



Phone (541) 575-0028
Fax (541) 575-3668

450 East Main Street
John Day, Oregon 97845

May 14, 2019

SIGN PERMIT STAFF REPORT – SP-19-01

Application Number: SP-19-01
Applicant: Grant County Library Foundation
Property Owner: Grant County
Subject Property: 507 S. Canyon Blvd, John Day, OR 97845
Map 13S31E26CA Tax Lot 1900
Requested Action: Sign Permit with Class B Variance

PROJECT DESCRIPTION AND BACKGROUND

The Grant County Library Foundation operates the Grant County Library at 507 S. Canyon Boulevard in John Day. Applicant has requested to place a new sign (5' x4') with a base height of seven-feet, which exceeds the maximum height restrictions for free standing signs as permitted in the Code. Applicant is requesting a Class B Variance to place the sign in front of the building. The Planning Commission may approve the variance subject to a public hearing on the matter. The subject property is zoned General Commercial (GC). Application is attached (Exhibit A).

REVIEW PROCESS

Signs are permitted in the GC zone subject to the standards in Section 5-3.5 of the City of John Day Development Code (the Code), specifically section 5-3.5.010 (General Sign Standards in All Zoning Districts).

All land use and development permit applications and approvals, except building permits, shall be decided by using the procedures contained in Chapter 5-4 of the Code. The procedure “type” assigned to each application governs the decision-making process for that permit or approval.

Class B variances are allowed for requests that do not otherwise meet the criteria under subsection 5-5.1.030 (Class A Variance), pursuant to the limitations under subsections 1-3, and the approval criteria in Sections 5-5.1.040C through 5-5.1.040G. Class B variances shall be reviewed using a Type III procedure under Chapter 5-4.1.040.

Staff has reviewed the application pursuant to the Code and the requirements for a variance application and sign permit.

Public Notification

The City of John Day mailed public hearing notices to the applicant and property owners within 100-feet of the subject site 20 days before the hearing date. At least 14 business days before the hearing, notice of the hearing was printed in The Blue Mountain Eagle. Certification of Notice attached (Exhibit B).

No responses were received following the public notice.

Burden of Proof

The applicant has the burden of demonstrating that the proposal meets all applicable Code requirements. The applicant is also responsible for complying with building code requirements and applicable state or federal requirements. It is the Planning Commission's responsibility to interpret the Code based on findings of fact.

SIGN PERMIT APPROVAL CRITERIA

John Day Development Code Chapter 5-3.5 Signs contains approval criteria for sign permits. Section 5-5.1 Variance Application and Appeals contains the applicable approval criteria for the variance application. The Planning Commission's evaluation of the project must focus on the relevant code criteria under Section 5-4.4.040 and follow the public hearing procedures for Type III (quasi-judicial) review under Section 5-4.1.040.

The applicable code criteria are provided below in *italics* typeface; staff's findings follow each code provision in regular typeface. The findings, which are based on information submitted by the applicant, are preliminary. The plans, exhibits, and narrative submitted by the applicant and used in making the findings are attached to this report and include:

- Application with Proposed Site Plan (Exhibit A)
- Certification of Public Notice (Exhibit B)

All of the above documents are hereby incorporated and made part of the public record.

5-3.5.010 General Sign Standards in All Zoning Districts

Signs are permitted in accordance with the following standards:

A-C. Not applicable to this application

D. One sign identifying a subdivision, commercial or industrial development, or PUD located at the main entrance thereto. The sign shall be subject to review by the Planning Commission during the site design review or subdivision review process. The Planning Commission may limit the size, height, or area of the sign, or require the use of specific building materials (e.g., wood, stone, or other natural appearing materials), lighting, setbacks, or other conditions of approval to ensure compatibility with the surrounding neighborhood.

Findings: The Planning Commission has the authority to determine the appropriate location and dimensions for any sign proposed under a Class B variance.

