

**City of Sherwood, Oregon
Ordinance No. 2004-006**

**AN ORDINANCE APPROVING A PLAN TEXT AMENDMENT,
ESTABLISHING CHANGES TO SECTION 5.700 OF THE SHERWOOD
ZONING AND COMMUNITY DEVELOPMENT CODE AND ESTABLISHING
AN EFFECTIVE DATE.**

WHEREAS, Section 5.700 was amended in response to a request by City Council to decrease the allowable maximum height and face area of signs; and

WHEREAS, the Sherwood Planning Commission conducted a public hearing on the proposed plan text amendment on April 13, 2004, and recommended approval of the plan text amendment to the City Council; and

WHEREAS, the Community Development and Zoning Code Section 4.203.01 specifies the criteria to approve a change in the Comprehensive Plan Text, and that the Sherwood City Council finds that the text proposal complies based on the findings of the Planning Commission and their own deliberation; and

WHEREAS, the Sherwood City Council has received the the City's Planning Staff report, the Planning Commission findings, and the Council reviewed the materials submitted and the facts of the proposal and conducted a public hearing on April 27, 2004.

NOW, THEREFORE, THE CITY ORDAINS AS FOLLOWS:

Section 1. Commission Review & Public Hearings. That the proposal by the Planning Commission for a Plan Text Amendment (city file No. PA 04-01) to amend the Sherwood Zoning and Community Development Code section 5.700 was subject to full and proper review, and public hearings were held before the Planning Commission on March 16th and April 20th, 2004 and the City Council on April 27, 2004.

Section 2. Findings. That after full and due consideration of the application, the City Staff report, the record, findings, and of the evidence presented at the public hearing, the Council finds that the sign ordinance of the Sherwood Zoning Code should be amended to address the needs of the community, to enhance the built environment of Sherwood, and clarify the intent of sign regulation; therefore, the Council adopts the findings of fact contained in the Planning Commission staff report dated April 27, 2004 . Furthermore, the Council finds that to preserve the aesthetic values of the City and community character which would be jeopardized by a delay in the passage of this ordinance, an emergency does exist; whereupon this ordinance amendment should take place immediately.

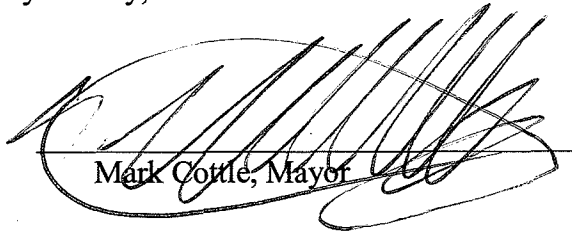
Section 3. Approval. That the proposal for Plan Text Amendment is hereby **APPROVED** as stipulated in the document labeled "Exhibit A" and attached to this ordinance.

Section 4. Manager Authorized. The Planning Director is hereby directed to take such action as may be necessary to document this amendment, including preparation of a certified amendment of the Official City Zoning and Community Development Code in accordance with City ordinances and regulations.

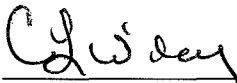
Section 5. Effective Date and Declaration of Emergency. As an emergency is declared to exist based on the findings of Council, this ordinance shall become effective the immediately upon its adoption.

Duly passed by the City Council this 11th day of May, 2004.

Approved by the Mayor this 11th day of May, 2004.


Mark Cottle, Mayor

Attest:



C.L. Wiley, City Recorder

	AYE	NAY
Weislogel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heironimus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Durrell	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mays	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fox	<i>absent</i>	<input type="checkbox"/>
Cottle	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PA 04-01 Sign Code Plan Text Amendment

"Exhibit A"

May 11, 2004

1.200 Definitions

1.201.01.146 Sign: An identification, description, illustration, or device which is affixed to, or represented directly or indirectly upon a building, structure, or land, which directs attention to a product, place, activity, person, institution, or business. See Section 5.701.09 for additional sign definitions.

5.700 SIGNS

5.701 GENERALLY

5.701.01 Sign Permits

- A. Except as otherwise provided in Section 5.701, 5.704, 5.705, 5.706 and 5.707, no person shall construct, install, structurally alter or relocate any sign without first obtaining an administrative sign permit from the City as required by Section 3.200 and making payment of the fee required by Section ~~3.302~~ 3.301. In addition, all permitted illuminated signs shall be subject to the provisions of the State Electrical Code and any applicable permit fees.

