

Toledo City Hall
Council Chambers
206 N. Main St. Toledo OR
July 8, 2020
7:00 pm

AGENDA

TOLEDO PLANNING COMMISSION

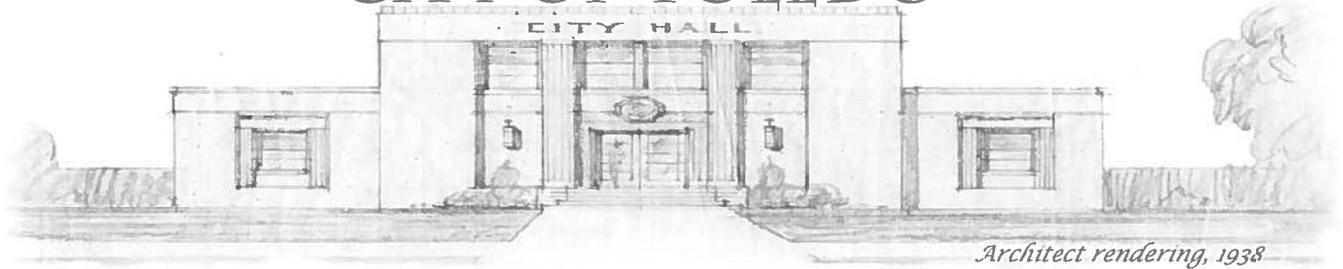
ELECTRONIC/VIRTUAL MEETING VIA ZOOM MEETING PLATFORM. The Planning Commission will hold the meeting through the Zoom video meeting platform. The public is invited to attend the meeting electronically. Email planning@cityoftoledo.org or call 541-336-2247 ext. 2130 to receive the meeting login information.

Public Comments: The Planning Commission may take limited verbal comments during the meeting. Written comments can be submitted by email to planning@cityoftoledo.org by 4:00 pm on July 8, 2020, to be included in the record. Comments received will be shared with the Planning Commission and included in the record.

1. CALL TO ORDER AND ROLL CALL
2. ELECTION OF OFFICERS for the 2020-2021 fiscal year
3. VISITORS: (A time set aside to speak with the Planning Commissioners about issues not on the agenda)
4. APPROVAL OF THE JUNE 10, 2020 MINUTES as circulated and reviewed by the Planning Commission
5. WORKSESSION: Sign Code Standards
6. DISCUSSION ITEMS:
 - a. Housing Review (Residential Zone Standards)
 - b. Updates and Reports
7. STAFF COMMENTS
8. COMMISSIONER COMMENTS
9. ADJOURNMENT

* Comments submitted in advance are preferable. Comments may be submitted by phone at 541-336-2247 extension 2130 or by email to planning@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodation for persons with disabilities should be made at least 48 hours in advance of the meeting by calling the Toledo Planning Department at 541-336-2247.

CITY OF TOLEDO



MEMORANDUM

TO: Toledo Planning Commissioners

FROM: Arlene Inukai, Planning Assistant

DATE: July 1, 2020

RE: Election of Officers

The July 8th agenda contains the election of officers for the 2020-2021 fiscal year. Be prepared to make nominations to fill the Planning Commission President position and Planning Commission Vice President position. Currently, Todd Michels is the Commission President and with the resignation of Penny Ryerson, the Vice President position is vacant.

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 7:01 pm by President Todd Michels. Commissioners present: Cora Warfield, Anne Learned-Ellis, Robert Duprau and Geoffrey Wilkie (arrived at 7:20 pm).

Staff present: Contract Planner (CP) Justin Peterson, City Manager (CM) Judy Richter, City Attorney (CA) David Robinson, and Secretary Arlene Inukai.

After roll call was taken, CP Peterson announced that Commissioner Penny Ryerson submitted a letter of resignation from the Planning Commission.

VISITORS: Stu Strom (arrived at 7:09 pm)

APPROVAL OF THE MAY 13, 2020, MINUTES:

It was moved and seconded (Warfield/Learned-Ellis) to approve the May 13, 2020, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, noting the absence of Wilkie.

WORKSESSION: SIGN CODE REVIEW:

CP Peterson reviewed the changes to the draft sign code standards. Updates were presented on the temporary sign and non-conforming sign standards, but will need thorough review. The non-conforming sign section addresses permanent signs and the ability to maintain and/or alter the sign. Commissioner Learned-Ellis pointed out on Page 14, damaged signs could be hard to repair/replace within 30 days if there is extreme weather. Discussion was held on temporary signs and the proposed non-conforming standards. The League of Oregon Cities (LOC) model code suggests if the improvement is over 50% of the market value, the sign would need to be brought into conformance. If minor improvements are performed, the sign can stay under the non-conforming classification. Commissioners discussed an option to use a square footage calculation of the improvement, rather than a dollar value. If the non-conforming sign is destroyed over a certain percentage, the sign could not be replaced. President Michels asked how this would apply if the sign was vandalized by more than 50%, would the sign have to be removed?

