



## AGENDA

### MOLALLA CITY COUNCIL MEETING

August 22, 2018

7:00 PM

Molalla Adult Center

315 Kennel Ave., Molalla, OR 97038

*Mayor Jimmy Thompson*

*Council President Elizabeth Klein  
Councilor Leota Childress  
Councilor DeLise Palumbo*

*Councilor Glen Boreth  
Open Council Position  
Councilor Keith Swigart*

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#### **CALL TO ORDER**

Convene Meeting and Roll Call  
Pledge of Allegiance

#### **PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS**

- [1.](#) Open Council Position
- [2.](#) Applicant Steven Deller for appointment on Molalla Planning Commission.
- [3.](#) Happy Birthday Molalla August 23<sup>rd</sup>
- [4.](#) July 30, 2018 Letter of rate increase from WaveDivision Holdings.

*(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generically engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)*

#### **ADOPTION OF AGENDA**

#### **CONSENT AGENDA**

- [5.](#) Molalla City Council Minutes August 8, 2018

#### **ORDINANCES, RESOLUTIONS, PROCLAMATIONS**

- [6.](#) Ordinance 2018-12 Molalla Sign Code

#### **NEW BUSINESS**

- [7.](#) Future topics Discussion on Economic Developments

#### **OLD BUSINESS**

#### **REPORTS AND ANNOUNCEMENTS**

#### **ADJOURN**

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Agenda posted at City Hall, Senior Center, Library and the City Website at <http://www.cityofmolalla.com/meetings>

This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855

# City of Molalla

## City Council Meeting



### Agenda Category: Public Comment, Presentations, Communication

<b>Subject:</b>	Open Council Position
<b>Recommendation:</b>	Staff Direction
<b>Date of Meeting to be Presented:</b>	August 22, 2018
<b>Fiscal Impact:</b>	NA
<b>Submitted By:</b>	City Recorder, Richardson
<b>Approved By:</b>	Dan Huff

#### Background:

Staff has received one application regarding the open City Council position. As stated previously, the Code is silent regarding specific advertising and announcement of a vacancy. Council has discussed the open position on more than one occasion and the Pioneer has reported on the subject.

Staff recommends that Council acknowledge and accept the application submitted by Jody Newland and perform one of the following actions:

1. Appoint/deny Ms. Newland to fill the vacancy, or,
2. Postpone a decision until September 12, 2018.



### City of Molalla Application for Appointment to Citizen Committee

Date: 9-9-2018

Board/Committee of Interest: City Council vacant seat

Name:  
Address:  
State/Province  
Zip/Postal Code:  
Home Phone:  
Work Phone: \*E-Mail

<u>Jody Newland</u>	
[Redacted]	
<u>Molalla, OR 97038</u>	
[Redacted]	
[Redacted]	
Years of Residence Inside City	<u>8 years</u>

Current or Previous Community  
Affiliations or Activities:

- \* Budget Committee member
- \* Support Group leader for Molalla Area Homeschoolers
- \* Member of New Horizons Fellowship and volunteer at the Family Thrift Center that the church runs.

Why would you like to serve on this committee and give any other background you might have in this area.

As molalla continues to grow, we need to make smart decisions not only for today, but also looking into the future without losing sight of who we are. I want to help to make those decisions for our community.

If applying for re-appointment to this Commission/Board/Committee/Task Force, please indicate what has been the key accomplishment of the group during your service.

[Redacted]

If you could make any improvement to the Commission/Board/Committee/Task Force, what would it be?

I would like to be a part of improving communication between our Council, other Molalla organizations, and the community as a whole, because we will be a better community when we all talk to each other.

\*Signature:

Jody M. Newland

other.  
(And listen as well! :))



City of Molalla
Application for Appointment to Citizen Committee

Date: 7/25/18

Board/Committee of Interest: Planning Commission

Name: Steven Deller
Address: 813A E 5th St
State/Province:
Zip/Postal Code: Molalla, OR 97038
Home Phone:
Work Phone:
\*E-Mail:
Years of Residence Inside City: 10

Current or Previous Community Affiliations or Activities:

Current: Volunteer at Foothills Community Church, Assistant Soccer Coach for Molalla Youth Sports

Why would you like to serve on this committee and give any other background you might have in this area.

I consider Molalla my home and want to serve my family and community by getting involved. My degree in Construction Engineering Management and my experience as a project manager may help provide insight and team-oriented problem solving

If applying for re-appointment to this Commission/Board/Committee/Task Force, please indicate what has been the key accomplishment of the group during your service.

If you could make any improvement to the Commission/Board/Committee/Task Force, what would it be?

Due to my limited exposure to the planning commission, I do not have any recommendations for improvements

\*Signature: [Handwritten Signature]

117 Molalla Ave/PO Box 248 Molalla Oregon 97038
Ph: 503.829.6855 Fax: 503.829.3676 www.cityofmolalla.com



# STEVEN M. DELLER

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## PROFESSIONAL EXPERIENCE

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**CANBY EXCAVATING, CANBY, OR**  
Estimator/Project Manager

2012 - Current

- Prepare construction proposals for public and private projects that range from several thousand to over \$10,000,000
- Follow through with owners and engineers and analyze bid results
- Perform quantity takeoffs and study plans and specifications
- Solicit subcontractors and suppliers for quotes
- Build estimates with HeavyBid software and schedules with Microsoft Project software
- Perform earthwork analysis and cut-fill maps through the use of Agtek software
- Function as project manager or project engineer during construction of projects.

**JAMES W. FOWLER COMPANY, DALLAS, OR**  
Field Engineer

2010 - 2012

- Manage correspondence and schedules between the engineers, general contractor, subcontractors, and vendors.
- Process and prepare submittals, requests for information, and change orders
- Produce, implement, and maintain quality control plans, erosion control plans, and traffic control plans.

**CANBY EXCAVATING, CANBY, OR**  
Estimator

2007 - 2010

- Duties were similar to those during my more recent time with Canby with a greater emphasis on estimating.

**EYMAN EQUIPMENT, CANBY, OR**  
Surveyor/Heavy Equipment Operator

2001 - 2007

- Assist the owner with daily operations that include planning, maintenance, and communication with engineers and inspectors.
- Operated heavy equipment including scrapers, tractors, excavators, dozers, dump trucks, etc.
- Trained new workers on heavy equipment and surveying equipment

## EDUCATION

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**Oregon State University**, Bachelor of Science degree, 2007

- Majored in Construction Engineering Management and minored in Business
- Studies included estimating with Timberline software and scheduling with Primavera Project Planner.

**Oregon Institute of Technology**, Attended for 2 years and studied Software Engineering and Information Technology.

## COMMUNITY INVOLVEMENT

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- Assistant soccer coach with Molalla Youth Sports
- Volunteer at Foothills Community Church

# City of Molalla

## City Council Meeting



### Agenda Category: Public Comments, Presentations, Communications

<b>Subject:</b>	Happy Birthday Molalla August 23 <sup>rd</sup>
<b>Recommendation:</b>	NA
<b>Date of Meeting to be Presented:</b>	8/22/2012
<b>Fiscal Impact:</b>	NA
<b>Submitted By:</b>	City Recorder, Richardson
<b>Approved By:</b>	

<b>Background:</b>
I just thought we should recognize Molalla 105 <sup>th</sup> Birthday.



July 30, 2018

City Manager, Dan Huff  
Molalla City Hall  
117 N Molalla Ave.  
PO Box 248  
Molalla, OR 97038

RE: WaveDivision Holdings, LLC (“Wave Broadband”); Rate Adjustment Notice

We are providing the following details in compliance with the 30-day advanced notification of an adjustment to rates under the applicable FCC regulations and the requirements of our franchise with the City of Molalla. Wave Broadband will be adjusting the retail price of some of its video services starting September 6th, 2018.

The monthly rates for the following TV services will be adjusted: Local TV Stations’ Fee will increase by \$3.42; Expanded Content (also known as Basic Cable), and any packages including that service, will increase by \$5.00; Premium channel tiers (HBO, Cinemax, Showtime, STARZ) will increase by \$1.00 each; Universal Converter set-top boxes will increase by \$0.95 each.