5.701.02 Sign Application

Application for a sign permit shall be made upon forms provided by the City and shall include the following information:

- A. Name, address and telephone number of the applicant. Name, address, telephone number and signature of the landowner.
- B. Location of the building structure or lot to which or upon which the sign is to be attached or erected.
- C. A scaled drawing showing sign design including colors, dimensions, sign size, height above ground, method of attachment, construction and materials, type, source and intensity of illumination and the relationship to any building to which the sign will be attached.

- D. A plot plan ~~approximately~~ drawn to scale indicating the location of all buildings, property lines, existing signs, street lights, easements and overhead power lines on the same premises.
- E. Name, address and telephone number of the person or firm who will ~~do the erection, construction or maintenance~~ erect, construct and maintain ~~on~~ the sign.

5.701.03 Exceptions

The following signs shall not require a sign permit but shall conform to all other applicable provisions of Section 5.700:

- A. Traffic signs installed per the Manual of Uniform Traffic Control Devices and other federal, state and local traffic sign regulations.
- B. Nameplates not exceeding one (1) square foot in area.
- C. Messages on a legally erected, painted or printed advertising sign, theater marquee or similar sign specifically designed for the use of replaceable copy.
- D. On-site painting, repainting, cleaning and normal maintenance and repair of a sign.
- E. Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other noncombustible materials.
- F. A construction site sign denoting an architect, engineer, contractor, subdivision or development, not exceeding thirty-two (32) square feet in area, provided that such sign is removed within thirty (30) days from date of issuance of the final occupancy permit or within two (2) years, whichever is less.
- G. Portable/Temporary Signs allowed per Sections 5.704, 5.705, 5.706, and 5.707.
- H. Public utility signs and other signs required by law.
- I. Signs on private property 3 square feet or less per sign face and under 3 feet tall when freestanding and installed to be readable on private property.

5.701.04 Violations

The City shall order the removal of any sign erected or maintained in violation of the provisions of Section 5.700. The City shall give ninety (90) days written notice to the owner of the sign or, if the owner of the sign cannot be notified, to the owner of the building, structure or premises on which such sign is located, to remove the sign or to bring it into compliance. After ninety (90) days the City may remove such sign at cost to the owner of the building, structure or premises. All costs incurred by the City will be a lien against the land or premises on which the sign is located and may be collected or foreclosed in the same manner as similar liens.

5.701.05 Nonconforming Signs

Signs in existence prior to the effective date of this Code or located on land annexed to the City after the effective date of this Code, which do not conform to the provisions of Section 5.700, but which were constructed, erected, or maintained in compliance with all previous regulations, shall be regarded as non-conforming signs and shall be brought into compliance within five (5) years. Any nonconforming sign which is structurally altered, relocated or replaced shall immediately be brought into compliance. Permanent residential development and public and church signs are exempt from this section.

5.701.06 Abandoned Signs

Any person who owns or leases a sign shall remove the sign and sign structure when the business advertised is discontinued or moves. The City shall give the owner of the building, structure or premises upon which an abandoned sign is located ninety (90) days written notice for removal of the sign. After ninety (90) days the City may remove such sign at cost to the owner of the building, structure or premises. All costs incurred by the City may be a lien against the land or premises on which such sign is located and may be collected or foreclosed in the same manner as similar liens.

5.701.07 Additional Setbacks

Where the supporting member of any sign is permanently erected or affixed to the ground within a setback area established pursuant to Section 2.302, no permit shall be issued for such sign until the owner(s) of the sign and premises upon which the sign will be erected, enter into a written agreement with the City providing the supporting member within ninety (90) days of written notice by the City. The agreement shall further provide that after ninety (90) days the City may remove such sign at the expense of the owner(s). All costs incurred by the City may be a lien against such land or premises and may be collected or foreclosed in the same manner as similar liens.

5.701.08 Construction and Maintenance

Except as otherwise provided in this Code, the construction of all signs or sign structures shall conform to applicable provisions of the Uniform Building Code. All signs, supports, braces, guys and anchors and sign sites shall be kept in good repair and maintained in a clean, safe condition.

