



PLANNING COMMISSION MEETING

Monday, April 22, 2024 at 6:30 PM
Sandy City Hall and via Zoom

AGENDA

TO ATTEND THE MEETING IN-PERSON:

Come to Sandy City Hall (lower parking lot entrance) - 39250 Pioneer Blvd., Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us02web.zoom.us/j/83111308541>
Or by phone: (253) 215-8782; Meeting ID: 83111308541

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Approval of Minutes

REQUESTS FROM THE FLOOR - CITIZEN COMMUNICATION ON NON- AGENDA ITEMS

The Commission welcomes your comments at this time. Please see the instructions below:

- If you are participating online, click the "raise hand" button and wait to be recognized.
- If you are participating via telephone, dial *9 to "raise your hand" and wait to be recognized.

DIRECTOR'S REPORT

- [2.](#) Director's Report for April 2024

COUNCIL LIAISON AND PLANNING COMMISSIONER DISCUSSION

NEW BUSINESS

- [3.](#) Land Use Approval Extension Ordinance

WORK SESSION

- [4.](#) Sign Code Modification Work Session

ADJOURN

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.

**Sandy Planning Commission
Regular Meeting (Virtual Only)
Monday, February 26, 2024**

Chair Wegener called the meeting to order at 6:33 p.m.

1. MEETING FORMAT NOTICE: Instructions for electronic meeting

2. ROLL CALL

Commissioner Crosby – Present
Commissioner Poulin – Excused
Commissioner Ramseyer – Present
Commissioner Myhrum – Absent
Commissioner Vincent – Present
Vice Chair Weinberg – Present
Chair Wegener – Present

Council Liaison Mayton – Present

Others present: Development Services Director Kelly O'Neill Jr., Executive Assistant Rebecca Markham, Senior Planner Patrick Depa

Chair Wegener formally thanked former Chair Jerry Crosby for his decades of service as the Chair of the Planning Commission.

3. APPROVAL OF MINUTES – January 22, 2024

Chair Wegener asked for any edits to the draft minutes. With no requested edits, Wegener declared the minutes approved.

4. REQUESTS FROM THE FLOOR – CITIZEN COMMUNICATION ON NON-AGENDA ITEMS:

None

5. DIRECTOR'S REPORT

Development Services Director Kelly O'Neill Jr. explained how he was hoping to give an update on the moratorium, but the City is still waiting to hear back from the EPA and DEQ. He hopes in the next few weeks he can email everyone an update.

O'Neill mentioned that the next Planning Commission meeting will be a work session on April 22 to discuss code revisions. The Commission will also be invited to a joint work session with the City Council on April 1 to discuss Block 3 of the Comprehensive Plan.

6. CITY COUNCIL LIAISON REPORT

City Council Liaison Chris Mayton told the Commission how the City Council authorized City Manager Tyler Deems to begin negotiations on purchasing a lot in downtown Sandy for additional downtown parking. The parking lot is located across from the AEC building on Pioneer Blvd.

7. NEW BUSINESS:

7.1. Adoption of Housing Capacity Analysis (HCA) and Economic Opportunities Analysis (EOA) Public Hearing

Chair Wegener opened the public hearing on File No. 23-049 CPA at 6:43 p.m. Wegener called for any abstentions, conflicts of interest, ex-parte contact, challenges to the jurisdiction of the Planning Commission, or any challenges to any individual member of the Planning Commission. No challenges were made, and no declarations were made by the Planning Commission.

Staff Report:

O'Neill provided the Commission with the background and summary of the Housing Capacity Analysis (HCA) and Economic Opportunity Analysis (EOA). O'Neill explained to the Commission how both the HCA and EOA provide a "factual basis" and act as "background reports" to the Comprehensive Plan. He explained how these documents are meant to help guide development.

O'Neill also explained that House Bill (HB) 2003 requires cities such as Sandy to update their HCA every eight years. With that said, Sandy's on target to adopt by the deadline of 2025.

O'Neill also explained how the City will follow up the HCA with a Housing Production Strategy (HPS). The HPS will guide the City on how to produce and promote more housing as identified in the HCA. The HPS is another statutory requirement from HB 2003 the City must adopt by 2026. Work on the HPS will begin this year.

O'Neill explained that the Planning Commission's recommendation tonight will go before the City Council on April 1, 2024.

Presentation:

Beth Goodman
ECONorthwest
222 SW Columbia Street, Suite 1600
Portland, OR 97201

Ms. Goodman presented a slide show and guided the Commission through a presentation on the EOA. Goodman explained how legal requirements, understanding and forecasting existing and future conditions, planning for long term growth, and giving a factual basis to the Comprehensive Plan are all reasons why the City is working on adopting the EOA.

Goodman presented maps showing the buildable lands inventory as well as the unconstrained vacant and partially vacant lands. She followed up with data, statistics, and graphs on average wages and spoke about employment forecasts, future employment projections, and the land needed to accommodate that growth.

Goodman also discussed and explained forecasted population growth and the two "safe harbor" options the City can legally use to forecast that growth.

Goodman went over "land sufficiency" and told the Commissioners how the report shows a 9-acre deficit in industrial land but a 52-acre surplus in commercial. Goodman explained how the City doesn't have to address the industrial land deficit as it's different than a housing land deficit.

In conclusion, Goodman said that Sandy has a land base to meet the goals listed in the EOA.

Goodman then started her presentation on the HCA by first explaining the requirement for this

report. She went over the outcomes and explained how it satisfies the legal requirements in Housing Goal 10 as well as creating a factual basis for the Comprehensive Plan. It also helps determine whether Sandy has enough land to accommodate future population growth.

Goodman shared the “buildable land inventory” and “constraints” maps and followed up with data and graphs that showed the total buildable acres by zone. She went through the four types of housing, types of housing by tenure, and the median house sales which showed that Sandy was in line with other similar jurisdictions.

Goodman also explained the “housing forecast” data by housing type as well as factors that will affect future housing needs such as ‘demographics’, “increased housing costs”, and “affordability concerns” which led her to say that “Sandy needs a broader range of housing with a wider range of price points”.

O’Neill reiterated and wanted to make clear how it’s not just important to have a very honest community conversation about these topics on affordable housing but it’s also a statutory obligation.

Next, Goodman went over the “statutory obligations’ of Goal 10 Housing and then discussed the 2023 – 2043 “housing forecast” data which showed a possible population growth of 6,350 new residents. She also explained how they calculated the ‘assumed housing densities” by zone.

Goodman said that the State of Oregon is working on a new methodology for the HCAs which will be implemented later this year but won’t affect Sandy until the next required HCA in eight years.

Goodman finished her presentation by explaining how they got their data on the “capacity and land sufficiency results” which showed limited capacity in all zones, but low-density.

Director O’Neill said the draft Ordinance and findings attached to their meeting packet were reviewed by the city attorney but would like input from the Commission.

Public Testimony:

None

Motion: Motion to close the public hearing at 7:38 p.m.

Moved By: Commissioner Crosby

Seconded By: Commissioner Ramseyer

Yes votes: All Ayes

No votes: None

Abstentions: None

Discussion:

Commissioner Crosby gave compliments to the writers of the EOA and HCA. He said both were very well written and easy to follow.

Commissioner Crosby also asked what the “West Sandy Concept Plan” was that was mentioned in the EOA. O’Neill explained it was also referred to as the “Old Barn District”. It was a concept plan that was created by the former City Manager and went directly to the City Council for input. O’Neill stated he will send a copy of the concept plan to the Commission.

Commissioner Crosby also noted that the reference to 362nd Avenue as a future project in the

EOA should be updated now that the road has been completed.

Commissioner Crosby also mentioned how he noticed the acronym "HNA" was still being used in one of the reports. It was found to be in the staff report and O'Neill stated he would get that changed.

Vice Chair Weinberg asked if they could get an accurate number on how many new commercial acres were accessible now that Bell Street and 362nd Avenue has been completed. O'Neill said he would find that information and follow up with an email to the Commission.

Chair Wegener "echoed" Crosby's statement on how easy the reports were to read and thanked ECONorthwest for a good job.

Motion: Motion to recommend approval to City Council of both the Economic Opportunities Analysis (EOA) and the Housing Capacity Analysis (HCA), with a few small edits as discussed.

Moved By: Commissioner Crosby
Seconded By: Commissioner Ramseyer
Yes votes: All Ayes
No votes: None
Abstentions: None

8. ADJOURNMENT

Chair Wegener adjourned the meeting at 7:46 p.m.

Chair Darren Wegener

Attest:

Date signed: _____

Kelly O'Neill Jr.,
Development Services Director



STAFF REPORT

Planning Commission

Meeting Type: Planning Commission
Meeting Date: April 22, 2024
From: Kelly O’Neill Jr., Development Services Director
Subject: Director’s Report for April 2024

Upcoming Meetings:

May 20, 2024: Joint Work Session on the Comprehensive Plan Document

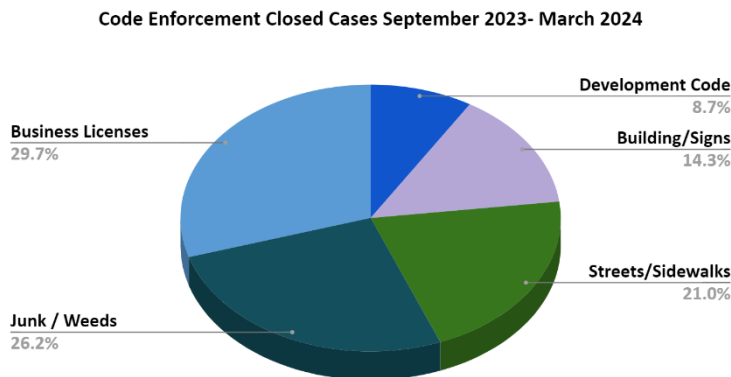
May 28, 2024 (tentative): Work Session on Development Code Amendments

Moratorium Update: City staff, the city attorney, and our consultants continue to work with DEQ and EPA on negotiating our capacity. We are hopeful this negotiation will be finished in April.

Comprehensive Plan Update: After the Block 3 work session on April 1, 2024, the City Council held public hearings for the EOA and HCA. Both the EOA and HCA were adopted with a vote of 7:0. Staff and the consultant are now preparing the Comprehensive Plan Document.

Urban Renewal Grant Programs: The Urban Renewal Board approved a \$30,000 grant for a restaurant conversion in the basement of the old VFW building on Pioneer Blvd. The restaurant is named ‘Sandy Underground’.

Development Services Code Enforcement Update: Over the first 6 months after establishment of the new code enforcement position in Development Services a total of 362 cases were created and brought into compliance. Of those cases, 68% were brought into compliance after one contact and an additional 29% after two contacts. The totals are as follows:





STAFF REPORT

Meeting Type: Planning Commission
Meeting Date: April 22, 2024
From: Kelly O'Neill Jr.
Subject: Land Use Approval Extension Ordinance

DECISION TO BE MADE:

Hold a legislative hearing and provide a recommendation to the City Council on the attached land use approval extension ordinance.

BACKGROUND / CONTEXT:

City staff desires to mitigate the impacts of the current sanitary sewer moratorium and consent decree on developments for which applications for land use approval were submitted prior to the establishment of the initial moratorium, and are currently approved, as much as is possible under the circumstances. Although the City is working diligently to address the underlying causes of the sanitary sewer moratoria, the ultimate duration of the moratoria remains unknown. The City recognizes that property owners who submitted applications for land use approval prior to the initial moratorium invested significant resources into those approvals and the land use approvals for several of these projects now run the risk of expiring.

City staff believes it is just and equitable to allow for the extension of the expiration date of those land use approvals in order to allow those developments to proceed through construction to the extent possible under the consent decree and development moratoria. Allowing extension of such approvals will stimulate responsible and needed development activity in the city of Sandy to the extent possible under the consent decree and moratoria, help address the state's current housing crisis, enable property owners to recoup their investments, and reduce the amount of staff time necessary to review these projects again if land use approvals were to expire and new approvals would be required.

KEY CONSIDERATIONS / ANALYSIS:

An owner whose property has received land use approval based on an application which was submitted prior to October 3, 2022, may apply for and be granted a one-year extension of the expiration date of such approval. If approved, one year will be added to the current expiration date of the land use approval. This extension is in addition to any other extension which may be available under the Sandy Municipal Code. The Development Services Director will review and approve an extension request pursuant to a Type I process under Sandy Municipal Code 17.12.10.

An application for extension will need to include a completed Land Use Application Form, payment of fees in the amount of \$530, and a written narrative. Notice of this proposed ordinance was provided to the Department of Land Conservation and Development on March 6, 2024, published in the Sandy Post on April 10, 2024, and staff also sent email notice to affected developers. As of publication of this staff report the City received one letter of support (Attachment A) for this extension ordinance. This extension ordinance is a legislative amendment and has been reviewed for conformance to its

applicable Statewide Planning goals as included in the ordinance findings, including Goals 1, 2, 10, 11, and 12.

RECOMMENDATION:

City staff recommends that the Planning Commission review the ordinance and findings and provide a recommendation to the City Council which has a meeting scheduled to discuss this ordinance on May 20, 2024.

