

Supplementary Sign Code

ARTICLE XII. DEFINITIONS

Sign - Any device designed to inform or attract the attention of persons not on the premises on which the sign is located provided, however, that the following shall not be included in the application of the regulations herein:

- (a) Signs not exceeding one square foot in area and bearing only property numbers, post box numbers, names of occupants of premises, or other identification of premises not having commercial connotations;
- (b) Flags and insignia of any government except when displayed in connection with commercial promotion;
- (c) Legal notices; identification, informational, or directional signs erected or required by governmental bodies;
- (d) Integral decorative or architectural features of buildings, except letters, trademarks, moving parts, or moving lights;
- (e) Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.

Signs, Number and Surface Area - For the purpose of determining number of signs, a sign shall be considered to be a single display surface or display device containing elements organized, related, or composed to form a unit. Where matter is displayed in a random manner without organized relationship of elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.

The surface area of a sign shall be computed as including the entire area within a regular geometric form of combination or regular geometric forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing advertising matter shall not be included in computation of surface area.

Sign, On-Site - A sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services, or activities on the premises. On-site signs do not include signs erected by the outdoor advertising industry in the conduct of the outdoor advertising business.

Sign, Off-Site - A sign other than an on-site sign.

Special Exception - A special exception is a use that would not be appropriate generally or without restriction throughout the zoning division or district, but which, if controlled as a number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare. Such uses may be permitted in such zoning division or district as special exceptions, if specific provision for such special exceptions is made in this Code.

ARTICLE VIII. SUPPLEMENTARY DISTRICT REGULATIONS, SECTION D. Sign Regulations

1. No signs on any premises shall be animated or flashing.
2. Rotating signs are permitted, provided that no sign shall rotate more than six rounds per minute.
3. Only in commercial and industrial zones shall flags, pennants, banners, pinwheels or similar items be permitted outside a building and for no more than 15 days. No more than one such display shall be allowed on any site during any consecutive six-month period.
4. No sign shall exceed the height of the principal building or 25 feet, whichever is less.
5. A development site shall be allowed 1 unlighted sign, not exceeding 8 square feet of area per side or 16 square feet of total area pertaining to the sale, lease or hire of the particular building, property or premises upon which the sign is displayed.
6. A development site shall be allowed one unlighted political campaign sign not exceeding four square feet of area per side or eight square feet in total area. Such signs may announce candidates or other ballot measures. Such signs shall be removed within two weeks after the election.
7. Hospitals, churches, nursing homes, schools and similar uses shall be allowed 1 sign not to exceed 20 square feet of area per side or 40 square feet in total area.
8. The U.S. flag and the State of Oregon flag shall be permitted on any premises outside a building at any time.

ARTICLE IX. SPECIAL DISTRICTS

A. Architecturally Controlled Areas

Any portion of any district may be designated for nominal architectural control wherein such controls are essential to scenic preservation or the stabilization of land values. Such areas shall be designated on the Official Zone Map by the district symbol, followed by 'X'. Within such areas an applicant for a construction permit must first have preliminary plans, specifications, and uses approved by the Planning Commission. Said plans, specifications and uses must be filed with the construction permit application at least 15 days prior to a scheduled Planning Commission meeting.

B. Site Review Permit

1. Description and Purpose

It is the purpose of this Section to establish a Site Review Permit procedure for specified uses or applications requiring comprehensive review of proposed site development in order to maintain or improve the character and attractiveness of the general area, to encourage the most appropriate development of the site compatible with the neighborhood, to prevent undue traffic and pedestrian hazards or congestion, to reduce adverse impacts upon public facilities

and services, to protect historic sites and to provide a healthful , stable, efficient and pleasant on-site environment.

A Site Review Permit may be used as a means for applying the provisions of the zoning ordinance or other ordinances to undivided property or to consolidate undivided property to dimension, shape and sizes of which do not individually lend themselves advantageously to modern land utilizations.

2. Site Review Permit Required

A site review permit shall be required for any development on property within the C-1, C-2, and LI districts or with an architectural control (X) suffix, for any proposal to alter or demolish a historic site or structure designated for protection by the City Council, and will require approval of initial plans or approval of a modification of or addition to approved plans. Site reviews for historic sites and structures shall be conducted within guidelines provided by the six criteria provided by the Historic Element in the Coburg Comprehensive Plan. Site review shall also be required prior to any development on land determined to be wetlands by the Oregon Division of State Lands or the US Army Corps. of Engineers. Site review in these cases shall be restricted to a determination of significance of the wetland resource and, if found to be significant, the application of the Statewide Planning Goal #5 ESEE analysis.

