8 feet.
 - iii. **Location/number.** One sign may be located adjacent each street frontage.
 - b. All other uses not allowed.
- 6. **Awning Sign or Canopy Sign.** Not permitted on any use.
- 7. **Marquee Sign.** Not permitted on any use.
- 8. **Window Sign.**
 - a. **Size.** Maximum 15% of total window area.
 - b. Maximum height determined by height of window.
 - c. **Location/number.** Only allowed in ground floor or 2nd floor windows.

N. **Signs in the Central Business District.** In addition to the temporary and permanent signage allowed without permit in the following Central Business District zones the following signage is allowed subject to permit and fee:

1. **Monument Signs.**

a. **Church, School, or Public Facility.**

- i. **Size.** Maximum 40 square feet per sign face up to 2 sign faces.
- ii. Maximum height 9 feet.
- iii. **Location/number.** One sign may be located adjacent on each street frontage.

b. **Minor Business Complex.**

- i. **Size.** Maximum 50 square feet per sign face up to 2 sign faces.
- ii. Maximum height 12 feet.
- iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.

c. **Major Business Complex.**

- i. **Size.** Maximum 65 square feet per sign face up to 2 sign faces.
- ii. Maximum height 12 feet.
- iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.

d. **All Other Uses.**

- i. **Size.** Maximum 40 square feet per sign face up to 2 sign faces.
- ii. Maximum height 9 feet.
- iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.

2. **Blade/Overhang Sign.**

a. All Other Uses.

- i. **Size.** Each sign shall have a maximum sign face area of 20 square feet. The total combined area of wall and blade/overhang signs on a primary frontage shall not exceed 12% of the building elevation area.
- ii. **Maximum Height** The height of the sign shall not project above the roofline or top of the parapet wall, whichever is higher.
- iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.

3. **Wall Signs.**

a. **Church, School, Public/Semi-Public Facility.**

- i. **Size.** Maximum 9% of building elevation area, with a maximum sign face of 60 square feet on a primary frontage or 30 square feet on a secondary frontage.
- ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.

- iii. **Location/number.** One sign per building frontage.
 - b. **Home Occupation.**
 - i. **Size.** Maximum 2 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** Maximum 1 sign; no specific location requirement.
 - c. **Commercial Uses.**
 - i. **Size.** Maximum sign area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.
 - (A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
 - (B) The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 60 square feet.
 - (C) If the building elevation area of a primary or secondary building frontage exceeds 5,000 square feet, the total sign face area allowed on that frontage is 130 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
 - d. All other uses not allowed.
4. **Reader Boards and Electronic Message Board Signs.**
- a. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
 - b. Maximum height determined by height of sign.
 - c. **Location/number.** Only allowed as a permitted sign.
5. **Bulletin Board—All Other Uses.**
- a. **Size.** May encompass up to 50% of sign face area.
 - b. Maximum height determined by height of sign.
 - c. **Location/number.** Only allowed as of a permitted sign.
6. **Pole Signs.**
- a. **Church, School, Public/Semi-Public Facility.**
 - i. **Size.** Maximum 40 square feet per sign face (up to 2 faces).
 - ii. Maximum height 12 feet.
 - iii. **Location/number.** One sign may be located adjacent to each street frontage.
 - b. **Minor Business Complex.**

- i. **Size.** Maximum 50 square feet per sign face (up to 2 faces).
 - ii. Maximum height 18 feet.
 - iii. **Location/number.** One sign may be located adjacent to each street frontage.
 - c. **Major Business Complex.**
 - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 60 square feet.
 - (A) The total combined area of the marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
 - (B) The total combined area of wall and blade/overhang signs on a primary frontage shall not exceed 12% of the building elevation area.
 - (C) The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 30 square feet.
 - ii. **Maximum Height.** Shall not project above the roof line or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at the location.
7. **Awning Sign or Canopy Sign.**
- a. **Use on Site—All Uses.**
 - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 60 square feet.
 - (A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
 - (B) The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 30 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or parapet wall whichever is higher..
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not extend more than 8 inches from the building face. Outer edge of sign shall be set back a minimum of 2 feet from the curb. A minimum 8½ foot clearance shall be provided between grade and bottom of the sign.
8. **Marquee Sign.**
- a. **Use on Site—All Uses.**

- i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.