LIST OF ATTACHMENTS / EXHIBITS:

- Ordinance No. 2024-09 for adoption of Land Use Approval Extension
 - Exhibit A. Ordinance No. 2024-09 Findings
- Attachment A. Letter of Support from Next Adventure

ORDINANCE 2024-09

AN ORDINANCE ALLOWING EXTENSIONS FOR LAND USE APPROVALS THAT COULD EXPIRE DURING THE CITY'S DEVELOPMENT MORATORIA

WHEREAS, the City desires to mitigate the impacts of the current sanitary sewer moratorium and consent decree on developments for which applications for land use approval were submitted prior to the establishment of the initial moratorium as much as is possible under the circumstances;

WHEREAS, the sanitary sewer moratoria and consent decree have created uncertainties for developers and contractors related to development timelines and permit issuance;

WHEREAS, the number of Equivalent Residential Units (ERUs) of capacity in the City's wastewater system available for development has varied since the establishment of the initial moratorium on October 3, 2022, which has created additional uncertainty;

WHEREAS, although the City is working diligently to address the underlying causes of the sanitary sewer moratoria, the ultimate duration of the moratoria remains unknown;

WHEREAS, the City recognizes that property owners who submitted applications for land use approval prior to the initial moratorium invested significant resources into those approvals;

WHEREAS, the land use approvals for several of these projects now run the risk of expiring;

WHEREAS, the City Council therefore believes it is just and equitable to allow for the extension of the expiration date of those land use approvals in order to allow those developments to proceed through construction to the extent possible under the consent decree and development moratoria; and

WHEREAS, the City Council believes allowing extension of such approvals will stimulate responsible and needed development activity in the city of Sandy to the extent possible under the consent decree and moratoria, help address the state's current housing crisis, enable property owners to recoup their investments, and reduce the amount of staff time necessary to review these projects again if land use approvals were to expire and new approvals would be required.

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

Section 1. An owner, as that term is defined in Sandy Municipal Code 17.10.30, whose property has received land use approval based on an application which was submitted prior to October 3, 2022, may apply for and be granted a one-year extension of the expiration date of such approval as

ORDINANCE 2024-09 LAND USE APPROVAL EXTENSION provided herein. If approved, one year will be added to the current expiration date of the land use approval. This extension is in addition to any other extension which may be available under the Sandy Municipal Code. The Development Services Director will review and approve an extension request pursuant to a Type I process under Sandy Municipal Code 17.12.10 if an applicant satisfies the clear and objective criteria above.

Section 2. An application for extension shall include the following:

1. A completed Land Use Application Form and payment of fees in the amount of \$530;
2. A written narrative addressing the approval criteria contained in Section 1 above.

Section 3. This ordinance is supported by findings, attached as Exhibit A, and incorporated by reference.

Section 4. This ordinance shall take effect thirty days after its enactment. An applicant seeking an extension under this ordinance must submit an application no later than one year after the date of adoption of this ordinance.

THIS ORDINANCE IS ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 20th DAY OF MAY 2024.

CITY OF SANDY

Stan Pulliam, Mayor

Jeff Aprati, City Recorder

Ordinance 2024-09 Findings for Land Use Approval Extension

Goal 1: Citizen Involvement

1. Public involvement is a required part of land use planning in Oregon. This requirement is one of the things that make Oregon's land use planning program unique. The requirement for public participation is written in the first goal of nineteen in the statewide land use planning system. Goal 1 calls for "the opportunity for citizens to be involved in all phases of the planning process."

Findings: The City will hold public hearings before both the Planning Commission and City Council to afford the public the opportunity to be involved. Notice of the two hearings was published in the Sandy Post, posted on the City's website, and on the City Facebook account. Notice was provided to the Department of Land Conservation and Development on March 6, 2024.

Conclusion: *Goal 1 Public Involvement requirements related to Ordinance 2024-09 are met.*

Goal 2: Land Use

2. Goal 2 requires each local government in Oregon to have and follow a comprehensive land use plan and implementing regulations. Cities and counties must build their comprehensive plans on a factual base and follow their plan when making decisions on appropriate zoning.

Findings: This extension process will continue to validate the applicant's original approval and will remove uncertainty surrounding specific development needs while maintaining desired community outcomes. The proposed land use approval extension shows that the City is continuing to seek alternative actions during the sanitary sewer moratoria.

The extension process validates the City's decision making to mitigate the negative economic impact on the City's housing and economic goals while providing the continued support to the development community's economic interest in Sandy.

Nothing in the proposal contradicts any language in the City's comprehensive plan.

Conclusion: *Goal 2 Land Use requirements related to the Land Use Approval Extension policy are met.*

Goal 9: Economic Development

3. Goal 9 requires cities to provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of their citizens. Cities comply with goal 9 through analysis of economic development needs and inventories of related land supplies.

Findings: The proposed land use approval extension ordinance will assist with economic development growth which is critical to meet future economic development needs as outlined in the 2024 Economic Opportunities Analysis (EOA). The extension process provides an efficient way in which applicants with certain approvals which are approaching expiration may preserve and resume their development activities, thus encouraging more cost-effective development of land to meet the City's economic development needs as well as reducing administrative strain on local planning authorities and private landowners.

Conclusion: Goal 9 Economic development requirements related to the Land Use Approval Extension policy are met.

Goal 10: Housing

4. ORS 197.295-314 and 197.475-490 and Oregon Administrative Rule (OAR) 660-008 implement Goal 10, and the OAR requires that cities analyze housing needs to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries (UGBs), and to provide greater certainty in the development process so as to reduce housing costs.

Findings: The proposed land use approval extension ordinance will assist with growth of housing supply which is critical to meet future housing demand as outlined in the 2024 Housing Capacity Analysis (HCA). The extension process provides an efficient way in which applicants with certain approvals which are approaching expiration may preserve and resume their development activities, thus encouraging more cost-effective development of land to meet the City's housing needs as well as reducing administrative strain on local planning authorities and private landowners.

Conclusion: Goal 10 Housing requirements related to the Land Use Approval Extension policy are met.

Goal 11: Public Facilities

5. This goal is to establish policies to plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Findings: The City's comprehensive plan contains an acknowledged Goal 11 element that contains policies to ensure sufficient and adequate public services are available (or will be available as appropriate) to serve lands within the UGB. This extension proposal does not authorize any increase in development other than those projects which have already been reviewed, therefore no negative impact on public facilities is expected to occur.

The extension process will not be in violation of the moratorium and will not place any additional burdens on the sanitary sewer treatment system than what is already anticipated. The City has previously determined that all approved applications eligible for extension satisfy the requirements of the Sandy Municipal Code.

Conclusion: Goal 11 Public Facilities requirements related to the Land Use Approval Extension policy are met.

Goal 12: Transportation

6. This goal is to establish policies to provide and encourage a safe, convenient, and economic transportation system.

Findings: The City’s Comprehensive Plan with respect to Goal 12, its transportation system plan, and its standards governing transportation and transportation-related facilities are not affected by this decision.

The City’s comprehensive plan contains an acknowledged Goal 12 element that contains policies to ensure sufficient and adequate transportation facilities and services are available (or will be available as appropriate) to serve lands within the UGB. This extension proposal does not authorize any increase in development other than those projects which have already been approved, therefore no additional impacts are anticipated to occur.

It should be noted that the TPR is triggered when a post acknowledgment amendment “significantly affects” a transportation facility. The City finds that the proposed policy (ordinance) does not meet the definition of a “significant effect” pursuant to OAR 660-012-0060(1)(a) - (c) because it will not: (1) change the functional classification of an existing or future facility; (2) change the standards implementing the functional classification system; or (3) result in any of the effects listed in 0060(1)(c)(A)-(C).

Conclusion: Goal 12 Transportation requirements related to the Land Use Approval Extension policy are met.

ATTACHMENT A.



April 8, 2024

City of Sandy Planning Commission
Development Services Department
39250 Pioneer Blvd
Sandy, OR 97055
planning@ci.sandy.or.us

Dear City of Sandy Planning Commission,

Next Adventure, Inc. would like to offer its enthusiastic support for Ordinance 2024-09 providing a one-year extension of the land use approvals.

Next Adventure is eager to invest more in the city and local community, however a variety of forces have slowed our progress toward breaking ground on Phase III of our Sandy store development. The COVID pandemic, supply chain issues, rapidly increasing interest rates, and the scarcity of construction workers have all caused significant delays.

The additional time afforded by the extension will allow us to get back on track and complete this important project.

Thank you for your consideration,

Sincerely,

Deek Heykamp

Deek Heykamp, Owner,
Next Adventure, Inc.
deek@nextadventure.net
503-701-7414



STAFF REPORT

Meeting Type: Planning Commission
Meeting Date: April 22, 2024
From: Kelly O’Neill Jr.
Subject: Sign Code Modification Work Session

DECISION TO BE MADE:

Hold a work session to discuss proposed sign code modifications to Chapter 15.32 of the Sandy Municipal Code.

BACKGROUND / CONTEXT:

The City of Sandy sign code regulations were last revised in 2011. Staff started working on code changes to Chapter 15.32, Sign Code, in 2017. The code amendments were largely completed by early 2020 but were shelved due to the pandemic in 2020 and were further shelved due to other projects that assumed a higher priority. Staff’s goals with these proposed amendments include removing first amendment violations related to illegal content regulation, removal of burdensome code provisions, and modifying the code for easier comprehension and implementation. Staff worked with attorneys at Beery, Elsner, and Hammond (BEH) to determine first amendment violations and modify the code based on past court decisions.

KEY CONSIDERATIONS / ANALYSIS:

The following information outlines the primary proposed code modifications:

Section 15.32.015 Director – Staff proposes this new section to define the Development Services Director and the use of the word ‘Director’ throughout Chapter 15.32.

Section 15.32.020 Signs permitted only in commercial and industrial zones.

- A. Sign Lighting** – Staff modified this section to allow new internally illuminated signs in the C-1 zoning district. Staff finds that the existing restriction on internally illuminated signs in the C-1 zoning district is overly burdensome and unnecessary. Staff also moved code language associated with sign lighting from Section 15.32.070 to Section 15.32.020, so it is easier to find for the reader.
- B. Wall Signs** – Staff modified this section to make it clear on how to complete measurements and also removed unnecessary language. The proposed modifications also allow for each tenant to have a wall sign area without dividing their signage with other tenants. The existing language was overly burdensome as it required tenants in a multiple tenant building to calculate sign area for all existing wall signs.
- C. Projecting Signs** – Staff modified this section to make it clear to the reader how to calculate height, clearance, and projection distance.

- D. Freestanding Signs** – Staff finds this was one of the most confusing and poorly written sections of the entire sign code. The existing code language has led to frustration from applicants and staff for many years. Staff combined freestanding signs and integrated business center signs (used to be Subsection E. of Section 15.32.020) into a more readable and understandable code section.
- E. A-frame Signs** – Staff finds this code section was overly restrictive and bureaucratic. Staff proposes to remove the A-frame Sign Committee (this committee has not met since early 2017) requirements and allow staff to work directly with applicants. Since March 2017, staff have approved A-frame signs and staff have not noticed many issues. The proposal also includes expanding the permitted A-frame sign material.
- F. Electronic Message Signs** – Staff finds that allowing electronic message signs to change more often than every 1 hour is prudent. Staff proposes that electronic message signs can change every 30 seconds.
- G. Food Cart Signs** – This is a new section that applies to food carts. This section only allows food cart signage on two sides of each cart. This proposed section prohibits roof signs, temporary signs, and signs that drape or project.
- H. Temporary Sign** – The most important changes to this section are in regard to duration requirements. The modified code language decreases the maximum time to 120 days per calendar year and removes the first amendment violation related to reading the sign language to determine if an event has ended. The proposed code changes also provide more clarity on anchoring requirements and not obstructing sight clearances. Staff also moved search lights to this section as they are temporary signs.

Section 15.32.030 Permanent signs allowed in residential zones – The proposed modifications in this code section require additional design requirements for multifamily (i.e. apartment) signage, subdivision gateway signage, and commercial institutional uses within residential zones. Staff finds that the design requirements for multifamily signs, subdivision signs, and commercial and institutional uses within residential zones should be similar to signage in commercial and industrial zoning districts.

Section 15.32.032 Signs allowed in residential zones exempt from permits but subject to regulations. – The modified code language removes the first amendment violations related to reading the sign language to determine if the signage is related to an election or if an event has ended.

Section 15.32.035 Temporary signs for community events. – The city attorney’s office and staff worked closely on modifying this code section to comply with first amendment allowances and to define what are community events.

Section 15.32.040 Signs allowed in all zones exempt from permits but subject to regulation. – The proposed modifications add some clarity that exempt signs shall not be located in the right-of-way. The modifications also add some clarification on regulations for signs held by people.

Section 15.32.050 Signs permitted in all districts, exempt from permits.

- B.** The proposed modifications remove the first amendment violation that flags shall be limited to official national, state, and local government flags and banners.
- Formally E.** Staff proposes deleting this subsection as we are unsure how it would be enforced and would require staff to enter private property to review these types of signs.
- Formally J.** The proposed modifications add clarity that window signage may not exceed 33 percent of a window, otherwise this violates Chapter 17.90 that states that windows are required to “contain clear glass to allow views to interior activity or display areas.”

Section 15.32.060 Nonconforming signs. – The modifications in this section remove unnecessary language, remove first amendment violations, and make it easier to understand for the reader.

Section 15.32.070 General construction and maintenance requirements. – The modifications in this section remove unnecessary language and make it easier to understand for the reader. Staff also propose to move the lighted sign requirements from this section to Section 15.32.020 (A.).

Section 15.32.080 Prohibited signs. – The proposed modifications remove the first amendment violation that signs on benches cannot promote commercial advertisements by eliminating signs on benches altogether. The proposed changes also add clarity that roof signs are not allowed on food carts.

Section 15.32.120 Permit approval. – The proposed modifications remove the requirement that the permit fee be doubled if a sign installation starts prior to obtaining a sign permit. Staff found this requirement unnecessarily punitive. This section has also been modified to remove redundancies that are in the Oregon Structural Specialty Code and enforced by the Building Division.

Section 15.32.140 Permit appeal. – The proposed modification to twelve (12) days for an appeal is consistent with the appeal period set forth in Title 17.