This rate adjustment is the result of annual programming cost increases from TV networks owned by A&E Networks, AMC Networks, CBS Corporation, Discovery Communications, Disney/ESPN, FOX Networks, NBCUniversal, Scripps Networks Interactive, Turner Networks, Viacom, regional sports programmers, independent channel providers, and local broadcast channel providers.

These rate changes are exclusive of franchise fees, regulatory fees, and other governmentally-imposed charges. Customers will receive detailed information covering the rate changes with their billing statement.

At Wave, we work hard to establish the best channel selection for our customers and communities while balancing rapidly increasing programming costs. We will continue to invest in our network to bring customers the latest technologies, enhancing their service experience, at very competitive prices.

We thank you, as always, for the opportunity to serve your community.

Sincerely,

C. Matthew Rohre  
SVP, Operations  
Wave Broadband





**Minutes of the Molalla City Council Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday, August 08, 2018**

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**CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING;** the regular meeting of August 08, 2018 was called to order by Mayor Jimmy Thompson at 7:04 P.M.

**COUNCIL ATTENDANCE:**

Mayor Jimmy Thompson – Present  
Councilor Elizabeth Klein – Present  
Councilor Leota Childress – Absent  
Councilor DeLise Palumbo – Present  
Councilor Glen Boreth – Present  
OPEN POSITION  
Councilor Keith Swigart – Present

**STAFF IN ATTENDANCE**

Dan Huff, City Manager – Present  
Gerald Fisher, Public Works Director – Present  
Chaunee Seifried, Finance Director – Absent  
Rod Lucich, Police Chief – Absent  
Kelly Richardson, City Recorder – Present  
Diana Hadley, Library Director – Absent  
Chad Jacobs, City Attorney – Absent

***PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS***

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***ADOPTION OF AGENDA***

Motion made by Councilor Boreth, adopt agenda as presented Seconded by Councilor Swigart.  
Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Palumbo, Councilor Swigart

***CONSENT AGENDA***

Motion made by Councilor Boreth, to approve the minutes of July 25, 2018 with the following edits, the motion for Molalla Forest Road Councilor Boreth and Mayor Thompson voted no they did not want it un-tabled. Seconded by Councilor Swigart. Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Palumbo, Councilor Swigart

1. City Council Minutes July 25, 2018
2. Intergovernmental Agreement with Oregon Department of Transportation (ARTS) Program

***ORDINANCES, RESOLUTIONS, PROCLAMATIONS***

***NEW BUSINESS***

3. Discussion of Future Topics





**Minutes of the Molalla City Council Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday, August 08, 2018**

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NO DISCUSSION

**OLD BUSINESS**

**REPORTS AND ANNOUNCEMENTS**

- Gerald Fisher, Public Works Director had nothing.
- Kelly Richardson, City Recorder had nothing.
- Dan Huff, City Manager updated Council regarding his meeting with CLT Cross Laminated Timber. Huff explained that the material is used for building structures. CLT is looking for locations to place a plant near the industry that produces their product and their looking at Molalla and Estacada. Following the meeting CM Huff took Commissioner Humbertson on a tour of industrial sites here in Molalla. Huff explained to Humbertson that Highway 211 is one of the things holding our community growth back since it is in such disrepair.

**Council**

- Councilor Palumbo had nothing.
- Councilor Swigart asked PWD Fisher if there were any water consumption/drought concerns for Molalla. PWD Fisher stated the river flow is good and at this time he had no concerns.
- Councilor Boreth thanked everyone involved with National Night Out. Since it was so hot, he thanked citizens and staff for coming out and getting involved.
- Councilor Klein wanted to thank everyone involved with the lip synch challenge the police department did and thought they did an amazing job. Klein updated Council on the meeting she and Councilor Childress attended with the Ford Family Foundation Vision to Action in Florence last week. It's an opportunity for communities involved with visioning to get together and discuss what is working and what may not be working.
- Mayor Thompson asked PWD Fisher for an update on the possible crosswalk on Highway 211 and Hezzie Lane. Fisher stated he has spoken with them and reviewed the concept ODOT presented. Mayor Thompson asked Fisher if there is any way to separate it out of the STIP. Fisher stated no per ODOT. Mayor Thompson isn't satisfied with that and asked if there is any way for Molalla to put something in temporarily. PWD Fisher stated it is the State's roadway and they are in control of it.

**ADJOURN**

Motion made by Councilor Boreth, to close the regular meeting of August 8, 2018 at 7:21 P.M. and move into executive session. Seconded by Councilor Swigart.

Voting Yea: Mayor Thompson, Councilor Klein, Councilor Boreth, Councilor Palumbo, Councilor Swigart

**EXECUTIVE SESSION**

*Held pursuant to Oregon Public Record Law, ORS 192.660(2):*

Executive session opened at 7:25 P.M., Mayor Thompson read the ORS specific to why they were meeting in executive session. Mayor Thompson informed the newspaper they are not allowed per ORS 192.660 (2) to report on the subject matter.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.



**Minutes of the Molalla City Council Meeting  
Molalla Adult Center  
315 Kennel Ave., Molalla, OR 97038  
Wednesday, August 08, 2018**

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PRESENT

Mayor Jimmy Thompson  
Councilor Elizabeth Klein  
Councilor Glen Boreth  
Councilor DeLise Palumbo  
Councilor Keith Swigart

ABSENT

Councilor Leota Childress

Staff Present

City Manager, Dan Huff  
Public Works Director, Gerald Fisher  
City Recorder, Kelly Richardson

Motion made by Councilor Palumbo, to adjourn executive session at 8:17 P.M. Seconded by Councilor Boreth.  
Motion passed all ayes.

Following the executive session Council then went back into open session at 8:19 P.M.

Motion made by Councilor Boreth, to approve City Manager Dan Huff to sign the MAO with DEQ. Seconded by  
Councilor Swigart. Motion passed by all ayes.

Motion is made by Councilor Boreth, to adjourn for the second time at 8:21 P.M. Seconded by Councilor Swigart.  
Motion passed by all ayes.

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Mayor, Jimmy Thompson

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Date

ATTEST: \_\_\_\_\_

Kelly Richardson, CMC  
City Recorder

# City of Molalla

## City Council Meeting



### Agenda Category: Ordinances, Resolution, Proclamations

<b>Subject:</b>	Ordinance 2018-12 Molalla Sign Code
<b>Recommendation:</b>	To insert the Molalla Sign Code back into the code.
<b>Date of Meeting to be Presented:</b>	August 22, 2018
<b>Fiscal Impact:</b>	NA
<b>Submitted By:</b>	Kelly Richardson
<b>Approved By:</b>	Dan Huff

<b>Background:</b>
In 2017 Council approved the updated Development Code at which time the sign code was inadvertently removed. Staff has made no changes to the sign code however City needs to reinsert the previously approved sign code back into the MMC.



**ORDINANCE NUMBER 2018-12**

**AN ORDINANCE OF THE CITY OF MOLALLA, OREGON  
REPLACING TITLE 18 MOLALLA MUNICIPAL CODE REINSERTING THE  
MOLALLA SIGN CODE.**

**WHEREAS**, the Molalla City Council had recently completed a Development Code update in 2017; and

**WHEREAS**, section previously known as 16.12.030 definition of a sign was inadvertently removed; and

**WHEREAS**, along with section 16.12.030, section previously known as 18.32 signs was inadvertently removed; and

**Now, Therefore, the City of Molalla does ordain as follows:**

Section 1. That this Ordinance will replace the original language that was inadvertently removed in the update of the Development Code.

Section 2. The Municipal Code is creating title 18 section 18.02 known as Molalla Sign Code.

Section 3. The Municipal Code is then amended as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 4. Division V definitions will also be updated with the definition of a sign in its entirety and is amended as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 5. Effective this ordinance is effective 30 days after passage by Council and approved by the Mayor this date \_\_\_\_\_.

/ / / /

/ / / /



Read the first time on \_\_\_\_\_ and moved to second reading by \_\_\_\_\_ vote of the City Council.