The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of the building elevation area allowed.
- ii. **Maximum Height.** Shall not project more than 8 feet above the roofline or parapet wall, whichever is higher the blade/overhang portion of the sign may extend above the roof line or parapet wall.
- iii. **Location/number.** One sign per primary building frontage for each business license on file with the City at that location. Outer edge of sign shall be setback a minimum of 2 feet from a curb.

9. **Window Sign.**

a. **Use on Site—All Other Uses.**

- i. **Size.** See Section 18.02.090(B).
- ii. Maximum height determined by height of window.
- iii. **Location/number.** Only allowed in ground floor or 2nd floor windows.

O. **Signs in the Commercial District.** In addition to the temporary and permanent signage allowed without permit in the following commercial zones the following signage is allowed subject to permit and fee:

1. **Monument Signs.**

a. **Church, School, or Public Facility.**

- i. **Size.** Maximum 48 square feet per sign face up to 2 sign faces.
- ii. Maximum height 9 feet.
- iii. **Location/number.** One sign may be located adjacent on each street frontage.

b. **Minor Business Complex.**

- i. **Size.** Maximum 100 square feet per sign face up to 2 sign faces.
- ii. Maximum height 12 feet.
- iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.

c. **Major Business Complex.**

- i. **Size.** Maximum 150 square feet per sign face up to 2 sign faces.
- ii. Maximum height 12 feet.
- iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.

d. **All Other Uses.**

- i. **Size.** Maximum 48 square feet per sign face up to 2 sign faces.
- ii. Maximum height 12 feet.

- iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
- 2. **Blade/Overhang Signs.**
 - a. **All Other Uses.**
 - i. **Size.** Each sign shall have a maximum sign face area of 48 square feet. The total combined area of wall and blade/overhang signs on a primary frontage shall not exceed 12% of the building elevation area.
 - ii. **Maximum Height.** The height of the sign shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
- 3. **Wall Signs.**
 - a. **All Uses.**
 - i. **Size.** Maximum sign area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.
 - (A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
 - (B) The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 60 square feet.
 - (C) If the building elevation area of a primary or secondary building frontage exceeds 5,000 square feet, the total sign face area allowed on that frontage is 130 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
- 4. **Reader Boards and Electronic Message Board Signs.**
 - a. **Bulletin Board for Church, School, Public/Semi-Public Facility.**
 - i. **Size.** May encompass up to 75% of the sign face area.
 - ii. Maximum height determined by height of sign.
 - iii. **Location/number.** Only allowed as a permitted sign.
 - b. **Bulletin Board—All Other Uses.**
 - i. **Size.** May encompass up to 50% of sign face area.
 - ii. Maximum height determined by height of sign.
 - iii. **Location/number.** Only allowed as part of a permitted sign.
 - c. **Electronic Message Board—All Uses.**

- i. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
 - ii. Maximum height determined by height of sign.
 - iii. **Location/number.** Only allowed as part of permitted sign.
- 5. **Pole Signs.**
 - a. **Church, School, Public/Semi-Public Facility.**
 - i. **Size.** Maximum 48 square feet per sign face (up to 2 faces).
 - ii. Maximum height 18 feet.
 - iii. **Location/number.** One sign may be located adjacent each street frontage.
 - b. **Minor Business Complex.**
 - i. **Size.** Maximum 100 square feet per sign face (up to 2 faces).
 - ii. Maximum height 20 feet.
 - iii. **Location/number.** One sign; except on a site with more than 1 street frontage, 1 sign may be located adjacent each collector or arterial street frontage that is at least 500 feet in length. Where more than 1 sign is permitted on a site, the signs must be separated by at least 300 feet.
 - c. **Major Business Complex.**
 - i. **Size.** Maximum 130 square feet per sign face (up to 2 faces).
 - ii. Maximum height 26 feet.
 - iii. **Location/number.** One sign; except on a site with more than 1 street frontage, 1 sign may be located adjacent each collector or arterial street frontage that is at least 500 feet in length. Where more than 1 sign is permitted on a site, the signs must be separated by at least 300 feet.
 - d. **All Other Uses.**
 - i. **Size.** Maximum 48 square feet per sign face (up to 2 faces).
 - ii. Maximum height 18 feet.
 - iii. **Location/number.** One sign; except 1 sign may be located adjacent each collector or arterial street frontage.
- 6. **Awning Sign and Canopy Sign.**
 - a. **Use on Site—All Uses.**
 - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.
 - (A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
 - (B) The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 30 square feet.

