

Wilsonville Business Center

Master Sign Program

Updated 10/04/19



City of Wilsonville
Exhibit B1 DB19-0029

OVERVIEW:

Location:

The Wilsonville Business Center (WBC) is the property located to the north and south of SW Hillman Ct. The property described as Tax Lots 100, 200, 300, 400, 601, and 602, Section 11C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon, and Tax Lot 300, Section 11D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Zoning Designation:

The property is zoned PDI: Planned Development Industrial.

Applicant and Property Owner:

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Applicant Representative:

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BACKGROUND INFORMATION:

The WBC is an existing development. Many tenants already have signage based off a previous Master Sign Program (MSP). Tenant signs had previously been allowed on any sign band along the horizontal building frontage. These legal non-conforming signs will be allowed to remain in place and “grandfathered” into the new MSP. Per Section **4.156.02(.05) D.5** of the Wilsonville Sign Code (WSC), any new signs, alteration to existing signs or new occupants of a given tenant space must adhere to this newly adopted MSP.

GENERAL REQUIREMENTS:

- 1) All permits and installation of signs will be the sole responsibility of the tenant and/or their contractor.
- 2) The tenant will be responsible for any expenses related to the removal of the signage.
- 3) Signs which are not listed in this signs program, but are required by law, shall be allowed.
- 4) Signs which are exempt from the City of Wilsonville sign ordinance are allowed, provided they meet the ordinance guidelines listed in **Section 4.156.05**.
- 5) Signs are only allowed to be installed on the designated sign band. The sign band may vary based on tenant location (please view elevation drawings for specific sign band location) and is subject to landlord approval.

WINDOW VINYL SIGNS:

Tenants will be allowed window vinyl graphics identifying the business name, logo, address, phone, website, hours of operation & suite number only. Signs may be placed on or directly adjacent to public entry doors. The total window sign area cannot exceed three (3) sq. ft. per tenant frontage. Signs shall not be illuminated. Signs shall be first surface vinyl graphics. Colors subject to Landlord approval.

LOADING DOCK IDENTIFICATION:

Loading Docks may be identified by numerals. Numerals may be constructed of a black material and mounted to the wall on their own or on a black plaque with white numeral. Each dock identification numeral shall not exceed a maximum of three (3) sq. ft.

LIST OF PROHIBITED SIGNS:

In addition to **Section 4.156.06**, the following signs are prohibited:

- 1) Sign types not listed in this sign program
- 2) Flashing, animated, or moving signs
- 3) Signs above roll up doors
- 4) Sign cabinets
- 5) Off-premises signs
- 6) Sandwich board, A-Frame or other portable signs
- 7) Signs that obstruct ingress and egress, or ventilation
- 8) Roof mounted signs
- 9) Pole signs
- 10) Signs that create traffic hazards
- 11) Vehicle display signs
- 12) Signs on public property
- 13) Awning or Marquee Signs
- 14) Wall painted Signs

CONSISTENCY WITH THE WILSONVILLE SIGN CODE

4.156 Sign Regulations

Section 4.156.02 (.05) D.5: Narrative:

Narrative describing the scope of the project, including written findings addressing all applicable review criteria, along with any other information showing how the proposed signage conforms with requirements for the applicable zone.

Response: The purpose of this Master Sign Program (MSP) is to create a uniform style of signage throughout the property, while still allowing individual tenants to properly identify their business. The sign program will ensure that all tenant signage is of a consistently high quality which will assist in maintaining the visual appearance of the property. This MSP will be administered, interpreted, and approved by the landlord. Any signage approval issued by the landlord through the use of this MSP are in accordance with the City of Wilsonville sign code. However, it must still be subjected to approval by the City of Wilsonville. The sign sizes listed in this program are the minimum/maximum allowed, and the City of Wilsonville will not process or permit signs that fall outside of these parameters. This MSP lists the type and style of signs mandated for these properties. Any sign types not expressly listed in this program are prohibited.

Section 4.156.02 (.05) E: Class II Sign Permit Review Criteria:

- 1. The proposed signage is compatible with developments or uses permitted in the zone in terms of design, materials used, color schemes, proportionality, and location, so that it does not interfere with or detract from the visual appearance of surrounding development.**

Response: Each tenant will submit to the landlord, before installation, detailed drawings of any proposed signage. The tenant will not apply for any permits with the City of Wilsonville, until the landlord has provided their written approval to the tenant of the proposed signage. Waivers and variances may be granted but must be first be approved by the landlord before being presented to the Development Review Board (DRB) for review. Signs are to be mounted to building with concealed studs and adhesive.

All bolts, anchors, fasteners, clips, etc., on the signage shall be concealed from view. The use of half inch spacers are required for rain run-off. The tenant and/or their contractor will be responsible for repairing any damage caused by the installation or removal of signage, at the tenant's cost. All permits and installation of signs will be the sole responsibility of the tenant and/or their contractor.