Read the second time and adopted by the City Council on \_\_\_\_\_.

Signed by the Mayor on \_\_\_\_\_.

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Jimmy Thompson, Mayor

ATTEST:

APPROVED AS TO FORM:  
Beery Elsner & Hammond, LLP

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Kelly Richardson, CMC, City Recorder

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City Attorney

## Chapter 18.32

### SIGNS

#### Sections:

- 18.32.010 Purpose.**
- 18.32.020 Rules for reading and applying sign code language.**
- 18.32.030 Area of signs.**
- 18.32.040 Permit requirements.**
- 18.32.050 Construction and maintenance.**
- 18.32.060 Sign removal.**
- 18.32.070 Nonconforming signs.**
- 18.32.080 Exempt signs.**
- 18.32.090 Prohibited signs.**
- 18.32.100 Design standards.**
- 18.32.110 Permanent signs exempt from permit and fee.**
- 18.32.120 Regulation of temporary signs.**
- 18.32.130 Temporary signs requiring a permit.**
- 18.32.140 Signs requiring a permit.**
- 18.32.150 Automobile service station sign standards.**
- 18.32.160 Signage on cars.**
- 18.32.170 Garage/household sales.**
- 18.32.180 Nameplates.**
- 18.32.190 Open house signs/for sale signs.**

#### **18.32.010 Purpose.**

- A. The purpose of the sign regulations is to:
  - 1. Protect the health, safety, property and welfare of the public;
  - 2. Provide a neat, clean, orderly and attractive appearance in the community;
  - 3. Provide for safe construction, location, erection and maintenance of signs;
  - 4. Encourage signs to be well designed and wisely located;
  - 5. Prevent sign clutter, minimize adverse visual safety factors to travelers in the public right-of-way;
  - 6. Provide a simple and efficient regulatory process; and
  - 7. Achieve these purposes consistent with state and federal constitutional limits on the regulation of speech.
- B. To achieve this purpose, it is necessary to regulate the design, quality of materials, construction, location, electrification, illumination, and maintenance of signs that are visible to the public.
- C. Nothing in these regulations is intended to control the construction or location of directional or informational signs installed by the City, county or state for the purpose of controlling traffic, indicating street names, providing legal or public notice, or other public purposes. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.020 Rules for reading and applying sign code language.**

- A. **Reading and Applying the Code.** Literal readings of the code language will be used. Regulations are no more or less strict than as stated. Application of the regulations that are consistent with the rules of this sign code are non-discretionary actions of the Planning Director to implement the code.
- B. **Situations Where the Code is Silent.** Proposals for signs where the code is silent, or where the rules of this chapter do not provide a basis for concluding that the sign is allowed, are prohibited. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.030 Area of signs.**

Sign area includes the area within a perimeter enclosing the limits of lettering, writing, representation, emblem, figure, essential sign structure, foundations or supports. For a multiple-face (more than 2-sided) sign, the sign area shall be the total of all faces. If the sign consists of more than 1 section or module, all areas will be totaled. For a double-faced sign in a single cabinet, the allowed area shall be the dimension of the cabinet, not the total of the area of the message. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.040 Permit requirements.**

- A. **Permit Required.** All signs erected after the effective date of this chapter, other than signs exempt from permit requirements of this chapter shall require a sign permit.
- B. **Permit Application.**
  - 1. Application for a sign permit shall be made on forms provided by the Planning Director.
  - 2. An application shall include all plans and information necessary to establish that the proposed sign complies with the applicable requirements of this chapter and applicable building, structural and life safety codes.
  - 3. Sign permits shall be reviewed pursuant to a Type I Land Use Procedure.
  - 4. An approved sign review 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.
  - 5. Signs requested to be placed in any public right-of-way must first obtain permission from the jurisdiction having control of said right-of-way.
  - 6. A sign review permit issued under this chapter is void if substantial physical action is not taken in accordance with the conditions of the permit and the applicable provisions of this chapter, and the finding that the applicant did not misrepresent or falsify any information supplied in the application.
  - 7. Site plan and/or building elevation plans drawn to scale and dimension showing:
    - a. Existing structures;
    - b. Driveways;
    - c. Street and right-of-way;
    - d. Existing signs;
    - e. Proposed sign;
    - f. Vision clearance;

- g. All incidental signs.
- 8. A proposed sign plan drawn to scale and dimension showing:
  - a. Height;
  - b. Width;
  - c. Square footage;
  - d. Thickness;
  - e. Size and style of letters;
  - f. Color;
  - g. Type of illumination;
  - h. Materials.
- C. **Fees.** A fee as established by resolution of the City Council shall be paid upon the filing of an application. Such fees shall not be refundable.
- D. **Permit Conditions.** The Planning Department shall attach conditions in conjunction with the approval of a sign permit in order to ensure the intent of this Code is met. The Planning Department may also require guarantees and evidence to ensure that such conditions will be complied with.
- E. **Permit Appeal.** A decision may be appealed to the Planning Commission. A written appeal must be filed with the Planning Department within 10 days of the notice of the decision. The appeal shall be conducted pursuant to a Type I Land Use appeals process.
- F. **Permit Suspension or Revocation.** The Planning Director or duly authorized representative may, in writing, suspend or revoke a permit issued under provisions of this chapter whenever the permit is issued on the basis of incorrect information supplied, or in violation of applicable ordinance or regulation or any of the provisions of this chapter.
- G. Adjustments to portions of the sign code may be allowed pursuant to compliance with Chapter 20.16. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.050 Construction and maintenance.**

- A. Signs shall be constructed, erected and maintained to meet the requirements of the Oregon Structural Specialty Code, National Electric Code and Oregon Mechanical Code. In addition, all illuminated signs shall be subject to the provisions of the Underwriters' Standards, as defined in Underwriters' Laboratories, "Standards for Safety, Electric Signs." 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.
- B. All signs and component parts shall be kept in good repair and maintained in a safe, neat, clean and attractive condition.
- C. All signs shall be located entirely within the boundaries of the subject property unless specifically authorized by this Code.
- D. No sign shall be erected or maintained in such a manner that any portion will interfere in any way with the free use of, or any access to, any fire escape, or be erected or maintained so as to obstruct any window of light or ventilation required by any applicable law or building code.



18.32.060

- E. It is unlawful to erect or maintain a sign which, by reason of its size or location, pose immediate danger to the health, safety and welfare of the citizens of the City, either pedestrian or motorists, at public and/or private roadways, intersections, and driveways.
- F. All signs shall be able to withstand a wind pressure at a minimum of 20 pounds per square foot of exposed surface.
- G. All signs shall be constructed securely and shall not constitute a fire hazard.
- H. When wood is used which comes into contact with the ground, the wood must be pressure treated. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.060 Sign removal.**

The Planning Department may order removal of any sign erected, replaced, reconstructed or maintained in violation of these regulations.

- A. The Planning Department 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.
- B. 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 remedy the violation within 30 days after receipt of written notice from the City, the Planning Director shall cause such sign to be removed at the expense of the property owner. Such costs shall be entered by the City Recorder on the docket of City liens against the property owner, and shall be collectible in the same manner as liens for public improvements.
- C. If the condition of the sign presents an immediate threat to the safety of the public, the Planning Director 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. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.070 Nonconforming signs.**

- A. A nonconforming sign lawfully existed prior to the adoption of applicable zoning requirements with which it does not comply. Except, however, signs shall be considered to be nonconforming where the sign, by reason of its size, location, construction, or lack of maintenance creates a public hazard or nuisance. In the case of such public hazard or nuisance, the City may begin immediate abatement procedures, as provided in this chapter and other City ordinances.
- B. Relocation, replacement, structural alteration or expansion of a nonconforming sign is subject to the same limitations, application procedures and requirements set forth in this chapter for other nonconforming structures. Except, approval of a nonconforming structure application is not required for the following:
  - 1. Normal repair and maintenance, where the cost to repair the sign does not exceed 50% of the replacement cost of the sign using new materials, as determined by the Building Official.
  - 2. Change of sign copy.

