

Sign Standards Exception Information & Submittal Requirements



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

The Planning Commission may authorize exceptions from the requirements of Chapter 17.62 (Signs) of the Zoning Ordinance where it can be shown that, owing to special and unusual circumstances related to a specific piece of property, strict application of Chapter 17.62 (Signs) would cause an undue or unnecessary hardship. However, no exception shall be granted to allow a sign or a type of signage which is prohibited. In granting an exception, the Commission may attach conditions which it finds necessary to protect the best interests of the surrounding property or neighborhood or otherwise achieve the purposes of Chapter 17.62 (Signs) of the Zoning Ordinance.

An exception may be granted if the property owner can establish that:

- A. The request is necessary to prevent an unnecessary hardship due to factors such as topography, location, surrounding development, lot shape or lot size; and
- B. The granting of the exception will not result in material damage or prejudice to other property in the vicinity; and
- C. The request will not be detrimental to community standards and the appearance of the city.

An exception may also be granted if the property owner can establish that strict enforcement Chapter 17.62 (Signs) will either:

- A. Deny the owner of all economically viable use of the property on which the sign is located; or
- B. Substantially interfere with the owner's use and enjoyment of the property on which the sign is located.

The burden for demonstrating that any of the above circumstances exist is upon the applicant. Exceptions shall not be granted for the convenience of the applicant or for the convenience of regional or national businesses which wish to use a standard sign size.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Sign Standards Exception application form. Please give as thorough an explanation as possible, keeping in mind the above review criteria that must be satisfied in order for the Planning Commission to grant your request. If additional explanation or materials would assist or support the request, include them with the application form.

- A site plan (drawn to scale, with a north direction arrow, legible, and of a reproducible size), clearly showing the location of the sign, buildings, lot dimensions, and adjacent street(s), distances from property lines, access, and other elements relevant to the requested exception to the sign standards.
- Additional information describing the sign such as height and materials used to construct the sign.
- Compliance of Neighborhood Meeting Requirements.
- Payment of the applicable review fee.

Review Process

An application for an exception to the sign standards of Chapter 17.62 (Signs) of the Zoning Ordinance is subject to a public hearing before the McMinnville Planning Commission. In advance of such hearing, public notice is provided to neighboring property owners within 100 feet of the subject property advising them of the proposed request and inviting their participation in the upcoming hearing. The procedure for providing notification of the request and the public hearing process itself is outlined in Sections 17.72.120 (Applications – Public Hearings) through 17.72.130 (Public Hearing Process) of the Zoning Ordinance.

The decision made by the Planning Commission may be appealed to the City Council as outlined in Section 17.72.180 (Appeal from Ruling of Planning Commission) of the Zoning Ordinance.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Sign Standards Exception Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north direction arrow, legible, and of a reproducible size), clearly showing the location of the sign, buildings, lot dimensions, and adjacent street(s), distances from property lines, access, and other elements relevant to the requested exception to the sign standards.*
- Other data or information which would help substantiate or clarify your request.*
- Compliance of Neighborhood Meeting Requirements.
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date