5.701.09 Definitions

A. Off-Premise Sign: A sign placed at a location other than on the lot or property where the business or event being advertised or otherwise promoted is located.

B. Sign Face Area: The area of the sign shall be measured as follows if the sign is composed of one or more individual cabinets or sides:

1. The area around and enclosing the perimeter of each cabinet, sign face or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include all written advertising copy, symbols or logos.

2. If the sign is composed of more than two sign cabinets, sign facia or modules, the area enclosing the entire perimeter of all cabinets and/or modules within a single, continuous geometric figure shall be the area of the sign.

C. Single Business Site: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or any other recorded document, having a single legally permitted business on the site.

D. Commercial Center: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having at least two (2) but no more than three (3) legally permitted businesses on the site.

E. Commercial Plaza: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having four (4) or more legally permitted businesses on the site. Any legally permitted off-premise sign on the site shall be included as an on-site business and must comply with the provisions of Section 5.700.

F. Free-Standing Signs

1. Monument Sign: A sign constructed so that it is erected on grade or set into a hillside. If the monument sign is supported by poles, the sign shall extend to cover

the support poles to within four (4) inches of the grade. Each free-standing monument sign shall have no more than two (2) faces.

2. Column Sign: A sign supported by two square columns covered by wood, brick, metal or stone with a minimum width of 24" and a maximum width of 36". The columns must extend uninterrupted from grade level to the base of the sign face.

G. Pole Sign: A free-standing sign mounted on one (1) vertical support.

H. Wall Sign: A sign attached to, erected against or painted on a wall of a building.

I. Permanent Residential Development Sign: Any sign erected in association with a single-family attached, single-family detached, duplex or townhome subdivision or Planned Unit Development.

J. Roof Signs: Signs erected in or directly above a roof or parapet of a building or structure.

5.702 PROHIBITED SIGNS

5.702.01 Unsafe or Unmaintained Signs

All signs and sign structures must be constructed, erected and maintained to withstand the wind, seismic and other loads as specified in the Uniform Building Code. No sign shall be constructed, erected or maintained in violation of the maintenance provisions of Section 5.700.

5.702.02 Signs on Streets

No sign shall substantially obstruct free and clear vision along streets or by reason of the position, shape or color, may interfere with, obstruct the view of, or be confused with any authorized traffic signal or device. No sign shall use the words "stop", "look", "danger", or any other similar word, phrase, symbol or character that interferes with or misleads motorists, pedestrians or bicyclists.

5.702.03 Obstructing Signs

No sign or sign structure shall be located or constructed so that it obstructs access to any fire escape, exit doorway or other means of egress from a building. No sign or supporting structure shall cover, wholly or partially, any window or doorway in any manner that will substantially limit access to the building in case of fire.

5.702.04 Rotating or Revolving Signs

Rotating or revolving signs are prohibited.

5.702.05 Illuminated Signs

Flashing signs, exposed reflective type bulbs, strobe lights, rotary beacons, par spots, zip lights and similar devices are prohibited. No exposed incandescent lamp which exceeds twenty-five (25) watts shall be used on the exterior surface of any sign so as to expose the face of such bulb or lamp to a public street. All permitted signs shall bear an approved Underwriters Laboratory label.

~~5.702.06 Off-Premise Signs~~

~~Except as otherwise permitted by this Code and Sections 5.704, 5.705, 5.706 and 5.707, off-premise signs are prohibited.~~

5.702.06 Changing Image Signs

Any sign that through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, resulting in movement, the appearance of movement or change of sign image or message are prohibited. Changing image signs do not include otherwise static signs where illumination is turned off and back on at a maximum of once every 30 seconds and such change does not involve movement, flashing or changes in intensity of lighting.

5.702.07 Pole Signs

5.702.08 Signs on Vacant Land

Any sign on unimproved property, unless allowed as a temporary sign under Sections 5.704, 5.705, 5.706 and 5.707 shall be prohibited.