3. Structural alteration when the alteration is necessary for structural safety, as determined by the Building Official.
  4. A nonconforming sign may be reconstructed if it is required to be temporarily removed to accommodate construction or repair of public utilities or public works and the sign reconstruction is completed within 90 days after the completion of the public utilities or public works construction activity.
- C. Signs installed in violation of any prior sign code or applicable laws or regulations, and which are in violation of this chapter, shall be removed, replaced or altered in order to conform to the requirements of this chapter.
  - D. Signs recognized as historical element of a historical landmark are exempt from this chapter.
  - E. All nonconforming signs shall be altered to conform to the requirements of this chapter by January 1, 2025.
  - F. A sign for which a variance is granted under the provisions of this chapter is not considered nonconforming.
  - G. If a nonconforming sign is damaged by wind, fire, neglect or by any other cause, and such damage exceeds 60% of its replacement value, the nonconforming sign shall be removed.
  - H. An unlawful sign shall be removed or made to conform within 60 days after written notice from the Planning Department. Said 60-day period may be extended if the owner of an unlawful sign submits to the Planning Department a declaration signed under penalty of perjury, on forms provided by the Department, stating that he/she intends to terminate the business identified by said sign within 12 months of the date of the notice and agrees to remove the sign upon the expiration of the 12-month period or the date he/she terminates his/her business, whichever occurs first. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.080 Exempt signs.**

All signs which are placed inside a structure or building, which are not visible through windows or building openings and are not intended to be visible to the public are exempt from the provisions of the sign code. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.090 Prohibited signs.**

- A. No sign, unless exempt or allowed pursuant to this chapter shall be permitted except as may be permitted pursuant to a variance procedure (Chapter 20.04).
- B. In a commercial or industrial zone no sign shall be placed inside or outside a structure so as to obscure more than 25% of any individual window surface. In a residential zone no sign shall be placed so as to obscure more than 10% of any individual window surface. Glass doors shall be considered an individual window surface.  
Holiday paintings and temporary specials painted on windows shall be exempt from this percentage of limitation.
- C. No permanent sign, other than a public sign, may be placed within or over any portion of the public right-of-way, except those signs which are consistent with the provisions of this chapter.
- D. No sign shall be allowed within 2 feet of any area subject to vehicular travel.



18.32.100

- E. No temporary sign, except for banner signs for which a permit has been issued and those necessary for temporary traffic control shall be placed within or over any portion of the public right-of-way of a major collector or arterial street.
- F. No sign shall be located in a manner which could impede travel on any pedestrian or vehicular travel surface.
- G. No temporary signs, bench signs. Banners, pennants, wind signs, balloon signs, flags, or any other temporary sign structure shall be allowed as except specifically authorized by this chapter.
- H. Except as otherwise provided herein, no sign shall be equipped or displayed with moving, flashing or intermittent illumination except athletic scoreboards.
- I. No sign shall be or consist of any moving, rotating, or otherwise animated part.
- J. No signs on buildings shall be placed on the roof or extend above the roof line or parapet of the structure.
- K. No sign shall be attached to a tree or vegetation.
- L. No non-public sign which purports to be, is an imitation of, or resembles an official traffic sign or signal, or which attempts to direct the movement of traffic on the street, or which hides from view any official traffic sign or signal shall be permitted.
- M. No public address system or sound devices shall be used in conjunction with any sign or advertising device.
- N. No signs that are internally illuminated shall be permitted in any residential zone.
- O. No sign that obstructs free and clear vision of the traveling public at the intersection of any street or driveway shall be permitted.
- P. A sign with lighting of such intensity or brilliance as to cause glare on adjoining properties or roadways or impair the vision of a driver of a motor vehicle or otherwise to interfere with the operations thereof or allows light to be directed upward.
- Q. A sign erected or maintained on public property or within the public right-of-way without permission of the public body having jurisdiction.
- R. Any sign larger than 32 square feet (counting both sides) on an undeveloped lot or parcel of property.
- S. Signs larger than 3 square feet on fences or fencing.
- T. Signs placed on, affixed to, or painted on any motor vehicle, trailer or other mobile structure not registered, licensed and insured for use on public highways, City and/or parked with the primary purpose of providing a sign not otherwise allowed by this chapter.
- U. Video signs.
- V. Signs in violation of the other chapters of the Molalla Development Code. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.100 Design standards.**

- A. All illuminated signs must be installed by a licensed sign contractor, subject to provisions of the State Electrical Code. All electrically illuminated signs shall bear the Underwriters' Laboratory label or equivalent.

- B. Building and electrical permits shall be the responsibility of the applicant. Prior to obtaining permits the applicant bears the burden of providing an approved sign permit or demonstrating exemption from the permit requirements of this chapter.
- C. Signs shall be designed to be compatible with nearby signs, other elements of street and site furniture and with adjacent structures. Compatibility shall be determined by the relationship of the elements of form, proportion, scale, color, materials, surface treatment, overall sign size and the size and style of lettering.
- D. Content on signs visible from streets shall be designed to minimize distractions to motorists. Signs may be reviewed for clarity and readability.
- E. **Setbacks.** Signs are required to meet the setback requirements of the applicable zoning district, except however the street yard setback for signs may be reduced to 50% of that required for other structures in the zone. Signs shall not obstruct a vision clearance area.
- F. **Size of Sign.** The maximum size of all signs per building shall not exceed the totals listed in the table below:

Street Frontage (ft)	Maximum Display Surface Area (sq ft)	Maximum Area of Any One Sign Face (sq ft)	Maximum Height Freestanding Signs (ft)
1 – 50	50	25	30
50 – 200	100	50	30
201+	300	150	30

On a building containing multiple tenants signage requirements shall meet the maximum below as an entire building not as individual business.

**G. Illumination.**

1. External illumination is allowed. The external illumination may be either “direct” or “indirect,” provided that the source of light (e.g., bulb) is shielded such that it is not directly seen by the public. External light sources shall be carefully located, directed and shielded in order to avoid direct illumination of any off-site object or property.
2. Internal illumination is allowed.
3. Sign illumination shall not result in glare onto neighboring properties or onto public right-of-way, such that due to level of brightness, lack of shielding, or high contrast with surrounding light levels, the sign illumination results in “light intrusion” onto adjacent properties.
  - 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.
4. Signs shall not flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights.



5. Exposed incandescent bulbs may be used on the exterior surface of a sign if each of such bulbs do not exceed 25 watts or unless each of such bulbs is screened by a diffusing lens, sun screen or similar shading device.

**H. Monument Signs.**

1. Monument signs shall have a distinct base, middle, and top. These elements of the sign shall vary from one another in terms of their thickness, materials, or color.
2. Monument signs shall incorporate the following materials, unless otherwise approved pursuant to subsection (H)(4) of this section.
  - a. The base and top shall be constructed of stone, brick, or wood;
  - b. The middle shall be constructed of stone, brick, wood, metal with a matte/non-reflective finish, vinyl, or other materials as noted in subsection c.
  - c. Other materials may be used for bulletin board or electronic message board components in the middle portion of a monument sign, as needed to allow the bulletin board or electronic message board to function.
3. Monument signs shall provide street addresses when street addresses are not visible from the street.
4. A monument sign which does not meet 1 or more of the standards detailed above in subsections (H)(1) through (3), may be approved by the Planning Director pursuant to the Type II Land Use Procedure. A discretionary monument sign application may be approved if the applicant demonstrates compliance with all of the following criteria:
  - a. The overall design of the sign exhibits a sense of structure; and
  - b. Materials, similar to stone, brick, or wood are used; and
  - c. The proposed sign is in conformance with all other applicable City ordinances concerning its location, construction, and design.

**I. Blade/Overhang Signs.**

1. Blade/overhang sign shall not extend more than 8 feet from the building face.
2. The outer edge of a blade/overhang sign shall be set back a minimum of 2 feet from the curb.
3. A minimum 9-foot clearance shall be provided between grade and the bottom of a blade/overhang sign.