- ii. **Maximum Height.** Shall not project above the roof line or parapet wall whichever is higher.
- iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not project above the roof line. Sign shall not extend more than 8 feet from the building face. Outer edge of sign shall be set back a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.

7. **Marquee Sign.**

a. **Use on Site—All Uses.**

- i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.

The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of the building elevation area allowed.
- ii. **Maximum Height.** Shall not project more than 8 feet above the roofline or parapet wall, whichever is higher the blade/overhang portion of the sign may extend above the roof line or parapet wall.
- iii. **Location/number.** Outer edge of sign shall be setback a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.

8. **Window Signs.**

a. **Use on Site—All Other Uses.**

- i. **Size.** See Section 18.02.090(B).
- ii. Maximum height determined by height of window.
- iii. **Location/number.** Only allowed in ground floor or 2nd floor windows.

P. **Signs in the Community Planning Area.** In addition to the temporary and permanent signage allowed without permit in the Community Planning Area the following signage is allowed subject to a permit and fee.

1. **Monument Signs.**

a. **Church, School, or Public Facility.**

- i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
- ii. Maximum height 7 feet.
- iii. **Location/number.** One sign may be located adjacent on each street frontage.

b. **Residential—None.**

c. **All Other Uses.**

- i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
- ii. Maximum height 7 feet.

- iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
- 2. **Blade/Overhang Signs.**
 - a. **All Other Uses.**
 - i. **Size.** Each sign shall have a maximum sign face area of 6 square feet.
 - ii. **Maximum Height.** The height of the sign shall not project above the roofline or top of the parapet wall whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
- 3. **Wall Signs.**
 - a. **Church, School, Public/Semi-Public Facility.**
 - i. **Size.** Maximum sign face area for each sign is 60 square feet on a primary building frontage.
The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 30 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** One sign per building frontage.
 - b. **All Uses.**
 - i. **Size.** The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the primary building.
The maximum sign face area of all signage allowed on a secondary building frontage is 4% of the building elevation of the secondary building frontage, up to a maximum of 8 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is greater.
 - iii. **Location/number.** No more than 1 wall sign per building frontage for each business license on file with the City at that location. A wall sign shall not project more than 18 inches from the wall to which it is attached (or 12 inches from the wall on a building frontage abutting an alley).
- 4. **Bulletin Board Sign and Electronic Message Board Signs.**
 - a. **Bulletin Board for Church, School, Public/Semi-Public Facility.**
 - i. **Size.** May encompass up to 75% of the sign face area.
 - ii. Maximum height determined by height of sign.
 - iii. **Location/number.** Only allowed as a permitted sign.
 - b. **Bulletin Board—All Other Uses.**
 - i. **Size.** May encompass up to 50% of sign face area.
 - ii. Maximum height determined by height of sign.

