

**AGENDA  
DAYTON PLANNING COMMISSION**

**DATE:** Wednesday, February 13, 2013  
**PLACE:** City Hall Annex, 408 Ferry St  
**TIME:** 6:30 PM

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<u>ITEM</u>	<u>DESCRIPTION</u>	<u>Pg #</u>
A.	Call to Order	
B.	Approval of Order of Agenda <i>(Additions, corrections or deletions to the agenda)</i>	
C.	Approval of Minutes	
	1. Memo from City Attorney regarding approval of minutes	1
	2. Minutes of the meeting of July 12, 2012	2-4
	3. Approval of the minutes of the meeting of January 10, 2013 (handout at the meeting)	
D.	Work session for amendments to Dayton LUDC	
	1. Sign limit information provided by Judy Gerrard	5-9
	2. Sign permit application	10-11
	3. sign permit application requirements	12-13
E.	Other Business	
F.	Adjournment	

**Posted:** February 8, 2013  
**Debra Lien, Community Development Specialist**

*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton at least 32 working hours (4 days) prior to the meeting date in order that appropriate communication assistance can be arranged. The Dayton City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.*

**NEXT SCHEDULED MEETING DATE**  
March 14, 2013  
CITY OF DAYTON, PO BOX 339,  
DAYTON, OREGON 97114  
Phone: 503.864.2221 Fax: 503.864.2956



Memo From: Heather Martin, City Attorney

Regarding: information about quorums and approval of minutes of public meetings

Dated: January 14, 2013

Hi Debra,

There was a quorum present – 3 members of a 5 member commission. The only reason a commissioner (or councilor for that matter) should abstain from voting is in a situation where they have a direct financial benefit or detriment that would result from the proposal/application they are voting on. In very rare instances when an application is before the commission a commissioner might abstain because they are so biased they cannot make an objective determination. Please note this would only apply rarely and only for an application (i.e. CUP, permit, variance, etc). In order for this to apply, they should also be on record saying in effect that they cannot make an unbiased decision, etc.

All other matters are typically disclosure laws i.e. the commission should disclose if there is a potential conflict of interest, ex parte contact, etc. But, they still vote on the action. In the situation of minutes and approvals there would be no reason for a member to abstain even if they were not at the meeting because as you note if there was a turnover, etc no one could vote on them. Granted the terms are staggered to avoid this but it could still happen.

The PC needs a quorum to conduct business including voting so the City had 3 and that was sufficient. The vote of 2 members of the Commission would be sufficient to pass any action that was voted on unless there is a specific rule or code provision that states otherwise and I did not find anything under Chapter 1.09. For example a majority of the Council must approve an ordinance for it pass (see Charter Section 16). So, in this instance if 2 of the 3 members who were present voted to approve the minutes, that is sufficient. But as noted, the abstaining commissioner should have vote.

I hope I have answered all of your questions. Let me know if I did not.

Thanks.

Heather Martin

Dayton Planning Commission  
Minutes of meeting of July 12, 2012

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Planning Commissioners present: Tim Parsons, Scott Mansfield, Josh Hatfield  
Absent: Derrick Price & Scott Peterson

Staff: Renata Wakeley & Debra Lien

The meeting was opened by chair Tim Parsons at 6:35 PM.

Tim noted that the swearing in of new commissioner Scott Mansfield will be added to the agenda.

**Swearing in of new Planning Commissioner**

Debra issued the oath of office to new planning commissioner Scott Mansfield.

Introductions were made. Everyone said a little about themselves.

**Dayton Forward Program**

The first agenda topic is the grant for the strategic plan for the City, a part of the Dayton Forward Program, funded by an anonymous grant to the Dayton Community Development Association. Kelly Haverkate gave an introduction of the program and then turned the discussion over to Ernie Munch, an architect from Portland who is facilitating the project.

Mr. Munch introduced himself. He has been a planner since 1979. He attended the movers and shakers meeting in April and got an idea of how Dayton wants to grow. He said towns who know what they want to be and what they should be are usually more successful in this planning process. He used an example of how Portland directed their downtown redevelopment and revitalization of the waterfront area. He also used the example of Roxbury, Ma. as an example of a city who brought in outside experts to figure out what's wrong and how to fix it. He said in the Portland plan the area targeted for an industrial area is now the Pearl District.