**J. Wall Signs.**

1. A wall sign shall not project more than 18 inches from the wall to which it is attached (or 12 inches from a wall directly abutting an alley). An encroachment permit is required prior to encroachment into any public right-of-way.
2. The surface area of a wall sign shall not be more than 2 square feet per lineal foot of the wall on which it is erected.

For shopping centers the footage will be counted on the entire surface of the wall on which the sign is being erected and include all signs erected on that wall in the total footage.

**K. Reader Boards and Electronic Message Boards.**

1. The rate of change for sign copy on a bulletin or electronic message board from 1 message to another message shall be no more frequent than every 8 seconds. Once changed, content shall remain static until the next change.
2. Displays may travel horizontally or scroll vertically onto electronic message boards, but must hold a static position after completing the travel or scroll.
3. Sign content shall not appear to flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights. Content shall not appear to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist, or otherwise portray graphics or animation as it moves onto, is displayed on or leaves the electronic message board.
4. No electronic message board may be illuminated to a degree of brightness that is greater than necessary for adequate visibility.
5. Electronic reader boards may be placed in commercial, industrial and public zones only.
6. No electronic message board may be located closer than 500 feet from another electronic message board.
7. These signs are only allowed as part of a blade/overhang sign, marquee sign, monument sign, pole sign, or wall sign.

**L. A-Frame Signs.**

1. **Dimensions.** The A-frame sign area shall not exceed 3 feet high by 2 feet wide. The top of the sign shall be no more than 42 inches from the ground (including feet and hinge mechanisms).
2. **Construction.** Shall be constructed of wood, plastic, or metal with a matte/non-reflective finish.
3. **Location.** Shall not be located further than 100 feet from the primary business. Signs must not obstruct vehicle sight clearances or be placed so as to obscure permanent signs.
4. **Quantity.** No more than 1 A-frame sign per business.
5. No A-frame sign shall include any parts or attachments that extend beyond the edge of the sign dimensions.
6. No reflective materials shall be incorporated into the A-frame sign.
7. Neon colors shall not be incorporated into the A-frame sign.
8. No A-frame sign shall be placed along any designated sidewalk, or walkway in such a manner as to impede pedestrian passage.
9. A-frames shall not be placed in landscaped areas.
10. All A-frames shall comply with the requirements of this Code within 1 year of adoption of this Code.
11. **Time Period.** A-frame signs may be displayed only during public business hours, and shall be promptly removed from public display when the business is closed, or at dusk, whichever comes first. For enforcement purposes, dusk is when nearby street lights turn on.
12. An A-frame sign which does not meet 1 or more of the standards detailed in this section above, may be approved by the Planning Director pursuant to a Type II Land Use Procedure. A discre-

tionary A-frame sign application may be approved if the applicant demonstrates compliance with all of the following criteria:

The proposed materials, colors, and dimensions of the A-frame sign do not pose a hazard concerning its location, construction, and design.

M. **Signs in Residential Zones.** In addition to the temporary and permanent signage allowed without a permit in the residential zones the following signage is allowed subject to permit and fee:

1. **Monument Signs.**

a. **Subdivision Identification Sign and Multifamily (16 or More Units) Monument Signs.**  
A permanent sign may be located at the principle entrance to a subdivision identifying the name of the development. Any sign permitted pursuant to this provision shall meet all the following requirements:

- i. **Size.** Maximum area on 1 sign face is 32 square feet;
- ii. Maximum height 6 feet.
- iii. **Lighting.** Indirect lighting shall be used when lighting is requested.
- iv. Types of materials to be used shall be similar to that of the surrounding area. These types include:
  - (A) Wood;
  - (B) Stone;
  - (C) Brick.
- v. No bright colors of any kind shall be allowed on these signs. All signage shall follow the base color code.
- vi. Signs shall be placed in a landscaped area.
- vii. Signs may include the name of the subdivision or apartment complex as well as a phone number and the owner of the complex.

b. **Church, School, Public/Semi-Public Facility or Privately-Owned Community Center.**

- i. **Size.** Maximum of 40 square feet per sign face.
- ii. Maximum height 7 feet.
- iii. **Location/number.** One sign per parcel.

2. **Blade/Overhang Signs.**

a. **Home Occupation or Permitted Commercial Use.**

- i. **Size.** Maximum 2 square feet per sign face.
- ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
- iii. **Location/number.** One sign per building frontage.

b. All other uses not allowed.

3. **Wall Signs.**

a. **Church, School, Public/Semi-Public Facility.**



- i. **Size.** Maximum 9% of building elevation area, with a maximum sign face of 60 square feet on a primary frontage or 30 square feet on a secondary frontage.
    - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** One sign per building frontage.
  - b. Home occupation or permitted commercial use other than those listed above in subsection (M)(3)(a):
    - i. **Size.** Maximum 2 square feet.
    - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** Maximum 1 sign; no specific location requirement.
  - c. All other uses not allowed.
- 4. **Reader Boards and Electronic Message Boards.**
  - a. **Reader Boards for Church, School, Public/Semi-Public Facility.**
    - i. **Size.** Bulletin board may encompass up to 75% of sign face area.
    - ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as a permitted sign.
  - b. **Electronic Message Board for Church, School, Public/Semi-Public Facility.**
    - i. **Size.** Electronic message board may be no larger than 8 foot horizontal by 3 foot vertical from the ground.
    - ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as part of permitted sign.
  - c. Bulletin board and electronic message board all other areas—Not allowed.
- 5. **Pole Signs.**
  - a. **Church, School, Public/Semi-Public Facility.**
    - i. **Size.** Maximum 40 square feet per sign face.
    - ii. Maximum height 8 feet.
    - iii. **Location/number.** One sign may be located adjacent each street frontage.
  - b. All other uses not allowed.
- 6. **Awning Sign or Canopy Sign.** Not permitted on any use.
- 7. **Marquee Sign.** Not permitted on any use.
- 8. **Window Sign.**
  - a. **Size.** Maximum 15% of total window area.
  - b. Maximum height determined by height of window.
  - c. **Location/number.** Only allowed in ground floor or 2nd floor windows.

- N. **Signs in the Central Business District.** In addition to the temporary and permanent signage allowed without permit in the following Central Business District zones the following signage is allowed subject to permit and fee:
1. **Monument Signs.**
    - a. **Church, School, or Public Facility.**
      - i. **Size.** Maximum 40 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 9 feet.
      - iii. **Location/number.** One sign may be located adjacent on each street frontage.
    - b. **Minor Business Complex.**
      - i. **Size.** Maximum 50 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 12 feet.
      - iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
    - c. **Major Business Complex.**
      - i. **Size.** Maximum 65 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 12 feet.
      - iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
    - d. **All Other Uses.**
      - i. **Size.** Maximum 40 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 9 feet.
      - iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
  2. **Blade/Overhang Sign.**
    - a. All Other Uses.
      - i. **Size.** Each sign shall have a maximum sign face area of 20 square feet. The total combined area of wall and blade/overhang signs on a primary frontage shall not exceed 12% of the building elevation area.
      - ii. **Maximum Height** The height of the sign shall not project above the roofline or top of the parapet wall, whichever is higher.
      - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
  3. **Wall Signs.**
    - a. **Church, School, Public/Semi-Public Facility.**
      - i. **Size.** Maximum 9% of building elevation area, with a maximum sign face of 60 square feet on a primary frontage or 30 square feet on a secondary frontage.

- ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** One sign per building frontage.
  - b. **Home Occupation.**
    - i. **Size.** Maximum 2 square feet.
    - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** Maximum 1 sign; no specific location requirement.
  - c. **Commercial Uses.**
    - i. **Size.** Maximum sign area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.
      - (A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
      - (B) The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 60 square feet.
      - (C) If the building elevation area of a primary or secondary building frontage exceeds 5,000 square feet, the total sign face area allowed on that frontage is 130 square feet.
    - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
  - d. All other uses not allowed.
- 4. **Reader Boards and Electronic Message Board Signs.**
  - a. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
  - b. Maximum height determined by height of sign.
  - c. **Location/number.** Only allowed as a permitted sign.
- 5. **Bulletin Board—All Other Uses.**
  - a. **Size.** May encompass up to 50% of sign face area.
  - b. Maximum height determined by height of sign.
  - c. **Location/number.** Only allowed as of a permitted sign.
- 6. **Pole Signs.**
  - a. **Church, School, Public/Semi-Public Facility.**
    - i. **Size.** Maximum 40 square feet per sign face (up to 2 faces).
    - ii. Maximum height 12 feet.