Section 15.32.150 Variances to standards. – Similar to A-frame sign review, staff finds this code section was overly bureaucratic. Staff proposes to remove the references to Sign Review Committee (this committee has not met since 2016) and allow staff (i.e. the Director) to work directly with applicants on sign variance requests. The proposed code modifications include variance criterion. Appeals of the Director’s decision would be reviewed by the City Council.

Section 15.32.180 Periodic review. – Staff propose removing this section as it’s unnecessary.

Section 15.32.190 Violations. – The proposed modifications are referenced in Chapter 1.16 of the Sandy Municipal Code.

Section 15.32.200 Limitation of liability. – Staff proposes to remove this section as our attorney’s office states it is unnecessary to have in this code chapter. Our attorney’s office stated the following: “There wouldn’t be any city liability anyway. City officials and employees are protected by law from personal liability. Moreover, the courts have held that mere issuance of a permit (building, sign, etc.) does not confer liability on the city if the approved activity is not conducted safely.”

Section 15.32.210 Definitions. – Staff proposes 13 additional definitions to make it clearer to the reader what specific terms and phrases mean. Staff has also incorporated local examples of appropriate signage.

RECOMMENDATION:

Staff recommends that the Planning Commission discuss the proposed code modifications and provide staff with suggested modifications for the City Council to consider. Since this chapter is outside Title 17 of the Sandy Municipal Code, the Planning Commission will not hold a legislative hearing on this code modification, but instead it will advance directly to the City Council.

LIST OF ATTACHMENTS / EXHIBITS:

Exhibit A. Sign Code markup

Exhibit B. Sign Code clean copy

Chapter 15.32

SIGN CODE

(Ord. 2008-06, effective 5/7/08. Amended by Ord. 2010-04, effective 1/5/11, and Ord. 2011-11 effective 10/19/11)

15.32.010 Purpose and policy

15.32.015 Director

15.32.020 Signs permitted only in commercial ~~and~~& industrial zones

15.32.030 Signs allowed in residential zones--permits required

15.32.032 Signs allowed in residential zones exempt from permits but subject to regulation

15.32.035 Community-wide event signs

15.32.040 Signs allowed in all zones exempt from permits but subject to regulation

15.32.050 Signs permitted in all districts - exempt from permits

15.32.060 Nonconforming signs

15.32.070 General construction and maintenance requirements

15.32.080 Prohibited signs

15.32.090 Permit required

15.32.100 Permit fees

15.32.110 Permit application

15.32.120 Permit approval

15.32.130 Permit conditions

15.32.140 Permit appeal

15.32.150 Variances to standards

15.32.160 Administration and enforcement

15.32.170 Sign removal

~~15.32.180 Periodic review.~~

15.32.190 Violations

~~15.32.200 Limitation of liability.~~

15.32.210 Definitions

15.32.010 Purpose and policy.

The sign regulations are intended to serve the community by:

A. Requiring sound construction, by requiring that signs be maintained, and by limiting the number of visual images to be communicated;

B. Providing an equitable opportunity to use signs outside of public rights-of-way as a communication medium;

C. Providing standards for frequency, location, size, construction, type and number of signs;

D. Providing reasonable limits on the magnitude and extent of graphic communication presented to the public; ~~and~~

E. Regulating the location and quantity of temporary signs, and the circumstances under which they may be used and encourage all businesses to utilize permanent signs to the maximum extent possible and not rely on temporary signs for advertising needs; and,

F. Expressing elements of or reflecting Cascadian architecture by adapting elements of the Sandy Style into new signs.

15.32.015 Director.

The Director referenced in this Chapter is the Development Services Director or any other member of staff designated by the City Manager to supervise, organize, direct, and control activities defined under this code. For brevity, the Development Services Director shall be referred to as Director throughout the Code.

15.32.020 Signs permitted only in commercial and& industrial zones.

Permits are required for these signs.

A. Sign Lighting. Backlit (i.e., internally illuminated) signs, as defined within Section 15.32.210, are permitted in all commercial and industrial zone districts. All new panels, on existing and new signs, shall include light lettering and/or graphics on a dark background. ~~are prohibited in the C-1 zone. Panels for existing backlit signs in the C-1 zone may be replaced as long as the new panel provides light lettering and/or graphics on a dark background (see sample photo, below).~~ All signs shall adhere to Chapter 15.30 Dark Skies and meet the following requirements:

1. Signs may be indirectly, internally or directly illuminated unless otherwise restricted in this chapter. Indirect lighting shall be screened from view by ground surface, evergreen landscape screening or ornamental features of the sign structure. Braces and struts which support indirect lighting from the top or sides of the sign are prohibited.

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.

2. A lighted sign visible to and located within one hundred (100) feet of a residential zoning district shall be turned off from ten (10) p.m. to sunrise.

3. Exposed incandescent bulbs may be used on the exterior surface of a sign if each of such bulbs do not exceed twenty-five watts or unless each such bulbs are screened by a diffusing lens, sun screen or similar shading device.

4. Floodlights or spotlights shall be permitted on ground-mounted signs and wall signs, provided that such lights concentrate the illumination onto the area of the signs so as to

prevent glare upon the public rights-of-way or adjacent property, and the lighting does not escape above an 85-degree angle in compliance with Chapter 15.30, Dark Sky Ordinance.

B. Wall signs.

1. Sign size (area): Up to 10% percent of the gross wall area of each wall, including windows. ~~Businesses~~ Tenant spaces with less than 250 ~~sq. ft.~~ sq. ft. of wall area may have a 25 ~~sq. ft.~~ sq. ft. sign. ~~A building with frontage on two or more streets shall be permitted wall signs on each frontage.~~
2. Maximum area: 200 ~~sq. ft.~~ sq. ft. in the C-1 zoning district; no limit for signs located in other ~~zones~~ zoning districts.
3. Multiple uses: ~~the permitted sign area for uses located on the same site or within the same building may be divided among the uses. Separate wall signs or a joint use wall sign may be erected, provided that the maximum allowable sign area is not exceeded.~~ each individual tenant space located within an integrated business center, or within a structure, is permitted to have up to 10 percent of the gross wall area of the tenant space front façade. Tenant spaces with less than 250 sq. ft. of wall area may have a 25 sq. ft. sign.
4. Maximum sign projection: 18 inches.

C. Projecting signs. A "projecting sign" is a sign attached to and projecting out from a building face or wall more than eighteen (18) inches and generally at right angles to the building. ~~(see sample photo below).~~ Projecting signs include signs projecting totally in the right-of-way, partially in the right-of-way, and fully on private property.

1. Maximum area on one sign face: 32 ~~sq. ft.~~ sq. ft.
2. Height: ~~shall not exceed the height of the structure.~~ a projecting sign shall not extend above the roof line or above the top of a parapet wall, whichever is higher. In no case shall any portion of a projecting sign exceed a height of 25 feet above grade.
3. Maximum number of projecting signs: one per tenant space.
34. Clearance: 8 feet above pedestrian walkways and sidewalks; 15 feet above vehicular driveways, aisles, parking areas and public rights-of-way other than sidewalks. Clearance is measured from the highest point of the grade below the sign to the lowermost point of the sign.
45. Projection distance: no more than 8 feet from the building face or wall, ~~or two-thirds the width of the sidewalk, whichever is less. In any case, the sign~~ and shall not project within 2 feet of an adjacent ~~the~~ curb, transit shelter, sign, tree or element/feature as determined by the Director or his/her designee.

~~5. Hanging signs under awnings are encouraged, as long as the above clearances are met. (See sample photo below.)~~

6. Marquee, canopy and awning signs are specific types of projecting signs permitted and must comply with the State Structural Specialty Code and city regulations.

a) Marquee signs may be placed on or incorporated into these structures provided they do not extend above the upper surfaces of the structure. "Marquee sign" means a sign incorporated into, erected or maintained under, supported by or attached to a marquee or permanent canopy. "Marquee" means a permanent roof-like or roofed structure attached to, supported by and projecting outward from a building over the entrance to a theater, hotel, etc.

b) As used here, "awning" means a movable shelter supported entirely from the exterior wall of a building extending over a doorway or window and providing shelter from the rain or sun. When signs are incorporated into awnings the entire panel containing the sign is counted as sign face unless it is clear that part of the panel contains no related display or decoration. Awning signs are considered as wall signs for calculation of the maximum permitted area.

D. ~~Individual business—freestanding signs~~ Freestanding signs. A freestanding sign is a sign on a frame, pole or other support structure which is not attached to any building. ~~A monument sign is a type of freestanding sign. (See sample photo below.)~~

1. ~~One freestanding sign is Allowed-permitted per lot of record only for businesses~~ with at least 50 lineal feet of public street frontage, and not part of an integrated business center. Maximum area on one sign face: 32 sq. ft. in the C-1 district. Other districts: 1 sq. ft. per lineal foot of street frontage for a maximum signage area of 100 sq. ft.

~~2. Maximum area on one sign face: 32 ft² in the C-1 district. Other districts: 1 ft² per lineal foot of site frontage, up to 100 ft².~~

2. One freestanding sign is permitted per integrated business center. Maximum sign area: 1 sq. ft. of area for each lineal foot of street frontage, up to 100 sq. ft. (C-1 district), 200 sq. ft. other districts. The permitted sign area may be divided among the uses within the integrated business center.

3. Maximum height: 20 feet in the C-1 district, 30 feet in the C-2 and industrial districts. Freestanding signs in the C-3 (village commercial) districts are limited to ~~monument~~freestanding signs with a maximum height of 108 feet. The overall sign height shall include the height of any required design element such as a masonry base or other means of sign support.

4. Extra sign area for large frontages (does not apply to C-1 and C-3 zoning districts):

a) The sign area may be increased .25 ~~ft²sq. ft.~~ for each additional lineal foot of frontage over 300 feet with a maximum of 150 ~~ft²sq. ft.~~ of area; or

b) One additional free-standing sign may be ~~installed requested~~ through a ~~Type II Design Review~~ the Sign Variance process per Section 15.32.150. The sign area for the additional sign is up to 1 ~~ft²sq. ft.~~ per foot of frontage over 300 feet, to a maximum of 100 ~~ft²sq. ft.~~

5. Signs located on corner lots ~~Corner signs~~: signs facing more than one street shall be assigned to a frontage (for area calculations) by the applicant.

6. Multiple frontages: ~~Businesses which are not on a corner, with frontage on two or more streets, shall be permitted the use of a freestanding sign on each frontage.~~ tenant spaces located on sites with two or more frontages are permitted to have a total of two freestanding signs. Signs must be placed on frontages that parallel each other and in no instance, be placed on frontages that intersect perpendicular to each other.

~~7. Individual Business Pad Location. A business located on the same lot as two or more commercial businesses, but designed as a separate structure at an intersection of two streets is permitted one free standing sign. Size shall be calculated using the individual business standards, above.~~

87. Design Standards. All new freestanding signs in all commercial zoning districts and industrial zoning districts ~~related to buildings that require conformance with the Sandy Style Design Standards of Chapter 17.90~~ shall comply with the following design standards:

a) A sign's base must extend at least 36 inches above the adjacent finished grade and wrap around all sides of the sign base. Strong base material such as natural stone (e.g., basalt, granite, river stone), split face rusticated concrete block or brick. Cultured stone may be allowed if it has a stone texture and is similar in appearance ~~and durability~~ to natural stone. ~~A sign's base must extend at least 36 inches above the adjacent finished grade and wrap around all sides of the sign base.~~

b) Rectangular-shaped signs shall provide a metal or wood (or material having the appearance of metal or wood) frame a minimum of ~~three~~ two inches wide around all sides of the sign area.

c) Exception: New freestanding signs in the C-1 Zoning District and located within the Downtown Exception areas (as identified in Chapter 17.90.10(F)) are exempt from these design standards and shall complement the architectural design of the building from which the sign is related.

~~E. Integrated business center.~~

~~1. A master sign shall be required for two or more commercial businesses sharing a street access or located on the same parcel, shopping or business center.~~

2. ~~Permitted additional sign area: 40 ft² (not calculated in maximum sign area).~~
3. ~~Maximum sign area: 1 ft² of area for each lineal foot of frontage, up to 100 ft² (C-1 district), 200 ft² other districts.~~
4. ~~Maximum height: 20 feet in the C-1 district and 30 feet in the C-2 and industrial districts. Integrated business center signs in the C-3 district are limited to monument signs of no more than 12 feet high. (Amended by Ord. 2005-11)~~
5. ~~Extra sign area for large frontages: for businesses centers with frontage exceeding 300 feet, additional signs may be permitted at each driveway through a Type II Design Review process, provided that the signs do not exceed 75 ft² in the C-1 district, 150 ft² other districts.~~
6. ~~Design Standards: All new integrated business center signs related to buildings that require conformance with the Sandy Style Design Standards of Chapter 17.90 shall comply with the following design standards:

 - a) ~~Strong base material such as natural stone (e.g., basalt, granite, river stone), split face rusticated concrete block or brick. Cultured stone may be allowed if it has a stone texture and is similar in appearance and durability to natural stone. A sign's base must extend at least 36 inches above the adjacent finished grade and wrap around all sides of the sign base.~~
 - b) ~~Rectangular shaped signs shall provide a metal or wood (or material having the appearance of metal or wood) frame a minimum of three inches wide around all sides of the sign area.~~
 - e) ~~Exception: New integrated business center signs in the C-1 Zoning District and located within the Downtown Exception areas (as identified in Chapter 17.90.10(F)) shall compliment the architectural design of the building from which the sign is related.~~~~

FE. A-FFrame signs.