- iii. **Location/number.** Only allowed as part of a permitted sign.
 - c. **Electronic Message Board—All Uses.**
 - i. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
 - ii. Determined by height of sign.
 - iii. **Location/number.** Only allowed as part of permitted sign.
- 5. **Pole Signs.**
 - a. **Church, School, Public/Semi-Public Facility.**
 - i. **Size.** Maximum 32 square feet per sign face (up to 2 faces).
 - ii. Maximum height 8 feet.
 - iii. **Location/number.** One sign may be located adjacent to each street frontage.
 - b. **All Other Uses.**
 - i. **Size.** Maximum 32 square feet per sign face (up to 2 faces).
 - ii. Maximum height 8 feet.
 - iii. **Location/number.** One sign; except on a site with more than 1 street frontage, 1 sign may be located adjacent to each collector or arterial street frontage.
- 6. **Awning Sign or Canopy Sign.**
 - a. **Use on Site—Church, School, or Public/Semi-Public Facility.**
 - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 50 square feet.

The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 25 square feet.
 - ii. **Maximum Height.** Shall not project above the roof line or parapet wall whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not project above the roof line. Sign shall not extend more than 8 feet from the building face. Outer edge of sign shall be set back a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.
 - b. **Use on Site.** All other uses not allowed.
- 7. Marquee sign not allowed.
- 8. **Window Sign.**
 - a. **Use on Site—All Other Uses.**
 - i. **Size.** See Section 18.02.030(B).
 - ii. Maximum height determined by height of window.
 - iii. **Location/number.** Only allowed in ground floor or 2nd floor windows.

Q. **Signs in Industrial Districts.** In addition to the temporary and permanent signage allowed without permit in the following industrial zones the following signage is allowed subject to permit and fee:

1. **Monument Signs.**

- a. All uses in the M1 or M2 zones.
 - i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
 - ii. Maximum height 6 feet.
 - iii. **Location/number.** One sign.
- b. **All Uses in Support Commercial.**
 - i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
 - ii. Maximum height 8 feet.
 - iii. **Location/number.** One sign.

2. **Blade/Overhang Signs.**

- a. **All Other Uses.**
 - i. **Size.** Each sign shall have a maximum sign face area of 48 square feet.
The total sign face area of all signs placed on a primary building frontage shall not exceed 12% of the building elevation area of the primary building frontage.
 - ii. **Maximum Height.** The height of the sign shall not project above the roofline or top of the parapet wall whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.

3. **Wall Signs.**

- a. **All Uses.**
 - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 300 square feet.
The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 190 square feet.
 - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
 - iii. **Location/number.** Painted wall signs are prohibited. Internally illuminated box style signs, also called can signs, are prohibited. For other types of wall signs, 1 sign is permitted per building frontage for each business license on file with the City at that location.

4. **Reader Boards and Electronic Message Boards.**

- a. **Bulletin Board—All Other Uses.**
 - i. **Size.** May encompass up to 50% of sign face area.
 - ii. Maximum height determined by height of sign.

- iii. **Location/number.** Only allowed as part of a permitted sign.
 - b. **Electronic Message Board—All Uses.**
 - i. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
 - ii. Determined by height of sign.
 - iii. **Location/number.** Only allowed as part of permitted sign.
- 5. Pole signs not allowed.
- 6. **Awning Sign or Canopy Sign.**
 - a. **Use on Site—All Uses.**
 - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.

The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 60 square feet.
 - ii. **Maximum Height.** Shall not project above the roof line or parapet wall whichever is higher.
 - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not project above the roof line. Sign shall not extend more than 8 feet from the building face. Outer edge of sign shall be set back a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.
- 7. Marquee sign not allowed.
- 8. **Window Signs.**
 - a. **Use on Site—All Uses.**
 - i. **Size.** See Section 18.02.090(B).
 - ii. Maximum height determined by height of window.
 - iii. **Location/number.** Only allowed in ground floor or 2nd floor windows. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.110 Permanent signs exempt from permit and fee.

The following signs shall comply with all provisions and regulations of this chapter; however, no fee, permit or application is required:

- A. One sign not exceeding 1 square foot in area hung from a building.
- B. One sign not exceeding 2 square feet in area placed on any occupied residential lot.
- C. **Incidental Signs.** Not exceeding 6 square feet in area shall be allowed on any parcel that a multiple dwelling is constructed.
- D. **Public Signs.** For hospitals or emergency services, legal notices, railroad signs, and danger signs.