- iii. **Location/number.** One sign may be located adjacent to each street frontage.
  - b. **Minor Business Complex.**
    - i. **Size.** Maximum 50 square feet per sign face (up to 2 faces).
    - ii. Maximum height 18 feet.
    - iii. **Location/number.** One sign may be located adjacent to each street frontage.
  - c. **Major Business Complex.**
    - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 60 square feet.
      - (A) The total combined area of the marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
      - (B) The total combined area of wall and blade/overhang signs on a primary frontage shall not exceed 12% of the building elevation area.
      - (C) The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 30 square feet.
    - ii. **Maximum Height.** Shall not project above the roof line or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at the location.
7. **Awning Sign or Canopy Sign.**
- a. **Use on Site—All Uses.**
    - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 60 square feet.
      - (A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
      - (B) The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 30 square feet.
    - ii. **Maximum Height.** Shall not project above the roofline or parapet wall whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not extend more than 8 inches from the building face. Outer edge of sign shall be set back a minimum of 2 feet from the curb. A minimum 8½ foot clearance shall be provided between grade and bottom of the sign.

8. **Marquee Sign.**
- a. **Use on Site—All Uses.**
    - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.  
The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of the building elevation area allowed.
    - ii. **Maximum Height.** Shall not project more than 8 feet above the roofline or parapet wall, whichever is higher the blade/overhang portion of the sign may extend above the roof line or parapet wall.
    - iii. **Location/number.** One sign per primary building frontage for each business license on file with the City at that location. Outer edge of sign shall be setback a minimum of 2 feet from a curb.
9. **Window Sign.**
- a. **Use on Site—All Other Uses.**
    - i. **Size.** See Section 18.32.090(B).
    - ii. Maximum height determined by height of window.
    - iii. **Location/number.** Only allowed in ground floor or 2nd floor windows.
- O. **Signs in the Commercial District.** In addition to the temporary and permanent signage allowed without permit in the following commercial zones the following signage is allowed subject to permit and fee:
1. **Monument Signs.**
    - a. **Church, School, or Public Facility.**
      - i. **Size.** Maximum 48 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 9 feet.
      - iii. **Location/number.** One sign may be located adjacent on each street frontage.
    - b. **Minor Business Complex.**
      - i. **Size.** Maximum 100 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 12 feet.
      - iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
    - c. **Major Business Complex.**
      - i. **Size.** Maximum 150 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 12 feet.
      - iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
    - d. **All Other Uses.**

- i. **Size.** Maximum 48 square feet per sign face up to 2 sign faces.
  - ii. Maximum height 12 feet.
  - iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
- 2. **Blade/Overhang Signs.**
  - a. **All Other Uses.**
    - i. **Size.** Each sign shall have a maximum sign face area of 48 square feet. The total combined area of wall and blade/overhang signs on a primary frontage shall not exceed 12% of the building elevation area.
    - ii. **Maximum Height.** The height of the sign shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
- 3. **Wall Signs.**
  - a. **All Uses.**
    - i. **Size.** Maximum sign area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.
      - (A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.
      - (B) The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 60 square feet.
      - (C) If the building elevation area of a primary or secondary building frontage exceeds 5,000 square feet, the total sign face area allowed on that frontage is 130 square feet.
    - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
- 4. **Reader Boards and Electronic Message Board Signs.**
  - a. **Bulletin Board for Church, School, Public/Semi-Public Facility.**
    - i. **Size.** May encompass up to 75% of the sign face area.
    - ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as a permitted sign.
  - b. **Bulletin Board—All Other Uses.**
    - i. **Size.** May encompass up to 50% of sign face area.



- ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as part of a permitted sign.
  - c. **Electronic Message Board—All Uses.**
    - i. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
    - ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as part of permitted sign.
5. **Pole Signs.**
- a. **Church, School, Public/Semi-Public Facility.**
    - i. **Size.** Maximum 48 square feet per sign face (up to 2 faces).
    - ii. Maximum height 18 feet.
    - iii. **Location/number.** One sign may be located adjacent each street frontage.
  - b. **Minor Business Complex.**
    - i. **Size.** Maximum 100 square feet per sign face (up to 2 faces).
    - ii. Maximum height 20 feet.
    - iii. **Location/number.** One sign; except on a site with more than 1 street frontage, 1 sign may be located adjacent each collector or arterial street frontage that is at least 500 feet in length. Where more than 1 sign is permitted on a site, the signs must be separated by at least 300 feet.
  - c. **Major Business Complex.**
    - i. **Size.** Maximum 130 square feet per sign face (up to 2 faces).
    - ii. Maximum height 26 feet.
    - iii. **Location/number.** One sign; except on a site with more than 1 street frontage, 1 sign may be located adjacent each collector or arterial street frontage that is at least 500 feet in length. Where more than 1 sign is permitted on a site, the signs must be separated by at least 300 feet.
  - d. **All Other Uses.**
    - i. **Size.** Maximum 48 square feet per sign face (up to 2 faces).
    - ii. Maximum height 18 feet.
    - iii. **Location/number.** One sign; except 1 sign may be located adjacent each collector or arterial street frontage.
6. **Awning Sign and Canopy Sign.**
- a. **Use on Site—All Uses.**
    - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.

(A) The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of building elevation area allowed.

(B) The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 30 square feet.

- ii. **Maximum Height.** Shall not project above the roof line or parapet wall whichever is higher.
- iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not project above the roof line. Sign shall not extend more than 8 feet from the building face. Outer edge of sign shall be set back a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.

7. **Marquee Sign.**

a. **Use on Site—All Uses.**

- i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.

The total combined area of marquee signs, awning or canopy signs, and wall signs on a primary frontage shall not exceed the maximum percentage of the building elevation area allowed.

- ii. **Maximum Height.** Shall not project more than 8 feet above the roofline or parapet wall, whichever is higher the blade/overhang portion of the sign may extend above the roof line or parapet wall.
- iii. **Location/number.** Outer edge of sign shall be setback a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.

8. **Window Signs.**

a. **Use on Site—All Other Uses.**

- i. **Size.** See Section 18.32.090(B).
- ii. Maximum height determined by height of window.
- iii. **Location/number.** Only allowed in ground floor or 2nd floor windows.

P. **Signs in the Community Planning Area.** In addition to the temporary and permanent signage allowed without permit in the Community Planning Area the following signage is allowed subject to a permit and fee.

1. **Monument Signs.**

a. **Church, School, or Public Facility.**

- i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
- ii. Maximum height 7 feet.

- iii. **Location/number.** One sign may be located adjacent on each street frontage.
  - b. **Residential—None.**
  - c. **All Other Uses.**
    - i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
    - ii. Maximum height 7 feet.
    - iii. **Location/number.** One sign, except on site abutting a collector or arterial street, 1 sign may be located adjacent to each collector/arterial street frontage.
2. **Blade/Overhang Signs.**
- a. **All Other Uses.**
    - i. **Size.** Each sign shall have a maximum sign face area of 6 square feet.
    - ii. **Maximum Height.** The height of the sign shall not project above the roofline or top of the parapet wall whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
3. **Wall Signs.**
- a. **Church, School, Public/Semi-Public Facility.**
    - i. **Size.** Maximum sign face area for each sign is 60 square feet on a primary building frontage.  
The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 30 square feet.
    - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.
    - iii. **Location/number.** One sign per building frontage.
  - b. **All Uses.**
    - i. **Size.** The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the primary building.  
The maximum sign face area of all signage allowed on a secondary building frontage is 4% of the building elevation of the secondary building frontage, up to a maximum of 8 square feet.
    - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is greater.
    - iii. **Location/number.** No more than 1 wall sign per building frontage for each business license on file with the City at that location. A wall sign shall not project more than 18 inches from the wall to which it is attached (or 12 inches from the wall on a building frontage abutting an alley).
4. **Bulletin Board Sign and Electronic Message Board Signs.**
- a. **Bulletin Board for Church, School, Public/Semi-Public Facility.**