1. **Application**. A-Frame signs are permitted as portable permanent signs. Application for a proposed A-Frame sign shall be made in writing upon forms supplied by the city in accordance with Section 15.32.110, exempting D., E. and H. of that section.
2. **Design Review**~~Review~~. Prior to issuing a permit for an A-Frame sign, the sign design ~~must~~ **shall** be reviewed and approved by the Director or his/her designee.~~Sign Review Committee appointed by the City Council, according to criteria and procedures established by the committee.~~
3. **Materials**: Each A-Frame sign is required to have two sign faces, one on each side of the frame, and shall be made of finished wood or metal, dibond, alupalite, corrugated plastic (corex), or similar material. The use of cardboard, foam core and/or reflective metals is not permitted.

~~4. Dimensions: The sign area shall not exceed six square feet measured at the outside edge of the sign structure. The maximum size of the sign panel shall not exceed six (6) sq. ft. per side of the sign, including the sign frame.~~ The top of the sign shall be no more than 4 feet from the ground (including feet and hinge mechanism).

~~5.4.~~ Quantity: ~~no~~ No more than one A-Frame sign per business or property at any one time. Properties with multiple businesses are permitted one sign per separate business entity.

6. Quality. Signs shall meet the general construction and maintenance requirements set forth in Section 15.32.070. No visible adhesives shall be used to attach graphics or lettering to the sign.

~~5.7.~~ Location:

a) Signs must not obstruct vehicle sight clearances or be placed so as to obscure permanent signs. Signs placed on or near sidewalks must maintain at least 4 feet unobstructed sidewalk width.

b) Signs may be located at a different location than the business location of the owner of the sign if the sign owner submits a consent form allowing such a sign signed by the business or property owner where the sign will be located.

~~6.8.~~ Time period: ~~may~~ The sign may be displayed only during hours that the business is open to the public, and shall be promptly removed from public display when the business is closed.

~~G. Searchlights may be used by any business or enterprise once yearly for a maximum period of two consecutive days. "Searchlights" means an apparatus on a swivel that projects a strong, far-reaching beam of light.~~

HF. Electronic Mmessage Ssigns. Any permanent sign that incorporates an electronic message sign shall be subject to the following limitations:

1. The sign shall contain static messages only. The message may be changed through dissolve or fade transitions, but may not otherwise have movement, or the appearance or optical illusion of movement or varying light intensity. The image on the electronic message sign shall remain static for at least ~~one hour~~ thirty (30) seconds.

2. The sign shall have automatic dimmer software or solar sensors to control brightness for nighttime viewing. The intensity of the light source shall not produce glare, and lighting from the message module shall not exceed 600 nits (candelas per square meter) between dusk to dawn as measured from the sign's face. Applications for sign permits containing an electronic display shall include the manufacturer's specifications and nit (candela per square meter) rating. The City shall have the right to enter the property to view the programmed specifications of the sign to determine compliance with this provision.

3. A electronic message sign placed inside a window is subject to the provisions of this section when it is visible from a public right-of-way or any vehicular maneuvering area.
4. Any existing sign permitted to incorporate a new electronic message sign shall be brought into compliance with all other applicable provisions of this chapter including but not limited to sign height, size, and design.

IG. Food cart signs. The following standards apply to signs on a food cart.

1. Signs are only permitted on two wall surfaces of a food cart. The percentage of each wall surface is not calculated, but the signs may not extend above the top side rail or below the bottom side rail of the food cart. No visible adhesives shall be used to attach graphics or lettering.
2. An A-frame sign shall be reviewed separately as a permanent sign per the development standards in Section 15.32.020(E).
3. A freestanding sign may be permitted for the subject property per the development standards in Section 15.32.020(D).
4. A food cart business shall not violate Section 15.32.080, Prohibited Signs. A food cart business is also prohibited from using the following signage:
 - a) Temporary signs; and,
 - b) Signs that project, drape, or hang from awnings or walls. Signs shall be wholly affixed to the wall surface of the food cart.

IH. Temporary signs are allowed in addition to any permanent sign permitted under this chapter, except as otherwise stated below.

1. Number. One freestanding temporary sign or ~~on-building one~~ temporary sign attached to a building is allowed per business, except that integrated business centers are allowed one freestanding temporary sign for each permanent freestanding sign that exists on the property. Banners on permanent freestanding signs are considered freestanding temporary signs.
2. Height. The maximum height of a freestanding temporary sign is six feet. No ~~on-building~~ temporary sign attached to a building may extend above the roofline of the building on which it is located.
3. Area. The maximum area of a temporary sign is 32 square feet.
4. Anchoring. Temporary signs must be ~~situated-installed~~ in a manner that will allow the sign to remain anchored to the ground or affixed to a wall during varying weather elements prevents the sign from being blown from its location, while allowing for the prompt removal of the sign. Signs must not obstruct vehicle sight clearances or be placed so as to obscure

permanent signs. Signs placed on or near sidewalks must maintain at least 4 feet unobstructed sidewalk width.

5. Duration. A temporary sign may only be displayed for ~~180~~ 120 days total in any calendar year for each lot, parcel, or business, ~~or until the event associated with the sign has ended, whichever is earlier.~~ This duration limit begins the first day the temporary sign is used and runs for ~~180~~ 120 consecutive days, regardless of whether the temporary sign is removed during this period.

~~A business may not display a banner for more than 60 consecutive days out of 90 days (i.e. a business must be free of any temporary banners for at least 30 consecutive days out of 90 days).~~

6. A “Search Light” may be used by any business or enterprise once per calendar year for a maximum period of two consecutive days.

15.32.030 Permanent Signs allowed in residential zones - permits required.

A. One permanent sign is allowed for each parcel or lot ~~zoned~~ with a residential zoning designation.

B. The sign must be located flat against the dwelling, or located no further than four feet from ~~the a residence’s~~ footprint of the dwelling.

C. The maximum area of a permanent sign in a residential district, other than as prescribed in Subsection D. and E. of this section, is two (2) square feet.

D. Multifamily signage ~~or~~ and residential subdivision gateway signage standards.

1. Area: The maximum area of a multifamily or subdivision sign is 32 square feet.

2. Base. A sign’s base must extend at least 36 inches above the adjacent finished grade and wrap around all sides of the sign base. The base shall include material such as natural stone (e.g., basalt, granite, river stone), split face rusticated concrete block or brick. Cultured stone may be allowed if it has a stone texture and is similar in appearance to natural stone.

3. Rectangular-shaped signs shall provide a metal or wood (or material having the appearance of metal or wood) frame a minimum of two inches wide around all sides of the sign area.

4. Height. The maximum height of a multifamily or subdivision sign is six feet.

~~2.~~ 5. Number and type: One freestanding sign is allowed for a subdivision development or a multifamily complex, even if more than one tax lot or ownership is included in the development, except as follows:

- a) If a development has more than one access point, one additional sign may be located at a major public access point located on a different public road.
- b) In the case of (a) above, neither sign may exceed 32 square feet in area.
- c) Individual properties within a subdivision are allowed a sign in accordance with subsections (A) through (C) above.

~~d) Height. The maximum height of a multifamily or subdivision sign is five feet.~~

E. Commercial and Institutional Uses within Residential Zones.

1. Number. Only one sign is allowed for a development or complex, even if more than one tax lot or ownership is included in the development, except that if a development has more than one access point, one additional sign may be located at a major public access point located on a different public road.

2. Type. The sign may be freestanding or ~~on-building~~attached to a wall.

3. Area. The maximum sign face area is 32 ~~square feet~~sq. ft.

4. Height. The maximum height for a freestanding sign is ~~five~~six feet.

5. Base. The base must extend at least 36 inches above the adjacent finished grade and wrap around all sides of the sign base. The base shall include material such as natural stone (e.g., basalt, granite, river stone), split face rusticated concrete block or brick. Cultured stone may be allowed if it has a stone texture and is similar in appearance to natural stone.

6. Rectangular-shaped signs shall provide a metal or wood (or material having the appearance of metal or wood) frame a minimum of two inches wide around all sides of the sign area.

~~57~~. Readerboard signs may be incorporated in a freestanding or ~~on-building~~wall sign, subject to the limits in 15.32.020(H).

15.32.032 Signs allowed in residential zones exempt from permits but subject to regulation.

A. Temporary Signs. Temporary signs are allowed in addition to any permanent sign permitted under this chapter, except as otherwise stated below.

1. Number. A residentially zoned lot or parcel may have two temporary signs (freestanding or ~~wall~~on-building), so long as the total combined area of the two signs does not exceed 16 ~~square feet~~sq. ft. ~~Additional temporary signs not exceeding six square feet each are permitted if erected not more than 45 days prior to an election and removed within five days following the election; except that one such sign may be up to sixteen square feet in area.~~

~~32~~. Height. The maximum height of a freestanding temporary sign is six feet. No ~~on-building~~

temporary sign located on a wall surface may extend above the roofline of the building on which it is located.

43. Area. The maximum area of a temporary sign in a residential zone is 16 square feet.sq. ft.

54. Anchoring. A Temporary signs must be situated in a manner that prevents the sign from being blown from its location, while allowing the prompt removal of the sign.

65. Duration. A temporary sign may only be displayed for 120180 days total in any calendar year for each lot, parcel, or business, ~~or until the event associated with the sign has ended, whichever is earlier.~~

76. A-Frame Signs. Portable ~~A frame~~A-Frame signs are considered to be temporary signs for purposes of this section. The height of an ~~A frame~~A-Frame sign is limited to three (3) feet and the area to six square feet.sq. ft. Signs must not obstruct vehicle sight clearances or be placed so as to obscure permanent signs. Signs placed on or near sidewalks must maintain at least 4 feet unobstructed sidewalk width.

~~a) The city shall have available a reasonable supply of professionally made garage 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.~~

15.32.035 Temporary signs for ~~C~~community-wide events~~s~~ signs.

A. Special signs, including but not limited to banners, flags, wind-activated devices, streamers, balloons, pennants, posters, etc., as approved by the city council may be are permitted for community events, subject to the standards of this section.:

B. The community event must be listed here or have received an appropriate event permit(s) from the City (e.g. street closure permit, parade permit, etc.).

1. Mountain Festival and Mountain Festival Parade.

2. City of Sandy 4th of July Fireworks Show.

3. Winterfest and Christmas Tree Lighting.

4. Summer Sounds and Starlight Cinema.

5. Mount Hood Farmers Market.

~~1. The applicant must submit a written request, specifying the time period for display of signs, type of event, types of advertising/display material and proposed locations of display materials;~~

C. Time limits. Signs may not be posted more than twenty-one days prior to the event and must be removed within seven (7) days following the event.

~~2. Time limits: . Twenty one days prior to the event and removal within seven days following the event;.~~

~~D. 3-A Street banners proposed to be erected over the state highway right-of-way must be ~~are~~ subject to reviewed in advance by the Public Works Director or his/her designee only for the purpose of ensuring the structural integrity of the sign. Banners erected over the state highway right-of-way also may be subject to the Oregon Department of Transportation regulations. to a permit issued by the State Highway Division and all applicable rules of that agency.~~

15.32.040 Signs allowed in all zones exempt from permits but subject to regulation.

The following signs are exempt from permits but are subject to regulation as listed below:

A. Banners on Light Poles in ~~Private~~ Parking Lots. ~~(Commercial/Industrial Zones).~~

1. Number. Only one banner per pole.
2. Size. No larger than 30 inches wide and 60 inches tall.
3. Materials. Limited to materials that appear like canvas or fabric; no reflective vinyl.
4. In no instance shall such signage be located within a public right-of-way.

B. Signs Held by People.

A sign held by a person in or adjacent to a pedestrian right-of-way, ~~whether or not the individual is in costume,~~ is permitted as long as the person holds the sign. The person holding the sign shall follow all applicable traffic safety regulations and not interfere with the use of the right-of-way for bicyclists, pedestrians, or motorists. Signs must not obstruct vehicle sight clearances or obstruct any permanent signs. Signs being held upon a sidewalk must maintain at least 4 feet unobstructed sidewalk width.

15.32.050 Signs permitted in all districts - exempt from permits.

~~The following signs and operations are exempt from one or more of the requirements of this chapter but shall comply with all other applicable provisions. Limitations, if any, are noted below.~~ The following signs are allowed in all districts and do not require a permit.

A. Signs erected in the public right-of-way by the city, Clackamas County, the state of Oregon, the U.S. Government, a public utility, or an agent including:

1. Street identification signs,
2. Traffic control, safety, warning, hazard, construction, and related public safety signs;

B. ~~One official national, state and local government~~ Two flags or banners per property when installed in a manner that meets city ordinances ~~and when flown and maintained as specified by the U.S. Flag Code,~~ are exempt from the provisions of these regulations. The flag structure should not exceed twenty feet or one hundred ten percent of the maximum height of the primary

structure on the property, whichever is greater. All structures over ten (10) feet in height require a building permit and an inspection of the footing and structure, as per the [Oregon State Structural Specialty Building Code](#), prior to installation of the structure;

C. Signs required by city ordinance, county ordinance or state or federal law, ~~are exempt from the provisions of these regulations.~~ Examples include, but are not limited to address numbers, street names, public notices, restaurant health inspection ratings, handicapped access signs and signage within parks and open spaces; ~~and civil defense shelter signs;~~

D. Signs erected ~~for the convenience of the public~~ identifying rest rooms, entrances, ~~public telephones,~~ walkways, directional or information signs, including menu boards, located wholly within the site;

~~E. Signs located on private property that are not visible from a public street or right-of-way unless the department deems that the continuation of such a sign constitutes a serious and immediate danger to public safety and welfare;~~

~~FE. Signs, plaques, inscriptions or Historical markers located on a historic site or structure that are made, erected or and maintained by a public authority or recognized historical society or organization identifying sites, buildings or structures of recognized historical value;~~

~~GF. Memorial signs or tablets, historical markers, signs cut into the surface or the facade of the building, or when projecting not more than two inches;~~

~~HG. Signs located in the interior of any building that are not visible from the public right-of-way; or within an enclosed lobby or court of any building or group of buildings, which signs are designed and located to be viewed exclusively by patrons of such use or uses;~~

~~I.H. Painted wall decorations and wall graphics ("painted wall decorations" means murals or displays painted or placed directly onto a wall or fence and containing no copy, advertising symbols, lettering, trademarks designed and intended as a decorative or ornamental feature);~~

~~J.I. Signs, decorations and displays inside of windows or attached to the inside or outside of windows, provided that the sign or display in a window does not exceed 100 ~~ft~~sq. ft. Window signs larger than 100 ~~ft~~sq. ft. are regulated as wall signs (Section 15.32.020(B)). In no instance shall a window sign exceed 33 percent of a window.~~

15.32.060 Nonconforming signs.

A. The following shall be considered nonconforming signs:

1. Signs that already existed when these regulations were adopted, have an approved ~~county or state~~ city sign permit, and which do not conform to the provisions of these sign regulations;
2. Signs on lands annexed to the city and having an approved county or state sign permit;

3. 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.

