



STAFF REPORT

File #: Text Amendment 14-06

Applicant: City of Sisters

Request: The proposal includes a Development Code amendment to various Sections throughout Chapter 3.4 Signs, and Chapter 5.1 – Variances Section 5.1.300, Minor Variances

Hearing Date: April 30, 2015, 5:30 pm, Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon

Location Applicable zoning districts

Planner: Patrick Davenport

Date: April 22, 2015

I. Background

This proposal has been discussed and refined in multiple workshops including a citizen committee and staff and several Planning Commission workshops. Recently, staff and a citizen committee met on March 9, 2015 to refine the proposed amendments. These revisions were presented and discussed with the Planning Commission in workshops during the March 19th and April 16th, 2015 meetings. At the April 16th Planning Commission meeting, staff was directed to schedule a Public Hearing for the text amendments during the next Planning Commission’s meeting of April 30, 2015.

II. Project Request

This proposal includes a Development Code amendment to various sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances. Within Chapter 3.4, the following Sections are proposed to be amended:

- 3.4.400 General Provisions
- 3.4.500 Permit Exceptions
- 3.4.600 Prohibitions
- 3.4.900 Requirements For Signs By Specific Zone
- 3.4.1000 Temporary Signs
- 3.4.1100 Historical Signs
- 3.4.1200 Wayfinding Signs

Attached to this staff report are the proposed amendments in both Chapter 3.4 and Chapter 5.1. Proposed text additions are underlined and proposed text deletions are in ~~strikeout~~ font.

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III. Conclusionary Findings

Sisters Development Code (SDC) Chapter 4, Table 4.1.200 lists a code amendment as a Type IV decision, regulated by Chapter 4.7 (Land Use District Map and Text Amendments). Section 4.7.200 states that legislative amendments are policy decisions made by the City Council and shall be reviewed using the Type IV procedure found in SDC Section 4.1.600 and shall conform to SDC section 4.7.600 Transportation Planning Rule compliance (if applicable).

Pursuant to the SDC Section 4.1.600, the City may approve, approve with modifications, approve with conditions, deny the proposed change or recommend an alternative to the code text amendment based on the following four criteria and standards.

Section 4.1.600 of the SDC states:

- E. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:**
- 1. Approval of the request is consistent with the Statewide Planning Goals;**
 - 2. Approval of the request is consistent with the Comprehensive Plan; and**
 - 3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.**
 - 4. SDC 4.7.600, Transportation Planning Rule (TPR) Compliance**
- 1. Approval of the request is consistent with the Statewide Planning Goals.** The Sisters Development Code requires all text amendments to comply with the requirements of the Statewide Planning Goals. Compliance with the relevant goals is as follows.

Goal 1 - Citizen Involvement. To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Response: On March 19, 2015 and April 16, 2015, the Planning Commission held two workshops to gather feedback regarding these changes. Two public hearings are required by the Development Code; the first requires a recommendation to City Council by the Planning Commission, the second hearing requires a public hearing on the part of the City Council to decide whether to amend the Development Code. The Text Amendment (TA

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14-06) was noticed in the Nugget Newspaper on April 15, 2015 and the City's website, two weeks prior to the April 30, 2015 Planning Commission hearing.

Staff finds the Text Amendment (TA 14-06) complies with Goal 1.

Goal 2 - Land Use Planning. To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: As previously stated, proposal includes a Development Code amendment to various sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances. The process to adopt these amendments are established by Code which supports the planning process and ensures that the Planning Commission and City Council are aware of these Decisions.

Staff finds the Text Amendment (TA 14-06) complies with Goal 2.

Goal 9 – Economic Development. To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Response: These text amendments provides for a variety of opportunities for businesses to advertise their products for sale or for other development activities to advertise their activities or presence. At the same time, the proposed amendments require strict guidelines in accordance with the City's desired visual appearance standards for Signs.

Staff finds that the proposed Text Amendment complies with Goal 1, 2 and 9 of the Statewide Planning Goals.

2. **Approval of the request is consistent with the Comprehensive Plan.** The City of Sisters Comprehensive Plan is organized in a manner that follows the format of the statewide planning goals. The evaluation for consistency with the Comprehensive Plan text relies on whether the proposal aligns with specific tasks, policies and objectives within the relevant portions of the Plan, which are as follows.

Goal 1: Citizen Involvement

1.4 POLICIES

1. The City of Sisters shall seek out and encourage public participation in all aspects of the City planning process.

Tasks –

- a. Planning Commission and City Council meetings shall be held on a regularly scheduled basis.
- b. Planning Commission and City Council meeting agendas shall be publicized in a manner that makes this information widely available.

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- d. The City shall use a variety of methods to achieve citizen involvement.

Response: Staff and a citizen committee met on March 9, 2015 to review and refine this proposal. The Planning Commission held workshops on March 19, and April 16 2015 to discuss these text amendments. The Text Amendment (TA 14-06) was noticed in the Nugget Newspaper on April 15, 2015, two weeks prior to the April 30, 2015 Planning Commission hearing.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 1 of the Comprehensive Plan.

Goal 2: Land Use Planning

2.4 POLICIES

3. As economic and social conditions change, it may be appropriate for the City to create new zoning designations that will work to assist the City in meeting the goals and policies of the Comprehensive Plan, the requirements of state law, and state land use goals.

Tasks -

a. The City shall periodically review the Sisters Development Code to determine whether the districts set forth therein are adequate to address the goals, policies and objectives of the Comprehensive Plan and whether economic and social conditions warrant revision of the district codes, or creation of new districts. Any application for a code amendment shall address the policies and facts supporting the proposed code amendments.

Response: The City of Sisters has developed a unique community character in its commercial districts, and the City desires to maintain this unique character. The proposed amendments continue to protect the community's character, culture and economic vitality by ensuring a diversity of opportunities for businesses and other entities to advertise their products for sale and/or their presences with signage that will maintain the City's unique character.

Goal 9: Economic Development

A. 9.4 POLICIES

1. The City shall guide growth in a manner that will result in a balance between economic and environmental interests.

Tasks -

a. The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, mixed use development, and requiring adherence to the Sisters Western Frontier Architectural Design for all types of development and signage. The Sisters Western Frontier Architectural Design Theme does not apply to the Sun Ranch Tourist Commercial District. In its place, a more historically accurate 1900s Rural Farm/Ranch

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House design standard applies. The City shall establish standards for this design theme in the Development Code.

Response: The proposal includes a Development Code amendment to various sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances. The proposed amendments are reflective of this Goal and Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 9 of the Comprehensive Plan.

2. The City should support efforts to attract businesses providing family-wage employment opportunities.

Response: The proposed amendment maintains economic development opportunities in the affected districts without compromising the Districts' purposes.

