

# Sign Code Exception Step by Step

1. Pre-Application conference scheduled.
  - a. The fee for a Pre-Application Conference is \$225 and needs to be paid at time of scheduling.
2. Pre-Application conference held.
  - a. Please have any pertinent partners attend this meeting, i.e. your architect or engineer
3. Sign Code Exception Application submitted by applicant.
  - a. The applicant must submit the required documents with the application as listed in Section 8-6.24.030 and Section 8-6.144.040 of the Community Development Code.
  - b. The fee for a Sign Code Exception is \$75 plus \$2 per sq. foot and needs to be paid at the time of submittal.
4. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 14 calendar days to determine whether the application is complete.
  - b. Once the application is determined to be complete, the applicant will be notified via a letter and the 120 day clock for the application process will start.
  - c. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.
5. Attend meeting with the Architectural Review Committee (if applicable)
  - a. This committee will review your application and site plan to assure that your sign meets the specific design standards for the zone of the proposed development.
  - b. The ARC will schedule a meeting no earlier than 7 days and no more than 14 days after the application is determined complete
6. Notice of Public Hearing
  - a. Notice of a Public Hearing shall be mailed and posted at least 20 calendar days before a Planning Commission Hearing by City Staff.
  - b. In addition to all other notice, at least 10 calendar days before a Planning Commission public hearing, notice shall be provided in a newspaper of general circulation in the City, by City staff.
7. Staff Report is written and mailed.
  - a. A copy will be mailed to the applicant approximately 7 calendar days prior to the public hearing.
8. Public Hearing is held in accordance with rules of procedure as written in 8-6.28.
  - a. The Planning Commission will review all evidence submitted to the record, including the staff report recommendation and Architectural Review Committee comments, and may:
    1. Approve or deny all or part of the application.
    2. Approve all or part with modifications or conditions of approval

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3. Defer a decision; or
4. Dismiss without prejudice due to procedural error or remand to correct a procedural error.

## 9. Minutes produced

- a. Minutes of the Planning Commission public hearing will be produced and reflect the matters discussed and the views of the participants shall be noted.

## 10. Notice of Decision

- a. Notice of Decision in the form of a final order will be provided to the applicant and any parties who testified during the hearing or submitted written comments.

## 11. Appeal Period

- a. There will be a 14 calendar day period after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition or at the direction of the City Council.
- b. If there is an appeal, it will be subject to another 20 calendar day Public Hearing Notice and then go to a City Council Public Hearing.
- c. The City Council will then make a decision.
- d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.

## 12. Submit a County Building Permit (if the Planning Commission approved your application)

- a. You can print of a copy of the Hood River County Building Permit Application from their website at [www.co.hood-river.or.us](http://www.co.hood-river.or.us).
- b. The application must be signed off by City of Cascade Locks Public Works Superintendent, Electric Department Superintendent, Fire Chief, and Planning Department. The County will not accept the permit until that is completed. This process will be done as quickly as possible by the City.

# Public Hearings Procedures

Planning Commission and City Council

## General Guidelines

- a. All those who wish to testify must write their name and address on a sign up sheet that will be available before and during the hearing.
- b. The order of testimony will follow the steps below and then will be based on the order individuals signed up.
- c. All those wishing to testify must do so from the podium and will refrain from making comments while in the audience.
- d. Testimony shall begin with a statement of one's name and address for the record.
- e. Testimony and evidence must be directed toward the decision criteria or other standards in the land use regulation the person believes to apply to the decision.
- f. Except as otherwise provided, the applicant, or the appealing party on appeal, bears the burden of proof that the proposal is in compliance with the applicable criteria and standards.

## Public Hearing Steps

1. Open public hearing – The hearing is opened with a statement of rules.
2. Members of the Commission or Council declare any and all significant pre-hearing ex-parte contacts with regard to the matter and potential conflicts of interest. Members will require themselves if there are any potential conflicts of interest that will not allow them to make a fair and impartial decision.
3. Presentation of the Staff Report
4. Applicant presentation
5. Testimony from those in favor of the proposed action
6. Testimony from those opposed to the proposed action
7. Questions from members of the public
8. Applicant's rebuttal
9. Final comments from Staff
10. Close of public hearing

NOTE: Once the hearing is closed, no additional testimony, comments, or questions may be taken from the audience.