The product they produce for Dayton will show what Dayton could be. It will include tools to use to implement the product. He went over the schedule of meetings with the PC and what will happen at the meetings. They will create a small document that will be taken to the PC and to the City Council in November.

The first big meeting will be on August 8, and it will come back to the PC for discussion on November 8<sup>th</sup>.

He discussed Dayton amenities: good schools, a good parks system, etc.

There will be a series of three meetings for the public to participate in. He noted the schedule is listed as attachment "A" in the agenda packet.

Renata said this will be a legislative action if the code is changed, so the planning commissioners are welcome to participate in the project.

Tim and Scott asked Mr. Munch about his background. He has been involved in planning the light rail and with solar energy. He is green certified. He designed the Stoller Winery, which is the first green certified winery in the U.S. He specializes in engineering and planning that has not been done before.

Renata spoke to planning issues. The planning priorities for the project would be to update the comprehensive plan. There are budget priorities to consider as well. The buildable lands inventory may need to be revised as well. If the Newberg-Dundee Bypass is built, the city will lose most of its industrial land by the river.

Mr. Munch used the example of gourmet foods being produced and sold in Dayton as an opportunity for tourism for Yamhill County. People want to see where things are made.

He talked about how the project will be organized. The organizers want more people to be involved.

In November the Planning Commission will review and give a recommendation to the City Council regarding the project.

Kelly Haverkate said the thing is to have a plan and implement it.

Renata told the PC they will have the opportunity to give feedback, they will be making a recommendation to the City Council regarding this project. She will be reviewing plan documents in her office and providing comments, also.

### **Planning goals for 2012-2013**

Renata said she has been directed by the city manager and the city council; they have planning goals for the fiscal year. The PC has been directed to work on code updates and will meet on a monthly basis to do this. Work on a sign code is a priority as well as parking standards. She noted that budget considerations will determine how much of the work gets done.

There was a general discussion of parking standards and the problems over storage and parking of recreational vehicles and non-motorized items like boats and trailers. The commissioners would like Patty to come to the meeting when this issue is discussed.

Code enforcement issues were also discussed at length. The commissioners recognized that because of budget and personnel issues that code enforcement in Dayton is complaint driven.

Renata went over how to conduct public meetings. Information sheets about ex parte contact, bias and conflict of interest were passed out to the commissioners. It is best policy always to declare ex parte contact to be on the safe side. This applies to quasi-judicial hearings.

Some other ideas were: cards to pass out and collect so anyone who speaks at the meeting will have to give his/her name and address so we have it for the record; posting the procedural hearing order so people can see it; placing a time limit on speakers and how to phrase motions so any changes or additions are sure to be included properly in the motion.

### Adjournment

Josh made a motion, seconded by Scott to adjourn the meeting at 8:12 PM. The motion was passed unanimously, 3-0.

Respectfully submitted,



Debra Lien  
Community Development Specialist

## Debra Lien

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**From:** judyg@macnet.com  
**Sent:** Wednesday, January 30, 2013 9:03 PM  
**To:** Debra Lien  
**Cc:** amanderson@mac.com; kellyjhaverkate@gmail.com; marthas-newmail@comcast.net  
**Subject:** Sign sizes  
**Attachments:** Sign size limits in other communities.docx

Hi Debra,

At the last Planning Commission meeting, I volunteered to do a bit of research and bring forward some ways other communities express sign size limits. I said I would send it to you so that you could forward to the Planner to review as she puts her draft together.

Here is information from McMinnville, Jacksonville, Carlton and San Luis Obispo CA. It's a bit of a mish mash - each community approaches it differently.

Of special note....

Jacksonville - they have some interesting prohibitions in the historic downtown - some of which I noted. These aren't so much about size, but mirror some of the recommendations we already offered. J'ville makes a clear distinction between their historic downtown, and a general commercial area that is located elsewhere.

<http://www.jacksonvilleor.us/CityDocs/Planning/21+-+Title+18+Historic+Protection+and+Design+Regulations.pdf>

Carlton - wow! They have their Main Street guidelines incorporated into their ordinance. I strongly recommend the Planning Commission take a look.