3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant shall update City of Sisters Masters Plans for Water, Sewer, Parks and Transportation Systems subject to City Council approval, to reflect impacts of the rezoning on those facilities and long-range plans. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.

Response: The amendments do not negatively affect public facilities, services and transportation networks.

Staff finds that the proposed Text Amendments complies with all relevant policies provided within Goal 1, 2 and 9 of the Comprehensive Plan.

4. Transportation Planning Rule (TPR) Compliance.

Legislative changes are reviewed to verify compliance with the TPR, which is found in Oregon Administrative Rules, Division 12, Section 660-012-0060. Sisters Development Code, section

4.7.600 Transportation Planning Rule Compliance

A. When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed by the City to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. Significant means the proposal would:

1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal is projected to cause future

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traffic to exceed the capacity of “collector” street classification, requiring a change in the classification to an “arterial” street, as identified by the Transportation System Plan; or

2. Change the standards implementing a functional classification system; or

3. Allow types or levels of land use that would result in levels of travel or access what are inconsistent with the functional classification of a transportation facility;

4. The effect of the proposal would reduce the performance standards of a public utility or facility below the minimum acceptable level identified in the Transportation System Plan.

B. Amendments to the Comprehensive Plan and land use standards which significantly effect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or

2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,

3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

Response: This change has no effect on either the Comprehensive Plan or any of the land use districts. The functional classifications of the streets will remain as shown on the 2010 Transportation System Plan (TSP).

IV. Public Comments

Staff has received positive comments from several individuals regarding these text amendments. No comments have been received that indicate opposition to these amendments.

I. Composition of the Record

The following make up the record in this matter, and are contained in file TA 15-01 and are available for review at the City of Sisters City Hall:

1. Staff Report
2. Proposed Text Amendments
3. Draft Resolution
4. DLCD Notice

TEXT AMENDMENT: 14-06

SIGN CODE REVISION

April 30, Planning Commission Public Hearing

PROPOSED REVISIONS

Chapter 3.4 - Signs

Sections:

- 3.4.100 Purpose**
- 3.4.200 Applicability**
- 3.4.300 Definitions**
- 3.4.400 General Provisions**
- 3.4.500 Permit Exemptions**
- 3.4.600 Prohibitions**
- 3.4.700 Procedures**
- 3.4.800 Sign Measurement**
- 3.4.900 Requirements for Signs by Specific Zone**
- 3.4.1000 Temporary Signs**
- 3.4.1100 Historical**
- 3.4.1200 Wayfinding Signs**
- 3.4.1300 Non-Conforming, Illegal and Abandoned Signs**
- 3.4.1400 Maintenance**
- 3.4.1500 Enforcement**
- 3.4.1600 Penalty**

3.4.100 Purpose

The purpose of this chapter is to maintain or improve the aesthetic quality of the City's residential and business environment in a manner which recognizes and balances the need for signs with other visual, aesthetic and safety concerns of the community.

3.4.200 Applicability

All new or remodeled signs within the City Zoning districts shall require a permit, provided that they meet all standards and provisions of this ordinance. The permitting process may be administrative or if necessary, reviewed by a hearings body.

3.4.300 Definitions

- A.** The following definitions apply to this Chapter and supersede conflicting definitions in the Development Code.
 - 1. Alteration - Any change including but not limited to the size, content, shape, method of illumination, position, location, materials, construction, or supporting structure of a sign.

2. Awning – An architectural projection that provides weather protection, identity or decoration and is wholly supported by the building to which it is attached. An awning is comprised of a lightweight, rigid skeleton structure over which a covering is attached.
3. Billboard - A sign structure subject to the provisions of the Oregon Motorist Information Act of 1971 and erected for advertising space to promote an interest other than that of an individual, business, product or service available on the premises the billboard is located on.
4. Building Directory Sign - A sign giving the name, address number or location of the occupants of a building or buildings.
5. Building Face of Wall - All window and wall area of a building in one plane or elevation.
6. Bulletin Board or Reader Board - A sign of a permanent nature, but which accommodates changeable copy to announce an ~~coming~~ event or attraction or used to convey a specific message related to the building or use of the property on which the bulletin board is located.
7. Directional Sign - An on-premise sign designed to identify and locate an office, entrance, exit, motor vehicle route, telephone or similar place, service, or route.
8. Directory Signs - Used for multi-tenant buildings to provide a directory of tenant locations within the building. They may also serve as the address sign for the property. Directory signs are small scale and are oriented to pedestrians.
9. Display Surface - The area made available by the sign structure for the purpose of displaying a message thereon.
10. Double-faced Sign - Signs which have only two sign surfaces back-to-back.
11. Event (Community Event) - A significant and organized occurrence that is beyond the scope of day-to-day activities and that benefits the community at large. Community events may take place at single or multiple sites. Examples of a community event include, but are not limited to, the Sisters Rodeo, Quilt Show, music festival, farmer's market, car show, fundraiser or Chamber of Commerce occurrence. Determination of whether an occurrence qualifies as a community event shall be determined by the CDD Director in the Director's sole discretion.
12. Externally Illuminated - A sign which is illuminated by an external source from which light is directed toward a sign so that the beam of light falls upon the exterior surface of the sign
13. Flexible Sign - A windsock, flag, pennant, streamer or banner or similar sign or structure constructed of cloth, canvas or similar material, and hung from the building, or sign, which serves to identify the building or the business and/or attract attention to the business. The windsock, banner, pennant, flag or similar sign may or may not include copy or other graphic signs.
14. Free-standing Sign. A sign supported by one or more uprights or braces and not attached or incidentally attached to any building or structure.
15. Ground-mounted Sign - A permanently mounted sign which is not attached to any structure or building.

16. Hanging Sign - Those which have one or more edges of the sign attached to a supporting structure above it.
17. Internally Illuminated - A sign which is wholly or partially illuminated by an internal light source from which source light passes through the display surface to the exterior of the sign.
18. Logo - Pictures, figures, symbols, letters, sign copy or similar graphic design which advertises or identifies a business, building or use.
19. Monument Sign - A low profile, ground-mounted freestanding sign that is supported by a solid base as an essential element of the design of the sign.
20. Non-conforming Sign - An existing sign, lawful at the time of enactment of this Ordinance, which does not conform to the requirements of this Code.
21. Off-site Sign - A business identification sign occupying space on private property which is not the property occupied by the business.
22. Portable Sign - Any sign or other graphic, including an A-frame sign, which is designed to be or is capable of being transported from one place to another and not permanently affixed to a structure or building.
23. Projecting Signs - Signs other than wall signs, which are attached to and project from a structure or building elevation, usually perpendicular to the building elevation.
24. Roof Sign - A sign located on or above the roof of any building.
25. Shopping Center/Business Complex - A group of three (3) or more commercial retail/industrial businesses which have been designed and developed together as an integral unit on a single parcel of land or separate parcels of land and which businesses utilize common off-street parking or access.
26. Sign - Any structure, device, fixture or placard using graphics, symbols and /or written copy designed specifically for the purpose of advertising or identifying any business occupant, establishment, product, goods or services. However, a sign shall not include the following:
 - a. Legal notices, identification, information or directional signs erected by governmental bodies or public utilities.
 - b. Flags and insignia of a government, school, religious group, or nonprofit organization.
 - c. A memorial plaque, tablet or cornerstone made an integral and permanent part of the building or structure.
 - d. Signs within a building which cannot be seen from outside the building.
 - e. Holiday decorations.
27. Temporary Sign - A sign which is not permanently affixed. A banner, pennant, poster or advertising display constructed of cloth, canvas, flags, (not including flags of national, state or city governments) plastic, sheet, cardboard, wallboard, sheet metal, plywood or similar materials and intended to be displayed for a limited period of time. Temporary signs do not include portable signs.