B. Nonconforming signs shall be removed or shall be altered to conform to the provisions of this chapter when the sign is changed or modified either in shape or size, the business being advertised on the sign is no longer in operation, or a new occupancy permit is issued for the property. The sign shall be removed or brought into compliance with this chapter within one hundred twenty (120) days of the date the sign is changed, within one hundred twenty (120) days the business no longer is in operation, or prior to the issuance of a new occupancy permit is issued for the property.

~~1. The nature of the business conducted on the premises changes and the sign is changed or modified either in shape, size or legend; or~~

~~2. When the name of the business changes and the sign is changed or modified either in shape, size or legend.~~

~~3. Exception: Panels on existing nonconforming backlit signs in the C-1 zone may be changed according to the provisions of Paragraph 15.32.020.A.~~

~~C. Nonconforming 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 one hundred twenty days of the time the business or use is discontinued, unless a new occupancy permit is issued for a new use.~~

~~D. All temporary signs in existence which do not conform to the provisions of this chapter shall be removed or made to conform within thirty days of the passage of the ordinance codified in this chapter.~~

~~E.C. A sign~~Signs located on property ~~which~~that is annexed to the city and that does not have county or state approved permits, shall have sixty (60) days in which to be removed or ~~made to brought into compliance with~~ conform to the provisions of this chapter.

~~F. If a nonconforming sign is abandoned, the property owner of record, as shown on the tax roll of Clackamas County, shall be notified via certified mail (return receipt requested) from the department directing that it be removed within sixty days. Following notice by the building official, if the abandoned sign has not been removed, the building official shall cause the sign to be removed. The cost of removal 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. For purposes of this section, "Abandoned sign" means a structure designed for, but not containing, a sign for one hundred twenty continuous days.~~

15.32.070 General construction and maintenance requirements.

A. ~~Each~~A sign shall be constructed, erected, and maintained to meet the requirements of the ~~Oregon Structural Specialty Code~~Building Code, ~~and National~~ Electrical Code, ~~and Oregon Mechanical Code~~. In addition, all illuminated signs shall be subject to the provisions of the Underwriters' Standard, as defined in Underwriters' Laboratories, "Standards For Safety, Electric

Signs." All signs manufactured in Canada also shall comply with the standards on the Canadian Standards Association (CASCSA). 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. For the purposes of this section "maintenance" refers to the normal care needed to keep a sign functional such as cleaning, oiling, changing of light bulbs and repair.

B. All signs and component parts shall be kept in good repair and maintained in a safe, neat, clean, and attractive condition. A signs or sign structures that is determined by the City to constitute a hazard to the public safety or health by reason of poor structural design or construction, inadequate maintenance, lack of repair, or dilapidation may be required to be removed per the standards identified within Subsection 15.32.170(B).

~~C. The regulations establish standards for allowable area, location, types and activities permitted upon and uses in conjunction with all signs and other advertising structures within the city. All sign permits issued and signs erected after the effective date of the ordinance codified in this chapter shall conform to the standards of these sections.~~

~~D. Location. All signs, unless specifically authorized by this code or the State Structural Specialty Code shall be located entirely within the boundaries of the property.~~

~~E. Lighted Signs in all districts:~~

- ~~1. Signs may be indirectly, internally or directly illuminated unless otherwise restricted in this chapter. Indirect lighting shall be screened from view by ground surface, evergreen landscape screening or ornamental features of the sign structure. Braces and struts which support indirect lighting from the top or sides of the sign are prohibited.~~
 - ~~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.~~
- ~~2. A lighted sign visible to and located within one hundred feet of a residential zoning district shall be turned off from ten p.m. to sunrise.~~
- ~~3. Exposed incandescent bulbs may be used on the exterior surface of a sign if each of such bulbs do not exceed twenty five watts or unless each such bulbs are screened by a diffusing lens, sun screen or similar shading device.~~
- ~~4. Floodlights or spotlights shall be permitted on ground mounted signs and wall signs, provided that such lights concentrate the illumination onto the area of the signs so as to prevent glare upon the street or adjacent property.~~

~~F. Existing Developments. Existing developments which contain more than one use but do not meet the criteria established for commercial planned developments, shopping or business centers and where two or more uses are located on a single lot or group of contiguous lots which were developed according to a plan, shall be considered to be a planned development.~~

15.32.080 Prohibited signs.

The following signs and operations are prohibited ~~signs and operations~~, and may not be erected or permitted to operate within the city unless specifically authorized by other sections of this code:

A. Signs that obstruct the vision clearance area, as defined by Section 17.74.30, of a street intersection or driveway ~~intersection~~ ingress or egress.;

B. Signs that obstruct ingress or egress through any door, window, fire escape, standpipe, or like facility, required or designated for safety or emergency use.;

C. Signs that may be confused with public traffic signs or highway identification signs, or graphically appear similar to these types of signs, or signs that may mislead or confuse vehicle operators.;

~~D. Signs or sign structures determined by the building official to constitute a hazard to the public safety or health by reason of poor structural design or construction, inadequate maintenance, lack of repair, or dilapidation ("maintenance" means normal care needed to keep a sign functional such as cleaning, oiling and changing of light bulbs);.~~

~~D~~. Signs that rotate, reflect, flash, blink, fluctuate, or have chaser effects (a "rotating signs" has sign faces or portions of a sign face which revolve around a central axis);.

~~F~~. Except for an approved food cart, ~~S~~ signs placed on, affixed to, or painted on any motor vehicle, trailer or other mobile structure, with the exception of a City approved food cart that are not registered, licensed and insured for use on public highways and/or parked with the primary purpose of providing a sign not otherwise allowed by this chapter.;

~~F~~. Signs on Bbenches, ~~with a commercially available space for advertising~~;

~~H~~. Signs located on or above public rights-of-way without written consent of the applicable jurisdiction. This includes, but is not limited to, posters or notices on utility poles, ~~political~~ signs in parking planter strips, etc., other than ~~traffic control~~ signs installed by the state, county, or city.;

~~H~~. Roof signs (signs erected upon, against or directly above a roof, or on the top of or above the parapet of a building); including on food carts.

~~I~~. Attention attracting devices, including but not limited to flags not in compliance with 15.32.050 (B), feather signs, balloons, windsocks, pennants, streamers, valances, spinners, spirals, and other wind-activated devices including propellers.

15.32.090 Permit required.

It is unlawful for any person to erect, repair, alter or relocate ~~within the city~~ any sign ~~or other advertising structure~~ as defined in this chapter without first obtaining a sign permit from the city and making payment of the required fee with the exception of signage exempt from obtaining a permit within Sections 15.32.040 and 15.32.050. ~~required by the city thereof.~~

15.32.100 Permit fees.

Fees shall be ~~those~~ established by City Council in the current fees and charges resolution and are payable in effect at the time of application.

15.32.110 Permit application.

Application for a sign permit shall be ~~made in writing~~ completed upon forms supplied by the city and shall contain the following information:

- A. Name, address, email and telephone number of the applicant;
- B. Location by street number of the building and unit number if applicable, structure or lot to which or upon which the sign is to be installed or affixed;
- C. A ~~drawing, drawn~~ to scale drawing showing the design of the sign, including dimensions of the sign, dimensions of wall (if wall-mounted), maximum height above grade (if free-standing), method of attachment, source of illumination and the relationship to any building or structure to which it is proposed to be installed or affixed or to which it relates along with a detailed account of the materials to be used;
- D. A ~~plot site~~ plan drawn to scale indicating the location of the sign relative to property lines, building locations, streets and sidewalks;
- E. Copies of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by the ~~Uniform~~ Building Code;
- F. Name, address ~~and~~, phone number, and email of the person, firm, corporation or association erecting such sign; ~~or advertising structure~~;
- G. Written consent of the owner of the building, structure or land ~~to which or~~ on which the ~~structure~~ sign is to be erected;
- ~~H. Copy of any electrical permit required and issued for the sign;~~
- H. For temporary signs, the dates that the temporary sign will be displayed;
- I. Any such other information required to show full compliance with this chapter and all other provisions of this code as required by the Director or his/her designee.

15.32.120 Permit approval.

A. A completed sign permit application ~~accompanied by the appropriate fee~~ shall be submitted to the ~~development services department~~ Development Services Department ~~or other staff designated by the city manager~~, referred hereafter as “department”.

B. The department shall review the sign permit application to ensure that it is complete, ~~accompanied by the appropriate fee~~, and the proposed sign complies with the provisions of these regulations and other city ordinances. All signs shall be subject to inspection and reinspection. A permit shall only be issued when all of these criteria have been met and any applicable fee(s) have been collected.

C. An approved sign permit 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.

~~D. The applicable permit review fee shall be doubled if sign installation is begun before obtaining a permit. Payment of such double fee shall not relieve any person from full compliance with these regulations.~~

D. The permit shall expire if a sign is not installed as approved within ~~one hundred eighty~~ 180 days from the date of sign permit application ~~issuance~~ approval. Reapplication shall include a new, fully completed application form and ~~a new application~~ any applicable fee(s). The application must comply with findings in ~~s~~ Subsection B of this section, including any amendments to these regulations adopted since the previous permit approval.

E. An approved sign permit may be revoked by the ~~director~~ Director if the approved sign is not constructed and installed as approved, if incorrect information was provided on the application, or if the city approved the permit in error. A decision of the ~~director~~ Director may be appealed to the ~~city council~~ City Council in accordance with ~~appeal procedures for a Type III appeal.~~ Section 15.32.140.

~~G. All signs shall be subject to inspection and reinspection. Footing inspections may be required for all signs having footings.~~

15.32.130 Permit conditions.

The ~~department~~ Director or his/her designee may attach conditions in conjunction with the approval of a sign permit as deemed necessary to secure the purpose of this code, the Building Code, Electrical Code and may require guarantees and evidence that such conditions will be complied with.

15.32.140 Permit appeal.

A decision may be appealed to the ~~e~~ City e Council. A written appeal must be filed with the ~~city recorder~~ Director within ~~ten~~ twelve (12) calendar days of the notice of the decision. ~~The appeal shall be conducted the same as an appeal of a decision of the planning commission.~~

15.32.150 Variances to standards.

~~Variances are a means of requesting a waiver to certain criteria within this chapter. The Director shall review sign variance applications. There may be rare instances where a combination of strict application of the standards in this chapter and/or public safety concerns may preclude use of signs as a communication medium for a primary frontage. In these cases, it may be appropriate to vary a particular standard to enable a property owner to utilize signs in a manner similar to others in a district.~~

~~A. To request a sign variance an applicant shall submit the following: To request a variance, an applicant shall submit a~~

- ~~1. A completed sign variance application and appropriate review fee.~~
- ~~2. Sign renderings, including sign square footage, height, colors, and any other applicable information that will help in the variance decision.~~
- ~~3. A narrative explaining how the requested variance is consistent with the criteria as set forth below:

 - ~~a) Granting of the variance will not adversely affect implementation of the Comprehensive Plan.~~
 - ~~b) The variance will not be materially detrimental to the public welfare or materially injurious to other property in the vicinity.~~
 - ~~c) Special circumstances or conditions apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography, or other circumstances over which the applicant has no control.~~~~

~~The Sign Review Committee shall hold a public meeting on the application.~~

~~C. To approve a sign variance request, the Sign Review Committee must find that the requested variance is consistent with the intent of the signage regulations for the zoning district is requested for, and the sign is of a reasonable size. The Committee shall balance business needs with the community aesthetics.~~

~~D. The Sign Review Committee decision may impose include such conditions on the approval as necessary to achieve the purposes of these regulations.~~

~~E. Unless appealed, the Sign Review Committee's decision shall be the final decision of the city.~~

~~F. An appeal s toof the Sign Review Committee's of the Director's decisions shall be decided by the City Council, and t The City Council's decision is shall be the City's final decision. of the city.~~

~~G.D. Where a sign approved through these variance procedures is not installed or has a valid, approved permit on file with the City within twelve months two (2) years from the date of approval, the variance approval shall expire and all work must fully comply with these regulations as amended to that date.~~

15.32.160 Administration and enforcement.

The ~~department~~ City shall administer and enforce these regulations and is authorized to issue citations for violations of these regulations in accordance with provisions of the Sandy Municipal Code.

15.32.170 Sign removal.

The ~~department~~ Director or his/her designee may order removal of any sign erected, replaced, reconstructed or maintained in violation of these regulations per one of the following two procedures:-

A. The ~~department~~ Director or his/her designee 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 bring the sign into compliance within thirty (30) days after receipt of written notice from the ~~eCity~~, the sign shall be subject to removal at the expense of the property owner. ~~the building official 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 ~~department~~ eCity 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. Such costs shall be entered on the docket of city liens against the property owner, and shall be collectible in the same manner as liens for public improvements.