<http://library.municode.com/index.aspx?clientId=16246> (enter keyword 'design' in the search function)

Thank you for your help in getting this into the Planner's hands!  
Judy

## Sign size limits in other communities:

### McMinnville –

[http://www.ci.mcminnville.or.us/images/stories/departments/Planning/ordinance/zoningordinance\\_12-2012.pdf](http://www.ci.mcminnville.or.us/images/stories/departments/Planning/ordinance/zoningordinance_12-2012.pdf)

McMinnville has a sign ordinance, with sizes for signs in residential, schools, churches, general commercial but, they have a separate ordinance for and use Downtown Design Standards and Guidelines for their downtown area. The Downtown Design Standards says the following

#### 17.59.080 Signs.

1. The use of flush-mounted signs, flag-mounted signs, window signs, and icon signs are encouraged. Sign materials shall be compatible with materials used in the building.
2. Where two or more businesses occupy the same building, identifying signs should be grouped together to form a single panel.
3. Wall signs shall be placed in traditional locations in order to fit within architectural features, such as: above transoms; on cornice fascia boards; or, below cornices. Wall signs shall not exceed the height of the building cornice.
4. **For every lineal foot of building frontage, 1.5 square feet of signage may be allowed, to a maximum of 200 square feet.**
5. The use of the following are prohibited in the downtown area:
  1. Internally-lit signs;
  2. Flashing signs
  3. Pedestal signs and pole-mounted signs;
  4. Portable trailer signs;
  5. Cabinet-type plastic signs;
  6. Billboards of all types and sizes;
  7. Historically incompatible canopies, awnings, and signs;
  8. Signs that move by mechanical, electrical, kinetic or other means; and,
  9. Inflatable signs, including balloons and blimps. (Ord. 4797 §1, 2003).
- As a side note, they limit awnings in a variety of ways, including color, under 17.59.070.

**Jacksonville OR** – <http://www.jacksonvilleor.us/CityDocs/Planning/21+-+Title+18+Historic+Protection+and+Design+Regulations.pdf>

In the historic downtown – these are some of the types of signs prohibited:

- In the case of commercial signs, no sign shall be allowed except a sign which identifies or advertises the primary business conducted on the premises.
- Signs or devices (such as drink dispensers) that display the symbol, slogan or trademark of national product brands of soft drinks, or other products, or services shall be prohibited except as provided in Section 18.15.090.
- Signs which use plastic as part of the exterior visual effects unless the material accurately replicates natural materials.



- Cartoon images, line drawn or silhouette, of live or inanimate objects are prohibited. A cartoon image is defined as a caricature of an animate or inanimate object intended as humorous.
- Exposed vending machines, such as those used to dispense soft drinks.
- Fluorescent and/or neon lighting is not allowed, except as provided in Section 18.15.090.
- No internally illuminated signs.

Size info – **in historic area**, strictly regulated for placement, material, number, etc.

General commercial, **away from the historic downtown**:

- Freestanding Signs: Signs may be placed freestanding, provided that only one (1) such sign shall be permitted for each business location on the premises using the formula of the lineal street frontage times (x) .15 which equals square footage for total sign area with thirty-six (36') square feet being the maximum allowable size and six (6') square feet being the minimum size; then thirty-six (36') square feet maximum represents the aggregate total of all freestanding signs on the premises.
- In the case of shopping areas which are planned with four or more businesses having common parking areas, only one (1) freestanding sign identifying the shopping area shall be allowed. Said sign shall not exceed ten (10') feet in height and shall be limited to a total area of thirty-six (36') square feet.
- Other signs shall be one (1) of the following types:
  - Placed flat against a building which supports it, and extending not more than eighteen (18") inches from said building.
  - Attached to the front or bottom surface of a marquee, and extending no more than six (6") inches past the edge of the marquee.
- The total aggregate area of all signs shall not exceed the following: On a side of a building facing a street, the area of signs shall not exceed one (1') square foot for each lineal foot of building frontage, plus one-half (.5') square foot for each foot the building is set back from the street. The total area of signs shall not exceed two (2') square feet for each lineal foot of building frontage.
- **(DCDA advocates no use of NEON)** This is what Jacksonville does re Neon Signs- Neon illuminated informational signs will be allowed in the GC district, but only informational (non-product) signs are allowed. One (1) sign per business and four (4') square foot maximum size.