Signs or tablets (including names of buildings, and the date of erection) when cut into any masonry surface, or constructed of bronze or other noncombustible surface not to exceed 8 square feet in area.

- E. **Athletic Field Signs.** Rigid signs located on the outfield fence of athletic fields may be installed. Each individual sign shall be no more than 32 square feet in area. There shall be no more than 32 square feet of area for any 8 linear feet of fence. The maximum height shall not exceed 8 feet above grade. The signs shall be placed so as to be visible from the interior of the field and/or viewing stands. One sign located at 1 end of the field visible to spectators shall have a maximum height of 15 feet above grade and shall be a maximum of 64 square feet.
- F. Accessory signs within a commercial or industrial zone which are permanent and an internal part of permitted outdoor accessory or display structures such as soft drink machines, fuel pumps, and newspaper dispensers.
- G. No “solicitation” sign pursuant to size.
- H. Signs attached to or carried by a person limited to 6 square feet in total size.
- I. Flags as outlined in Chapter 21.30. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.120 Regulation of temporary signs.

The following signs shall comply with all provisions and regulations of this chapter; however, no fee, permit or application is required. Temporary signs are prohibited signs except as provided by this section.

A. Generally.

1. **Illumination.** No temporary sign shall be internally or externally illuminated.
2. **Location.**
 - a. No temporary sign shall extend into or over the public right-of-way of any street.
 - b. Signs allowed in the right-of-way for temporary traffic control shall provide a minimum of 5 feet of clear passage of pedestrians on the sidewalk where a sidewalk exists and shall come no closer than 2 feet from areas subject to vehicular travel.
 - c. No temporary sign shall extend into the vision clearance area.
3. **Maintenance.** Temporary signs shall be kept neat, clean and in good repair. Signs which are faded, torn, damaged or otherwise unsightly or in a state of disrepair shall be immediately repaired or removed.
4. **Placement.** Except as provided by this section, temporary signs shall not be attached to trees, shrubbery, utility poles, or traffic control signs or devices. They shall not obstruct or obscure primary signs on adjacent premises.
5. **Sign Collection and Retrieval.**
 - a. The City may collect temporary signs placed in the public right-of-way without a permit.
 - b. Each sign collected will be stored for a minimum of 30 days.
 - c. Notice will be mailed within 3 business days of the date of collection to the owner of each sign if the ownership is reasonably discernible from the sign or as previously filed by the owner of the sign with the Planning Department.

- d. The owner of a sign may retrieve a sign collected by the City within 30 days of the collection date. The owner must present proof of ownership of the sign and pay a sign retrieval fee in the amount established by City Council resolution.
- e. The owner of the sign may request a hearing before the Planning Commission to contest the sign removal. To request a hearing, the owner of a sign must file an application for a hearing and pay a hearing fee in an amount established by resolution of the City Council within 15 days of the date of mailing of the notice as provided in subsection (A)(5)(c) above. The hearing fee and the sign retrieval fee are refunded if the Planning Commission finds that the sign was removed improperly. At the hearing, testimony and evidence begins with the City, followed by the owner, and concludes with rebuttal by the City. After the evidence has been provided, the Planning Commission will close testimony and issue a written decision that states the facts of the case and the conclusions of the decision.