# Sign Code Exception

## Applicant Handbook

### Approval Criteria

#### Approval Criteria (8-6.144.080)

The Planning Commission may approve a sign code exception if all of the following criteria are satisfied or found by the commission to be inapplicable to the application:

1. The proposed exception to the applicable height limit is necessary to make the sign visible from the street because of local topography and/or a conforming building or sign on an adjacent property which would limit the view of a sign erected on the site in conformity with the standards of this chapter. The additional sign height granted shall be limited to a maximum increase of 20%.
2. Individual signs may be granted up to an additional 20% of sign area when it is determined that the increase will not deter from the purpose of this chapter. This increase shall be judged according to specific needs and circumstances which necessitate additional area to make the sign or signs sufficiently legible. Such an increase shall only be granted when the total sign area allowed in Section 8-6.144.050 is limited to a maximum increase of 20%.
3. For a second freestanding sign in a commercial or industrial zone, the combined height for both signs shall not exceed 150% of the sign height allowed for one freestanding sign in Section 8-6.144.050. The additional freestanding sign shall only be granted when the total sign area allowed in Section 8-6.144.050 can be satisfied.

In addition to the sign code exception approval criteria above, the Planning Commission shall review all of the existing or proposed signage for the development and its relationship to the intent and purpose of chapter 8-6.144. As a condition of approval, the Planning Commission may require:

1. Removal or alteration of conforming or nonconforming signs to achieve compliance with the standards contained in this chapter;
2. Removal or alteration of conforming or nonconforming signs in order to establish a consistent sign design throughout the development; and
3. Sign permit applications for signs erected without permits or removal of such illegal signs.

# SIGN CODE EXCEPTION APPLICATION

City of Cascade Locks  
P.O. Box 308  
Cascade Locks, Oregon 97014  
Phone: 541-374-8484  
Fax: 541-374-8752

## I. BACKGROUND INFORMATION

### Applicant

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

### Property Owner (if different)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Property Information

Property Address: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

### Sign(s) Description

Sign Type: \_\_\_\_\_ Height: \_\_\_\_\_ Area of largest face: \_\_\_\_\_ Total Area: \_\_\_\_\_

Sign Type: \_\_\_\_\_ Height: \_\_\_\_\_ Area of largest face: \_\_\_\_\_ Total Area: \_\_\_\_\_

## II. APPLICATION REQUIREMENTS

- (A) \_\_\_\_\_ Completed and signed application form.
- (B) \_\_\_\_\_ Written response to the approval criteria. It is the applications responsibility to prove the need for the sign code exception.
- (C) \_\_\_\_\_ ONE copy and ONE PDF version of the site plan drawn to scale showing the locations of all existing and proposed signs on the property. The site plan must include the material required under Sections 8-6.144.040 of the Community Development Code. City Staff will assist the applicant in determining what information is required on the site plan.

- (D) \_\_\_\_\_ ONE copy and ONE PDF version of a sign drawing which illustrates:
  - a. The sign area dimensions;
  - b. The materials and colors to be used and graphic design;
  - c. If the sign is to be mounted on a building, an accurate drawing of the building face showing the sign's location, with dimensions for the building wall, roof, and sign, and the location and dimension of all other signs mounted on the building face.
  - d. The height of the sign above the ground;
  - e. The source and intensity of any illumination;
  - f. The structural and mechanical design and any engineering data, i.e., size of footings, anchorages, and welds; and
  - g. For those cases where an existing sign is to be modified, the applicant for a sign permit shall provide documentation or verifiable proof of when a sign was erected and, whenever possible, shall submit a copy of the original sign permit
- (E) \_\_\_\_\_ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (F) NA A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) \_\_\_\_\_ A signed fee agreement and payment for filing fee.