28. Wall Sign - A sign attached to or erected against the wall of a building with the face in a parallel plane of the building wall.
29. Sign, Public - A sign erected by a public officer or employee in the performance of a public duty which shall include, but not be limited to, motorist informational signs and warning lights.
30. Wayfinding Sign – An off-premise sign for the purpose of facilitating vehicular tourist to local tourist destinations as designated.
31. Wind Sign - Any cloth or plastic or other flexible light material which is fastened together by wire, rope, cord, string or other means in such manner as to move by wind pressure and which are used or displayed to attract attention to a business, product, service or entertainment.
32. Window Area - An individual pane of glass or a contiguous area of glass separated only by nonstructural elements of dissimilar (non-glass) material.
33. Window Sign - A sign painted on, etched, attached to or placed upon glass surfaces of windows or doors of a building intended for viewing from the exterior of the building.

3.4.400 General Provisions

- A. ~~Signage shall be in proportion with and visually related to the architectural character of the building, restrained in size.~~
- B. Basis for Design. Sisters has a sense of time and place dating from the 1880's. Signage at that time was pedestrian-oriented. The size, lettering and placement of signs were, for the most part, designed to attract the attention of foot and slower-moving horse traffic. The basis for design shall be compatible with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.
- C. ~~Rectangular, straight edged and oval signs are the preferred shape for signs. Signs with highly stylized, curvilinear edges are discouraged.~~
- D. Permitted Materials. Wood, stone, dimensional lumber, metal or iron or their visual equivalent are the recommended substrate materials for both the sign and the stanchion (in the case of ground mounted or monument signs).
- E. Signing Techniques shall be in conformance with the 1880's Western Architectural Theme as defined in the Sisters Urban Area Comprehensive Plan and permitted as follows:
 1. Painting the sign directly on the facade of the building.
 2. Painting of a sign on a finished material or sign board which is subsequently affixed to the building.
 3. Affixing raised block letters directly on the facade of the building.
- F. Lettering Techniques shall be in conformance with the 1880's Western Architectural Theme as defined in the Sisters Urban Area Comprehensive Plan and permitted as follows:
 1. Ornamental lettering, similar to in Exhibit A-1
 2. ~~Shaded block or ornamental lettering~~

3. ~~Raised or routed block letters.~~

- G.** Illumination - no sign shall be erected or maintained which, by use of lights or illumination creates an unduly distracting and hazardous condition to a motorist, pedestrian or the general public. In addition:
1. Signs may be externally illuminated by flood lights or other lighting approved by the Community Development Director or designee, located on wall or roof area adjacent to the sign intended to be illuminated with illumination directed down.
 2. No exposed reflective type bulb or incandescent lamp shall be exposed to direct view from a public street or highway but may be used for indirect light illumination of the display surface of a sign. This means that a person standing at the adjacent property line would not see the light emitting source.
 3. No external illumination devices shall be allowed to exceed the building height requirements of the underlying zone.
 4. All illumination shall comply with the Dark Skies Standards in Chapter 2.15, Special Provisions.
- H.** Any sign or other graphic display which is supported by more than one means and, therefore, cannot be clearly defined as ground, wall, roof, hanging, awning, projecting, or other sign shall be administratively assigned to the sign category most logically applicable and the appropriate standards applied.
- I.** All signs shall comply with the vision clearance standards.
- J.** All signs shall be non-reflective materials and paint.

3.4.500 Permit Exceptions

- A.** The following signs or procedures shall not require a sign permit:
1. The changing of advertising or message on an approved painted or printed sign or signs specifically designed for the use of replaceable copy, except for changing the name of the business or use advertised.
 2. Repainting, cleaning or other normal maintenance or repair of a sign or sign structure for which a Sign Permit approval has been given, so long as the sign design, color, material, content, etc. is not modified in such a way as to conflict with the intent of the ordinance.
 3. Real estate sign not exceeding twelve (12) square feet in area and six (6) feet in height, and unlighted which advertises the sale, rental or lease of the premises upon which the sign is located. Such signs shall be removed no later than fourteen (14) days after the sale or lease of, or expiration of the listing for such property.
 4. One construction development signs per development site which identify the architects, engineers, contractors and other individuals or firms involved in the construction (but not including any advertisement of any product) and signs announcing the character of the building enterprise or the purpose for which the building is intended, during the construction period, to a maximum area of ~~twelve (12)~~ thirty two (32) square feet for each firm. The signs shall be confined to the construction site and shall be removed not later than fourteen (14) days after the

beginning of the intended use of the project. Construction signs are considered double sided when the faces are 90 degrees or less.

5. One construction sign-for an individual lot which identify the architects, engineers, contractors and other individuals or firms involved in the construction (but not including any advertisement of any product) and signs announcing the character of the building enterprise or the purpose for which the building is intended, during the construction period, to a maximum area of six (6)-square feet. The signs shall be confined to the construction site and shall be removed not later than fourteen (14) days after the beginning of the intended use of the project.
6. One on-site temporary subdivision sign not exceeding thirty-two (32) square feet in area and (10) ten feet in height for each recorded subdivision; provided that such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first. Construction signs are considered double sided when the faces are 90 degrees or less.
7. Temporary unlighted subdivision directional signs not exceeding sixteen (16) square feet in area and six (6) feet in height for each recorded subdivision as follows:
 - a. When the boundaries of any recorded subdivision or any part thereof abut an arterial, as identified in the Sisters Comprehensive Plan, one (1) subdivision directional sign shall be permitted which may be located on any vacant lot or parcel which is owned by the subdivision owner.
 - b. When the boundaries of any recorded subdivision, or any part thereof, do not abut an arterial as identified in the Sisters Comprehensive Plan, two (2) off-site subdivision directional signs shall be permitted, which signs may be located as follows:
 1. One such sign may be located on property not owned by the subdivision owner with the permission of the property owner on whose property it is to be located.
 2. One or both signs may be located only on property owned by the subdivision owner.
 - c. Such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.
8. Home occupation signs shall comply with the following:
 - a. The sign may be wall or window mounted.
 - b. The sign shall not exceed two (2) square feet in area.
 - c. The sign shall indicate only the name and occupation of the resident
 - d. The sign shall comply with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.
9. Signs directing traffic movement onto or within premises, not exceeding three (3) square feet per sign and four (4) feet in height, excluding drive-through signage. The signs shall comply with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.