B. Allowed Signage.

1. To any residential zone temporary signage shall be allowed for each and every lot. This signage shall not be restricted by content, but is usually and customarily used to advertise real estate sales, political or ideological positions, garage sales, home construction or remodeling, etc. Signage shall be allowed for each lot as follows:
 - a. Temporary signs not exceeding 6 square feet, provided the signs are erected not more than 90 days prior to an election and removed within 5 days following the election.
 - b. One temporary sign not exceeding 6 square feet provided the sign is removed within 15 days from the sale, lease or rental of the property or within 7 days of completion of any construction or remodeling. An additional sign of the same size may be erected if the property borders a second street and the signs are not visible simultaneously. On tracts of land of more than 2 acres in residential zones the sign area may be increased to 32 square feet. In no case shall the sign or signs be erected for more than 12 months.
 - c. One temporary sign not exceeding 4 square feet in area which is erected for a maximum of 8 days in any calendar month and is removed by sunset on any day it is erected.
 - d. Temporary signs erected within a building which do not obstruct more than 10% of any individual window surface.
2. In any commercial or industrial zone temporary signage shall be allowed for each and every lot. This signage shall not be restricted by content, but is usually and customarily used to advertise real estate signs, political or ideological positions, construction or remodeling, etc. The signage shall be allowed for each lot as follows:
 - a. Temporary signs not exceeding 6 square feet, provided the signs are erected not more than 90 days prior to an election and removed within 5 days following the election.
 - b. Temporary sign not exceeding 32 square feet provided said signs are removed within 15 days from the sale, lease or rental of the property or within 7 days of completion of any construction or remodeling. An additional sign of the same size may be erected if the property borders a second street and the signs are not visible simultaneously.
 - c. Temporary non-illuminated signs not exceeding 16 square feet for charitable fundraising events placed by nonprofit and charitable organizations. Such signs shall not be placed

more than 7 days prior to the event and must be removed within 2 days following the event. No more than 3 such events shall be advertised in this manner per lot per year.

- d. Temporary signs not exceeding 16 square feet in area erected in association with the temporary uses allowed by code including Christmas tree sales, pushcart vendors, Saturday market and sidewalk sales. This signage shall be allowed for the same duration as the temporary use. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.130 Temporary signs requiring a permit.

- A. The City Manager may allow temporary signs larger than those allowed by this Code to be erected. This signage shall not be restricted by content, but is usually and customarily used to advertise special events and store openings on banners. The City Manager shall allow the erection of such signs only if the City Manager finds that the proposed sign will not materially impair the purposes of the Sign Code. Seasonal decorations erected within the public right-of-way shall be considered to be such signs. These signs shall meet all applicable City Code provisions. Lighting of such signs will be reviewed as part of the application and may be allowed depending on impact to surrounding development.
- B. The following requirements shall be met, as applicable:
 1. Written consent from the property owner where the sign will be located shall be provided. The consent shall identify any restrictions that the property owner requires of the permit holder. Banners hung from utility poles shall require written approval from Portland General Electric. Banners hung over a state highway will require written approval from the Oregon Department of Transportation.
 2. Plans or a description showing the location of the sign; banner height above the right-of-way; support devices for the banner; and proposed dates shall be provided.
 3. The display period shall not exceed 25 consecutive days in duration and no more than once in any 12-month period. All such signs shall be removed no later than 1 day following the event being advertised.
 4. A copy of any liability and/or property damage insurance required by the property owner where the sign or banner will be located.
 5. A signed rebate and indemnity agreement shall be provided if placing a banner over the public right-of-way.
 6. The extent of signage allowed and the location of the signage is at the discretion of the City Manager.
- C. The extent of signage allowed and the location of the signage is at the discretion of the City Manager.
- D. Any temporary sign that exceeds 6 square feet in size. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.140 Signs requiring a permit.

- A. It is unlawful and a civil infraction for any person to erect, construct, alter or relocate any sign without first obtaining a permit pursuant to the provisions of this chapter unless a provision of this chapter specifically exempts a sign from the permit requirement.

- B. It is unlawful and a civil infraction for any person to construct a sign that is not specifically allowed by this chapter or to erect, construct, maintain or allow to exist a sign in violation of the terms of the permit issued pursuant to this chapter. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.150 Automobile service station sign standards.

Sign denoting gasoline prices, as provided for in Oregon Revised Statutes 649.030, are permitted subject to the following provisions:

- A. Maximum area on 1 sign face is 20 square feet.
- B. Maximum height is 25 feet or that required under freestanding signs whichever is less.
- C. Only 1 gasoline sign shall be allowed per business location street frontage. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.160 Signage on cars.

