

**Chapter 15.32**  
**SIGN CODE**

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

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

**15.32.010 Purpose and policy.**

The sign regulations are intended to serve the community by:

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

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

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

**15.32.015 Director.**

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

**15.32.020 Signs permitted only in commercial & industrial zones.**

Permits are required for these signs.

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

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

a. "Direct" lighting means exposed lighting or neon tubes on the sign face.

b. "Indirect" lighting means the light source is separate from the sign face or cabinet and is directed so as to shine on the sign.

c. "Internal" lighting means the light source is concealed within the sign.

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

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

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

## **B. Wall signs.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **E. A-Frame signs.**

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

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

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

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

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

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

7. Location:

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

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

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

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

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

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

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

3. A electronic message sign placed inside a window is subject to the provisions of this section when it is visible from a public right-of-way or any vehicular maneuvering area.

4. Any existing sign permitted to incorporate a new electronic message sign shall be brought into compliance with all other applicable provisions of this chapter including but not limited to sign height, size, and design.

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

1. Signs are only permitted on two wall surfaces of a food cart. The percentage of each wall surface is not calculated, but the signs may not extend above the top side rail or below the bottom side rail of the food cart. No visible adhesives shall be used to attach graphics or lettering.

2. An A-frame sign shall be reviewed separately as a permanent sign per the development standards in Section 15.32.020(E).

3. A freestanding sign may be permitted for the subject property per the development standards in Section 15.32.020(D).

4. A food cart business shall not violate Section 15.32.080, Prohibited Signs. A food cart business is also prohibited from using the following signage:

a) Temporary signs; and,

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

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

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

**15.32.030 Permanent signs allowed in residential zones - permits required.**

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

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

#### E. Commercial and Institutional Uses within Residential Zones.

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



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

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

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

**15.32.035 Temporary signs for community events.**

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

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

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

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

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

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

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

A. Banners on Light Poles in Parking Lots.

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

B. Signs Held by People.

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

**15.32.050 Signs permitted in all districts - exempt from permits.**

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

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

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

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

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

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

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

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

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

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

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

#### **15.32.060 Nonconforming signs.**

A. The following shall be considered nonconforming signs:

1. Signs that already existed when these regulations were adopted, have an approved city sign permit, and which do not conform to the provisions of these sign regulations;
2. Signs on lands annexed to the city and having an approved county or state sign permit;
3. Signs advertising a business or other use which has discontinued operation within the building, on the lot, or in the development shall be deemed abandoned.

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

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

#### **15.32.070 General construction and maintenance requirements.**

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

the Underwriters' Standard, as defined in Underwriters' Laboratories, "Standards For Safety, Electric Signs." All signs manufactured in Canada also shall comply with the standards on the Canadian Standards Association (CSA). For purposes of this section, "illuminated sign" means any sign which has characters, letters, figures, designs or outlines illuminated by electric lights or luminous tubes as part of the sign property. For the purposes of this section "maintenance" refers to the normal care needed to keep a sign functional such as cleaning, oiling, changing of light bulbs and repair.

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

#### **15.32.080 Prohibited signs.**

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

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

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

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

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

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

F. Signs on benches.

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

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

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

**15.32.090 Permit required.**

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

**15.32.100 Permit fees.**

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

**15.32.110 Permit application.**

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

A. Name, address, email and telephone number of the applicant;

B. Location by street number of the building and unit number if applicable, structure or lot to which or upon which the sign is to be installed or affixed;

C. A to scale drawing showing the design of the sign, including dimensions of the sign, dimensions of wall (if wall-mounted), maximum height above grade (if free-standing), method of attachment, source of illumination and the relationship to any building or structure to which it is proposed to be installed or affixed or to which it relates along with a detailed account of the materials to be used;

D. A site plan drawn to scale indicating the location of the sign relative to property lines, building locations, streets and sidewalks;

E. Copies of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by the Building Code;

F. Name, address, phone number, and email of the person, firm, corporation or association erecting such sign;

G. Written consent of the owner of the building, structure or land on which the sign is to be erected;

H. For temporary signs, the dates that the temporary sign will be displayed;

I. Any such other information required to show full compliance with this chapter and all other provisions of this code as required by the Director or his/her designee.

**15.32.120 Permit approval.**

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

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

C. An approved sign permit does not replace, supersede, or waive structural or electrical standards and permits required. These other permits must also be obtained prior to work on the installation of the sign.

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

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

**15.32.130 Permit conditions.**

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

**15.32.140 Permit appeal.**

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

**15.32.150 Variances to standards.**

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

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

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

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

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

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

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

**15.32.160 Administration and enforcement.**

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

**15.32.170 Sign removal.**

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

A. The Director or his/her designee shall deliver written notice by certified mail (return receipt requested) to the owner of the sign, or, if the owner of the sign cannot be located, to the owner of the lot(s), as shown on the tax rolls of Clackamas County, on which such sign is located, directing that the sign shall be removed or brought into compliance with these standards.

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

B. If the condition of the sign presents an immediate threat to the safety of the public, the City may cause removal of the sign immediately, without prior notice, and the expenses for such removal shall be paid by the owner of the sign or the permit applicant. If such persons cannot be found, the expense shall be paid by the owner of the building, structure or property. Such costs shall be entered on the docket of city liens against the property owner, and shall be collectible in the same manner as liens for public improvements.

### **15.32.190 Violations.**

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

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

### **15.32.210 Definitions.**

As used in this chapter:

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples of Appropriate Signs:



A. Sample Backlit Sign



B. Sample Projecting Sign



C. Sample Hanging Sign



D. Sample A-Frame Sign



E. Sample Monument Sign (Integrated Business)