**Carlton OR** - <http://library.municode.com/index.aspx?clientId=16246> (enter keyword sign in the search function)

**Businesses with Two or More Street Frontages.**

1. Land abutting more than one street shall be allowed its quota of signs on each of the streets, and up to ten (10) percent of the permitted quota on any street may be deducted there from and added to the other street frontage.

2. Where a business located on a corner erects an attached sign designated to be read from both intersecting public streets, the total aggregate area of such sign shall not exceed one-half that which would be allowed for separate signs fronting on the intersecting public streets.

**Area.**

1. Wall signs shall not exceed ten (10) percent of the building face facing a street. For purposes of the area, the height of the lower level or story or twenty (20) feet, whichever is larger, shall be multiplied by the building frontage. Height of lettering cannot exceed twenty-four (24) inches.

2. Awning signs shall not exceed ten (10) percent of the awning area. For purposes of calculating the awning area, the height shall be multiplied by the width of the awning.

3. Projecting signs shall not exceed five (5) percent of the building face facing a street. For purposes of calculating the area, the height of the lower level or story, or twenty (20) feet, whichever is less, shall be multiplied by the building frontage. Height of lettering cannot exceed eight inches.

4. Roof signs are not permitted except by variance.

5. Freestanding signs: one square foot of sign area for each linear foot of property frontage upon a city street or a total of fifty (50) square feet for each street frontage, whichever is lesser.

**C.Height.** Not more than four (4) feet above the eave line provided the maximum height above the ground line shall not exceed twenty (20) feet.

**San Luis Obispo** – Each type of sign has requirements regarding where that type of sign is allowed. For example, Pole Signs –allowed in specific, and limited zoning; but the sign size info is noted below.

<http://www.codepublishing.com/CA/SanLuisObispo/SanLuisObispo15/SanLuisObispo1540.html#15.40.470>

- **Wall signs** may be a maximum of 100 square feet or 15% of the building face where the sign is attached, whichever is less. Wall signs with changeable copy are limited to 6 square feet.
- **Window signs** are limited to a maximum of 24 square feet or 15% of the window area, whichever is less
- **Awning signs** –placed on the the awning skirt.
- **Projecting signs** – a maximum area of 6 square feet in the O (office), twelve square feet in the C-N (neighborhood commercial), C-D (downtown commercial), C-C (community commercial), and 24 square feet in the C-R (retail commercial) and C-T (tourist commercial) zoning districts.
- **Hanging signs** - may have a maximum area of 8 square feet.
- **Monument signs** - may be a maximum of 24 square feet. The maximum height of a monument sign is 6 feet. In the C-R (retail commercial) and C-D (downtown

commercial) zoning districts, the maximum size of a monument sign is 12 square feet and the maximum height is 4 feet. Where two or more uses are located on the same premises, the sign area for monument signs must be shared. The largest single sign face is used to calculate the area of monument signs.

- **Freestanding post signs** – maximum size is 20 square feet. Freestanding post signs shall not be taller than 6 feet, measured from the ground to the top of the sign structure. Where two or more uses are located on the same premises, the sign area for freestanding post signs must be shared.
- **Sandwich-board signs** - may have a maximum area of 8 square feet and a maximum height of 4 feet, measured from the ground to the top of the sign structure
- **Pole signs** – Pole signs may have a maximum height of 16 feet and a maximum area of 72 two square feet. Where two or more uses are located on the same premises, the sign area for pole signs must be shared.

San Luis Obispo regulates directory signs, shopping center signs, flag poles – didn't include that. Also, they regulate electronic message boards, but we are advocating for NONE.



**City of Dayton**

PO Box 339 - 416 Ferry Street - Dayton OR 97114  
 PH: (503) 864-2221 - Fax: (503) 864-2956

Date Submitted:

OFFICE USE	
PERMIT #:	
RECEIPT #:	
DATE ISSUED:	
ISSUED BY:	

This permit is issued under OAR 918-460-0030 and Chapter 7 of the Dayton Land Use & Planning Code.  
 Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.  
 INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED/APPLICANT MUST FILL OUT ALL GREEN AREAS

**TYPE OF SIGN/WORK - PLEASE CHECK ALL THAT APPLY**

- ATTACHED     FREE STANDING     STREET SIGN     PORTABLE     TEMPORARY  
 NEW     REPAIR    USE:     SINGLE FAMILY     MULTI-FAMILY     COMMERCIAL     INDUSTRIAL     PUBLIC