Commissioner Duprau asked why the code is so expanded. Originally, the group wanted to focus on safety, but the draft is quite long. He thought the draft contained a lot of rules and regulations, not a lot on safety. Also, at an earlier meeting, there was agreement that the regulations would not affect the Timber Unity signs, but this code would. Commissioner Learned-Ellis clarified that the Timber Unity signs were brought up at the last meeting. President Michels added that they are not trying to get rid of them. Commissioner Duprau asked why the Planning Commission would want them to be removed and not support the statement. CA Robinson noted that Toledo does not have a sign code and the draft matches a lot of other smaller communities' standards. He agreed that it would go above just safety standards. CP Peterson noted that the draft addresses permanent signage. He then reviewed the non-conforming sign section. Most agreed that non-conforming signs should be maintained. CA Robinson answered Commissioner Warfield's question that the Code Enforcement Officer would make the determination if the sign complies with the standard or should be classified as a non-conforming sign.

Commissioner Warfield agreed that it is a long document. If there is lot in the code, it is hard to determine what is safe, protects clear vision, etc. The sign permit would be complicated and could take a lot of time to process. It may be too long for Toledo. Commissioner Learned-Ellis voiced that there should be an updated sign code, but it took a lot to get through the draft. There should be a thorough review to remove duplication or remove definitions. CP Peterson expressed concerns with the length of the document as well, but it is trimmed down from LOC's example. Definitions can be limited and staff can continue to work on the draft to trim down.

Commissioner Duprau asked if there are problems with the existing signs in Toledo and if all the regulations are needed for a small town? He again stressed the need to focus on public safety. CP Peterson clarified that the City Council asked for a sign code. When research began, it was discovered that Toledo considered a sign code standard 10 years ago, but did not move forward with adoption. Commissioner Duprau stated that it is a very complicated topic, but felt the energy should be re-focused. Commissioners discussed the Timber Unity signs and the complaints received at the last meeting. Commissioners agreed that the code should be trimmed down. A sign code needs to be established, but Commissioners agreed to a streamlined code and permit program. A draft should move forward but with revisions. CP Peterson stated staff will review and modify the draft to bring back to the Commission. Once the Commission is in agreement with the potential standards, a joint City Council and Planning Commission worksession should be held to further review the standards.

Commissioner Warfield asked for City Councilor Stu Strom's opinion on the code and what the Council envisioned. Councilor Strom suggested it be cut down and for simple sign standards. He voiced that, as a citizen, he would want a simple process to install a new sign. CM Richter added that a simple permit process would be helpful to both staff and applicants.

The group discussed the maintenance standard and possible interpretations to determine the percentage of sign maintenance. Signs in disrepair would be complaint driven. It would be good to have a measurable standard for code enforcement. Commissioner Duprau urged for the code to be simple and for the City to not over regulate. All thanked staff for the work preparing the draft.

DISCUSSION ITEM: SAFE ROUTES TO SCHOOL GRANT APPLICATION UPDATE:

CP Peterson reported the City Council approved a resolution to submit an application. A letter of intent will be submitted before June 15th, with the full grant application due on August 31st.

STAFF COMMENTS:

CP Peterson announced that a new building permit was submitted for a basement conversion and it became the first Accessory Dwelling Unit reviewed under the new standards.

COMMISSIONER COMMENTS:

Commissioner Learned-Ellis urged all to stay safe and she thanked staff and Commissioners for their patience.

There being no further business before the Commission, the meeting was adjourned at 7:50 pm.

Secretary

President

17.42.050 Purpose and Objective

The purpose of this chapter is to improve the aesthetic quality of the city in a manner which recognizes and balances the need for permanent and temporary signs with other visual, aesthetic, economic, and safety concerns of the city.

17.42.010 Definitions

“Sign” means a display, illustration, structure, banner, device that has a visual display, or any other visual representation, which is either temporary or permanent, free-standing or affixed to, painted upon or represented directly or indirectly upon, a building or other outdoor surface, that is visible from a public right of way and designed to identify, announce, direct, or inform. The scope of the definition shall be interpreted broadly. The scope of the term “sign” does not depend on the content of the message or image being conveyed.

“Temporary Sign” A Temporary Sign is a sign which is displayed consistently but only for a limited period of time. Temporary signs do not require a sign permit.

17.42.15 Sign Permit

- A. Except as provided in this chapter, a permit is required to erect, construct, repair or alter a sign. If a sign is for a new development that requires development review under the City of Toledo zoning/development, then the sign shall be reviewed as part of the development review process prior to approval of a sign permit. A separate application through Lincoln County may be required for an electric or structural permit.