E. No sign shall encroach into the clear vision area at a street or driveway intersection.

Findings: The proposed sign does not protrude into a public right of way or clear vision area.

F. Where a sign is subject to this Chapter and the provisions of Oregon Revised Statutes Chapter 377 – Highway Beautification; Motorist Information Signs, the most restrictive regulation shall apply.

Findings: The proposed sign is not illuminated nor is it a motorist information sign, therefore, this regulation is not applicable.

5-5.1.050 Variance Application and Appeals

A. Application. The variance application shall conform to the requirements for Type II or III applications (Sections 5-4.1.030 or 5-4.1.040), as applicable. In addition, the applicant shall provide a narrative or letter explaining the reason for the variance request, alternatives considered, how the stated variance criteria are satisfied, and why the subject standard cannot be met without the variance.

Findings: Applicant should state for the record why the variance is sought and cannot be met without the variance.

CONCLUSION AND STAFF RECOMMENDATION

Based on the foregoing analysis and findings, staff recommends approval of SP-19-01. It is the applicant's responsibility to demonstrate compliance with the conditions of approval.

PLANNING COMMISSION MOTION

After hearing the applicant's presentation and any public testimony, the Planning Commission must allow the applicant an opportunity to rebut any opposing testimony. Then the Commission will close the hearing and deliberate. The following motion is suggested:

"I move to approve the Conditional Use Application SP-19-01 based on the findings and subject to the conditions of approval contained in the staff report [as amended]."

The staff report may be amended during the course of the hearing. The Commissioner making the motion should list any additional conditions of approval or changes to staff's proposed conditions of approval in his/her motion.

Respectfully submitted this 14th day of May 2019,



Nicholas Green, City Manager/City Planning Official
City of John Day
Enclosures

EXHIBIT A

CITY OF JOHN DAY
450 EAST MAIN STREET
JOHN DAY, OR 97845

Phone: 541-575-0028
Fax: 541-575-3668

VARIANCE APPLICATION

I. BACKGROUND INFORMATION

Applicant

Applicant Name: Grant Co. Library Phone: 541-575-1992

Address: 507 So. Canyon Blvd, John Day, OR 97845

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: Grant County Phone: 541-575-1992

Address: 201 So. Humboldt, Canyon City, OR 97820

Property Information

Property Address: 507 So. Canyon Blvd, John Day, OR 97845

Township; Range; Section; Tax Lot: 13531 26 CA-1900

Zone: _____ Property Size: 34 Acres

Existing Use/Structures: _____

Application Proposal: The Grant Co. Library would like our sign pole 7 feet tall & our sign will be placed on top of pole. If we could have our pole at the height of 7ft. it would be less likely for vandalism and scrambling of letters.

RECEIVED FOR OFFICE USE ONLY

File Number: APR 23 2019

Submittal Date: **CITY OF JOHN DAY** Fee: _____ Received by: CMDT

Application Type: _____ Completeness: _____ 120 Day: _____

II. APPLICATION REQUIREMENTS

5-5.1.050 Variance Application and Appeals

- A. **Application.** The variance application shall conform to the requirements for Type II or III applications (Sections 5-4.1.030 or 5-4.1.040), as applicable. In addition, the applicant shall provide a narrative or letter explaining the reason for the variance request, alternatives considered, how the stated variance criteria are satisfied, and why the subject standard cannot be met without the variance.
- B. **Appeals.** Appeals of variance decisions shall be processed in accordance with the appeal provisions of Chapter 5-4.1.
- C. **Expiration.** A variance approval shall expire if not acted upon by the property owner within one (1) year of the City approving the variance. Where the owner has applied for a building permit or final plat, or has made site improvements consistent with an approved development plan (e.g., site design review or preliminary subdivision plan), the City Planning Official may extend the variance approval accordingly.

III. SIGNATURES

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

<u>Michelle Bond</u>	<u>4/3/19</u>
Applicant/Owner	Date
<u>Scott W. Myers</u>	<u>4/23/19</u>
Applicant/Owner	Date

APPLICATION FOR SIGN PERMIT

REQUEST:

The Grant County Library would like to put a sign up.
The sign will be 4' x 5' + 8ft. tall. We would like to
have the sign on the southeast corner of the property.
12ft+ total height.
(18)

SIGN COMPANY INFORMATION:

NAME Blue Barrel Signs
ADDRESS 63056 NE Lower Meadow Dr. Suite 170
Bend, OR 97701
ray@bluebarrelsigns.com
PHONE 541-306-4518

PROPERTY OWNER INFORMATION

NAME OF PROPERTY OWNER Grant County Court House
PHYSICAL ADDRESS 507 So. Canyon Blvd. John Day, OR 97845
SECTION 26
TOWNSHIP 35 31 26 CA-1900
RANGE 31
TAX LOT 1900
TOTAL AREA OF BUILDING .34 acres
ZONE _____

Submittal Requirements:

Please refer to Chapter 5-3.5 Signs of the City of John Day Development Code for specific requirements.

RECEIVED

FOR OFFICIAL USE ONLY

APR 23 2019

Application received by Chantal Desjardins Date CITY OF JOHN DAY
Application fee of _____ received Date _____

THIS APPLICATION IS

Approved _____ Not Approved _____ Requires Additional Information _____

City of John Day Planning Official Date _____

ACKNOWLEDGEMENT OF FEE SCHEDULE AND COSTS

By signing my name below, I acknowledge that I received a copy of the Fee Schedule effective as of November 22, 2005 and I have read it and agree to pay the fees in said Fee Schedule and costs as stated herein.

I also acknowledge that I understand that I am responsible for all costs incurred by the City related to my land use and development permit applications and approvals, and appeals under Title 5 of the JOHN DAY CITY CODE "Development Code" and Measure 37 claims under Ordinance 04-112-2.

City costs include but are not limited to:

- 2.1 City Manager at \$47.51 per hour;
- 2.2 City Planner at \$115.00 per hour;
- 2.3 City Secretary/Cashier at \$26.27 per hour;
- 2.4 Public Works Director at \$30.06 per hour;
- 2.5 Police Chief at \$43.84 per hour;
- 2.6 Fire Chief at \$36.39 per hour;
- 2.7 City Engineer at \$100.00 per hour
- 2.8 City Attorney at \$150.00 per hour;
- 2.9 Facsimile transmittal at \$2.00 per fax and \$.50 per page;
- 2.10 Copy fee of \$.25 per page;
- 2.11 Mileage at current Internal Revenue Service rate; and
- 2.12 City surveyor fee.

Dated this 4 day of April, 2019

Vicki Bond
Print Applicant's Name

Vicki Bond
Applicant's Signature

Blue Barrel Signs, LLC
 63056 NE Lower Meadow Drive, Suite 170, Bend, OR, 97701
 Primary Email: ray@bluebarrelsigns.com
 Primary Phone: (541) 306-4518
 License #: CCB # 206596
 www.bluebarrelsigns.com



Quote 2741

Reader Board Cabinet Double Face Approx 4' x 5'

SALES REP INFO
 Ray Woodmansee
 ray@bluebarrelsigns.com
 541-306-4518

QUOTE DATE
 02/19/2019
 QUOTE EXPIRY DATE
 03/21/2019

TERMS
 50/50

ORDERED BY
 Grant County Library

CONTACT INFO
 Vicki Bond
 grant047@ortelco.net
 +1 541-575-1992

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAX
1	Reader Board Cabinet Double Face Approx 4' x 5' One(1) assembled, rectangle, double face sign cabinet with square corners; approx 4' 0" tall x 5' 0" long x 12.8" deep; 2" flat retainer; each side has one(1) horizontal 1 3/4" bar, set for 12" panel with vinyl logo at the top; cabinet painted standard color (black, white or bronze); pipe hole and hardware for one(1) 6 5/8" max, center pole; white undecorated polycarbonate faces; lower section polycarbonate faces has track for five(5) lines of 4" copy(letters not included); no illumination. Picked Up at Blue Barrel Signs, Bend, OR	1	Unit	\$2,907.00	\$2,907.00	\$0
2	Modern Font Letter Set 100 Piece with Letter Height Approx 4" Modern Font Letter Set 100 Piece with Letter Height Approx 4" Picked Up at Blue Barrel Signs, Bend, OR	2	Unit	\$114.00	\$114.00	\$0
3	6' to 12" Change Arm Pole and Suction Cup 6' to 12" Change Arm Pole and Suction Cup Picked Up at Blue Barrel Signs, Bend, OR	1	Unit	\$121.00	\$121.00	\$0
4	Letters Storage Cabinet Letters Storage Cabinet - Holds approx 300 letters in two(2) sections Picked Up at Blue Barrel Signs, Bend, OR	1	Unit	\$107.00	\$107.00	\$0

* Bottom of sign - Arms reach*

Terms and Conditions

Thank you for considering Blue Barrel Signs, LLC for your sign needs. Our quote is attached. Please review it to ensure all items are correct. This quote does not include the price of installation, electrical hook-up, required permits or engineering unless they are specifically noted. The customer is responsible for knowing sign codes in their area regarding allowable signs on signs that are not installed by Blue Barrel Signs. If you would like any changes, please note them and return this to us. Changes to the design and/or the items listed may result in a change of price. Customer warrants that artwork, graphics, illustration, etc...provided to Blue Barrel Signs, LLC for use as reproductions, signs, banners and all other print media are free from copyright, trademark or licensing protections or restrictions, and that customer has exclusive ownership of the media presented. Quotes and final invoices are subject to change if the scope of the job changes or elements are adjusted. If it is determined that there is lead based paint or asbestos where a sign is going to be installed or if that information is not made available to Blue Barrel Signs, installation will not be performed by Blue Barrel Signs and the quote to install the sign will be void. Customer is responsible to obtain approval from building owner for all installations. Any sign removal requirements by the building owner and/or manager because approval was not received by the customer prior to installation are the responsibility of the customer and not Blue Barrel Signs, LLC. Blue Barrel Signs, LLC may withdraw and cancel this quote for goods and services at anytime for any reason even if it has been signed by the customer and/or a deposit was received. A 50% deposit may be required when placing an order. Final payment for your order is due at the time of pick-up, delivery or installation or as noted on the quote. Any sales taxes due are the responsibility of the customer. A late fee of \$25.00 may be charged on the 31st day and every subsequent month on balances. If you have any questions, don't hesitate to contact us at 541-306-4518. If the details of this quote are correct and you agree to these terms and conditions, please return this form electronically with a signature. We look forward to working with you.

SIGNATURE:

DATE:

JOHN DAY TITLE 5 & MEASURE 37 FEE SCHEDULE

The following fee categories and fees apply to land use and development permit applications and approvals, and appeals under Title 5 of the JOHN DAY CITY CODE "Development Code" and Measure 37 claims under Ordinance No. 04-112-2. These fees are deposits only. All persons required to file applications under Title 5 for land use and development permit applications and approvals, or file appeals under Title 5 or claims under Measure 37 under Ordinance 04-112-2 shall pay the actual cost to the City for processing said applications, appeals and claims. If the cost to the City is less than the required deposit the City will refund the difference and if the cost to the City is more than the deposit the City shall bill for the difference as authorized. Costs to the City shall include but are not limited to payment of City employee wages who are involved in processing an application or appeal at their current hourly rate, City attorney fees, City engineer fees, City surveyor fees, newspaper publication fees, postage, map creation and duplication fees, copying fees, long distance telephone call fees, facsimile fess and mileage as authorized.

<u>FEE CATEGORY</u>	<u>FEE</u>
1. Land Use District Map Change Includes but is not limited to:	
1.1 Petitions for Annexation (Type IV Review)	\$500
1.2 District Map (Zone) Changes	\$500
2. Comprehensive Plan Amendments	\$500
3. Conditional Use Permit	\$500
4 Land Use Review	\$100
5 Variance:	
5.1 Class A	\$100
5.2 Class B	\$250
5.3 Cass C	\$250
6 Code	
6.1 Interpretation	\$100
6.2 Amendment	\$500
7 Flood Plain Development or Flood Plain Permit	\$200
8 Appeals:	
8.1 To the Planning Commission	\$100
8.2 To the City Council	\$300
9. Nonconforming Use or Development Confirmation	\$250
10. Historic Building Permit, Demolition or Remodel/Alteration:	
10.1 If handled by Staff and no public hearing is held	\$250
10.2 If a Public Hearing is required	\$400
11. Property Line Adjustment and/or Lot Consolidations	\$100
12. Master Planned Development	\$1,500 plus \$25 per lot
13. Partition	\$300
14. Site Plan Review	\$300
15. Subdivision	\$1,200 plus \$25 per lot
16. Measure 37 Claim	\$ 50
17. Lot of Record Determination	\$ 50
18. Access Permit (public street)	\$ 50
19. Home Occupation exceeding the criteria in Section 5-2.2.200	\$100
20. Modification to Approval:	
20.1 Minor (Type II)	\$ 50
20.2 Major (Type III)	\$150
21. Sign Permit:	\$ 50
22. Temporary Use Permit:	
22.1 Type II	\$ 50
22.2 Type III	\$150

Chapter 5-3.5 - Signs

Sections:

- 5-3.5.010 General Sign Standards in All Zoning Districts**
5-3.5.020 Sign Standards in the Commercial and Industrial Zoning Districts

5-3.5.010 General Sign Standards in All Zoning Districts

Signs are permitted in accordance with the following standards:

- A. One nameplate for each dwelling unit, home occupation, or business, as applicable. In residential zones the nameplate shall not be more than one and one-half (1 ½) square feet in area and shall not be specifically illuminated.
- B. One temporary sign advertising the sale, lease or rental of the property on which it is located. In residential zones, the sign shall not be more than six (6) square feet in area and shall not be specifically illuminated.
- C. One temporary sign advertising the sale of a tract of land or subdivision or of lots in a subdivision. The sign shall not be more than thirty two (32) square feet in area, and shall be at least ten (10) feet from a street property line and at least ten (10) feet from all abutting properties.
- D. One sign identifying a subdivision, commercial or industrial development, or PUD located at the main entrance thereto. The sign shall be subject to review by the Planning Commission during the site design review or subdivision review process. The Planning Commission may limit the size, height, or area of the sign, or require the use of specific building materials (e.g., wood, stone, or other natural appearing materials), lighting, setbacks, or other conditions of approval to ensure compatibility with the surrounding neighborhood.
- E. No sign shall encroach into the clear vision area at a street or driveway intersection.
- F. Where a sign is subject to this Chapter and the provisions of Oregon Revised Statutes Chapter 377 – Highway Beautification; Motorist Information Signs, the most restrictive regulation shall apply.

5-3.5.020 Sign Standards in the Commercial and Industrial Zoning Districts

The following sign standards shall apply to all property in Commercial and Industrial districts:

- A. No sign shall exceed twenty five percent (25%) of the area of the wall to which it is attached, except historic signs lawfully installed and predating the effective date of this Code (November 24, 2005) may continue, provided they do not interfere with traffic operations or create a hazard to public health or safety.
- B. No sign shall be located within or protrude into or over a street or other roadway, except where awning or canopy signs, or similar building-mounted signs, have been approved by the Planning Commission. In such cases, a minimum clearance shall be maintained in accordance with applicable codes.
- C. No sign shall be located where it shines, reflects, or glares directly onto a lot in an abutting residential zone or onto a street right-of-way.
- D. Freestanding signs (e.g., pole signs, monument signs, and similar non-building-mounted signs) erected after November 24, 2005 shall not exceed a height of eight (8) feet; such signs shall be setback a minimum of three (3) feet) from property lines.
- E. No building-mounted signs shall project above the highest roof elevation of the building to which it is mounted.