Signs on cars not otherwise discussed in the MDC shall meet the following requirements:

- A. Shall not project beyond the original frame of the vehicle more than 1/4 inch; exceptions: pizza delivery, taxi, and the like;
- B. Shall not be larger than 6 square feet; car wraps are exempt from the size requirements; and
- C. Shall not be parked in a right-of-way for periods of time to be used as a portable sign. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.170 Garage/household sales.

Signs advertising household goods, such as a garage sale, are permitted, subject to the following provisions:

- A. Maximum area on 1 sign face is 6 square feet.
- B. Height of 3 square feet.
- C. On premises sign—One sign.
- D. Three off-premises A-frame signs.
- E. Placement no earlier than 8:00 a.m. on the first day and removal no later than 7:00 p.m. on the last day.
- F. Sign cannot create a traffic hazard, impede pedestrian passage or create a public nuisance.
- G. All garage sale signs shall include the address of the location of the garage sale.
- H. The City shall have available a reasonable supply of professional sale signs that can be rented by individuals. In addition, the City may secure a deposit to recover the cost of replacing the sign in the event of damage or loss. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.180 Nameplates.

Nameplates identifying the occupant of a residence are permitted outright when not exceeding 1 square foot in size. (Ord. 2010-15 §1; Ord. 2010-04 §1)

18.02.190 Open house signs/for sale signs.

- A. Additional temporary single or double-faced open house signs shall be permitted on private property during daylight hours provided such additional temporary signs are removed prior to sunset the day of placement. Such signs are permitted only on private property with the consent of the occupant. Units displaying an open house sign must remain unlocked during the time the sign is posted. An open house is to be attended by the seller or representative at all times during the open house. This section does not apply to model homes within subdivisions or model apartment units. An open house sign may not be displayed for the same address for more than 2 consecutive weekends.
- B. One temporary sign per frontage, not exceeding 6 square feet in area, during the time of sale, lease or rental of the lot/structure provided that the sign is removed within 30 days of the sale, lease or rental of the lot/structure. (Ord. 2010-15 §1; Ord. 2010-04 §1)



City of Molalla – Administration Office
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Phone: (503) 829-6855 Fax: (503) 829-3676

DATE: January 18, 2019
TO: Mayor and Council
FROM: City Manager
SUBJECT: **Park Use Policy Discussion**

Staff will be presenting a few recommendations for Council discussion regarding Park Use Policies for your regular meeting of January 23, 2019. We have experienced a marked increase in demand for use of our park system over the past 24 months and our expectation is for that to continue to increase. Recently, we had two proposed users apply to use our facilities for the same timeframes.

What we are proposing is that we discuss our current rules or lack of rules regarding park use and also consider if park use fees should be raised and/or implemented. Please remember there is always a cost to the City. However, we cannot measure the need for our community to recreate and have programs for youth.

Part of our issue in Molalla is that we do not have a revenue source for Parks. Our Park system is funded entirely by the General Fund. This situation limits our ability to provide extra maintenance and oversight to park use.

My Staff has worked hard to compromise with users, and we will be bringing information to Council for discussion and hopefully obtain direction moving forward.

Dan Huff
City Manager

City of Molalla

City Council Meeting



Agenda Category: New Business

Subject:	Policy and Procedure Discussion Regarding Small Cell Providers
Recommendation:	Discussion
Date of Meeting to be Presented:	January 23, 2019
Fiscal Impact:	N/A
Submitted By:	Dan Huff, City Manager
Approved By:	N/A

Background:
Discussion regarding drafting language for a procedure regarding small cell providers.

City of Molalla

City Council Meeting



Agenda Category: Executive Session

Subject:	(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
Recommendation:	N/A
Date of Meeting to be Presented:	January 23, 2019
Fiscal Impact:	N/A
Submitted By:	City Manager, Dan Huff
Approved By:	Dan Huff

Background:
ORS Held pursuant to Oregon Public Record Law, ORS 192.660(2): (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.