17.42.020 Permitted Signs in the R-S and R-G zone

- A. The following signs are permitted.
 1. One (1) non-illuminated sign not to exceed six square feet in area in conjunction with a home occupation.
 2. Multi-Family dwelling units are permitted one (1) sign per street frontage not to exceed (9) nine square feet.
- B. Temporary Signs
 1. Temporary signs are permitted in addition to the permitted signs in 17.42.020(A).
 2. The maximum square footage of a Temporary Sign may not be greater than 9 sq. ft.
 3. A single-family dwelling unit is permitted two (2) temporary signs. One (1) additional sign is permitted for each additional dwelling unit.
 4. Temporary signs shall not exceed X-months on-site in a calendar year.
 5. Temporary signs shall be marked with a “date of erection”.

17.42.70 Exclusions

- A. Government signs. Any unit of government may erect any sign.
- B. Grave numbers.
- C. Building numbers

Toledo Residential Code Standards

*Note that only code standards related to housing are provided. Please see the Toledo Development Code for all standards.

17.08 Single Family Residential (R-S)

17.08.010 - Purpose.

The purpose of the R-S zone is to preserve areas within the city for single-family residences and the facilities and services which go along with those residences. The facilities and services and other conditional uses should be compatible with low- density residential living and should not result in heavy traffic, loud noise, or any other disturbing activity.

17.08.020 - Uses permitted outright.

In the R-S zone, the following uses and their accessory uses are permitted outright. Special standards for certain uses, marked with an asterisk (*), are found in [Section 17.08.090](#).

- A. Single-family dwellings * and their accessory uses.
- B. Home occupations which comply with [Chapter 17.46](#).
- C. Manufactured dwellings.*
- D. Accessory use structures.*
- E. Accessory dwelling units.*

17.08.030 - Conditional uses permitted.

- E. Manufactured Dwellings that do not meet the minimum standards set in Sections 17.08.090(A)-(B)
- H. Multifamily dwelling units.

17.08.050 - Lot size.

The minimum lot area shall be seven thousand (7,000) square feet for an interior lot and seven thousand five hundred (7,500) square feet for a corner lot.

17.08.060 - Setback requirement.

In an R-S zone the yards shall be as follows:

- A. The front yard shall be a minimum of fifteen (15) feet.
- B. The side yard shall be a minimum of six feet on one side and nine feet on the other side except that on corner lots the setback for all buildings shall be a minimum of ten (10) feet on the side abutting a street.
- C. The rear yard shall be a minimum of fifteen (15) feet.
- D. The entrance to a garage or carport, whether or not attached to a dwelling, shall be set back at least twenty (20) feet from the access street.

17.08.070 - Height of building.

In an R-S zone no principal building shall exceed a height of thirty-five (35) feet or two and one-half stories, whichever is less, and no accessory building shall exceed a height of two stories or twenty-two (22) feet, whichever is less.

17.08.080 - Lot coverage.

In an R-S zone buildings shall not occupy more than an accumulative fifty-five (55) percent of the lot area. No lot shall have more than one principal building constructed thereon.

17.08.090 - Special standards for certain uses (marked with an asterisk (*) in Sections 17.08.020 and 17.08.030).

A. Design Features for Single-Family Dwellings in a Single-Family Residential Zone.

1. All single-family dwellings shall enclose an area of not less than one thousand (1,000) square feet.
2. All single-family dwellings located within a single-family residential zone, except for manufactured dwellings located within a mobile home or manufactured home park, shall utilize at least three of the following design features, or other design features as approved by the planning commission:
 - a. Dormers;
 - b. Recessed entries;
 - c. Cupolas;
 - d. Bay or bow windows;
 - e. Window shutters;
 - f. Off-set on building face or roof (minimum twelve (12) inches);
 - g. Gables;
 - h. Covered porch entry or enclosed deck;
 - i. Pillars or posts;
 - j. Tile, wood shake, three-tab composite material, or wood shingle roof;
 - k. Horizontal lap siding or shakes;
 - l. Perimeter foundation of surfaced concrete or masonry;
 - m. Window trim (minimum four inches wide);
 - n. Balconies/decks;
 - o. Decorative pattern on exterior finish (e.g., scales/shingles, wainscoting, ornamentation, and similar features);
 - p. An alternative feature providing visual relief similar to above options;
 - q. Six inch minimum eaves plus gutters and downspouts.