10. Campaign/Political signs are allowed to be displayed without a permit provided the sign complies with the following:
- a. The sign shall only be located on private property, with the permission of the property owner.
 - b. The sign shall not be illuminated.
 - c. The sign shall not be located in a manner to cause any traffic or pedestrian safety issues.
 - d. The sign shall not be installed more than 60 days prior to the election and removed within 3 days after.
 - e. In Residential zones the sign is limited to a maximum of 6 square feet in area and if freestanding, not more than 4 feet in height.
 - f. In all other zones (commercial, industrial mixed-use, etc.) the sign shall not exceed 32 square feet in area and if freestanding, 5 feet in height.
 - g. Signs shall not be installed in a manner that is prohibited per code.
11. Garage sale, yard sale, patio or other similar sale signs of a temporary nature. Such signs shall be placed no sooner than 48 hours before the sale begins and removed no later than 12 hours after the sale ends
12. Any other signs that are state or federally regulated and are not required to comply with local sign requirements.
13. Memorial tablets, cornerstones, or similar plaques not exceeding six square feet in size.
14. Small illuminated/non-illuminated informational signs related to the operation of a business. Examples of such signs are "open/closed" signs and signs of a similar nature. Small illuminated/non-illuminated signs are permitted as follows;
- a. One sign per business elevation
 - b. Three (3) square feet maximum per sign
 - c. Two (2) colors maximum per sign
15. Parking Space Signage. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.
16. Event-related A-Frame signs, announcing a community event are permitted subject to the following;
- a. City approval of qualifying signs, placement and duration is required before signs may be used. Written acceptance by the City shall be provided for qualifying signs.
 - b. Signs are limited up to 16 square feet in area per sign.
 - c. Up to 4 signs per venue are allowed.

- d. May be used up to 10 days in advance of the event.
- e. No sign permit is required. An encroachment permit is required when a sign is sited in public right of way. No fee is required for this permit.
- f. Signs shall be in compliance with the clear vision areas and ADA accessibility.
- g. Event-related A-Frame signs shall be removed within 72 hours of the end of the event.

17. Menu signs, representative of those given to customers.

18. One chalkboard shall be permitted to advertise specials & shall be no larger than 16" by 24" in size & shall be affixed to a building face of a wall of which it represents. Chalk of any color may be used and exempt from 1880s font;

19. Public signs such as kiosks, historical markers, safety signs and street signs.

20. Wind signs no larger than 14 square feet, securely anchored to the ground or building, and displayed only during business hours.

3.4.600 Prohibitions

- A.** No sign shall have or consist of any moving, rotating or otherwise animated part or any flashing, blinking, fluctuating or otherwise animated light. In addition, no sign shall approximate or resemble in any way an emergency light or sign. The provisions of this subsection shall not be applied so as to prohibit the following types of signs:
 - 1. A conventional clock face.
 - 2. An on-premises barber pole, of a length not to exceed 30 inches, of traditional design which shall be permitted to revolve during the time that a barbershop is open for business. The top of the pole shall not be more than ten feet six inches (10' 6") above the ground.
- B.** Signs that are placed on, affixed to or painted on a motor vehicle or trailer and placed on public or private property for the primary purpose of providing a sign not otherwise permitted by this Ordinance. Signs on vehicles used in the normal course of business shall not be subject to this provision.
- C.** Signs or sign structures that create a hazard by obstructing clear view of pedestrian and vehicular traffic.
- D.** Service signs such as those identifying VISA or MasterCard shall not be attached to an approved sign. If such services are to be advertised as part of a permitted sign, the signs shall be integrated into the overall sign design and are subject to all requirements of this ordinance.
- E.** No sign shall be attached to or placed against a building or other structure in such a manner as to prevent or inhibit ingress or egress through any door or window required or designated for access to any building, nor shall any sign obstruct or be attached to a fire escape.

- F.** Signs in right-of-way. Signs shall not be located in or extended onto public rights of way except as otherwise provided in this ordinance. Traffic control signs and devices installed by the governmental entity responsible for the right-of-way and City signs are exempt from this prohibition.
- G.** Noise-emitting signs. Signs that emit sounds.
- H.** Billboards shall not be allowed within the City of Sisters or the Urban Growth Boundary.
- I.** No neon tubing sign or decoration shall be allowed on or in a building which is visible from the exterior of the building except as otherwise provided in this ordinance.
- J.** No sign shall be internally illuminated except as specifically allowed by this ordinance. Internally illuminated signs are signs which are wholly or partially illuminated by an internal light source from which source light passes through the display surface to the exterior of the sign. Illuminated signs are prohibited within six feet of inside windows, whose illuminated face(s) are visible from the street;
- K.** No colored lights shall be used at any location or in any manner so as to be confused with or construed as traffic control devices.
- L.** Billboards or off-premises advertising signs, wind signs or devices.
- M.** Sandwich boards, A-frame, bench and portable signs are prohibited after January 1, 2016, when way-finding signs are available. Portable signs, such as A-frame signs, shall comply with the following requirements:
1. All portable signs require a permit from the Community Development Department prior to placement, which shall be renewed by the applicant on an annual basis as long as portable signs continue to be placed upon the premises and the wayfinding signs are not available. An annual permit fee as established by City Council Resolution shall be charged. Applicant shall provide the Community Development Department with sign models and proposed sign locations prior to issuance of the permit. Permits will be issued for those signs meeting the Sign Ordinance criteria.
 2. Portable signs shall be securely anchored to the ground.
 3. No portable sign shall affect easements, nor restrict or impede pedestrians or disabled persons. Portable signs shall not restrict the clear vision of pedestrians or vehicles. Portable signs shall only be permitted in locations on private property as approved by the Community Development Director or designee.
 4. Portable signs shall be no larger than sixteen (16) square feet per side. Sign size within the allowed parameters may be regulated by the Community Development Department depending on location and safety considerations
 5. Each business shall be allowed one (1) sign per entrance, with sign placed within ten (10) feet of the primary public entrance or occupied building space, but no business may have more than two (2) portable signs.
 6. Signs shall be displayed only during business hours.
 7. Sign shall include the business name and may include products sold or offered.
- N.** Exposed vending machines, such as those used to dispense soft drinks, not including newspaper and magazine stands.
- O.** Signs attached to trees, telephone poles, public benches, street lights or placed on any public property or public right-of-way.