SITE ADDRESS OR NEAREST LOCATION:

NAME OF COMMERCIAL BUSINESS/PROJECT FOR SITE ADDRESS:

MAP & TAX LOT #

ZONING:

LOT SIZE:

JOB DESCRIPTION:

SETBACKS: FRONT TO SIGN:

SIDE YARD TO SIGN:

INTERIOR TO SIGN:

REAR TO SIGN:

SIGN SQUARE FEET:

**ESTIMATED COST OF PROJECT \$**

**PROPERTY OWNER INFORMATION**

**CONTRACTOR INSTALLATION/INFORMATION**

NAME:

MAILING ADDRESS:

CITY: ST: ZIP:

PHONE FAX:

EMAIL:

I HEREBY STATE THAT I HAVE READ AND UNDERSTAND THIS APPLICATION AND THE INFORMATION PROVIDED IS CORRECT:

BUSINESS NAME:

MAILING ADDRESS:

CITY: ST: ZIP:

PHONE FAX:

EMAIL:

CCB LICENSE NO: BUSINESS REGISTRATION NO:

PROPERTY OWNER SIGNATURE:

PRINT NAME:

SIGNATURE:

**SIGN COMPANY**

**ARCHITECT**

BUSINESS NAME:

MAILING ADDRESS:

CITY: ST: ZIP:

PHONE FAX:

EMAIL:

NAME:

MAILING ADDRESS:

CITY: ST: ZIP:

PHONE FAX:

EMAIL:

**BUILDING DEPT USE ONLY**

<b>PROJECT TOTAL VALUATION</b>	\$	<b>4 Plan Review Fees</b>	\$
<b>1 Preliminary Plan Review Fee</b>	\$	PLAN REVIEW - 65%	\$
<b>2 Planning Fees</b>	\$	FIRE & LIFE SAFETY - 40%	\$
<b>3 Building Permit Fees</b>	\$	<b>5 MISCELLANEOUS FEES</b>	\$
INVESTIGATIVE FEE	\$	<b>6 OUTSTANDING LIENS, DEBITS, OR FINES</b>	\$
12% STATE SURCHARGE FEE	\$	<b>Total Cost of Permit:</b>	

APPROVAL SIGN OFF	Initials	Date	Department	Initials	Date
LAND USE & PLANNING			BUILDING PLAN REVIEW		
PUBLIC WORKS			OTHER		
FIRE DEPARTMENT					

THIS PROJECT HAS ODOT APPROVAL     N/A

\* CREDIT CARD PAYMENTS ARE NOT ACCEPTED FOR SIGN PERMIT FEES.

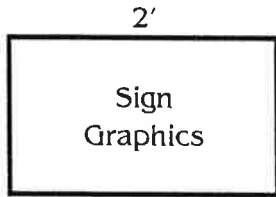
### Building Permit Fee Schedule

Total Valuation	F E E
\$1.00 - \$2,000.00	\$55.00
\$2,001 - \$25,000	\$55.00 for the first \$2,000 plus \$8.50 for each additional \$1,000 or fraction thereof to and including \$25,000
\$25,001 - \$50,000	\$250.00 for the first \$25,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$50,000
\$50,001 - \$100,000	\$363.00 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001 - \$500,000	\$588.00 for the first \$100,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$500,000
\$500,001 - \$1,000,000	\$2,388.00 for the first \$500,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000.001 and Up	\$4,388.00 for the first \$1,000,000 plus \$3.50 for each additional \$1,000 or fraction thereof
Inspections Outside Normal Business Hours	\$60.00 per hours, with a minimum charge of 2 hours
Re-Inspection	\$60.00 per hour
Additional Plan Review	\$60.00 per hour
No-Fee indicated Inspections	\$60.00 per hour
Deferred Submittal	\$60.00 per hour, with a minimum charge of 2 hours
Building Permit Plan Review Fees	Shall be equal to 65% of the Building Permit Fees
Fire & Live Safety Plan Review Fees	Shall be equal to 40% of the Building Permit Fees
Fire Suppression Type 1 Hoods	Shall be based on the above Building Permit Fee Table
<b>\$15.00 DEMOLITION PERMIT FEE (+ STATE SURCHARGE FEE) *FOR HISTORIC PROPERTY REFER TO LAND USE CODE</b>	