NOTE – FOR ANY NEW CONSTRUCTION A BUILDING PERMIT ISSUED BY HOOD RIVER COUNTY MAY ALSO BE REQUIRED. CONTACT THE COUNTY BUILDING DIVISION FOR INFORMATION

**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.

\_\_\_\_\_  
Applicant/Owner Date

\_\_\_\_\_  
Applicant/Owner Date

FOR OFFICE USE ONLY			
File Number: _____			
Submittal Date: _____	Fee: _____	Received by: _____	
Application Type: _____	Completeness: _____	120th Day: _____	

**NOTICE TO APPLICANT  
REIMBURSEMENT TO CITY OF CASCADE LOCKS  
FOR ADMINISTRATIVE FEES**

**TO: APPLICANT**

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY  
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), \_\_\_\_\_,  
hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an additional deposit required is \$ 2,000.00, but those actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**APPLICANT(S):** \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER(S):** \_\_\_\_\_  
(If Different Than Above) \_\_\_\_\_  
\_\_\_\_\_

# Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

## For All Developments:

Pre-Application Conference	\$225	
Site Plan Review		
Staff time, 5 hours planning consultant & 1 hour engineer	\$625	
Public Work Type A Permit		
Plan review & inspection by Public Works	\$250	
Zoning/Building Review Plan		
A. Accessory Structure, minor review	\$50	
B. House or Mobile Home	\$100	
C. Multi-Family Dwellings	\$100 + \$25 per unit	
D. Commercial, Industrial, Other Projects	\$200	

## Additional Fees for Multi-Family Developments:

Planned Unit Development	\$1,400	
Staff time, 8 hours planning consultant & 3 hours engineer		
Subdivision		
Staff time, 8 hours planning consultant & 3 hours engineer	\$1,200	
Public Work Type B Permit		
Plan review & inspection by Public Works	\$500	

## Other Possible Charges:

Conditional Use	\$625	
Staff time, 5 hours planning consultant & 1 hour engineer		
Lot Line Adjustment		
	\$125	
Variance		
Staff time & 4 hours planning consultant	\$450	
Partitions		
Staff time, 4 hours planning consultant & 1 hours engineer	\$500	
Signs		
	\$75 + \$2 per sq foot	
Temporary Permit		
	\$300	
A temporary permit will not be allowed until a building permit is purchased through the County		

## Appeal Process:

Appeal	\$450	
Administrative Review		
Staff time & 1 hour planning consultant	\$75	

## Miscellaneous Fees:

Amendment to Urban Growth Boundary	\$1,000	
Staff time, 8 hours planning consultant & 1 hour engineer		
Comprehensive Plan Amendment		
Staff time, 8 hours planning consultant & 1 hour engineer	\$1,000	
Wetland/Riparian Permit		
Staff time & 4 hours planning consultant	\$400	
Right of Way Permit		
Plan review & inspection by Public Works	\$50	
Vacations		
Staff time & 4 hours planning consultant	\$600	
Annexation		
Staff, 8 hours planning consultant & 1 hour engineer	\$1,000	
Zone Change		
Staff time, 8 hours planning consultant & 1 hour engineer	\$625	

## Waiver of pre-application conference

I, \_\_\_\_\_, hereby waive the step of a pre-  
*{name of applicant}*

application conference for \_\_\_\_\_  
*{application type, case number}*

pursuant to requirements under 8-6.24.020 (A) (2) of the

Community Development Code, which states that:

No application for a City Administrator, Planning Commission or City Council action shall be received by the Administrator unless the applicant or the applicant's representative has:

1. Attended a pre-application conference with the City Administrator\*; or
2. Signed a waiver, on a written statement prepared by the City Administrator\*, waiving the pre-application conference requirement.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\* According to Community Development Code, Chapter 8-6.08 Definitions

**City Administrator or Administrator.** The administrative head of the city or such other City employee or consultant who may be designated by the City Administrator to perform the functions delegated to the City Administrator.