P. Roof signs that exceed the height of the existing building or structure.

~~Q. Paper or cardboard signs or posters except as otherwise permitted by the Code.~~

3.4.700 Procedure

- A. **Sign Permit Required.** A sign permit is required in each of the following instances:
- 1 Upon the erection of any new sign except exempted signs.
 2. To make alteration to an existing sign, including a change in the size or materials. Permits shall not be required for minor maintenance and repairs to existing signs.
 3. To alter an existing non-conforming sign.
 4. To erect a temporary sign for a new business.
- B. **Required Information for a Sign Permit.** For the purposes of review by the Community Development Director or designee and Building Official, a drawing to scale shall be submitted which indicates fully the material, color, texture, dimensions, shape, lighting, relation and attachment to building and other structures, structural elements of the proposed sign, and the size and dimensions of any other signs located on the applicant's building or property.
- C. **Sign Permit Fee.** The applicant shall pay the required fee as established by the City Council. It is unlawful for any person to erect, repair, alter, relocate or maintain within this City, any sign or other graphic display except as provided in this ordinance. When a sign is erected or placed prior to approval of a required sign permit, the sign permit application fee shall be doubled. Payment of the double fee shall not relieve an applicant from fully complying with the requirements of this ordinance or from any penalties prescribed herein.
- D. Either the Community Development Director or the applicant shall have the right to refer a Sign Permit application directly to the Planning Commission in lieu of the normal process for Sign Permits.

3.4.800 Sign Measurement

- A. The following criteria shall be used in measuring a sign to determine compliance with this ordinance:
1. **Area.** The area of the sign surface is computed by calculating the area encompassed within any regular geometric figure which would enclose all parts of the sign (excluding structural supports, provided they are not used to attract attention).
 2. **Double-faced signs.** Allowable sign square footage applies to only one side of double-faced signs.
 3. **Clearance.** Clearance of a sign is measured from the average grade at the base of the sign to the lowest point of the sign.
 4. **Height.** Signs shall comply with the following requirements:
 - a. Height is measured from the grade of the curb line closest to the base of the sign to the highest point of the sign. In the absence of a curb line, the edge of the street pavement shall be used. In the absence of street pavement, the average finish grade shall be used to measure the height.

- b. The maximum height of any sign shall be as stated herein, but in no case shall a ground mounted sign exceed fifteen (15) feet in height. No ground mounted sign shall project above the roof line of any building.
 - c. Height. The height of an attached sign shall not exceed the ridgeline of the building or the top of the false façade.
5. Logos shall be considered as part of the allowable sign area and are encouraged to comply with the 1880s Western Architectural Frontier Design Theme.

3.4.900 Requirements For Signs By Specific Zone

A. Residential Zones

1. Except as specified herein, sign regulations for non-residential uses are as follows:
 - a. One bulletin board or monument sign not exceeding twenty five (25) square feet in area and six (6) feet in height when associated with churches, synagogues, civic or similar organizations.
 - b. Awnings and wall signs limited to one-half square foot in combined sign area for each horizontal lineal foot of any wall. Awning and wall signs may have external illumination only; no internal illumination shall be permitted.
2. For residential facilities and multiple family developments and mobile home parks containing four (4) or more units there may be one identification sign limited to twenty (20) square feet in area and not exceeding six (6) feet in height located at each entrance to the park or building complex. In addition, at each entrance, there may be an externally lit sign not to exceed fifteen (15) square feet in area containing a map showing the location of individual sites or units.
3. ~~One on-site temporary subdivision sign not exceeding thirty-two (32) square feet in area and (10) ten feet in height for each recorded subdivision; provided that such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.~~
4. ~~Temporary unlighted subdivision directional signs not exceeding sixteen (16) square feet in area and six (6) feet in height for each recorded subdivision as follows:~~
 - a. ~~When the boundaries of any recorded subdivision or any part thereof abut an arterial, as identified in the Sisters Comprehensive Plan, one (1) subdivision directional sign shall be permitted which may be located on any vacant lot or parcel which is owned by the subdivision owner.~~
 - b. ~~When the boundaries of any recorded subdivision, or any part thereof, do not abut an arterial as identified in the Sisters Comprehensive Plan, two (2) off-site subdivision directional signs shall be permitted, which signs may be located as follows:~~

- ~~1. One such sign may be located on property not owned by the subdivision owner with the permission of the property owner on whose property it is to be located.~~
- ~~2. One or both signs may be located only on property owned by the subdivision owner.~~
- ~~e. Such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.~~
5. Permanent Subdivision Signs. One (1) monument sign not to exceed 20 square feet in area and a maximum height of four feet. The subdivision sign shall be permitted at the primary street entrance into the subdivision.
6. Bed and Breakfast Signs. One (1) freestanding, on-premise sign not to exceed six (6) square feet in area and six feet (6') in height.

B. All Other Districts

Sign regulations for all other Districts are as follows:

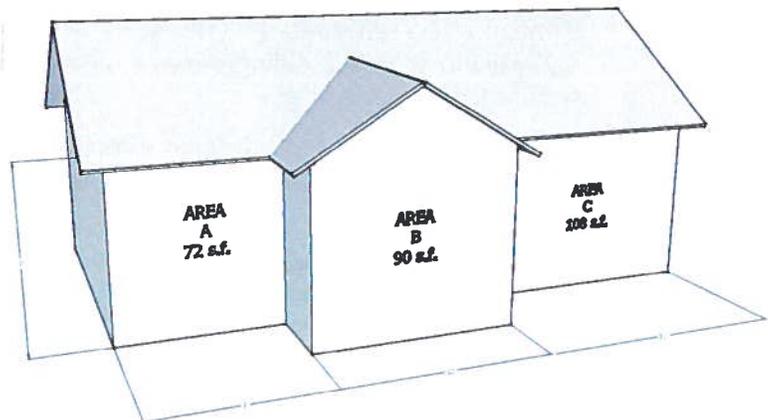
1. Wall, Awning, Projecting, and Hanging and Roof Signs

- a. Each business shall be allowed a maximum of two of the following signs per elevation; wall, awning, projecting, or hanging sign or roof sign. The face of a wall projecting from another wall shall not be considered part of the adjoining wall. Awning, projecting, hanging and wall signs shall be located on the portion of a building wherein the use or occupancy is conducted.



Examples of Allowable Sign Areas:

- Area A = 72 s.f.
 Allowable sign area = 10.8 s.f.
- Area B = 90 s.f.
 Allowable sign area = 13.5 s.f.
- Area C = 208 s.f.
 Allowable sign area = 31.2 s.f.



- b. Area of Front Building Facade. When the area of the building elevation is used to determine sign area, said area shall be computed by multiplying the width of the building frontage or portion thereof by the height of the building or portion thereof which are devoted to the particular business. "False fronts" and mansard roofs shall be included when calculating the area of the building facade.