3. All single-family dwellings will meet the minimum requirements for energy efficiency, as set by the Uniform Building Codes as adopted by the city, excepting manufactured dwellings which shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce heat loss to levels equivalent to the performance standards previously stated. Evidence demonstrating that the manufacture dwelling meets "Super Good Cents" energy efficiency standards is deemed to satisfy the exterior thermal envelope certification requirement. Additional manufacturers certification shall not be required.
 4. Single-family dwellings shall have an attached or detached garage or carport. The structure shall be sided and roofed to match the dwelling. All driveways shall have an all-weather surface as approved by the Public Works Department.
 5. Erosion control plans must be submitted prior to issuance of a building permit.
 6. Single-family dwellings and other improvements shall be developed in compliance with all other applicable provisions set forth in the city zoning ordinance and the Uniform Building Codes.
- B. Manufactured Dwellings. In addition to compliance with the provisions set forth above in [Section 17.08.090\(A\)](#), a manufactured dwelling shall be permitted outright subject to the following standards:
1. The manufactured dwelling shall be multi-sectional, double-wide or larger. A manufactured dwelling shall not be considered multi-sectional by virtue of having a tip-out section. The manufactured dwelling must show compliance with Department of Housing and Urban Development standards.
 2. The manufactured dwelling shall minimally be placed on an excavated and backfilled foundation, with continuous footing foundation that is six inches nominal thickness by eighteen (18) inches wide with two continuous #4 rebar lapped twelve (12) inches and centered in each footing. The perimeter shall be enclosed with skirting of concrete or concrete block such that no more than twelve (12) inches of the enclosing material is exposed above grade. Where the building site has a sloped grade, no more than twelve (12) inches of the enclosing material shall be exposed on the uphill side of the home. If the manufactured dwelling is placed on a basement or in a floodplain, the twelve (12) inch limitation shall not apply.
 3. The manufactured dwelling shall have a pitched roof with a minimum nominal slope of three feet in height for each twelve (12) feet in width (3:12).
- D. Accessory dwelling units, where allowed, are subject to review and approval through a Type I procedure, pursuant to TMC Section 19.08, and shall conform to all of the following standards:
1. One Unit. A maximum of one Accessory Dwelling Unit is allowed per legal single-family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g., above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g., an addition or the conversion of an existing floor).
 2. Floor Area
 - a. A detached Accessory Dwelling Unit shall not exceed 850 square feet of floor area, or 80 percent of the primary dwelling's floor area, whichever is smaller.
 - b. An attached or interior Accessory Dwelling Unit shall not exceed 850 square feet of floor area, or 80 percent of the primary dwelling's floor area, whichever is smaller. However, Accessory Dwelling Units that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or

floor, even if the floor area of the Accessory Dwelling Unit would be more than 850 square feet.

3. Other Development Standards. Accessory Dwelling Units shall meet all other development standards (e.g. height, setbacks, lot coverage, etc.) for buildings in the zoning district except that:
 - a. Conversion of an existing legal non-conforming structure to an Accessory Dwelling Unit is allowed, provided that the conversion does not increase the non-conformity.
 - b. No off-street parking is required for an Accessory Dwelling Unit.
 - c. Accessory Dwelling Units may not be a manufactured dwelling.
4. Design Standards
 - a. Accessory Dwelling Units shall comply with fire and life-safety codes.

17.12 General Residential (R-G)

17.12.010 - Purpose.

The purpose of the R-G zone is to encourage economical, higher-density housing in these designated areas. Additional traffic pressure and resulting noise and activity should be confined to the areas zoned R-G.

17.12.020 - Uses permitted outright.

In the R-G zone, the following uses and their accessory uses are permitted outright. Special standards for certain uses, marked with an asterisk (*), are found in [Section 17.12.040](#).

- A. Single-family dwellings and their accessory uses.
- B. Multi-family dwelling units.
- C. Manufactured dwellings.*
- D. Accessory dwelling units.*

17.12.30 - Conditional uses permitted.

- H. Manufactured dwellings that do not meet the minimum standards in [Section 17.12.040\(B\)](#).

17.12.040 - Special standards for certain uses (marked with an asterisk (*) in Sections 17.12.020 and 17.12.030).

- A. Accessory dwelling units, where allowed, are subject to review and approval through a Type I procedure, pursuant to TMC Section 19.08, and shall conform to all of the following standards:
 1. Two Units. A maximum of two Accessory Dwelling Units are allowed per legal single-family dwelling. One unit must be a detached Accessory Dwelling, or in a portion of a detached accessory building (e.g., above a garage or workshop), and one unit must be attached or interior to the primary dwelling (e.g., an addition or the conversion of an existing floor).
 2. Floor Area
 - a. A detached Accessory Dwelling Unit shall not exceed 850 square feet of floor area, or 80 percent of the primary dwelling's floor area, whichever is smaller.