# City of Dayton - Sign Permit Application Requirements

- #1 Complete the Planning/Building Sign Permit Application Form  
The attached permit application serves as both a sign design review application and a building permit application. However, in the event the sign requires electricity, a Yamhill County Electrical permit also will be required.
- #2 Describe the proposed and existing signs:  
Describe proposed and existing signs.
- #3 Provide sign graphics and show the site location:  
Draw the sign showing placement dimensions, location and mounting. Include a graphic representation of the sign including dimensions, colors, graphics, material, lighting, and construction details. List the materials used in construction, down to nail size (see example A).

Example A

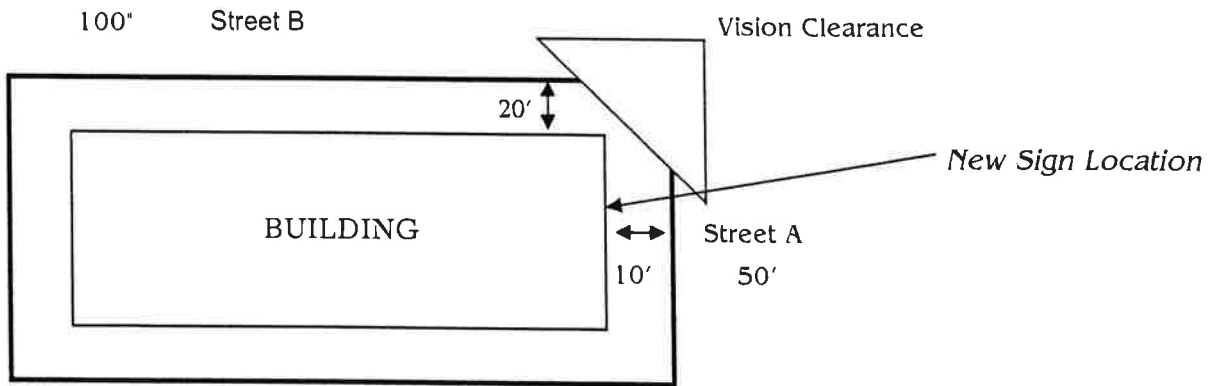


- White background with black lettering
- Carved wood sign
- No Lighting
- Attached by steel brackets

**DRAFT**

Enclose a site plan showing location and measurements for parcel boundaries, buildings, and all proposed and existing signs. Vision Clearance requirements (refer to vision clearance code) must be shown on the plans (see example B).

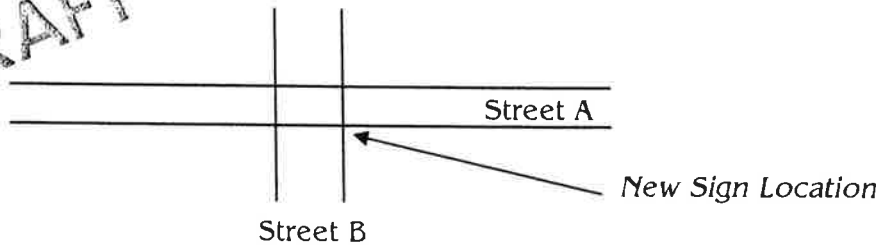
Example B



Example C (Street Sign)

- Total Height of Sign & Pole
- Type & Material of Pole
- Pole Location
- Directional Points Indicator

**DRAFT**



- #4 Submit and pay fee:
  - Items in Steps 1, 2 and 3 are required for submittal
  - Plan Review Fees:
    - Planning Fee:
    - Building Fee: Based on the estimated value of project (materials & installation)
  - Timeline: Review time is approximately two weeks after application is deemed complete.

**#5 Pick up approved permit and pay residual fees:**

Fees are due upon permit pick up

Permit Fee: is based on actual\* value of project (see fee schedule)

State Surcharge: 12% of building permit fee

**#6 Schedule final inspection after sign installation:**

Once the Sign is installed , call (503) 554-7714 to schedule the final inspection. Provide the sign location address, permit numbers, type of inspection and you name and contact number when calling. Please know that Yamhill County performs all electrical inspections (if applicable).