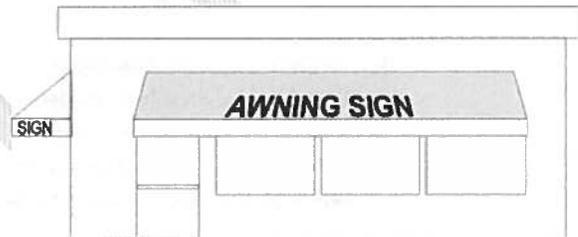
c. Lettering may include the name and logo of the business and a general description of the products or services provided by the business, but shall not include brand names or logos of specific products.

d. Wall Signs.

1. Wall signs may not stand more than twelve (12) inches away from the wall.
2. Wall signs shall not exceed two hundred (200) square feet in area per elevation, except in the Downtown Commercial (DC) District where they are limited to fifty (50) square feet in area per sign per elevation
3. Total wall signage shall not exceed fifteen percent (15%) of the wall area in square feet on each facade.
4. The top of a wall sign shall not exceed the ridgeline of the building or the top of the false façade.

e. Awning Sign.

1. The maximum total area for each awning sign shall be based on the horizontal lineal length of the awning where the sign is to be located. Awning signs shall not exceed one square foot per two horizontal lineal feet of awning.
2. The area of a sign on an awning shall be deducted from the wall sign area permitted.
3. Supports, posts or columns beyond the property line will not be permitted.
4. Lettering shall be painted or otherwise permanently placed.
5. The lowest point of the awning must be at least eight (8) feet above the sidewalk.



f. Projecting Signs.

1. Where a building is built to the property line, a "Projecting" sign may extend over the public right-of-way. The signs' supporting structure shall not extend more than 42 inches from the building wall and the sign itself can be no more than 36 inches wide and 6 16 square feet in area per face. A minimum 7 (seven) foot clearance from the bottom of the sign to finished grade is required. Alleys require a minimum 14 foot clearance. Projecting signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.
2. The top of a projecting sign shall not exceed the ridgeline of the building or the top of the false façade.
3. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision

clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.

g. Hanging Signs

- ~~1. Hanging signs must be attached to building façades that have a public entrance and shall maintain a minimum 7 (seven) foot clearance above pathways from the bottom of the sign to finished grade. Hanging signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.~~
- ~~2. One hanging sign is allowed per tenant space.~~
- ~~3. Individual hanging signs shall not exceed 4 square feet in area.~~
- ~~4. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.~~

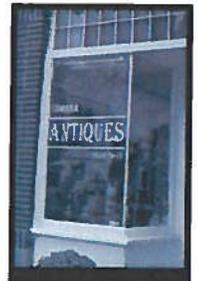


h. Roof Signs.

- 1. Roof signs shall not exceed 50 square feet in area and no taller than 3 feet in height per roof.
- 3. Total roof signage per sign shall not exceed fifteen percent (15%) of the wall area below roof line.
- 4. The top of a roof sign shall not exceed the ridgeline of the building or the top of the false façade.

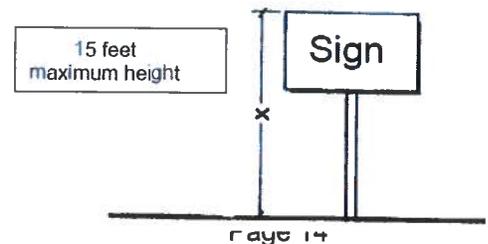
2. Permanent Window Signs

- a. The total area of such permanent window signs, in combination with temporary window signs, shall not exceed 25% of the total window area.
- b. The sign area of each window sign shall be deducted from the maximum sign area permitted on the elevation . See wall signs.
- c. Permanent window signs shall not be illuminated.
- d. Hours of operation or open/close signs shall not count towards sign allowance



3. Ground Mounted Signs.

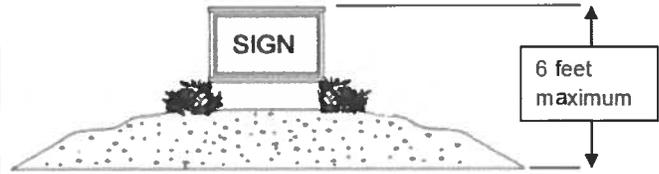
- a. Ground mounted signs shall only be permitted in the Highway Commercial (HC) District and Public Facility (PF) District.



- b. Ground mounted signs shall not exceed thirty-two (32) square feet in area.
- c. Ground mounted signs shall not exceed fifteen (15) feet in height. No ground mounted sign shall project above the roof line of any building.
- d. A ground mounted sign shall not be located within ten (10) feet of any other sign within any street right of way (stop signs, etc.)
- e. No more than one (1) ground mounted sign shall be permitted for each lot.
- f. Sign supports shall be compatible with the design requirements and intent of the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.

4. Monument Signs –

- a. ~~Monument signs shall not be permitted in the Downtown Commercial (DC) District.~~
- b. Monument signs shall not exceed twenty-five (25) square feet in area.
- c. The bottom of the sign shall not be more than four feet (4') from the ground.
- d. Monument signs shall not exceed six (6) feet in height.
- e. A monument sign shall not be located within ten (10) feet of any other sign within any street right of way (stop signs, etc.)
- f. No more than one (1) monument sign shall be permitted for each lot.
- g. Sign supports shall be compatible with the design requirements and intent of the 1880's Architectural Design Theme.
- h. Downtown Commercial (DC) District
 - 1. Monument sign shall be located more than ten (10) feet behind the front or exterior side property line.
 - 2. No more than one monument sign shall be permitted for each lot.
- i. All monument signs shall be reviewed by the Western Sign Board.



5. Directory Signs

- A. Directory signs may be free standing ~~except for in the Downtown Commercial (DC) District~~ or may be fixed on an exterior wall. Free standing Directory signs for Downtown Commercial (DC) District, see B below.
 - 1. One directory sign may be permitted per premises.
 - 2. Directory signs shall be no larger than 12 square feet in area, and individual letters shall not exceed 6 inches in height.
 - 3. Directory signs shall have a maximum height of 5 feet.
- B. Free standing directory signs located in the Downtown Commercial District shall only be permitted for shopping centers.
 - 1. One free standing or wall directory sign may be permitted per premises.

2. Free standing directory signs shall be no larger than 6 square feet in area, and individual letters shall not exceed 3 6 inches in height.
3. Free standing Directory signs shall have a maximum height of 4 feet.