~~15.32.180 Periodic review.~~

~~The city council and the department in conjunction with a committee of at least three local business people, shall review this chapter periodically.~~

15.32.190 Violations.

Upon conviction, any person who violates any of the provisions of this chapter is ~~guilty of a Class B infraction and subject to the penalties provided in ORS 153.110 through 153.310, as now constituted.~~ subject to the following:

A. A person cited for a violation shall be fined ~~up to one hundred dollars~~ per Chapter 1.16 of the Sandy Municipal Code.

B. Each day a sign is in violation of these regulations shall be considered a new violation.

~~15.32.200 Limitation of liability.~~

~~The city shall not be held responsible for any damage to persons or property by reason of~~

~~approval, disapproval, or the issuance of a sign permit authorized in this chapter, or inspection or reinspection of a sign as authorized by this chapter.~~

15.32.210 Definitions.

As used in this chapter:

1. ~~"A-Frame Signs". An A-frame sign is~~ is a portable permanent sign which has two sides, the frame or support structure of which is hinged or connected at the top of the sign in such a manner that the sign is easily moved and erected (see sample photo).

2. Area, Sign Face. "Sign face area" means:

a. The area of sign enclosed in a frame or cabinet is determined based on the outer dimensions of the frame or cabinet surrounding the sign face. Sign area does not include foundations, supports, or other essential structures which are not serving as a backdrop or border to the sign.

b. When a sign is on a base material and attached without a frame, the dimensions of the base material are to be used, unless it is clear that part of the base contains no related display or message.

c. When signs are constructed in individual pieces attached to a building wall, sign area is determined by a perimeter drawn around all the pieces.

d. For sign structures containing multiple modules oriented in the same direction, the modules together are counted as one sign face.

e. The maximum surface area visible at one time on a round or three-dimensional sign is counted to determine sign area.

3. "Backlit Sign" means a sign/panel that is lit from behind/within a cabinet by fluorescent or other high output lighting. The light output shines through the sign/panel face, illuminating any text and/or graphics located on sign/panel face and provides effective nighttime readability.

~~3.4.~~ "Banner" means a sign made of fabric or other nonrigid material with no enclosing framework.

~~4.5.~~ "Bulletin board" means bulletin boards for public, charitable or religious institutions when the same are located on the premises of such institutions.

6. "Calendar Year" means the period of 365 days (or 366 days in leap years) starting January 1st and ending December 31st.

~~5. Dissolve.~~ 7. "Dissolve" means a mode of message transition on an electronic message sign accomplished by varying the light intensity or pattern, where the first message gradually and

uniformly appears to dissipate and lose legibility simultaneously with the gradual and uniform appearance and legibility of the second message.

~~6.8.~~ "Electronic Message Sign" means ~~A~~ a sign capable of displaying words, symbols, figures, or images that can be electronically or mechanically changed by remote or automatic means including animated graphics and video.

~~7.9.~~ "Erect" means to build, construct, attach, hang, place, suspend or affix, and shall also include the painting of wall signs.

~~8. Fade.~~ 10. "Fade" means a mode of message transition on an electronic message sign accomplished by varying the light intensity, where the first message gradually and uniformly reduces intensity to the point of not being legible and the subsequent message gradually and uniformly increases intensity to the point of being legible.

~~9.11.~~ "Face" means the surface of the sign upon, against or through, which the message is displayed or illustrated on the sign.

12. "Flag" means a sign made of non-rigid material such as canvas or vinyl, and having no enclosing or supporting framework. A flag is usually rectangular or triangular in shape, and is attached at one end to a pole. Often intended for temporary use, a flag can be screen printed or painted.

~~10.13.~~ "Frontage, Street" means the length of the property line of any one premise along each public right-of-way it borders.

14. "Frontage, Tenant Space" means the length of the exterior façade occupied by an individual tenant space that faces either a parking lot, pedestrian path or public right-of-way.

~~11.15.~~ "Height" means the overall height of a free-standing sign or sign structure is measured from the grade directly below a sign to the highest point of the sign or sign structure.

16. "Integrated Business Center" means two or more commercial businesses sharing a street access or located on the same lot of record, shopping or business center.

17. "Permanent sign", with the exception of A-Frame Signs, means any sign that is affixed to a building, window, or structure, or to the ground in a manner that enables the sign to resist environmental loads, such as wind or snow, and that precludes ready removal or movement of the sign.

18. "Projecting Sign" A sign attached to and supported solely by a building face or wall that projects more than eighteen (18) inches from the building face or wall.

~~12.19.~~ "Readerboard" means a sign or part of a sign specifically designed to allow for the convenient display of temporary messages without alteration of the sign field, and on which the

letters or images are readily replaceable such that the copy can be changed from time to time at will, either by hand or through electronic programming.

20. "Roof Sign" means any sign erected upon or over the roof of any building with the principal sign support on the roof structure.

21. "Rotating Signs" means a sign which has faces or portions of a sign face which revolve around a central axis.

22. "Search Light" means an outdoor electric light with a concentrated beam that can be turned in the fixed direction or upon a rotating base.

~~13~~23. "Sign" means an identification, description, illustration or device that is affixed to or represented directly or indirectly upon a building, structure or land and which directs attention to a product, place, activity, person, institution or business.

~~14~~24. "Sign structure" means a structure specifically intended for supporting or containing a sign which is not an integral part of a building.

~~15~~25. "Temporary sign" means a nonpermanent sign or advertising display constructed of fabric, paper, cardboard, plywood, or other light materials, with or without a frame, not permanently attached to a building, structure or ground intended to be displayed for a specific and limited period of time. A temporary sign is intended to:

- a. Exist until such time as a permanent sign can be placed;
- b. Exist for a limited period of time as determined by the specific date of an event, activity or sale;
- c. Be installed in a manner that will allow the sign to remain anchored to the ground or affixed to a wall during varying weather elements, while allowing for the prompt removal of the sign.

26. "Tenant Space" means the physical location occupied by an individual business or entity.

~~16~~27. "Wall area" means all window and wall area of a building or tenant space on one plane or elevation.

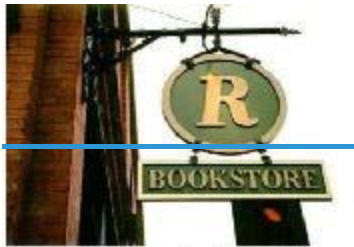
28. "Wall Sign" means a sign attached to, painted on or erected against a wall, fascia or parapet wall whose display surface is parallel to and extends not more than eighteen (18) inches from the wall to which it is attached. Wall signs do not include Window Signs.

29. "Window Sign" means any sign, decorations and displays affixed to the surface of a window or located within two (2) feet of a window interior, which can be seen from the exterior of the structure.

Examples of Appropriate Signs:



A. Sample Backlit Sign



Sample Projecting Sign



B. Sample Projecting Sign



Sample Hanging Sign



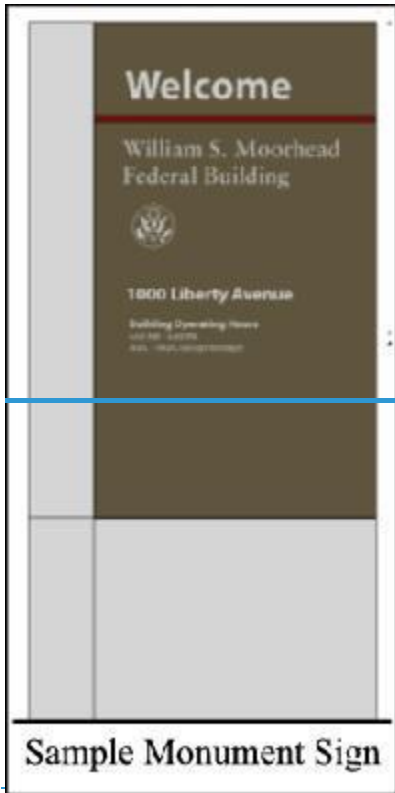
C. Sample Hanging Sign



Sample A-Frame Sign



D. Sample A-Frame Sign



E. Sample Monument Sign (Integrated Business)

Chapter 15.32 SIGN CODE

(Ord. 2008-06, effective 5/7/08. Amended by Ord. 2010-04, effective 1/5/11, and Ord. 2011-11 effective 10/19/11)

- 15.32.010 Purpose and policy
- 15.32.015 Director
- 15.32.020 Signs permitted only in commercial and industrial zones
- 15.32.030 Signs allowed in residential zones - permits required
- 15.32.032 Signs allowed in residential zones exempt from permits but subject to regulation
- 15.32.035 Community-wide event signs
- 15.32.040 Signs allowed in all zones exempt from permits but subject to regulation
- 15.32.050 Signs permitted in all districts - exempt from permits
- 15.32.060 Nonconforming signs
- 15.32.070 General construction and maintenance requirements
- 15.32.080 Prohibited signs
- 15.32.090 Permit required
- 15.32.100 Permit fees
- 15.32.110 Permit application
- 15.32.120 Permit approval
- 15.32.130 Permit conditions
- 15.32.140 Permit appeal
- 15.32.150 Variances to standards
- 15.32.160 Administration and enforcement
- 15.32.170 Sign removal
- 15.32.190 Violations
- 15.32.210 Definitions

15.32.010 Purpose and policy.

The sign regulations are intended to serve the community by:

- A. Requiring sound construction, by requiring that signs be maintained, and by limiting the number of visual images to be communicated;
- B. Providing an equitable opportunity to use signs outside of public rights-of-way as a communication medium;
- C. Providing standards for frequency, location, size, construction, type and number of signs;
- D. Providing reasonable limits on the magnitude and extent of graphic communication presented to the public;

E. Regulating the location and quantity of temporary signs, and the circumstances under which they may be used and encourage all businesses to utilize permanent signs to the maximum extent possible and not rely on temporary signs for advertising needs; and,

F. Expressing elements of or reflecting Cascadian architecture by adapting elements of the Sandy Style into new signs.

15.32.015 Director.

The Director referenced in this Chapter is the Development Services Director or any other member of staff designated by the City Manager to supervise, organize, direct, and control activities defined under this code. For brevity, the Development Services Director shall be referred to as Director throughout the Code.

15.32.020 Signs permitted only in commercial & industrial zones.

Permits are required for these signs.

A. Sign lighting. Backlit signs, as defined within Section 15.32.210, are permitted in all commercial and industrial zone districts. All new panels, on existing and new signs, shall include light lettering and/or graphics on a dark background. All signs shall adhere to Chapter 15.30 Dark Skies and meet the following requirements:

1. Signs may be indirectly, internally or directly illuminated unless otherwise restricted in this chapter. Indirect lighting shall be screened from view by ground surface, evergreen landscape screening or ornamental features of the sign structure. Braces and struts which support indirect lighting from the top or sides of the sign are prohibited.

- 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.

2. A lighted sign visible to and located within one hundred (100) feet of a residential zoning district shall be turned off from ten (10) p.m. to sunrise.

3. Exposed incandescent bulbs may be used on the exterior surface of a sign if each of such bulbs do not exceed twenty-five watts or unless each such bulbs are screened by a diffusing lens, sun screen or similar shading device.

4. Floodlights or spotlights shall be permitted on ground-mounted signs and wall signs, provided that such lights concentrate the illumination onto the area of the signs so as to prevent glare upon the public rights-of-way or adjacent property, and the lighting does not escape above an 85-degree angle in compliance with Chapter 15.30, Dark Sky Ordinance.

B. Wall signs.

1. Sign size (area): up to 10 percent of the gross wall area of each wall, including windows. Tenant spaces with less than 250 sq. ft. of wall area may have a 25 sq. ft. sign.
2. Maximum area: 200 sq. ft. in the C-1 zoning district; no limit for signs located in other zoning districts.
3. Multiple uses: each individual tenant space located within an integrated business center, or within a structure, is permitted to have up to 10 percent of the gross wall area of the tenant space front façade. Tenant spaces with less than 250 sq. ft. of wall area may have a 25 sq. ft. sign.
4. Maximum sign projection: 18 inches.

C. Projecting signs. A "projecting sign" is a sign attached to and projecting out from a building face or wall more than eighteen (18) inches and generally at right angles to the building. Projecting signs include signs projecting totally in the right-of-way, partially in the right-of-way, and fully on private property.

1. Maximum area on one sign face: 32 sq. ft.
2. Height: a projecting sign shall not extend above the roof line or above the top of a parapet wall, whichever is higher. In no case shall any portion of a projecting sign exceed a height of 25 feet above grade.
3. Maximum number of projecting signs: one per tenant space.
4. Clearance: 8 feet above pedestrian walkways and sidewalks; 15 feet above vehicular driveways, aisles, parking areas and public rights-of-way other than sidewalks. Clearance is measured from the highest point of the grade below the sign to the lowermost point of the sign.
5. Projection distance: no more than 8 feet from the building face or wall, and shall not project within 2 feet of an adjacent curb, transit shelter, sign, tree or element/feature as determined by the Director or his/her designee.
6. Marquee, canopy and awning signs are specific types of projecting signs permitted and must comply with the State Structural Specialty Code and city regulations.
 - a) Marquee signs may be placed on or incorporated into these structures provided they do not extend above the upper surfaces of the structure. "Marquee sign" means a sign incorporated into, erected or maintained under, supported by or attached to a marquee or permanent canopy. "Marquee" means a permanent roof-like or roofed structure attached to, supported by and projecting outward from a building over the entrance to a theater, hotel, etc.

b) As used here, "awning" means a movable shelter supported entirely from the exterior wall of a building extending over a doorway or window and providing shelter from the rain or sun. When signs are incorporated into awnings the entire panel containing the sign is counted as sign face unless it is clear that part of the panel contains no related display or decoration. Awning signs are considered as wall signs for calculation of the maximum permitted area.

D. Freestanding signs. A freestanding sign is a sign on a frame, pole or other support structure which is not attached to any building.