- i. **Size.** May encompass up to 75% of the sign face area.
    - ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as a permitted sign.
  - b. **Bulletin Board—All Other Uses.**
    - i. **Size.** May encompass up to 50% of sign face area.
    - ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as part of a permitted sign.
  - c. **Electronic Message Board—All Uses.**
    - i. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
    - ii. Determined by height of sign.
    - iii. **Location/number.** Only allowed as part of permitted sign.
- 5. **Pole Signs.**
  - a. **Church, School, Public/Semi-Public Facility.**
    - i. **Size.** Maximum 32 square feet per sign face (up to 2 faces).
    - ii. Maximum height 8 feet.
    - iii. **Location/number.** One sign may be located adjacent to each street frontage.
  - b. **All Other Uses.**
    - i. **Size.** Maximum 32 square feet per sign face (up to 2 faces).
    - ii. Maximum height 8 feet.
    - iii. **Location/number.** One sign; except on a site with more than 1 street frontage, 1 sign may be located adjacent to each collector or arterial street frontage.
- 6. **Awning Sign or Canopy Sign.**
  - a. **Use on Site—Church, School, or Public/Semi-Public Facility.**
    - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 50 square feet.  
The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 25 square feet.
    - ii. **Maximum Height.** Shall not project above the roof line or parapet wall whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not project above the roof line. Sign shall not extend more than 8 feet from the building face. Outer edge of sign shall be set back a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.
  - b. **Use on Site.** All other uses not allowed.



7. Marquee sign not allowed.
  8. **Window Sign.**
    - a. **Use on Site—All Other Uses.**
      - i. **Size.** See Section 18.32.030(B).
      - ii. Maximum height determined by height of window.
      - iii. **Location/number.** Only allowed in ground floor or 2nd floor windows.
- Q. **Signs in Industrial Districts.** In addition to the temporary and permanent signage allowed without permit in the following industrial zones the following signage is allowed subject to permit and fee:
1. **Monument Signs.**
    - a. All uses in the M1 or M2 zones.
      - i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 6 feet.
      - iii. **Location/number.** One sign.
    - b. **All Uses in Support Commercial.**
      - i. **Size.** Maximum 32 square feet per sign face up to 2 sign faces.
      - ii. Maximum height 8 feet.
      - iii. **Location/number.** One sign.
  2. **Blade/Overhang Signs.**
    - a. **All Other Uses.**
      - i. **Size.** Each sign shall have a maximum sign face area of 48 square feet.  
The total sign face area of all signs placed on a primary building frontage shall not exceed 12% of the building elevation area of the primary building frontage.
      - ii. **Maximum Height.** The height of the sign shall not project above the roofline or top of the parapet wall whichever is higher.
      - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location.
  3. **Wall Signs.**
    - a. **All Uses.**
      - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 8% of the building elevation area of the primary building frontage, up to a maximum of 300 square feet.  
The maximum sign face area of all signage allowed on a secondary building frontage is 6% of the building elevation area of the secondary building frontage, up to a maximum of 190 square feet.
      - ii. **Maximum Height.** Shall not project above the roofline or top of the parapet wall, whichever is higher.

- iii. **Location/number.** Painted wall signs are prohibited. Internally illuminated box style signs, also called can signs, are prohibited. For other types of wall signs, 1 sign is permitted per building frontage for each business license on file with the City at that location.
4. **Reader Boards and Electronic Message Boards.**
- a. **Bulletin Board—All Other Uses.**
    - i. **Size.** May encompass up to 50% of sign face area.
    - ii. Maximum height determined by height of sign.
    - iii. **Location/number.** Only allowed as part of a permitted sign.
  - b. **Electronic Message Board—All Uses.**
    - i. **Size.** May be no larger than 8-foot horizontal by 3-foot vertical from the ground.
    - ii. Determined by height of sign.
    - iii. **Location/number.** Only allowed as part of permitted sign.
5. Pole signs not allowed.
6. **Awning Sign or Canopy Sign.**
- a. **Use on Site—All Uses.**
    - i. **Size.** Maximum sign face area of all signage allowed on a primary building frontage is 12% of the building elevation area of the primary building frontage, up to a maximum of 120 square feet.  
  
The maximum sign face area of all signage allowed on a secondary building frontage is 8% of the building elevation area of the secondary frontage, up to a maximum of 60 square feet.
    - ii. **Maximum Height.** Shall not project above the roof line or parapet wall whichever is higher.
    - iii. **Location/number.** One sign per building frontage for each business license on file with the City at that location. Sign shall not project above the roof line. Sign shall not extend more than 8 feet from the building face. Outer edge of sign shall be set back a minimum of 2 feet from a curb. A minimum 8½ foot clearance shall be provided between grade and bottom of sign.
7. Marquee sign not allowed.
8. **Window Signs.**
- a. **Use on Site—All Uses.**
    - i. **Size.** See Section 18.32.090(B).
    - ii. Maximum height determined by height of window.
    - iii. **Location/number.** Only allowed in ground floor or 2nd floor windows. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.110 Permanent signs exempt from permit and fee.**

The following signs shall comply with all provisions and regulations of this chapter; however, no fee, permit or application is required:

- A. One sign not exceeding 1 square foot in area hung from a building.
- B. One sign not exceeding 2 square feet in area placed on any occupied residential lot.
- C. **Incidental Signs.** Not exceeding 6 square feet in area shall be allowed on any parcel that a multiple dwelling is constructed.
- D. **Public Signs.** For hospitals or emergency services, legal notices, railroad signs, and danger signs.  
Signs or tablets (including names of buildings, and the date of erection) when cut into any masonry surface, or constructed of bronze or other noncombustible surface not to exceed 8 square feet in area.
- E. **Athletic Field Signs.** Rigid signs located on the outfield fence of athletic fields may be installed. Each individual sign shall be no more than 32 square feet in area. There shall be no more than 32 square feet of area for any 8 linear feet of fence. The maximum height shall not exceed 8 feet above grade. The signs shall be placed so as to be visible from the interior of the field and/or viewing stands. One sign located at 1 end of the field visible to spectators shall have a maximum height of 15 feet above grade and shall be a maximum of 64 square feet.
- F. Accessory signs within a commercial or industrial zone which are permanent and an internal part of permitted outdoor accessory or display structures such as soft drink machines, fuel pumps, and newspaper dispensers.
- G. No "solicitation" sign pursuant to size.
- H. Signs attached to or carried by a person limited to 6 square feet in total size.
- I. Flags as outlined in Chapter 21.30. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.120 Regulation of temporary signs.**

The following signs shall comply with all provisions and regulations of this chapter; however, no fee, permit or application is required. Temporary signs are prohibited signs except as provided by this section.

- A. **Generally.**
  - 1. **Illumination.** No temporary sign shall be internally or externally illuminated.
  - 2. **Location.**
    - a. No temporary sign shall extend into or over the public right-of-way of any street.
    - b. Signs allowed in the right-of-way for temporary traffic control shall provide a minimum of 5 feet of clear passage of pedestrians on the sidewalk where a sidewalk exists and shall come no closer than 2 feet from areas subject to vehicular travel.
    - c. No temporary sign shall extend into the vision clearance area.
  - 3. **Maintenance.** Temporary signs shall be kept neat, clean and in good repair. Signs which are faded, torn, damaged or otherwise unsightly or in a state of disrepair shall be immediately repaired or removed.