- b. An attached or interior Accessory Dwelling Unit shall not exceed 850 square feet of floor area, or 80 percent of the primary dwelling's floor area, whichever is smaller. However, Accessory Dwelling Units that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the Accessory Dwelling Unit would be more than 850 square feet.
 - 3. Other Development Standards. Accessory Dwelling Units shall meet all other development standards (e.g. height, setbacks, lot coverage, etc.) for buildings in the zoning district except that:
 - a. Conversion of an existing legal non-conforming structure to an Accessory Dwelling Unit is allowed, provided that the conversion does not increase the non-conformity.
 - b. No off-street parking is required for an Accessory Dwelling Unit.
 - c. Accessory Dwelling Units may not be a manufactured dwelling.
 - 4. Design Standards
 - a. Accessory Dwelling Units shall comply with fire and life-safety codes.
- B. Manufactured dwellings shall:
 - 1. Be double-wide or wider;
 - 2. Have a minimum of eight hundred fifty (850) square feet;
 - 3. Have skirting that matches the dwelling or perimeter foundation of surfaced concrete or masonry;
 - 4. Have a pitched roof with a minimum nominal slope of two feet in height for each twelve (12) feet in width (2:12); and
 - 5. Comply with Department of Housing and Urban Development Standards.

17.12.060 - Lot size.

The minimum lot area shall be six thousand (6,000) square feet for a single-family dwelling plus one thousand eight hundred (1,800) square feet for each additional multi-family dwelling unit. Density in the R-G zone shall not exceed twenty-one (21) units per acre.

17.12.070 - Setback requirements.

In an R-G zone the yards shall be as follows:

- A. The front yard shall be a minimum of fifteen (15) feet.
- B. The side yard shall be a minimum of five feet on both sides except that on corner lots the setback for all buildings shall be a minimum of ten (10) feet on the side abutting a street.
- C. The rear yard shall be a minimum of five feet.
- D. The entrance to a garage or carport, whether or not attached to a dwelling, shall be set back at least twenty (20) feet from the access street.

17.12.080 - Height of buildings.

In an R-G zone no principal building shall exceed a height of thirty-five (35) feet or two and one-half stories, whichever is less. No accessory building shall exceed a height of two stories or twenty-two (22) feet, whichever is less.

17.12.090 - Lot coverage.

In an R-G zone buildings shall not occupy more than an accumulative sixty-six (66) percent of the lot area. No lot shall have more than one principal building constructed thereon.

17.16 Commercial (C)

17.16.010 - Purpose.

The purpose of the C zone is to provide for retail and service commercial uses. It is also intended that these uses will supply personal services or goods to the average person and that a majority of the floor space will be devoted to that purpose. Compatible uses including public, civic, and institutional uses are also allowed. Residential use above the commercial main floor or located as not to prevent the main commercial use are allowed and encouraged especially in the Main Street District area.

17.16.020 - Uses permitted outright.

In the C zone, the following uses and their accessory uses are permitted outright. Special standards for certain uses, marked with an asterisk (*), are found in [Section 17.16.050](#).

- K. One accessory dwelling unit in conjunction with a commercial use and that meets applicable code requirements.

17.16.30 - Conditional uses permitted.

- F. Multi-family dwelling units.

17.16.040 - Setback requirements.

Except for allowed uses within the Main Street District area as defined in [Section 17.40.010](#), the front yard in a C zone shall be a minimum of twenty-five (25) feet.

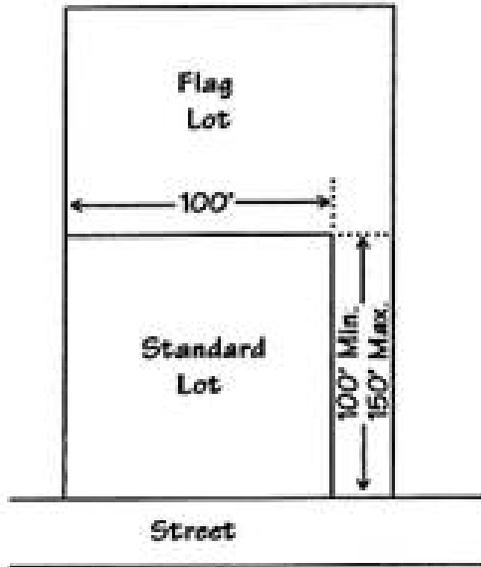
16.04 General Provisions

16.04.050 - General requirements and minimum standards of design and development.

E. Lots, Parcels, Topography, or Past Development Patterns.

1. Every lot and parcel shall abut and take primary ingress and egress from a city street, county road, or state highway and the frontage of each shall not be less than twenty-five (25) feet in nonresidential zones, twenty (20) feet in the R-G zone and R-S zone.
2. Lots and parcels with double frontage shall not be permitted unless, in the opinion of the planning commission, an odd-shaped tract, existing street layout, or existing topography makes such a lot or parcel unavoidable.
3. Each side line shall be as close to perpendicular to the adjacent street line or radial to a curved street line as possible.