1. One freestanding sign is permitted per lot of record with at least 50 lineal feet of public street frontage, and not part of an integrated business center. Maximum area on one sign face: 32 sq. ft. in the C-1 district. Other districts: 1 sq. ft. per lineal foot of street frontage for a maximum signage area of 100 sq. ft.

2. One freestanding sign is permitted per integrated business center. Maximum sign area: 1 sq. ft. of area for each lineal foot of street frontage, up to 100 sq. ft. (C-1 district), 200 sq. ft. other districts. The permitted sign area may be divided among the uses within the integrated business center.

3. Maximum height: 20 feet in the C-1 district, 30 feet in the C-2 and industrial districts. Freestanding signs in the C-3 (village commercial) districts are limited to freestanding signs with a maximum height of 10 feet. The overall sign height shall include the height of any required design element such as a masonry base or other means of sign support.

4. Extra sign area for large frontages (does not apply to C-1 and C-3 zoning districts):

a) The sign area may be increased .25 sq. ft. for each additional lineal foot of frontage over 300 feet with a maximum of 150 sq. ft. of area; or

b) One additional free-standing sign may be requested through the Sign Variance process per Section 15.32.150. The sign area for the additional sign is up to 1 sq. ft. per foot of frontage over 300 feet, to a maximum of 100 sq. ft.

5. Signs located on corner lots: signs facing more than one street shall be assigned to a frontage (for area calculations) by the applicant.

6. Multiple frontages: tenant spaces located on sites with two or more frontages are permitted to have a total of two freestanding signs. Signs must be placed on frontages that parallel each other and in no instance, be placed on frontages that intersect perpendicular to each other.

87. Design Standards. All new freestanding signs in all commercial zoning districts and industrial zoning districts shall comply with the following design standards:

a) A sign's base must extend at least 36 inches above the adjacent finished grade and

wrap around all sides of the sign base. Strong base material such as natural stone (e.g., basalt, granite, river stone), split face rusticated concrete block or brick. Cultured stone may be allowed if it has a stone texture and is similar in appearance to natural stone.

b) Rectangular-shaped signs shall provide a metal or wood (or material having the appearance of metal or wood) frame a minimum of two inches wide around all sides of the sign area.

c) Exception: New freestanding signs in the C-1 Zoning District and located within the Downtown Exception areas (as identified in Chapter 17.90.10(F)) are exempt from these design standards and shall complement the architectural design of the building from which the sign is related.

E. A-Frame signs.

1. Application. A-Frame signs are permitted as portable permanent signs. Application for a proposed A-Frame sign shall be made in writing upon forms supplied by the city in accordance with Section 15.32.110, exempting D., E. and H. of that section.

2. Review. Prior to issuing a permit for an A-Frame sign, the sign design shall be reviewed and approved by the Director or his/her designee.

3. Materials: Each A-Frame sign is required to have two sign faces, one on each side of the frame, and shall be made of finished wood or metal, dibond, aluminite, corrugated plastic (corex), or similar material. The use of cardboard, foam core and/or reflective metals is not permitted.

4. Dimensions: The maximum size of the sign panel shall not exceed six (6) sq. ft. per side of the sign, including the sign frame. The top of the sign shall be no more than 4 feet from the ground (including feet and hinge mechanism).

5. Quantity: No more than one A-Frame sign per business or property at any one time. Properties with multiple businesses are permitted one sign per separate business entity.

6. Quality. Signs shall meet the general construction and maintenance requirements set forth in Section 15.32.070. No visible adhesives shall be used to attach graphics or lettering to the sign.

7. Location:

a) Signs must not obstruct vehicle sight clearances or be placed so as to obscure permanent signs. Signs placed on or near sidewalks must maintain at least 4 feet unobstructed sidewalk width.

b) Signs may be located at a different location than the business location of the owner of

the sign if the sign owner submits a consent form allowing such a sign signed by the business or property owner where the sign will be located.

8. Time period: The sign may be displayed only during hours that the business is open to the public and shall be promptly removed from public display when the business is closed.

F. Electronic message signs. Any permanent sign that incorporates an electronic message sign shall be subject to the following limitations:

1. The sign shall contain static messages only. The message may be changed through dissolve or fade transitions, but may not otherwise have movement, or the appearance or optical illusion of movement or varying light intensity. The image on the electronic message sign shall remain static for at least thirty (30) seconds.
2. The sign shall have automatic dimmer software or solar sensors to control brightness for nighttime viewing. The intensity of the light source shall not produce glare, and lighting from the message module shall not exceed 600 nits (candelas per square meter) between dusk to dawn as measured from the sign's face. Applications for sign permits containing an electronic display shall include the manufacturer's specifications and nit (candela per square meter) rating. The City shall have the right to enter the property to view the programmed specifications of the sign to determine compliance with this provision.
3. A electronic message sign placed inside a window is subject to the provisions of this section when it is visible from a public right-of-way or any vehicular maneuvering area.
4. Any existing sign permitted to incorporate a new electronic message sign shall be brought into compliance with all other applicable provisions of this chapter including but not limited to sign height, size, and design.

G. Food cart signs. The following standards apply to signs on a food cart.

1. Signs are only permitted on two wall surfaces of a food cart. The percentage of each wall surface is not calculated, but the signs may not extend above the top side rail or below the bottom side rail of the food cart. No visible adhesives shall be used to attach graphics or lettering.
2. An A-frame sign shall be reviewed separately as a permanent sign per the development standards in Section 15.32.020(E).
3. A freestanding sign may be permitted for the subject property per the development standards in Section 15.32.020(D).
4. A food cart business shall not violate Section 15.32.080, Prohibited Signs. A food cart business is also prohibited from using the following signage:
 - a) Temporary signs; and,

- b) Signs that project, drape, or hang from awnings or walls. Signs shall be wholly affixed to the wall surface of the food cart.

H. Temporary signs are allowed in addition to any permanent sign permitted under this chapter, except as otherwise stated below.

1. Number. One freestanding temporary sign or one temporary sign attached to a building is allowed per business, except that integrated business centers are allowed one freestanding temporary sign for each permanent freestanding sign that exists on the property. Banners on permanent freestanding signs are considered freestanding temporary signs.
2. Height. The maximum height of a freestanding temporary sign is six feet. No temporary sign attached to a building may extend above the roofline of the building on which it is located.
3. Area. The maximum area of a temporary sign is 32 square feet.
4. Anchoring. Temporary signs must be installed in a manner that will allow the sign to remain anchored to the ground or affixed to a wall during varying weather elements, while allowing for the prompt removal of the sign. Signs must not obstruct vehicle sight clearances or be placed so as to obscure permanent signs. Signs placed on or near sidewalks must maintain at least 4 feet unobstructed sidewalk width.
5. Duration. A temporary sign may only be displayed for 120 days total in any calendar year for each lot, parcel, or business. This duration limit begins the first day the temporary sign is used and runs for 120 consecutive days, regardless of whether the temporary sign is removed during this period.
6. A "Search Light" may be used by any business or enterprise once per calendar year for a maximum period of two consecutive days.

15.32.030 Permanent signs allowed in residential zones - permits required.

- A. One permanent sign is allowed for each parcel or lot with a residential zoning designation.
- B. The sign must be located flat against the dwelling or located no further than four feet from the footprint of the dwelling.
- C. The maximum area of a permanent sign in a residential district, other than as prescribed in Subsection D. and E. of this section, is two (2) square feet.
- D. Multifamily signage and residential subdivision gateway signage standards.
 1. Area. The maximum area of a multifamily or subdivision sign is 32 square feet.

2. Base. A sign's base must extend at least 36 inches above the adjacent finished grade and wrap around all sides of the sign base. The base shall include material such as natural stone (e.g., basalt, granite, river stone), split face rusticated concrete block or brick. Cultured stone may be allowed if it has a stone texture and is similar in appearance to natural stone.
3. Rectangular-shaped signs shall provide a metal or wood (or material having the appearance of metal or wood) frame a minimum of two inches wide around all sides of the sign area.
4. Height. The maximum height of a multifamily or subdivision sign is six feet.
5. Number and type. One freestanding sign is allowed for a subdivision development or a multifamily complex, even if more than one tax lot or ownership is included in the development, except as follows:
 - a) If a development has more than one access point, one additional sign may be located at a major public access point located on a different public road.
 - b) In the case of (a) above, neither sign may exceed 32 square feet in area.
 - c) Individual properties within a subdivision are allowed a sign in accordance with subsections (A) through (C) above.

E. Commercial and Institutional Uses within Residential Zones.

1. Number. Only one sign is allowed for a development or complex, even if more than one tax lot or ownership is included in the development, except that if a development has more than one access point, one additional sign may be located at a major public access point located on a different public road.
2. Type. The sign may be freestanding or attached to a wall.
3. Area. The maximum sign face area is 32 sq. ft.
4. Height. The maximum height for a freestanding sign is six feet.
5. Base. The base must extend at least 36 inches above the adjacent finished grade and wrap around all sides of the sign base. The base shall include material such as natural stone (e.g., basalt, granite, river stone), split face rusticated concrete block or brick. Cultured stone may be allowed if it has a stone texture and is similar in appearance to natural stone.
6. Rectangular-shaped signs shall provide a metal or wood (or material having the appearance of metal or wood) frame a minimum of two inches wide around all sides of the sign area.
7. Readerboard signs may be incorporated in a freestanding or wall sign, subject to the limits in 15.32.020(H).

15.32.032 Signs allowed in residential zones exempt from permits but subject to regulation.

A. Temporary Signs. Temporary signs are allowed in addition to any permanent sign permitted under this chapter, except as otherwise stated below.

1. Number. A residentially zoned lot or parcel may have two temporary signs (freestanding or wall), so long as the total combined area of the two signs does not exceed 16 sq. ft.
2. Height. The maximum height of a freestanding temporary sign is six feet. No temporary sign located on a wall surface may extend above the roofline of the building on which it is located.
3. Area. The maximum area of a temporary sign in a residential zone is 16 sq. ft.
4. Anchoring. A temporary sign must be situated in a manner that prevents the sign from being blown from its location, while allowing the prompt removal of the sign.
5. Duration. A temporary sign may only be displayed for 120 days total in any calendar year for each lot, parcel, or business.
6. A-Frame Signs. Portable A-Frame signs are considered to be temporary signs for purposes of this section. The height of an A-Frame sign is limited to three (3) feet and the area to six sq. ft. Signs must not obstruct vehicle sight clearances or be placed so as to obscure permanent signs. Signs placed on or near sidewalks must maintain at least 4 feet unobstructed sidewalk width.

15.32.035 Temporary signs for community events.

A. Special signs, including but not limited to banners, flags, wind-activated devices, streamers, balloons, pennants, posters, etc., are permitted for community events, subject to the standards of this section.:

B. The community event must be listed here or have received an appropriate event permit(s) from the City (e.g. street closure permit, parade permit, etc.).

1. Mountain Festival and Mountain Festival Parade.
2. City of Sandy 4th of July Fireworks Show.
3. Winterfest and Christmas Tree Lighting.
4. Summer Sounds and Starlight Cinema.
5. Mount Hood Farmers Market.

C. Time limits. Signs may not be posted more than twenty-one days prior to the event and must be removed within seven (7) days following the event.

D. A street banner proposed to be erected over the state highway right-of-way must be reviewed in advance by the Public Works Director or his/her designee only for the purpose of ensuring the structural integrity of the sign. Banners erected over the state highway right-of-way also may be subject to the Oregon Department of Transportation regulations.

15.32.040 Signs allowed in all zones exempt from permits but subject to regulation.

The following signs are exempt from permits but are subject to regulation as listed below:

A. Banners on Light Poles in Parking Lots.

1. Number. Only one banner per pole.
2. Size. No larger than 30 inches wide and 60 inches tall.
3. Materials. Limited to materials that appear like canvas or fabric; no reflective vinyl.
4. In no instance shall such signage be located within a public right-of-way.

B. Signs Held by People.

A sign held by a person in or adjacent to a pedestrian right-of-way is permitted as long as the person holds the sign. The person holding the sign shall follow all applicable traffic safety regulations and not interfere with the use of the right-of-way for bicyclists, pedestrians, or motorists. Signs must not obstruct vehicle sight clearances or obstruct any permanent signs. Signs being held upon a sidewalk must maintain at least 4 feet unobstructed sidewalk width.

15.32.050 Signs permitted in all districts - exempt from permits.

The following signs are allowed in all districts and do not require a permit.

A. Signs erected in the public right-of-way by the city, Clackamas County, the state of Oregon, the U.S. Government, a public utility, or an agent including:

1. Street identification signs,
2. Traffic control, safety, warning, hazard, construction, and related public safety signs;

B. Two flags or banners per property when installed in a manner that meets city ordinances are exempt from the provisions of these regulations. The flag structure should not exceed twenty feet or one hundred ten percent of the maximum height of the primary structure on the property, whichever is greater. All structures over ten (10) feet in height require a building permit and an inspection of the footing and structure, as per the Building Code, prior to installation of the structure;

C. Signs required by city ordinance, county ordinance or state or federal law. Examples include, but are not limited to address numbers, street names, public notices, restaurant health inspection ratings, handicapped access signs and signage within parks and open spaces;

D. Signs erected identifying rest rooms, entrances, walkways, directional or information signs, including menu boards, located wholly within the site;

E. Signs, plaques, inscriptions or markers located on a historic site or structure that are made, erected or maintained by a public authority or recognized historical society or organization;

F. Memorial signs or tablets, historical markers, signs cut into the surface or the facade of the building, or when projecting not more than two inches;

G. Signs located in the interior of any building that are not visible from the public right-of-way;

H. Painted wall decorations and wall graphics ("painted wall decorations" means murals or displays painted or placed directly onto a wall or fence and containing no copy, advertising symbols, lettering, trademarks designed and intended as a decorative or ornamental feature);

I. Signs, decorations and displays inside or outside of windows, provided that the sign or display in a window does not exceed 100 sq. ft. Window signs larger than 100 sq. ft. are regulated as wall signs (Section 15.32.020(B)). In no instance shall a window sign exceed 33 percent of a window.