6. Shopping Center Signs

- a. A shopping center shall be allowed one (1) ground mounted sign in compliance with Section 3.4.900.B.3 indicating the total shopping center use or listing of uses.
- b. A shopping center in the Downtown Commercial (DC) District shall refer to Section 3.4.900.B.5.B. The lettering for the listing of such uses shall be of a size not greater than one-half the size of the lettering of the shopping center name on such sign.
- c. In addition, each business in the shopping center will be allowed signage in compliance with Section 3.4.900 B ~~one signs per exterior wall, subject to the restrictions outlined above; except that~~
- d. No additional ground mounted or monument signs shall be allowed within the shopping center

7. Drive Through Menu Boards

- a. Menu boards shall be located out of the setbacks.
- b. Maximum height of this sign shall be 8 feet and maximum size shall be 30 square feet.
- c. Each drive through will be limited to 2 menu boards.

8. Service Station Price Signs

- a. In compliance with Section 3.4.900.B.3, when a lot or parcel of land is used for gasoline service station purposes there may be a maximum of one ground mounted changeable copy sign for the purpose of advertizing gasoline prices subject to the following standards:
 1. That such sign shall advertise only the name of the business, price of the gasoline sold and the hours of operation.
 2. Such sign shall not exceed an area of thirty-two (32) square feet.
 3. Such sign shall not exceed fifteen feet (15) feet in height. No ground mounted sign shall project above the roof line of any building.
 4. All signs shall comply with the 1880's Western Frontier Design Theme including interchangeable gasoline prices.
 5. No other ground mounted or monument signs shall be permitted.

9. Building Identification Name

- a. One Building identification name shall be permitted per building. The sign shall be in compliance with Section 3.4.900 Requirements for Signs by Specific Zone.

10. Hanging Signs

- a. Hanging signs shall maintain a minimum 7 (seven) foot clearance above pathways from the bottom of the sign to finished grade. Hanging signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.
- b. Three hanging signs are allowed per elevation.
- c. Individual hanging signs shall not exceed 6 square feet in area.
- d. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian pathway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.

3.4.1000 Temporary Signs

- A. Window. Temporary signs placed upon a window opening are allowed when such signs do not obscure more than twenty-five (25) percent of the window area, and are maintained for a period not exceeding thirty (30) days where upon they shall be removed. The total area of such temporary window signs, in combination with permanent window signs, shall not exceed 25% of the total window area. Temporary window sign's font and color shall comply with the 1880's Western Design Theme.
- B. On-site Temporary signs, other than window signs and limited duration event portable A-frame signs, shall be displayed not more than one week before 14 consecutive days an event and be removed the day after the event. Total time for a temporary sign to be displayed shall not exceed 10 . Exceptions to this time limit are business closure (Going out of business or coming soon) and Two on-site temporary sign permits are permitted at one time and used during the same time duration. In no case shall a new on-site temporary sign permit be issued until 45 days after the last approval ended.
- C. Seasonal Signage which may be displayed for 30 days prior to the event and removed the day after the event. No extensions of these times shall be permitted.
- D. Temporary signs, other than window signs and limited duration event portable A-frame signs, as defined herein have a separate permit procedure. Temporary sign applications shall be made on forms provided by the Community Development Department. A temporary sign permit fee, as established by the City Council, shall be paid prior to the issuance of a temporary sign permit. If the sign is not displayed as required by this ordinance and not removed the day after the event, the deposit is forfeited and the responsible party notified. If the temporary sign is not then removed, City employees or their agents shall remove the sign and the responsible party billed for removal.
- E. Prohibited Signs. Inflatable or lighter than air signs and/or devices used for advertisement are expressly prohibited.
- F. Location. Temporary signs shall not be displayed in the public right of way, and shall have the permission of the property owner on which they are displayed.
- F. Size. Temporary signs shall be a maximum of twenty (20) square feet in area.

- G. Off-site Temporary Sign. Off-site temporary signs are limited to Events (Community Events). Banners shall be allowed to be hung for 2 weeks (14 consecutive days) prior to an event, and shall be removed within 3 days of the event's completion.

3.4.1100 — Historical Signs

The owner of a nonconforming sign in existence on June 9, 1970, may apply to the Planning Commission for a determination that the sign qualifies as a Historical Sign under the provisions of Chapter 15.13 of the Sisters Municipal Code. The burden of proof shall be on the owner.

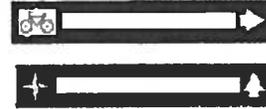
3.4.1200 — Wayfinding Signs

- A. **Purpose.** The purpose of these standards is to provide a consistent and coordinated system of wayfinding and public signage to get vehicles and pedestrians to and around downtown by providing a hierarchical system of signage. Wayfinding signage shall provide limited directional information.
- B. **General Provisions.** The Community Development Department shall administer the City of Sisters Way-Finding Signs and shall be responsible for:
1. Establishing design criteria for uniformity of signage, which criteria shall conform substantially to concept designs provided herein; and,
 2. Ensuring compliance with these regulations and payment of all fees required herein by entities placing signs on sign assemblies.
- C. **Procedure**
1. A sign permit is required for all wayfinding signs.
 2. The applicant shall pay the required sign permit fee as established by the City Council for all wayfinding signs.
 3. The City will purchase and own all signs. Any business seeking to display a secondary sign pursuant to this policy shall first execute an agreement with the City in a form available at the Community Development Department.
 4. The Community Development Department shall coordinate the manufacture, placement and installation of all wayfinding signs. The Public Works Department shall approve the location of all signs in the right of way. The City of Sisters Public Works Department shall install and maintain all wayfinding signs.
- D. **Eligible Businesses**
1. Only public facilities and unique, local tourist-oriented businesses that attract and are open to members of the general public. These include one of the following type businesses or attractions:
 - a. Museums and Historical sites
 - b. Local tourist-oriented businesses
 - c. Meeting facilities
 - d. Public Recreation Facilities
 - e. Galleries
 - f. Public Facilities

g. Campgrounds and lodging.

E. Wayfinding Signs

1. ~~Wood, stone or iron or their visual equivalent are the recommended materials for both the sign and the stanchion (in the case of ground-mounted or monument signs)~~



2. ~~Signs shall include white western font and brown background.~~

F. Sign Types

The design, dimensions and content of each sign are described below.