5.702.09 Permanent Residential Development Signs

5.709.10 Roof Signs

5.703 SIGN REGULATIONS BY ZONE

5.703.01 Residential Zones

No sign requiring a permit shall be allowed in residential or institutional public zones except for the following:

A. Public/Semi-Public Buildings Uses

On churches, schools and other public or semi-public buildings located within a residential or institutional public zone, ~~signs not exceeding thirty six (36) square feet in size shall be permitted. Signs must be attached flat against buildings or setback a minimum of fifteen (15) feet from property lines adjacent to public streets.~~ ;

- 1) One (1) wall sign not exceeding thirty-six (36) square feet shall be permitted on a maximum of two (2) building elevations.
- 2) One (1) free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. A minimum setback of fifteen (15) feet from property lines adjacent to public streets is required.
- 3) Wall signs must be attached flat against the building face. The maximum height of any portion of a free-standing sign shall be limited to eight (8) feet from ground level to at its base.

B. Multi-Family Development Signs

One (1) non-illuminated free-standing monument sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. The maximum height of any portion of a free-standing sign shall be limited to five (5) feet from ground level at its base.

~~B C.~~ Permanent Residential Development Sign

One (1) ground free-standing monument sign, not exceeding thirty two (32) square feet in size area, at no more than two (2) street entrances to a residential subdivision or planned unit development (PUD). Signs shall be constructed of decorative wood, brick, stone, masonry or other materials similar to that used in the subdivision or PUD it is representing. The sign is limited to five (5) feet in height from ground level to its base.

Illumination may be permitted provided a public nuisance is not created. A provision shall be recorded with the subdivision plat for the permanent maintenance of the sign and of the surrounding land area, irrespective of whether such area has been dedicated to public use or retained in private ownership.

~~C D.~~ E. Non-Residential Signs

One (1) monument sign not more than sixteen (16) square feet in area identifying a permitted use in a residential zone shall be allowed.

~~D E.~~ F. Temporary/Portable Signs

The requirements of Sections 5.704, 5.705, 5.706 and 5.707 shall apply.

5.703.02 Commercial Zones

No sign requiring a sign permit shall be allowed in commercial zones except for the following:

A. Free-Standing Signs

1. **Number Permitted:** One (1) multi-faced, free-standing sign designating the principal goods or services available on the premises shall be permitted ~~per street frontage~~. Where the total street frontage a frontage exceeds three hundred (300) feet in length, one (1) additional free-standing sign is permitted. No more than one (1) free-standing sign per street frontage shall be permitted. Where two (2) or more signs are allowed, each sign shall be oriented to face a different direction or street frontage. Any off-premise free-standing sign legally located on a single business site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of Section 5.700.

2. **Height Limit:** ~~The maximum height of any portion of a sign or sign structure shall be forty five (45) feet from ground level at its base, provided that no sign shall exceed in height the distance from the sign to the centerline of an adjacent public right of way.~~

Maximum sign height shall not exceed the following:

<u>Single Business Site</u>	<u>25'</u>
<u>Commercial Center</u>	<u>30'</u>
<u>Commercial Plaza</u>	<u>35'</u>

The height of the sign shall be measured from the average grade of the building footprint located on site to the highest point of the sign. For sites with more than one (1) building, the average grade of the building closest to the location of the sign shall be used.

3. **Clearance:** ~~The minimum clearance below the lowest portion of a free-standing sign shall be fourteen (14) feet over any driveway or parking area. Signs are prohibited over a driveway or parking area.~~

4. **Area:** ~~Maximum sign area shall be one and one-half (1-1/2) square feet of area per lineal foot of street frontage, not exceeding seven hundred fifty (750) square feet per sign face, or one thousand five hundred (1500) square feet for all sign faces. Multiple frontage properties may have more than one (1) sign, combine linear frontages and erect a larger sign, or combine with the frontage of adjacent premises to erect a single, common sign. The total combined sign area of any option shall not exceed the sizes otherwise permitted by Section 5.703.02.~~

Area:

- a. Single Business Site:** The maximum sign face area for a single business site shall be no more than one hundred-fifty (150) square feet. The total for all free-standing sign faces shall not exceed three hundred (300) square feet.
- b. Commercial Center:** The maximum sign face area for a commercial center sign shall be no more than two hundred (200) square feet. The total for all free-standing sign faces shall not exceed four hundred (400) square feet.
- c. Commercial Plaza:** The maximum sign face area for a commercial plaza sign shall be no more than three hundred (300) square feet. The total for all free-standing sign faces shall not exceed six hundred (600) square feet.
- d.** The maximum sign face area on any sign for any one (1) legally permitted business shall not exceed one hundred-fifty (150) square feet.
5. **Location:** No free-standing sign or any portion of any free-standing sign shall be located within a public right-of-way. Free-standing signs must comply with the Clear Vision Area requirements of Section 2.301.
6. **Off-Premise Signs:** Sign area will be calculated as part of the permitting business's total square footage requirements as described in Section 5.703.02(A)(4). Any off-premise free-standing sign legally located on a single business site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of Section 5.700.

All off-premise signs oriented to be viewed from State Highway 99W shall be subject to the standards and requirements of the Oregon Administrative Rules and Oregon Revised Statutes administered and enforced by the Oregon Department of Transportation (ODOT). Where there is a conflict between the standards or requirements of the City and the State, the more restrictive standards or requirements shall apply.

B. Wall Signs and ~~Banner Sign Coverage~~

Wall signs in combination with banner and projecting signs placed per Section 5.707 and defined in Section 5.704.01C, shall not exceed twenty percent (20%) of the gross area face of the building to which the sign is attached. Signs placed on or within one (1) foot of display windows and designed to be viewed from the exterior of the building shall be included in determining the amount of signing. A minimum of thirty (30) square feet is guaranteed and the maximum shall be two hundred-fifty (250) square feet. Wall signs may not project more than one and one-half (1-1/2) feet from the wall to which they are attached.

C. Projecting Signs

Projecting signs supported by a wall of a building or structure shall be permitted under the following conditions:

1. Only one (1) projecting sign will be permitted on the same business frontage with wall signs.
2. No projecting sign shall be permitted on the same premises where there is a free-standing sign or roof sign.
3. A projecting sign shall be used solely to identify a business and shall not be used to advertise services or products sold on the premises.
4. No projecting sign shall extend more than three (3) feet above the roof line at the wall or the top of a parapet wall, whichever is higher.
5. No projecting sign shall be located within twenty (20) feet of another projecting sign in the same horizontal plane.
6. No projecting sign shall be supported by a frame, commonly known as an "A frame" or other visible frame located on the roof of a building.
7. No sign shall project to within two (2) feet of the curb of a public street or beyond five (5) feet from the building face, whichever is less.

D. Directional Signs

The requirements of Section 5.703.01.C shall apply.

E. Roof Signs

~~Signs erected in or directly above a roof or parapet of a building or structure are permitted provided such sign meet the following conditions:~~

- ~~1. The size of the sign face shall not exceed fifty (50) square feet.~~
- ~~2. The height of a roof sign shall not exceed the highest point on the building or structure. Roof signs on flat roofs are prohibited.~~
- ~~3. Supporting members shall be completely enclosed with materials of compatible design and color to the building or structure.~~
- ~~4. Only one (1) roof sign may be permitted per building or structure.~~

F. E. Temporary/Portable Signs

The requirements of Sections 5.704, 5.705, 5.706 and 5.707 shall apply.

5.703.03 Industrial Zones

No sign requiring a permit shall be allowed in industrial zones except for the following:

- A. Signs permitted in commercial zones, provided that only one (1) multi-faced free-standing sign designating the principal uses of the premise shall be permitted in any setback area, if the area of any one face of such free-standing sign does not exceed sixty (60) square feet and the total area of all faces of such free-standing sign does not exceed one hundred and twenty (120) square feet.

B. Directional Signs

The requirements of Section 5.703.01C shall apply.

C. Temporary/Portable Signs

The requirements of Sections 5.704, 5.705, 5.706 and 5.707 shall apply.

5.704 TEMPORARY/PORTABLE SIGNS

5.704.01 Definitions

The following sign types are termed Temporary/Portable for the purposes of this Code.