4. **Placement.** Except as provided by this section, temporary signs shall not be attached to trees, shrubbery, utility poles, or traffic control signs or devices. They shall not obstruct or obscure primary signs on adjacent premises.
5. **Sign Collection and Retrieval.**
  - a. The City may collect temporary signs placed in the public right-of-way without a permit.
  - b. Each sign collected will be stored for a minimum of 30 days.
  - c. Notice will be mailed within 3 business days of the date of collection to the owner of each sign if the ownership is reasonably discernible from the sign or as previously filed by the owner of the sign with the Planning Department.
  - d. The owner of a sign may retrieve a sign collected by the City within 30 days of the collection date. The owner must present proof of ownership of the sign and pay a sign retrieval fee in the amount established by City Council resolution.
  - e. The owner of the sign may request a hearing before the Planning Commission to contest the sign removal. To request a hearing, the owner of a sign must file an application for a hearing and pay a hearing fee in an amount established by resolution of the City Council within 15 days of the date of mailing of the notice as provided in subsection (A)(5)(c) above. The hearing fee and the sign retrieval fee are refunded if the Planning Commission finds that the sign was removed improperly. At the hearing, testimony and evidence begins with the City, followed by the owner, and concludes with rebuttal by the City. After the evidence has been provided, the Planning Commission will close testimony and issue a written decision that states the facts of the case and the conclusions of the decision.

**B. Allowed Signage.**

1. To any residential zone temporary signage shall be allowed for each and every lot. This signage shall not be restricted by content, but is usually and customarily used to advertise real estate sales, political or ideological positions, garage sales, home construction or remodeling, etc. Signage shall be allowed for each lot as follows:
  - a. Temporary signs not exceeding 6 square feet, provided the signs are erected not more than 90 days prior to an election and removed within 5 days following the election.
  - b. One temporary sign not exceeding 6 square feet provided the sign is removed within 15 days from the sale, lease or rental of the property or within 7 days of completion of any construction or remodeling. An additional sign of the same size may be erected if the property borders a second street and the signs are not visible simultaneously. On tracts of land of more than 2 acres in residential zones the sign area may be increased to 32 square feet. In no case shall the sign or signs be erected for more than 12 months.
  - c. One temporary sign not exceeding 4 square feet in area which is erected for a maximum of 8 days in any calendar month and is removed by sunset on any day it is erected.
  - d. Temporary signs erected within a building which do not obstruct more than 10% of any individual window surface.
2. In any commercial or industrial zone temporary signage shall be allowed for each and every lot. This signage shall not be restricted by content, but is usually and customarily used to advertise

real estate signs, political or ideological positions, construction or remodeling, etc. The signage shall be allowed for each lot as follows:

- a. Temporary signs not exceeding 6 square feet, provided the signs are erected not more than 90 days prior to an election and removed within 5 days following the election.
- b. Temporary sign not exceeding 32 square feet provided said signs are removed within 15 days from the sale, lease or rental of the property or within 7 days of completion of any construction or remodeling. An additional sign of the same size may be erected if the property borders a second street and the signs are not visible simultaneously.
- c. Temporary non-illuminated signs not exceeding 16 square feet for charitable fundraising events placed by nonprofit and charitable organizations. Such signs shall not be placed more than 7 days prior to the event and must be removed within 2 days following the event. No more than 3 such events shall be advertised in this manner per lot per year.
- d. Temporary signs not exceeding 16 square feet in area erected in association with the temporary uses allowed by code including Christmas tree sales, pushcart vendors, Saturday market and sidewalk sales. This signage shall be allowed for the same duration as the temporary use. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.130 Temporary signs requiring a permit.**

- A. The City Manager may allow temporary signs larger than those allowed by this Code to be erected. This signage shall not be restricted by content, but is usually and customarily used to advertise special events and store openings on banners. The City Manager shall allow the erection of such signs only if the City Manager finds that the proposed sign will not materially impair the purposes of the Sign Code. Seasonal decorations erected within the public right-of-way shall be considered to be such signs. These signs shall meet all applicable City Code provisions. Lighting of such signs will be reviewed as part of the application and may be allowed depending on impact to surrounding development.
- B. The following requirements shall be met, as applicable:
  1. Written consent from the property owner where the sign will be located shall be provided. The consent shall identify any restrictions that the property owner requires of the permit holder. Banners hung from utility poles shall require written approval from Portland General Electric. Banners hung over a state highway will require written approval from the Oregon Department of Transportation.
  2. Plans or a description showing the location of the sign; banner height above the right-of-way; support devices for the banner; and proposed dates shall be provided.
  3. The display period shall not exceed 25 consecutive days in duration and no more than once in any 12-month period. All such signs shall be removed no later than 1 day following the event being advertised.
  4. A copy of any liability and/or property damage insurance required by the property owner where the sign or banner will be located.
  5. A signed rebate and indemnity agreement shall be provided if placing a banner over the public right-of-way.



18.32.140

- 6. The extent of signage allowed and the location of the signage is at the discretion of the City Manager.
- C. The extent of signage allowed and the location of the signage is at the discretion of the City Manager.
- D. Any temporary sign that exceeds 6 square feet in size. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.140 Signs requiring a permit.**

- A. It is unlawful and a civil infraction for any person to erect, construct, alter or relocate any sign without first obtaining a permit pursuant to the provisions of this chapter unless a provision of this chapter specifically exempts a sign from the permit requirement.
- B. It is unlawful and a civil infraction for any person to construct a sign that is not specifically allowed by this chapter or to erect, construct, maintain or allow to exist a sign in violation of the terms of the permit issued pursuant to this chapter. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.150 Automobile service station sign standards.**

Sign denoting gasoline prices, as provided for in Oregon Revised Statutes 649.030, are permitted subject to the following provisions:

- A. Maximum area on 1 sign face is 20 square feet.
- B. Maximum height is 25 feet or that required under freestanding signs whichever is less.
- C. Only 1 gasoline sign shall be allowed per business location street frontage. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.160 Signage on cars.**

Signs on cars not otherwise discussed in the MDC shall meet the following requirements:

- A. Shall not project beyond the original frame of the vehicle more than 1/4 inch; exceptions: pizza delivery, taxi, and the like;
- B. Shall not be larger than 6 square feet; car wraps are exempt from the size requirements; and
- C. Shall not be parked in a right-of-way for periods of time to be used as a portable sign. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.170 Garage/household sales.**

Signs advertising household goods, such as a garage sale, are permitted, subject to the following provisions:

- A. Maximum area on 1 sign face is 6 square feet.
- B. Height of 3 square feet.
- C. On premises sign—One sign.
- D. Three off-premises A-frame signs.
- E. Placement no earlier than 8:00 a.m. on the first day and removal no later than 7:00 p.m. on the last day.
- F. Sign cannot create a traffic hazard, impede pedestrian passage or create a public nuisance.
- G. All garage sale signs shall include the address of the location of the garage sale.



- H. The City shall have available a reasonable supply of professional sale signs that can be rented by individuals. In addition, the City may secure a deposit to recover the cost of replacing the sign in the event of damage or loss. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.180 Nameplates.**

Nameplates identifying the occupant of a residence are permitted outright when not exceeding 1 square foot in size. (Ord. 2010-15 §1; Ord. 2010-04 §1)

**18.32.190 Open house signs/for sale signs.**

- A. Additional temporary single or double-faced open house signs shall be permitted on private property during daylight hours provided such additional temporary signs are removed prior to sunset the day of placement. Such signs are permitted only on private property with the consent of the occupant. Units displaying an open house sign must remain unlocked during the time the sign is posted. An open house is to be attended by the seller or representative at all times during the open house. This section does not apply to model homes within subdivisions or model apartment units. An open house sign may not be displayed for the same address for more than 2 consecutive weekends.
- B. One temporary sign per frontage, not exceeding 6 square feet in area, during the time of sale, lease or rental of the lot/structure provided that the sign is removed within 30 days of the sale, lease or rental of the lot/structure. (Ord. 2010-15 §1; Ord. 2010-04 §1)

# City of Molalla

## City Council Meeting



### Agenda Category: Future Topics

<b>Subject:</b>	Future topics Discussion regarding Economic Development
<b>Recommendation:</b>	Dan Huff
<b>Date of Meeting to be Presented:</b>	August 22, 2018
<b>Fiscal Impact:</b>	NA
<b>Submitted By:</b>	Dan Huff
<b>Approved By:</b>	Dan Huff

<b>Background:</b>
Discussion on Economic Development options.