1. General Directional Signs

a. ~~General Directional Signs provide basic directions to various destinations, such as City Hall, downtown, shopping districts, parks, parking, RV parking, lodging, and campgrounds and farmers market. These signs do not include specific business names.~~

b. ~~Location. At key intersections or mid-block crossings to indicate changes in direction.~~

c. ~~Dimensions. A maximum height of 10 feet without the city logo.~~

d. ~~Size of City logo or other City approved design: standard 30" X 30" advisory sign size.~~

e. ~~Letters should be 4" high (ALL CAPS) or 4" and 3" for (Sentence Lettering—upper case and lower case letters, respectively). The design intent is that the letters can be seen from 30'—50' away as a pedestrian.~~



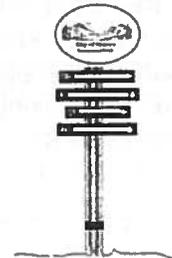
2. Secondary Signs

a. ~~To provide directional assistance in locating specific tourist-oriented businesses and destinations. The name of the business or destination and an arrow are the only text on the signs. Individual logos shall not be permitted.~~

b. ~~Location. Secondary signs would be located within the right of way at intersections near to the businesses or destinations that are identified on the wayfinding signs.~~

c. ~~Dimensions. A maximum height of 10 feet without the city logo.~~

d. ~~Size of City logo or other City approved design: Standard 30" by 30" advisory sign size.~~



- ~~e. Letters should be about 3" high, or 1.5" for every 5' of viewing distance. Secondary signs are intended to be viewed at close range by pedestrians (within 10'), so the lettering can be smaller.~~

3.4.1300 Non-Conforming, Illegal and Abandoned Signs.

- A. A nonconforming sign shall not be replaced, altered, reconstructed, relocated or expanded in any manner unless it is made to conform with all the provisions of this article except as follow:
1. Other nonconforming signs on the same property need not be made to conform as a result; however, they are encouraged to comply.
 2. Change in copy shall be permitted if no structural changes in the sign are necessary except that no change in copy shall be permitted for nonconforming painted wall signs.
 3. Ordinary maintenance and minor repairs which will not increase the normal life of the sign and which are required for safety purposes shall be permitted. Structural alterations to a nonconforming sign are prohibited unless they are made to conform to all requirements of the Development Code.
- B. If the use identified by a nonconforming sign is abandoned for a period of not less than ninety (90) days, the sign shall be removed unless it is made to conform to the provisions of this Section. If such sign is not made to conform or if it is not removed within one hundred twenty (120) days from the time the use is abandoned, it shall thereafter be unlawful. "Abandoned" shall mean cessation of operation or change of use. "Abandoned" shall not mean an ownership change or a name change as long as there is no cessation of the operation for longer than ninety (90) days and the use is not changed.

3.4.1400 Maintenance

- A. All signs together with all their supports, braces, guys and anchors shall be kept in good repair and be maintained in a safe condition. All signs and the site on which they are located shall be maintained in a neat, clean and attractive condition. Signs shall be kept free from deterioration. The display surfaces, trims, frames and supports of all signs shall be kept neatly painted or otherwise neatly maintained as applicable. No person shall scatter, daub or leave any paint, paste or glue or other substance used for painting or affixing a message to the display surface of any sign or throw or permit to be scattered or throw any bills, waste matter, paper, cloth or materials of whatsoever kind removed from a sign on any public street, sidewalk or private property.

3.4.1500 Enforcement

- A. If the Building Official shall find that any sign regulated in this chapter is unsafe or insecure, or is a menace to the public, or has been constructed or erected or is being maintained in violation of the provisions of this chapter, the Building Official shall give written notice to the permittee thereof. If the permittee fails to remove or alter the structure so as to comply with the standard set forth in this chapter, within ten days after such notice, such sign may be removed or altered to comply by the city at the expense of the permittee or owner of the property upon which it is located. The

Building Official may cause any sign or other advertising structure which is an immediate peril to persons or property to be removed summarily and without notice.

- B. The owner of any sign, including supporting structures, shall keep the same in a presentable condition at all times. All painted signs, and all supporting structures of any sign, shall be repainted whenever such action is necessary to keep them in good condition.
- C. Any sign which no longer advertises a bona fide business conducted, or a product available for purchase by the public, shall be taken down and removed within six months of closing by the owner, agent or person having the beneficial use of the building or structure upon which such sign may be found, within thirty (30) days after written notification from the Building Official, and upon failure to comply with such notice within the time specified in such order, the Building Official is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building or structure to which such sign is attached, or, if the sign is not attached to a building, by the owner of the sign.
- D. Any signage that is determined by the City to be in violation of these sign regulations is subject to citation and associated fine as established in subsection 3.4.1600 herein.

Section 3.4.1600, Penalty

- A. Violation of any portion of Chapter 3.4 of this Development Code is a Class A Violation.

EXHIBIT A-1

LETTER STYLES

ACADEMY
BIG IRON
CIBOLA
Lachesis
PERDIDO
Plowright
PRIMER
RIUDOSO
Niederwald
Stonehouse
MÁNQUO
Rochambeau
New Times Roman
Bookman Old Style

Chapter 5.1 - Variances

5.1.300 Minor Variance

The following types of minor variances shall be processed using a Type II procedure, as governed by Chapter 4.1. and using the approval criteria in Section 5.1.500. Minor Variances are limited to lot setbacks, landscaping, or tree preservation ~~or sign standards~~, including up to a 10 percent change to the setback standard required in the base land use district, or up to 10 percent reduction in landscape area, or up to a ~~10~~ 20 percent difference in sign size.

DRAFT



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015-07**

THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND RESOLVE THAT:

WHEREAS, the City of Sisters proposes to amend the City of Sisters Development Code to revise various Sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 14-06 have determined that the changes proposed to the Sisters Development Code will not adversely impact the City’s sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City’s adopted Comprehensive Plan, Transportation System Plan, and the City’s adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 15, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 30, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Sisters Development Code are in the best interest of the City of Sisters.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE COMPREHENSIVE PLAN AMENDMENT, FILE NO. TA 14-06 SUBJECT TO THE FOLLOWING EXHIBITS:

- Exhibit A – Staff Report**
- Exhibit B – Draft Text of proposed amendments**
- Exhibit C – Notice to DLCD**
- Exhibit D – Resolution**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 30th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Nagel, Seymour, Tewart, Wright,

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

Signed: David Gentry, Chairman



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing.** (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Sisters**

Local file no.: **TA 14-06**

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- UGB amendment** over 100 acres by a metropolitan service district
- Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- Periodic review task** – Task no.:
- Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title): **Patrick Davenport**

Phone: 541-323-5219 E-mail: pdavenport@ci.sisters.or.us

Street address: 520 E Cascade Avenue, PO Box 39 City: Sisters Zip: 97759-

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

The proposal includes amending Chapter 3.4 Signs to make the chapter more flexible, Chapter 4.5 Master Planned Development so that dwelling units do not need to front a street, Chapter 2.14 North Sisters Business Park to allow Distilleries as a permitted use and Chapter 5.1 Variances to remove the reference to signs.

Date of first evidentiary hearing: **04/16/2015**

Date of final hearing: **05/14/2015**

- This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
- Comprehensive Plan map amendment(s) – Change from _____ to _____
Change from _____ to _____
- New or amended land use regulation
- Zoning map amendment(s) – Change from _____ to _____
Change from _____ to _____
- An exception to a statewide planning goal is proposed – goal(s) subject to exception:
- Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at

http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

<http://www.oregon.gov/LCD/Pages/forms.aspx>

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal

