

August 16, 2023

Double R Products
Jian Koid
901 NW E St
Grants Pass, OR 97526

RE: Sign Permit - File 02SP-23

The City of La Pine received your Site Plan Review application to construct two wall signs, one free standing sign, and one ground mounted sign.

In reviewing the application against the requirements of the La Pine Development Code, City staff determined the application to be **INCOMPLETE**.

To ensure a complete application, the City determined the following additional information is required:

Part II - Code of Ordinances

Chapter 14 - Signs

Article IV. - Standards and Requirements

Division 4. - Illumination

Staff Comment: The application does not address how the relevant illumination criteria will be complied with. Please review and provide a response demonstrating compliance with each of the criteria.

Article V. - Signs by Zones

Division 3. – Height and illumination in Commercial and Industrial Sign Zones

Sec. 14-374. - Illumination

Staff Comment: The application does not address how the relevant illumination criteria will be complied with. Please review and provide a response demonstrating compliance with each of the criteria.

Division 4. – Commercial and Industrial Sign Zones

Sec. 14.395. – Wall signs.

Staff Comment: The application indicated that two wall signs are proposed, however there were no drawings or indications in the submitted documents as to what they would look like, or where they were proposed. Please provide this.

Sec. 14.408. – Automobile service station signs.

- (1) *The maximum height of a freestanding monument or ground-mounted sign shall be 12 feet.*
- (2) *The maximum height of a freestanding pole sign, including supporting structure, shall be 24 feet. The minimum clearance of a freestanding pole sign, excluding supporting structure, shall be 15 feet as measured from natural grade.*

Staff Comment: Please see the following definitions below:

Pole sign means a sign that is a freestanding sign connected to the ground by one or more supports with the lower edge of the sign device separated vertically from the ground by a distance of nine feet or greater as measured from grade.

Ground-mounted sign means a freestanding sign with a minimum of 12 inches of vertical solid base directly and continuously connected to at least 50 percent of the sign face width or, is borne by two or more supports which are a minimum of 12 inches but less than eight feet above grade.

Monument sign means a sign that has a solid supporting base equal or greater than the width of the sign face, generally made of stone, masonry, or concrete, with no separations between the sign and base.

The plans you provided indicated that the bottom edge of the sign face for the freestanding sign would be roughly 7.5 feet from the ground. This would meet the definition of a ground mounted sign which would only be allowed to be 12 feet in height. You’ve proposed your to be 22 or 24 feet in height (the site plan differs from what was listed in the application). Please revise the design to meet the requirements of the code and provide an accurate proposed height.

You have up to 180 days from the date of the application submittal to supply the requested information. The City will begin the review process when either the requested material is submitted, or you indicate to the City that no additional information will be submitted.

Please contact me if you have any questions.

Respectfully,

Brent Bybee
Principal Planner