15.32.060 Nonconforming signs.

A. The following shall be considered nonconforming signs:

1. Signs that already existed when these regulations were adopted, have an approved city sign permit, and which do not conform to the provisions of these sign regulations;
2. Signs on lands annexed to the city and having an approved county or state sign permit;
3. 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.

B. Nonconforming signs shall be removed or shall be altered to conform to the provisions of this chapter when the sign is changed or modified either in shape or size, the business being advertised on the sign is no longer in operation, or a new occupancy permit is issued for the property. The sign shall be removed or brought into compliance with this chapter within one hundred twenty (120) days of the date the sign is changed, within one hundred twenty (120) days the business no longer is in operation, or prior to the issuance of a new occupancy permit is issued for the property.

C. A sign located on property that is annexed to the city and that does not have county or state approved permits, shall have sixty (60) days in which to be removed or brought into compliance with the provisions of this chapter.

15.32.070 General construction and maintenance requirements.

A. A sign shall be constructed, erected, and maintained to meet the requirements of the Building Code and Electrical Code. In addition, all illuminated signs shall be subject to the provisions of

the Underwriters' Standard, as defined in Underwriters' Laboratories, "Standards For Safety, Electric Signs." All signs manufactured in Canada also shall comply with the standards on the Canadian Standards Association (CSA). 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. For the purposes of this section "maintenance" refers to the normal care needed to keep a sign functional such as cleaning, oiling, changing of light bulbs and repair.

B. All signs and component parts shall be kept in good repair and maintained in a safe, neat, clean, and attractive condition. A signs or sign structures that is determined by the City to constitute a hazard to the public safety or health by reason of poor structural design or construction, inadequate maintenance, lack of repair, or dilapidation may be required to be removed per the standards identified within Subsection 15.32.170(B).

15.32.080 Prohibited signs.

The following signs and operations are prohibited and may not be erected or permitted to operate within the city unless specifically authorized by other sections of this code:

- A. Signs that obstruct the vision clearance area, as defined by Section 17.74.30, of a street intersection or driveway ingress or egress.
- B. Signs that obstruct ingress or egress through any door, window, fire escape, standpipe, or like facility, required or designated for safety or emergency use.
- C. Signs that may be confused with public traffic signs or highway identification signs, or graphically appear similar to these types of signs, or signs that may mislead or confuse vehicle operators.
- D. Signs that rotate, reflect, flash, blink, fluctuate, or have chaser effects (a "rotating signs" has sign faces or portions of a sign face which revolve around a central axis).
- E. Except for an approved food cart, signs placed on, affixed to, or painted on any motor vehicle, trailer or other mobile structure, with the exception of a City approved food cart that are not registered, licensed and insured for use on public highways and/or parked with the primary purpose of providing a sign not otherwise allowed by this chapter.
- F. Signs on benches.
- G. Signs located on or above public rights-of-way without written consent of the applicable jurisdiction. This includes, but is not limited to, posters or notices on utility poles, signs in planter strips, etc., other than signs installed by the state, county, or city.
- H. Roof signs (signs erected upon, against or directly above a roof, or on the top of or above the parapet of a building), including on food carts.

I. Attention attracting devices, flags not in compliance with 15.32.050 (B), feather signs, balloons, windsocks, pennants, streamers, valances, spinners, spirals and other wind-activated devices including propellers.

15.32.090 Permit required.

It is unlawful for any person to erect, repair, alter or relocate any sign as defined in this chapter without first obtaining a sign permit from the city and making payment of the required fee with the exception of signage exempt from obtaining a permit within Sections 15.32.040 and 15.32.050.

15.32.100 Permit fees.

Fees shall be established by City Council resolution and are payable at the time of application.

15.32.110 Permit application.

Application for a sign permit shall be completed upon forms supplied by the city and shall contain the following information:

- A. Name, address, email and telephone number of the applicant;
- B. Location by street number of the building and unit number if applicable, structure or lot to which or upon which the sign is to be installed or affixed;
- C. A to scale drawing showing the design of the sign, including dimensions of the sign, dimensions of wall (if wall-mounted), maximum height above grade (if free-standing), method of attachment, source of illumination and the relationship to any building or structure to which it is proposed to be installed or affixed or to which it relates along with a detailed account of the materials to be used;
- D. A site plan drawn to scale indicating the location of the sign relative to property lines, building locations, streets and sidewalks;
- E. Copies of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by the Building Code;
- F. Name, address, phone number, and email of the person, firm, corporation or association erecting such sign;
- G. Written consent of the owner of the building, structure or land on which the sign is to be erected;
- H. For temporary signs, the dates that the temporary sign will be displayed;
- I. Any such other information required to show full compliance with this chapter and all other provisions of this code as required by the Director or his/her designee.

15.32.120 Permit approval.

A. A completed sign permit application shall be submitted to the Development Services Department, referred hereafter as “department”.

B. The department shall review the sign permit application to ensure that it is complete and the proposed sign complies with the provisions of these regulations and other city ordinances. All signs shall be subject to inspection and reinspection. A permit shall only be issued when all of these criteria have been met and any applicable fee(s) have been collected.

C. An approved sign permit 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.

D. The permit shall expire if a sign is not installed as approved within 180 days from the date of sign permit application issuance. Reapplication shall include a new, fully completed application form and any applicable fee(s). The application must comply with findings in Subsection B of this section, including any amendments to these regulations adopted since the previous permit approval.

E. An approved sign permit may be revoked by the Director if the approved sign is not constructed and installed as approved, if incorrect information was provided on the application, or if the city approved the permit in error. A decision of the Director may be appealed to the City Council in accordance with Section 15.32.140.

15.32.130 Permit conditions.

The Director or his/her designee may attach conditions in conjunction with the approval of a sign permit as deemed necessary to secure the purpose of this code, the Building Code, Electrical Code and may require guarantees and evidence that such conditions will be complied with.

15.32.140 Permit appeal.

A decision may be appealed to the City Council. A written appeal must be filed with the Director within twelve (12) calendar days of the notice of the decision.

15.32.150 Variances to standards.

Variances are a means of requesting a waiver to certain criteria within this chapter. The Director shall review sign variance applications.

A. To request a sign variance an applicant shall submit the following:

1. A completed sign variance application and appropriate review fee.
2. Sign renderings, including sign square footage, height, colors, and any other applicable information that will help in the variance decision.
3. A narrative explaining how the requested variance is consistent with the criteria as set forth below:

- a) Granting of the variance will not adversely affect implementation of the Comprehensive Plan.
- b) The variance will not be materially detrimental to the public welfare or materially injurious to other property in the vicinity.
- c) Special circumstances or conditions apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography, or other circumstances over which the applicant has no control.

B. The decision may include such conditions on the approval as necessary to achieve the purposes of these regulations.

C. An appeal of the Director's decision shall be decided by the City Council. The City Council's decision is the City's final decision.

D. Where a sign approved through these variance procedures is not installed or has a valid, approved permit on file with the City within two (2) years from the date of approval, the variance approval shall expire and all work must fully comply with these regulations as amended to that date.

15.32.160 Administration and enforcement.

The City shall administer and enforce these regulations and is authorized to issue citations for violations of these regulations in accordance with provisions of the Sandy Municipal Code.

15.32.170 Sign removal.

The Director or his/her designee may order removal of any sign erected, replaced, reconstructed or maintained in violation of these regulations per one of the following two procedures:

A. The Director or his/her designee 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.

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 bring the sign into compliance within thirty (30) days after receipt of written notice from the City the sign shall be subject to removal at the expense of the property owner. Such costs shall be entered on the docket of city liens against the property owner, and shall be collectible in the same manner as liens for public improvements.

B. If the condition of the sign presents an immediate threat to the safety of the public, the City 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. Such costs shall be entered on the docket of city liens against the property owner, and shall be collectible in the same manner as liens for public improvements.

15.32.190 Violations.

Upon conviction, any person who violates any of the provisions of this chapter is subject to the following:

- A. A person cited for a violation shall be fined per Chapter 1.16 of the Sandy Municipal Code.
- B. Each day a sign is in violation of these regulations shall be considered a new violation.

15.32.210 Definitions.

As used in this chapter:

1. "A-Frame Sign" is a portable permanent sign which has two sides, the frame or support structure of which is hinged or connected at the top of the sign in such a manner that the sign is easily moved and erected (see sample photo).
2. Area, Sign Face. "Sign face area" means:
 - a. The area of sign enclosed in a frame or cabinet is determined based on the outer dimensions of the frame or cabinet surrounding the sign face. Sign area does not include foundations, supports, or other essential structures which are not serving as a backdrop or border to the sign.
 - b. When a sign is on a base material and attached without a frame, the dimensions of the base material are to be used, unless it is clear that part of the base contains no related display or message.
 - c. When signs are constructed in individual pieces attached to a building wall, sign area is determined by a perimeter drawn around all the pieces.
 - d. For sign structures containing multiple modules oriented in the same direction, the modules together are counted as one sign face.
 - e. The maximum surface area visible at one time on a round or three-dimensional sign is counted to determine sign area.
3. "Backlit Sign" means a sign/panel that is lit from behind/within a cabinet by fluorescent or other high output lighting. The light output shines through the sign/panel face, illuminating any text and/or graphics located on sign/panel face and provides effective nighttime readability.
4. "Banner" means a sign made of fabric or other nonrigid material with no enclosing framework.
5. "Bulletin board" means bulletin boards for public, charitable or religious institutions when the same are located on the premises of such institutions.
6. "Calendar Year" means the period of 365 days (or 366 days in leap years) starting January 1st and ending December 31st.

7. "Dissolve" means a mode of message transition on an electronic message sign accomplished by varying the light intensity or pattern, where the first message gradually and uniformly appears to dissipate and lose legibility simultaneously with the gradual and uniform appearance and legibility of the second message.

8. "Electronic Message Sign" means a sign capable of displaying words, symbols, figures, or images that can be electronically or mechanically changed by remote or automatic means including animated graphics and video.

9. "Erect" means to build, construct, attach, hang, place, suspend or affix, and shall also include the painting of wall signs.

10. "Fade" means a mode of message transition on an electronic message sign accomplished by varying the light intensity, where the first message gradually and uniformly reduces intensity to the point of not being legible and the subsequent message gradually and uniformly increases intensity to the point of being legible.

11. "Face" means the surface of the sign upon, against or through, which the message is displayed or illustrated on the sign.

12. "Flag" means a sign made of non-rigid material such as canvas or vinyl, and having no enclosing or supporting framework. A flag is usually rectangular or triangular in shape, and is attached at one end to a pole. Often intended for temporary use, a flag can be screen printed or painted.

13. "Frontage, Street" means the length of the property line of any one premise along each public right-of-way it borders.

14. "Frontage, Tenant Space" means the length of the exterior façade occupied by an individual tenant space that faces either a parking lot, pedestrian path or public right-of-way.

15. "Height" means the overall height of a free-standing sign or sign structure is measured from the grade directly below a sign to the highest point of the sign or sign structure.

16. "Integrated Business Center" means two or more commercial businesses sharing a street access or located on the same lot of record, shopping or business center.

17. "Permanent sign", with the exception of A-Frame Signs, means any sign that is affixed to a building, window, or structure, or to the ground in a manner that enables the sign to resist environmental loads, such as wind or snow, and that precludes ready removal or movement of the sign.

18. "Projecting Sign" A sign attached to and supported solely by a building face or wall that projects more than eighteen (18) inches from the building face or wall.

19. "Readerboard" means a sign or part of a sign specifically designed to allow for the convenient display of temporary messages without alteration of the sign field, and on which the letters or images are readily replaceable such that the copy can be changed from time to time at will, either by hand or through electronic programming.
20. "Roof Sign" means any sign erected upon or over the roof of any building with the principal sign support on the roof structure.
21. "Rotating Signs" means a sign which has faces or portions of a sign face which revolve around a central axis.
22. "Search Light" means an outdoor electric light with a concentrated beam that can be turned in the fixed direction or upon a rotating base.
23. "Sign" means an identification, description, illustration or device that is affixed to or represented directly or indirectly upon a building, structure or land and which directs attention to a product, place, activity, person, institution or business.
24. "Sign structure" means a structure specifically intended for supporting or containing a sign which is not an integral part of a building.
25. "Temporary sign" means a nonpermanent sign or advertising display constructed of fabric, paper, cardboard, plywood, or other light materials, with or without a frame, not permanently attached to a building, structure or ground intended to be displayed for a specific and limited period of time. A temporary sign is intended to:
- a. Exist until such time as a permanent sign can be placed;
 - b. Exist for a limited period of time as determined by the specific date of an event, activity or sale;
 - c. Be installed in a manner that will allow the sign to remain anchored to the ground or affixed to a wall during varying weather elements, while allowing for the prompt removal of the sign.
26. "Tenant Space" means the physical location occupied by an individual business or entity.
27. "Wall area" means all window and wall area of a building or tenant space on one plane or elevation.
28. "Wall Sign" means a sign attached to, painted on or erected against a wall, fascia or parapet wall whose display surface is parallel to and extends not more than eighteen (18) inches from the wall to which it is attached. Wall signs do not include Window Signs.

29. "Window Sign" means any sign, decorations and displays affixed to the surface of a window or located within two (2) feet of a window interior, which can be seen from the exterior of the structure.

Examples of Appropriate Signs:



A. Sample Backlit Sign



B. Sample Projecting Sign



C. Sample Hanging Sign



D. Sample A-Frame Sign



E. Sample Monument Sign (Integrated Business)