4. Flag lots shall not have an interior flag portion measurement of more than one hundred (100) feet in length or a "pole" less than twenty (20) feet wide for residential and twenty-five (25) feet for non-residential. See illustration.



5. The pole portion of a flag lot shall be a minimum of one hundred (100) feet long and a maximum of one hundred fifty (150) feet long. Existing circumstances that make this minimum and maximum impossible can be considered as a variance by the planning commission as set forth in the zoning ordinance.
6. Lots and parcels under twenty-five thousand (25,000) square feet in area must not exceed a depth to width ratio of two and one-half to one. Lots and parcels over twenty-five thousand (25,000) square feet in area must not exceed a depth to width ratio of three and one-half to one.
7. Flag lots may not be created such that more than two driveways for individual lots are in less than seventy-five (75) foot of street frontage.
8. Existing natural and piped drainages must be preserved or replaced on the site and easements must be granted for drainage as long as the easements required are roughly proportional to the impact of the proposed development.

City of Toledo
2020 Building Permit and Land Use Activity

Building Activity						
Date	Type of Permit	Applicant	Address	Map and Tax Lot	Description	Approved by Staff
1/6/2020	Building Permit	Richard Wolff/Matt Moore	850 SE Beaver Street	11-10-17-13-01300-00	House	1/23/2020
1/6/2020	Water/Sewer Connection	Matt Moore	850 SE Beaver Street	11-10-17-13-01300-00	New water/sewer services	completed
1/7/2020	Building Permit	Christopher Myers	1809 SE Alder Lane Drive	11-10-16-33-01000-00	Manufactured home	1/30/2020
1/7/2020	Building Permit	Christopher Myers	1809 SE Alder Lane Drive	11-10-16-33-01000-00	Garage	1/30/2020
1/7/2020	Excavation/Work in Right-of-Way Permit	Georgia Pacific	550 NW 1st Street	11-10-18-10-00600-00	Fill for development	1/22/2020
1/21/2020	Excavation/Work in Right-of-Way Permit	Joel Wilson	1721/1739 NW Hwy 20	11-10-07-10-02504-00	Fill for landscape maintenance	pending
2/3/2020	Building Permit	Doyle Green/NW Homes	682 SE 8th Street	11-10-08-34-00200-00	Manufactured home	43935
2/13/2020	Water/Sewer Connection	Mike Retherford	365 Industrial Park Way	11-10-18-10-03100-00	New water/sewer services	completed
2/18/2020	Building Permit	Carolyne Houcke	2016 SE Laurel Street	11-10-20-14-02800-00	Room addition	2/26/2020
2/20/2020	Building Permit	Dustin Nolta/Reys Valley	1103 NE Hwy 20	11-10-08-31-01800-00	Carport	2/27/2020
2/25/2020	Building Permit	Georgia Pacific	550 NW 1st Street	11-10-18-10-00600-00	Foundation	3/10/2020
2/27/2020	Building Permit	Steve Aleckson	550 NE Beech Street	11-10-17-21-01100-00	House	3/11/2020
3/2/2020	Excavation/Work in Right-of-Way Permit	Torrey Bell/Joe Howry	2031 SE Laurel Street	11-10-20-14-00600-00	Repair sewer lateral	3/2/2020
3/11/2020	Excavation/Work in Right-of-Way Permit	Farrell Fowler/Joe Howry	1941 SE Kauri Street	11-10-20-14-01900-00	Replace sewer lateral	3/15/2020
3/16/2020	Building Permit	Justic & Maverick LLC/Ace Alarms	246 S. Main Street	11-10-17-23-03400-00	Fire alarm system	3/19/2020
3/16/2020	Building Permit	Gary and Delores Dinkel/Terra Firma	363 SE 2nd Street	11-10-17-24-16200-00	Foundation repair	4/8/2020
3/25/2020	Building Permit	Dakota McKnight Todd	1300 N Nye Street	11-10-08-32-01600-00	Foundation repair	4/7/2020
3/25/2020	Excavation/Work in Right-of-Way Permit	Kong Properties/Luckini Construction	711 NW A Street	11-10-07-44-02900-00	Install storm gutters	3/26/2020
3/31/2020	Excavation/Work in Right-of-Way Permit	NW Natural	SE 10th/SE Holly Road		Replace valve	4/6/2020
4/7/2020	Excavation/Work in Right-of-Way Permit	Paramount Utility	385 SE East Slope Rd	11-10-17-13-00404-00	Install service	4/8/2020
4/8/2020	Water/Sewer Connection	NW Homes/Doyle Green	682 SE 8th Street	11-10-08-34-00200-00	New water/sewer services	pending