- A. Portable A-Frame Sign – a double-faced portable sign with an A-shaped frame, composed of two sign boards attached at the top and separated at the bottom, and not supported by a structure in the ground.
- B. Temporary/Portable Sign – small movable sign used for a temporary period of time (A-frame signs are considered a Temporary Portable Sign when used for a limited time period as specified by this Code).
- C. Banner Sign – a sign made of lightweight fabric or other non-rigid material characteristically supported by two or more points and hung on the side of a building.
- D. Temporary Over-Roadway Banner Sign – banner signs placed over a public roadway for a limited period of time.

5.704.02 Placement Requirements

- A. Temporary/Portable signs must remain movable by hand and shall not be attached or anchored in any way to trees, vehicles, trailers, utility poles, pavement or any public property.
- B. Temporary/Portable signs shall not obstruct pedestrian and disabled accessible ADA routes of travel, including but not limited to, transit stop areas, disabled parking spaces, disabled access ramps, building entrances and fire escapes.
- C. Temporary/Portable signs shall not create a traffic hazard by blocking vehicular sight distance or be placed within a vehicular travel lane.
- D. Temporary/Portable signs shall be kept in good condition and shall not be rusty, faded or splintered.

5.705 PORTABLE A-FRAME SIGNS

5.705.01 Prohibited Locations

A. Industrial Zoning Districts

To preserve industrial zoning districts as employment-based manufacturing areas and to encourage retail uses and retail signage in commercial zones, portable A-frame signs are prohibited in industrial zones, including General Industrial (GI) and Light Industrial (LI) zones.

B. Temporary/Portable signs are permitted per Section 5.706.

5.705.02 Permitted Locations

A. Commercial and Institutional Public Zoning Districts

Each business having a valid City of Sherwood business license which is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC) or Institutional Public (IP) zoning district may display one (1) portable A-frame sign on private property within 25-feet of the main entrance to the business.

Each portable sign shall be a maximum of six (6) square feet per sign face.

Signs shall be sited per Section 5.704.02.

B. Multi-family zoning districts including High Density Residential (HDR) and Medium Density Residential High (MDRH).

One (1) portable A-frame sign on private property.

Each portable sign shall be a maximum of six (6) square feet per sign face.

Signs shall be sited per Section 5.704.02

C. Old Town Overlay District

Businesses who have a valid City of Sherwood business license and are physically located within the Old Town Overlay District, may display two (2) portable signs on private property or within the public right-of-way in the Old Town Overlay District.

Each portable sign shall be a maximum of six (6) square feet per sign face.

If a business wishes to place a portable sign on the sidewalk in front of someone else's property that business must receive written permission from the property owner whose property is adjacent to where the sign is placed.

Signs shall be sited per Section 5.704.02.

5.706 TEMPORARY/PORTABLE SIGNS & OVER-THE-ROADWAY BANNER SIGNS

5.706.01 Prohibited Locations

Temporary/Portable and Over-the-Roadway Banner Signs are prohibited in the following locations, unless otherwise approved due to road construction and/or closure per Section 5.706.03C:

- A. ODOT right-of-way, including but not limited to Highway 99W.
- B. Washington County right-of-way, including but not limited to Roy Rogers Road, Edy Road and Tualatin-Sherwood Road.

5.706.02 Temporary/Portable Sign Exemptions

- A. Four (4) off-site temporary/portable signs not exceeding six (6) square feet each per sign face may be displayed without permit from Thursday at 6:00 PM until Sunday at 8:00 PM and on Tuesday.
- B. Public notice signs as required by Section 3.202.02.
- C. Tenants and property owners may display temporary/portable signs a maximum of eight (8) square feet per sign face without permit on private residential property where the tenant or owner resides.
- D. Signs shall be sited per Section 5.704.02.

5.706.03 Permits Required

- A. Temporary/Portable sign users that are not exempt per Section 5.706.02 shall obtain a permit from the City of Sherwood. Permits shall be issued by the Planning Director without public notice of public hearing per Section 3.201A, Type I review action.
- B. A temporary/portable sign user may be permitted to display temporary signs a total of four (4) times in one (1) calendar year for a period of two

(2) weeks prior to an event. The signs shall be removed two (2) days following the event. As an alternative to four, two-week periods, signs may be permitted for a two-month period per calendar year for seasonal, temporary events.

- C. In the event that the temporary sign is requested by a business whose regular access is blocked due to road construction and/or road closures, temporary/portable signs may be permitted to remain until construction is completed. These signs may be located in ODOT, City of Sherwood or Washington County right-of-ways if approved by these agencies.
- D. Signs shall be sited per Section 5.704.02.

5.706.04 Permit Forms

All temporary sign users requiring permits per this code shall make application on forms provided by the City. Such forms shall be created and maintained by the City Manager or his or her designee. A permit fee may be charged and set out in a City Council resolution. When placing signs on private property, an owner's signature granting permission to place the sign on their property is required.

5.706.05 Permit Types

Temporary sign permits are classified as follows:

A. General Temporary Sign Permit

The sign user may display no more than one (1) temporary sign at up to ten (10) approved locations throughout the City. Temporary signs are limited to six (6) square feet per sign face and shall be spaced a minimum of ten (10) feet apart. Applications must be submitted to the City four (4) weeks prior to the requested date of sign placement.

A temporary sign may be permitted to be larger than six (6) square feet, if one or more of the following criteria is met:

1. The location where the sign is proposed is on a high-speed roadway, 35 mph or greater, that warrants a larger sign making the sign readable and improving traffic safety.
2. Installing a larger sign would eliminate the need for several smaller signs reducing visual clutter.
3. The proposed event for which the sign is being permitted is expected to attract a larger number of people and would require closing roads.

B. Temporary Over-the-Roadway Banner Signs

An applicant may be approved for one (1) temporary over-the-roadway banner sign to be attached to power poles. Over-the-roadway banner signs shall be installed only after receiving a permit from Portland General Electric (PGE) or its successor. Once a PGE permit is obtained, the applicant is required to receive a right-of-way permit from the City Engineer.

Over-the-roadway banner signs are allowed at the following locations:

1. North Sherwood Boulevard, north of the south property line of Sherwood Middle School and south of the north property line of Hopkins Elementary School.

C. Pre-approved Temporary Portable Sign Permits

Temporary sign permits may be renewed for reoccurring annual events without submitting for a new permit to the City. However, over-the-roadway banner signs require a new permit from Portland General Electric (PGE). A new permit from the City is required if changes are made to the existing permit.

5.707 BANNER SIGNS

5.707.01 Placement Requirements

- A. Except for banner signs exempted by Section 5.707.03, banner signs shall be firmly attached to the side of a building only. No banner sign shall be attached to building roofs, fences, vehicles, trailers, or anything else that is not the side or part of the side of a building.
- B. Banner signs shall not cover building windows.
- C. Banner signs shall be maintained in good condition. They shall not droop, have frayed ends, and shall be graphically clear and readable. Sun-faded, weather-damaged banner signs are prohibited.
- C. Banner signs shall be made of all-weather material.

5.707.02 Prohibited Locations

- A. Banner signs are prohibited in all residential and industrial zoning districts.

5.707.03 Exemptions

- A. Banner signs not intended to be viewed from a public street.

5.707.04 Permitted Locations

- A. Commercial and Institutional Public Zoning Districts

Each business having a valid City of Sherwood business license and who's business is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC) or Institutional Public (IP) zoning district may display banner signs on private property.

Banner sign size shall be regulated per Section 5.703.02B.

Signs shall be displayed per Section 5.707.01.

- B. Multi-family zoning districts, including High Density Residential (HDR) and Medium Density Residential High (MDRH).

One banner sign not exceeding 32 square feet per tax lot.

Signs shall be displayed per Section 5.707.01.

5.708 TEMPORARY/PORTABLE SIGN VIOLATIONS

- A. Fines shall be set in a City Council resolution.

5.708.01 Temporary/Portable Signs, Banner Signs and Over-the-Roadway Banner Signs

Individuals in violation shall be subject to the sign being removed and a fine for the first offense and the find doubled for each subsequent offense.

5.708.02 Portable A-frame Signs

- A. First Violation – Written warning stating corrective action required to bring the portable sign into conformance.
- B. Second Violation – Fine.
- C. Third Violation – Portable sign removed and held for 30 calendar days. During this period the sign will be returned to the owner subject to a fine. After 30 days the City is no longer responsible for returning the sign.
- D. Fourth Violation – The business loses portable sign privileges for one year. City can remove signs and fine for each offense during this one year probation period.