(Letters & Numbers Only)

Each	100
E	7
AI	6
OU	5
LNRSTP	4
FGHM	3
BCD	3
JKVWYZ	2
QX\$¢	1
0123456789	1

Grant County Library

From: Ray Woodmansee <ray@bluebarrelsigns.com>
Sent: Tuesday, February 19, 2019 8:28 AM
To: grant047@ortelco.net
Subject: Reader Board Sign Cabinet Quote
Attachments: Grant County Library-2741-Reader Board Cabinet Double Face Approx 4' x 5'-quote 02192019.pdf; Letter Set 100 Piece.pdf

Good Morning Vickie,

Here is your quote. There are some options. I quoted for the largest pole size for this size cabinet, we can go smaller if your installer wants a smaller diameter. I gave you the price for one set of 100 letters. You will probably need a minimum of 2 set and 3 would probably be better. I have attached a breakdown of how many of each letter and number is in each set. If you want punctuation marks, that is a separate set and I can give you a quote for those if you let me know. I have also include a pole to change the letters, but your staff may want to use a ladder. I have also given you the option of a storage box that separates the letters to more easily find the letters and numbers you want. You have the choice of 3 paint colors, black, white or bronze. I have quoted for you to pick up everything in Bend. We can deliver, but there would be an additional charge.

Please let me know if you have any questions.

Thank you,

Ray Woodmansee

Blue Barrel Signs, LLC
63056 NE Lower Meadow Drive, Suite 170
Bend, OR 97701

541.306.4518

www.bluebarrelsigns.com

CCB# 206596



**CITY OF JOHN DAY
GRANT COUNTY, OREGON**

CERTIFICATION OF PUBLIC NOTICE

IN THE MATTER OF AN APPLICATION FOR SIGN PERMIT WITH CLASS B VARIANCE SP-19-01, BY: GRANT COUNTY LIBRARY. I, Nicholas A. Green, City Planning Official, do hereby certify that a Public Notice in the matter of the subject land use application was sent first class mail or emailed on this 30th day of April 2019 to the person, parties and agencies listed below. A copy of said notice is attached hereto.

Lot	Map	Name	Address
100	13S31E26CA	Southworth, Jack & Teresa	PO Box 9, Seneca, OR 97873
200	13S31E26CA	Osborne, Delbert L & Sherrie R	27860 Picnic Creek Road, Mt. Vernon, OR 97865
1700	13S31E26CA	Aichele, Darin	222 W 11 th Street, The Dalles, OR 97058
2600	13S31E26CA	Winkelman, Emma J	520 SW Brent Drive, John Day, OR 97845
1800	13S31E26CA	Dunham, Joan	511 S Canyon Boulevard, John Day, OR 97845
2500	13S31E26CA	Gentis, Sherman W & Ginger	514 SW Brent Drive, John Day, OR 97845
2300	13S31E26CA	Deford, Sally C	510 SW Brent Drive, John Day, OR 97845
2200	13S31E26CA	Raschio, Robert S & Sena Marie	106 SW 4 th Avenue, John Day, OR 97845
2100	13S31E26CA	Hueckman, Bobbee & Brandon	PO Box 123, Canyon City, OR 97820
2000	13S31E26CA	Hensley, Kristi B	223 Felton Street, Caldwell, ID 83605
1900	13S31E26CA	Grant, County of	201 S Humbolt, Suite 280, Canyon City, OR 97820
		JD Fire Chief Ron Smith	Emailed
		JD Police Chief Mike Durr	Emailed
		JD Public Works Director Monte Legg	Emailed

So certified this 30th day of April 2019.

Nicholas A. Green, Planning Official