Date	Type of Permit	Applicant	Address	Map and Tax Lot	Description	Approved by Staff
5/11/2020	Demolition Permit	Larry and Jo Rauch	653 SE East Slope Road	11-10-17-13-00602-00	Remove manufactured home	6/2/2020
5/12/2020	Excavation/Work in Right-of-Way Permit	Charter/Paramount	1690 NW Sunset Drive		Bore for new service	5/13/2020
5/14/2020	Excavation/Work in Right-of-Way Permit	CenturyLink/Qwest	Main Street/Graham Street/Beech Street		170' of new aerial fiber	5/18/2020
5/14/2020	Excavation/Work in Right-of-Way Permit	Jimmy K Cheney/Hagen Construction	1527 N Nye Street	11-10-08-23-02200-00	Storm drain connection	5/18/2020
5/26/2020	Water/Sewer Connection	Kenneth Murray	263 E. Graham Street	11-10-17-23-00600-00	New water/sewer service	pending
6/4/2020	Excavation/Work in Right-of-Way Permit	Kenneth Murray	263 E. Graham Street	11-10-17-23-00600-00	Install utilities and level lot	6/8/2020
6/30/2020	Excavation/Work in Right-of-Way Permit	Daniel Liggett/Shawn Templeton	156 NW 6th Street	11-10-08-33-04000-00	Pave driveway	6/30/2020
4/29/2020	Building Permit	Jesse Luckini	110 NE 11th Street	11-10-08-32-06100-00	Shop	5/21/2020
4/30/2020	Building Permit	Georgia Pacific	1400 SE Butler Bridge Road	11-10-17-00-01400-00	Office remodel	pending
5/11/2020	Building Permit	Larry and Jo Rauch	653 SE East Slope Road	11-10-17-13-00602-00	Manufactured home	6/3/2020
5/21/2020	Building Permit	Michael and Angela Oleman	1450 NE Alder Street	11-10-08-32-00705-00	Shop carport	6/3/2020
5/21/2020	Building Permit	Eugene and Mary Hutchins	271 NE Beech Street	11-10-17-22-08200-00	Change of occupancy	6/1/2020
6/3/2020	Building Permit	Kenneth and Sarah Murray	263 E Graham Street	11-10-17-23-00600-00	House	6/16/2020
6/3/2020	Building Permit	Teddy Murphy	305 SE Elder Street	11-10-17-24-05100-00	Foundation and ADU	6/16/2020
6/11/2020	Building Permit	Georgia Pacific	580 NW 1st Street	11-10-18-10-00600-00	Mechanical/equipment building	pending

Land Use						
Date	Type of Permit	Applicant	Address	Map and Tax Lot	Description	Status
1/23/2020	Floodplain Development	Georgia Pacific	550 NW 1st Street	11-10-18 A TL 600	Excavation/Fill permit site work	
1/6/2020	Temporary Trailer Permit	Sharon and Shawn Mohl	500 NE Hwy 20	11-10-8 CD TL 270	Reside in RV to provide security and during minor construction	Staff: Approved 1/22/20 (expires 7/22/20)
1/21/2020	Tree Permit	Paul Burch	690 SE 6th St	11-10-17 BD TL 11700	Remove one fir tree	Staff: Approved 1/22/20
5/21/2020	Variance	Gary Shane & Deloris Dinkel	363 SE 2nd St	11-10-17 BC TL 16200	Class B Variance to replace a non-conforming structure	Staff: Approved 6/16/20
6/9/2020	Lot Line Adjustment	Jesse Luckini and Lynn and Susan Smith	110 NE 10th St/1244 N Nye St	11-10-8CB 6100 & 5800	Property line adjustment between 110 NE 10th Street and 1244 N Nye Street	Staff: Approved 6/18/20

Chapter 17.42. Sign Code

17.42.010 Purpose.

The purpose of this chapter is to improve traffic safety and to regulate the cumulative impact of communicative and aesthetic expression without regard to the content of the expression.

17.42.020 Definitions.

“Sign” means a display, illustration, structure, flag, banner, device that has a visual display, or any other visual representation, which is either temporary or permanent, free-standing or affixed to, painted upon or represented directly or indirectly upon a building or other outdoor surface, that is visible from a public right of way. The scope of the definition shall be interpreted broadly. The scope of the term “sign” does not depend on the content of the message or image being conveyed.

“Visual Area” is an area measured in square feet (sq. ft.) and equals the lesser of:

- (a) the length in feet attributable to one address as identified by the City building number system (“address”), which is closest to the street and from which access is obtained, multiplied by 30 feet; or
- (b) Lot Frontage multiplied by 30 ft.