2. The proposed signage will not create a nuisance or result in a significant reduction in the value or usefulness of surrounding development

Response: Fonts & colors may vary by tenant if approved by the landlord on a case by case basis. Any signs installed without the approval of the landlord will be removed within 15 days of written notice from the landlord, at the tenant's cost.

3. Special attention is paid to the interface between signs and other site elements including building architecture and landscaping, including trees.

Response: Tenants are allowed one wall sign per building frontage regardless of the amount of tenant spaces occupied. Tenant Signs are only allowed on the designated sign band (refer to elevation drawings for sign band locations). The sign band may vary based on tenant location and is subject to landlord approval. Tenants shall be responsible for the maintenance of their signs. No signs shall cover any architectural elements on the designated sign band. Landscaping, including trees will be considered when selecting the tenant sign location.

Section 4.156.02 (.07) B: Master Sign Plan Review Criteria:

1. The Master Sign Plan provides for consistent and compatible design of signs throughout the development.

Response: All signs will be constructed of minimum: one inch deep individually fabricated aluminum pan letters, with aluminum face and returns. Fonts and colors may vary by tenant if approved by the landlord on a case by case basis.

2. The Master Sign Plan considers future needs, including potential different configurations of tenant spaces and different sign designs, if allowed.

Response: No illumination shall be allowed except for tenants that are open after normal business hours, or as expressly approved by the Landlord. Illumination is limited to face or halo lit channel letters with a maximum brightness of 65K.

Section 4.156.03. (.01): Sign Measurement:

Response: Area for signs constructed of individual elements (letters, figures, etc.) attached to the sign band shall be summed up by three squares, rectangles, circles or triangles drawn around all sign elements. The descender on the lower-case letters shall not be included in sign area calculation when the letter otherwise matches the font of other letters in the sign.

Section 4.156.08 (.02) A: Sign Eligible Facades:

Response: Eligible sign façade location is above the main entry. Alternate façade locations may be allowed as long as the façade has one or more entrances, the façade faces a lot line with street frontage or is adjacent to the primary parking area and no other buildings on the same lot obstruct the view of the building façade. Any alternate sign location is subject to written landlord approval.

Section 4.156.08 (.02) B: Sign Area Allowed:

Response: Signs should be centered vertically on the designated sign band section to which it is attached and must be spaced at minimum 24" from neighboring tenants signs. In no case shall any sign exceed 75% of the leased frontage.

The sign area allowed for all building signs on the designated sign band is shown in the calculations below & illustrated in the elevation drawings:

- 1) One or two lines of copy 24" overall maximum height- based on 32 lineal feet of tenant leased space

- 2) One or two lines of copy 36" overall maximum height- based on 50 lineal feet of tenant leased space
- 3) One or two lines of copy 42" overall maximum height- based on 50+ lineal feet of tenant leased space.

Reference the chart below and Section 4.156.08 (.02) B for Maximum Sign Area

Linear Length of Façade (feet)	Sign Area Allowed*
Less than 16	Area equal to linear length
16 to 24	24 sq. ft.
Greater than 24 to 32	32 sq. ft.
Greater than 32 to 36	Area equal to linear length
Greater than 36 to 72	36 sq. ft.
Greater than 72	36 sq. ft. plus 12 sq. ft. for each 24 linear feet or portion thereof greater than 72 up to a maximum of 200 sq. ft.

Section 4.156.09: Temporary Signs in All Zones:

The following temporary signs may be permitted in addition to the permanent signs allowed in different zones and exempt temporary signs unless specifically prohibited in a master sign plan or other sign approval.

1. General Allowance.

Response: Up to two (2) temporary sign are allowed per tenant space. Sign location and contents must be approved by the landlord prior to installation. Temporary Signs shall not exceed a combined total twenty-four (24) sq. ft. in size and shall only be allowed for four (4) weeks. Temporary signs are measured according to the sign measurement criteria listed in Section 4.156.03 (.01). Temporary signs may be banners, rigid signs, lawn signs, portable signs, or other signs of similar construction.

2. Opening Banner for a New Business or Housing Development.

Response: A banner corresponding with the opening of a new business or housing development may be permitted, subject to the following standards and conditions.

One banner shall be allowed for four (4) weeks either from the date of issuance of a Building Permit or four (4) weeks after occupancy of a new tenant space. Banners may be two sided but shall not exceed thirty-two (32) sq. ft. In all instances general allowance & grand opening signs shall not be allowed at the same time.

CONTACT INFORMATION:

Questions regarding the requirement for signage permits should be directed to the City of Wilsonville Planning Division: 503-682-4960. All other question should be directed to the landlord.