No building permit shall be approved by the City of Coburg until a site review permit has been obtained pursuant to conditions of this section. Further, said building permit can be approved only for development as approved according to the procedures herein specified. The developer shall supply to the City eight copies of the site plan at least 15 days prior to the meeting at which the application shall be considered.

[Adopted A-133C 12/12/89]

3. Application for Site Review Permit

Application for a Site Review Permit shall be on a form prescribed by the Planning Commission and submitted to that office by any person(s) with a legal interest in the property. The application shall include the following:

- a. Name and address of applicant.
- b. Statement of the applicant's legal interest in the property (owner, contract purchaser, lessee, renter, etc.) and a description of that interest, and, in the case the applicant is not the owner, verification and legal description of the property.
- c. Address and legal description of the property.
- d. Statement explaining the intended request.
- e. The fee required to defray the cost of processing the application.
- f. Any other materials or information as may be deemed necessary by the applicant to assist in evaluation of the request.

- g. Eight copies of drawings clearly showing the following, when appropriate:
- (1) Parcel location, boundaries, dimensions and total area.
 - (2) Approximate location, arrangement and dimensions of existing and proposed enclosures, walls and fences.
 - (3) Approximate heights, materials and finishes of existing and proposed enclosures, walls and fences.
 - (4) Approximate location, dimensions, uses and screening provisions for storage, refuse and service areas.
 - (5) Approximate location, arrangement and dimensions of streets, driveways, access points, trails, bikeways, sidewalks and other pedestrian pathways, off-street vehicular parking and loading areas.
 - (6) Proposed drainage, water, trails, bikeways, and sanitary systems and facilities.
 - (7) Approximate location, character and type of signs and lighting facilities.
 - (8) General landscaping plan depicting existing and proposed tree plantings, ground cover, screen planting, etc.
 - (9) Architectural sketches or drawings to clearly establish the scale, character and relationship of buildings, streets, ways, parking places, garages and open spaces.
 - (10) Other data such as information on soils, geology, and hydrology, purpose and provisions of the Site Review.

Application may be made concurrent with a zone change, when applicable, or at later date prior to the approval of a building permit for construction on the development site.

[Adopted A-133L 10/5/99]

4. Criteria for Site Review Evaluation

The Planning Commission shall consider the following minimum criteria as applicable in evaluating site review applications, to ensure that the purpose and requirements of this section are met:

- a. That the location, design, size, shape and arrangement of the uses and structures are in scale and are compatible with the surroundings.
- b. That there is a desirable, efficient, and workable inter-relationship among buildings, parking, circulation, open space, landscaping, and related activities and uses, resulting in an attractive, healthful and pleasant environment for living, shopping and working.
- c. That there is no unnecessary destruction of existing healthy trees or other major vegetation, and that due consideration is given to the preservation of distinctive historical or natural features.

- d. That the quantity, location, height, and materials of walls, fences, hedges, screen planting and landscape areas are such that they serve their intended purpose and have no undue adverse effect on existing or contemplated abutting land use.
- e. The suitable planting of ground cover or other surfacing is provided to prevent erosion and reduce dust.
- f. That the location, design and size of the uses are such that the residents or establishments to be accommodated will be adequately served by community facilities and service or by other facilities suitable for the intended uses, in conformity with the Coburg Comprehensive Plan.
- g. That, based on anticipated traffic generation, adequate additional transportation improvements must be provided by the development in order to promote traffic safety and reduce traffic congestion, including but not limited to right-of-way and road improvements. Consistent with the Transportation System Plan, consideration shall be given to the need and feasibility of widening and improving abutting streets and also to the necessity for such additional requirements as lighting, traffic-calming techniques, sidewalks and other pedestrian ways, bikeways, and turn and deceleration/acceleration lanes.
- h. That there is a safe and efficient circulation pattern within the boundaries of the development. Consideration shall include the layout of the site with respect to the location and dimensions of vehicular, bicycle, and pedestrian entrances, exits, drives, walkways, buildings and other related facilities.
- i. That there are adequate off-street vehicular and bicycle parking facilities and loading-unloading facilities provided in a safe, efficient and pleasant manner. Consideration shall include the layout of the parking and loading-unloading facilities and their surfacing, lighting and landscaping.
- j. That the location, quantity, height and shape of areas of structures which define interior circulation and parking arrangements are suitable for their intended purpose.
- k. That all signs and illumination are in scale, and harmonious with the site and area.
- l. That adequate methods are provided to ensure continued maintenance and necessary normal replacement of common facilities, uses, structures, landscaping, screening, ground cover, and similar items required to ensure compatibility with the surrounding areas and an attractive ' healthful and pleasant environment within the development area.