17.42.030. Permitted Signs

A. In the Single-Family Residential Zone (R-S) a maximum of five (5) signs are permitted per lot subject to the following conditions:

1. The maximum size of any individual sign is fifteen (15) square feet, and
2. The total square feet of all signs is equal to or less than 10% of the Visual Area.

B. In the General Residential Zone (R-G) a maximum of five (5) signs are permitted per lot subject to the following conditions:

1. The maximum size of any individual sign is fifteen (15) square feet, and
2. One additional sign is permitted for each dwelling unit in a duplex, triplex, fourplex, and multiplex, and
3. The total square feet of all signs is equal to or less than 15% of the Visual Area.

C. In the Commercial Zone (C) signs are regulated subject to the following conditions:

1. Business Occupation. Business occupation is defined as one commercial use located on one lot, commercial uses located at multiple addresses on one lot, or multiple commercial uses located at one address. The City imposes no limit to the number of signs that a business occupation may post, subject to the following:

- (a) The maximum size of any individual sign is eighteen (18) square feet; and

(b) The total square footage of all signs must be equal to or less than 15% of the Visual Area; and

(c) The business occupant(s) must have a business license from the City.

(d) Sidewalk signs. One sign is allowed on the sidewalk that abuts a business occupation. If a business occupies greater than 30 continuous feet of sidewalk, one additional sign is permitted on the sidewalk for each 30-foot of continuous distance that the business occupies. Sidewalk signs must not obstruct pedestrian traffic or ingress and egress from vehicles. Sidewalk signs are allowed only during the business's hours of operation.

2. Residential Occupation. Sign displays on a lot that is used exclusively for residential occupancy is regulated according to TMC 17.42.030(B).

3. Mixed Use Occupation.

(a) For mixed use residential and Business Occupation, that is not a Home Occupation, where there are multiple buildings located at one address, the total square footage allowable for all signs is authorized to the Business Occupation and under no circumstance shall the signage on a mixed use lot exceed 15 % of the Visual Area.

(b) For mixed use residential and Business Occupation, assigned to multiple addresses on the same lot, the signage at the residential addresses is regulated under TMC 17.42.020(B), the signage for the business occupation is regulated consistent with TMC 17.42.030(C)(1).

D. In the Main Street District Overlay there is no maximum number of signs permitted per Business Occupation, subject to the following conditions:

1. The maximum size of any individual sign is fifteen (15) square feet

2. The total square footage of all signs must be equal to or less than 15% of the Visual Area.

3. The occupant(s) must have a business license from the City.

4. No signs are permitted for residential occupancy inside the Main Street District Overlay

5. Sidewalk signs. One sign is allowed on the sidewalk that abuts a Business Occupation. If a business occupies greater than 20 continuous feet of sidewalk, one additional sign is permitted on the sidewalk for each 20-foot of continuous distance that the business occupies. Sidewalk signs must not obstruct pedestrian traffic or ingress and egress from vehicles. Sidewalk signs are allowed only during the business's hours of operation.

E. Home Occupations. One additional sign is permitted for home occupations subject to the following conditions:

1. The Home Occupation must have a business license from the City.
2. The maximum size of the Home Occupation sign is equal to or less than fifteen (15) square feet.

F. Industrial and Light Industrial Zone

G. Natural Resource and Water Dependent Zones

17.42.040 Exclusions. The following are excluded from this sign ordinance.

- A. Government signs. Any unit of government may erect any sign.
- B. Grave markers.
- C. Building numbers
- D. Sign requirements subject to design review, building permits, and ...

17.42.050 Prohibited Signs. The following signs are not permitted inside the City limits

- A. Billboards, defined as a sign on which any sign face exceeds 200 square feet in area.
- B. Video Signs, as defined as a sign providing information in both a horizontal and vertical format (as opposed to linear), through use of pixel and sub-pixel technology having the capacity to create continuously changing sign copy in a full spectrum of colors and light intensities
- C. Flying Signs, defined as blimps or kites, designed to be kept aloft by mechanical, wind, chemical or hot air means that are attached to the property, ground or other permanent structure;
- D. Inflatable Signs, defined as signs that are attached to the property, ground or other permanent structure, including but not limited to balloons;
- E. Abandoned Signs, defined as a sign or sign structure where:
 1. The sign is no longer used by the person who constructed the sign. Discontinuance of sign use may be shown by cessation of use of the property where the sign is located;
 2. The sign has been damaged, and repairs and restoration are not started within 90 days of the date the sign was damaged, or are not diligently pursued, once started.
- F. Signs placed in any public right-of-way or on public property, unless authorized by this sign code or otherwise authorized by law.
- G. Signs located in the Clear Vision Area.