[Adopted A-133L 10/5/99]

5. Procedure for Adopting Site Review Permit

The adoption of the Site Review Permit shall constitute a reclassification of the property involved in such zone or zones as are designated on the site plan, and shall supersede the general requirements of the applicable zone or zones involved, insofar as they apply to a particular site. The new zone boundaries of the reclassified area contained within the site plan shall be indicated on the Zoning Map together with a numbered reference to the site plan, the

details of which Site Review Permit shall govern the application of the zoning provision of such area.

6. Revisions or Amendments

Revisions or amendments to an approved Site Review Permit shall require the same application procedure as for an original Site Review Permit.

7. Revocation

A Site Review Plan shall automatically be revoked if any development for which a Site Review Permit has been granted is not established within one year from the date of final approval.

ARTICLE X. ADMINISTRATION AND ENFORCEMENT

B. Land Development Procedures

1. Development Permits Required

- a. Except as excluded by Subsection 2, no person shall engage in or cause to occur a development for which a Development Permit has not been issued, either as an attachment to the Building Permit or as a separate permit for developments not immediately involving a Building Permit. The Building Official shall not issue a permit for the construction, reconstruction or alteration of a structure or a part of a structure for which a Development Permit has not been issued. I
- b. Development Permits shall be issued by the Planning Commission President, pursuant to the provisions of this Code. The President shall not issue a Development Permit for the division, improvement or use of land that has been previously divided or otherwise developed in violation of this Code, regardless of whether the permit applicant created the violation (unless the violation can be rectified as part of the development).
- c. Unless appealed, a decision on a Development Permit shall be final upon expiration of the period provided for filing an appeal, as outlined in this Code, or if appealed, upon rendering of the decision by the reviewing body.
- d. All Development Permits shall expire one year from the date of issuance, unless otherwise noted in this Code or unless construction or operation of the development has begun within that time and has continued without interruption for more than one year.

2. Exclusions from Development Permit Requirement

Activities and developments listed below are excluded from the requirement for a development permit but are nevertheless subject to the provisions of this Code where applicable:

- a. Detached single-family dwellings.
- b. Accessory buildings less than 250 square feet, which conform to the provisions of this Code and the Uniform Building Ordinance.

- c. Landscaping or other treatment or use of the land not involving structure, except grading and filling in a flood plain area, and improvement of parking areas containing less than 1,000 square feet.
 - d. A change, internal to a building or other structure, that does not substantially affect the use of the structure.
 - e. An emergency measure necessary for the safety or protection of property when authorized by the City Council.
 - f. Erection of a tent or portable structure for noncommercial use up to ten days.
 - g. Agricultural uses, as permitted outright in other sections.
 - h. The establishment, construction or termination of a public facility authorized by the City Engineer that directly serves a development, including streets, drainage ways, sewers, pump stations, water lines, electrical power or gas distribution lines or telephone or television cable systems but not including major substations, treatment facilities and storage tanks, reservoirs and towers. I
 - i. Excavation or filling of land involving 50 cubic yards or less.
 - j. Outside storage of materials in conformance with the provisions of this Code and other Coburg Ordinances and provided with screening where required.
3. Development Permit Procedures

- a. An application for a Development Permit shall be processed under a Type I or II procedure, as described in this section.
- b. When an application and proposed development is submitted, the Planning Commission President shall determine the type of procedure this Code specifies for its processing. Where there is a question as to the appropriate type of procedure, the application proposal shall be resolved in favor of the higher type number. An application shall be processed under the highest numbered procedure required for any part of the development proposal.
- c. Applicants shall be advised that all permits or zone changes necessary for a development project may be merged into a consolidated review process. Zone changes and permits required through the application of the overlay district and discretionary permit procedures shall be available for a consolidated permit process. For purposes of this Ordinance, a consolidated permit process shall mean that the hearing body, to the greatest extent possible, apply concurrent notice, public hearing and decision-making procedures to the permits and zone changes which have been consolidated for review.

[Adopted A-133C 12/12/89]

4. Coordination of Development Permit Procedure

The President shall be responsible for the coordination of the development permit application and decision-making procedure and shall issue a development permit to an applicant whose

application and proposed development is in compliance with the provisions of this Code. Before issuing the development permit, the President shall be provided with the detail required to establish full compliance with the requirements of this Code.