



## **ADMINISTRATIVE STAFF REPORT – MINOR MODIFICATION OF A 2017 CONDITIONAL USE PERMIT TO PLACE 3 READER BOARDS ON SCHOOL DISTRICT PROPERTY**

The School District and ultimately taxpayers of the City of Harrisburg own the property consisting of the Elementary School @ 642 Smith St., 15S04W15BB05300; the middle school at 201 S. 6<sup>th</sup> St., 15S04W15BB05300; and the high school at 400 S. 9<sup>th</sup> St., 15S04W15BD00400. A map of the locations of the reader boards are shown in **Exhibit A**. The City's decision may be obtained from the City Recorder, by contacting her via email; [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us), or by mail, at PO Box 378, Harrisburg, OR 97446.

### **Criteria: HMC 19.10.030(2)(b) Type II Procedures**

*b. The City Administrator shall apply the relevant clear and objective criteria in Chapter [18.50](#) HMC, which describes additional standards and criteria for “S” “special” uses in each zone. This procedure is not a “land use decision” as defined by ORS [197.015](#), and does not encompass discretion, and hence is not subject to appeal to the State Land Use Board of Appeals. Type II decisions may be referred to the City Planning Commission for review and hence to the City Council.*

### **Criteria: HMC 18.50.190 Special use standards in the residential zones.**

*1. Purpose. The following provisions are intended to encourage a variety of residential related and compatible uses in the residential zones with particular emphasis on the R-3 zone. The R-3 zone is a higher density zone with numerous compatible uses within walking distances. These include uses such as small professional offices, personal services providers, transitory rentals, religious and community organizations and facilities and many others typically found in Harrisburg and similar small communities.*

*2. Applicability. The standards in this section are applicable to “S” rated uses, as per Table 18.45.030.*

*3. Standards.*

*a. Traffic. The traffic generated by the proposed use shall not exceed the greater of an estimated two times that of a single-family dwelling or two times the use generated per MFD.*

*b. All other City development and building standards as per Table 18.45.040.4 must be met.*

*c. Parking. "S" rated uses in the residential zones must provide adequate off-street parking to demonstrate compatibility with existing uses. Parking needs in excess of two times that of an SFD must be provided on site.*

*d. RV parks in the R-3 zone may not exceed three acres.*

*e. Commercial uses in the R-3 zone may not exceed a gross area of one acre nor structure(s) exceeding 3,000 square feet. [Ord. 987 § 1 (Exh. A), 2022.]*

**DISCUSSION:** The presence of a school in a residential zone requires a Conditional Use Permit (CUP). Any changes to the schools are therefore required to also undergo a CUP procedure. In 2017, the school district obtained approval of a new CUP applicable to the installation of three digital/electronic reader boards at each school building. Only one reader board was installed at the grade school after that approval. The school district now wishes to upgrade the reader boards, and install the reader board at the high school, and the elementary school. A reader board shall also be allowed in front of the middle school, which is not planned for the immediate future. The School District may install signs that are smaller than those specified in the application.

Under the new development code, a CUP is allowed through an administrative review with notice, if the City Administrator feels that changes fall below the thresholds of HMC 19.30.030. The applicant has provided the City with an application that meets the standards of HMC 19.30.030, and the application is subject to the same approval criteria used for the initial project approval which was approved in 2017. Notice was provided as required in accordance with Chapter 19.10HMC.

HMC 18.50.190 is applicable as required by the code. However, the reader boards will not generate traffic, all other development requirements of the HMC have been met, this use of the property shall not require parking, are not considered an RV Park, nor are they a commercial use, or are located in a R-3 zone. Since the majority of all the standards are not applicable the City Administrator finds that they do not have any bearing upon this particular use of the property. The Conditional Use Permit standards approved in 2017 are still applicable to the installation of the reader boards, and therefore are included in the Conditions of Approval.

**FINDING:** As conditioned, the requirements of HMC 19.30.030, and HMC 18.50.190 are hereby met.

**Criteria: 18.90.060 Sign standards in the case of a conditional use and this chapter.**

*In the case of an approved conditional use, the sign limitations of a zone may be exceeded. Said signs shall pertain to the approved conditional use as specifically defined in the conditional use permit. [Ord. 987 § 1 (Exh. A), 2022.]*

**DISCUSSION:** In residential zones, signs are limited to 12 sq. ft., and are not allowed to be illuminated. However, a conditional use permit shall allow sign parameters to be exceeded. The new reader boards as shown in the application, shall not exceed 10' in height to the top of the sign, and the display will be within a 32 sq. ft. area that shall be illuminated and visible on each side. The signs are supported by a monopole stand. The sign locations must meet vision clearance standards, and shall be placed in the locations as shown in the site plan. Because the signs are commercial in nature, and belong to a public entity, they shall be required to obtain a commercial and electrical building permit.

**Condition of Approval No. 1:** Consistency of application: The signs placement on the property shall be consistent with the new application and site plan as submitted by the applicant, except where modified by additional Conditions of Approval.

**Condition of Approval No. 2:** Size Limitations: The signs shall not exceed 10' in height to the top of the sign, and the sign itself shall be limited to a 32 sq. ft. parameter, that shall be illuminated and visible on both sides.

**Condition of Approval No. 3:** Vision Clearance: The sign placement must meet vision clearance standards as specified and approved by the City of Harrisburg.

**Condition of Approval No. 4:** Building Permit: Prior to installation, the applicant shall be required to obtain a commercial structural and electrical building permit from the City of Harrisburg Building Official.

**FINDING: As conditioned, the criteria have been met.**

**CONCLUSION:** The request to place reader boards on the property are allowed to be processed as an administrative review if the City Administrator feels that changes fall below the thresholds of HMC 19.30.030. Because the same standards as followed in 2017 are applicable to this request, the City Administrator does feel that the changes are not detrimental to citizens who live within 200' of any of the signs. Public notice was provided to all properties within 200' of the subject properties; only one person provided neutral testimony. No remarks were received from regulatory agencies. As shown in the analysis above, the findings of fact, and the conditions of approval below, the City Administrator is providing approval of the request as submitted by the Harrisburg School District. Conditional Use approvals shall not expire, but under the terms of HMC 19.25.050, may be revoked or suspended at any time based upon the findings and actions as specified in HMC 19.25.050 by the City Administrator.

## **CONDITIONS OF APPROVAL**

**Condition of Approval No. 1 – Consistency of Application:** The signs placement on the property shall be consistent with the new application and site plan as submitted by the applicant, except where modified by additional Conditions of Approval.

**Condition of Approval No. 2: Size Limitations:** The signs shall not exceed 10' in height to the top of the sign, and the sign itself shall be limited to a 32 sq. ft. parameter, that shall be illuminated and visible on both sides.

**Condition of Approval No. 3: Vision Clearance:** The sign placement must meet vision clearance standards as specified and approved by the City of Harrisburg.

**Condition of Approval No. 4: Building Permit:** Prior to installation, the applicant shall be required to obtain a commercial structural and electrical building permit from the City of Harrisburg Building Official.

**2017 Conditions of Approval still applicable to the proposed Reader Board Signs:**

1. The electronic reader board signs shall not use any message effects or animations that rapidly flash, blink, flicker, or pulse.
2. The reader board signs shall operate at the following brightness levels:
  - a. 7:30 am – 4:30 pm: 80% capacity
  - b. 4:30 pm – 9:00 pm: 40% capacity
  - c. 9:00 pm – 7:30 am: 20% capacity







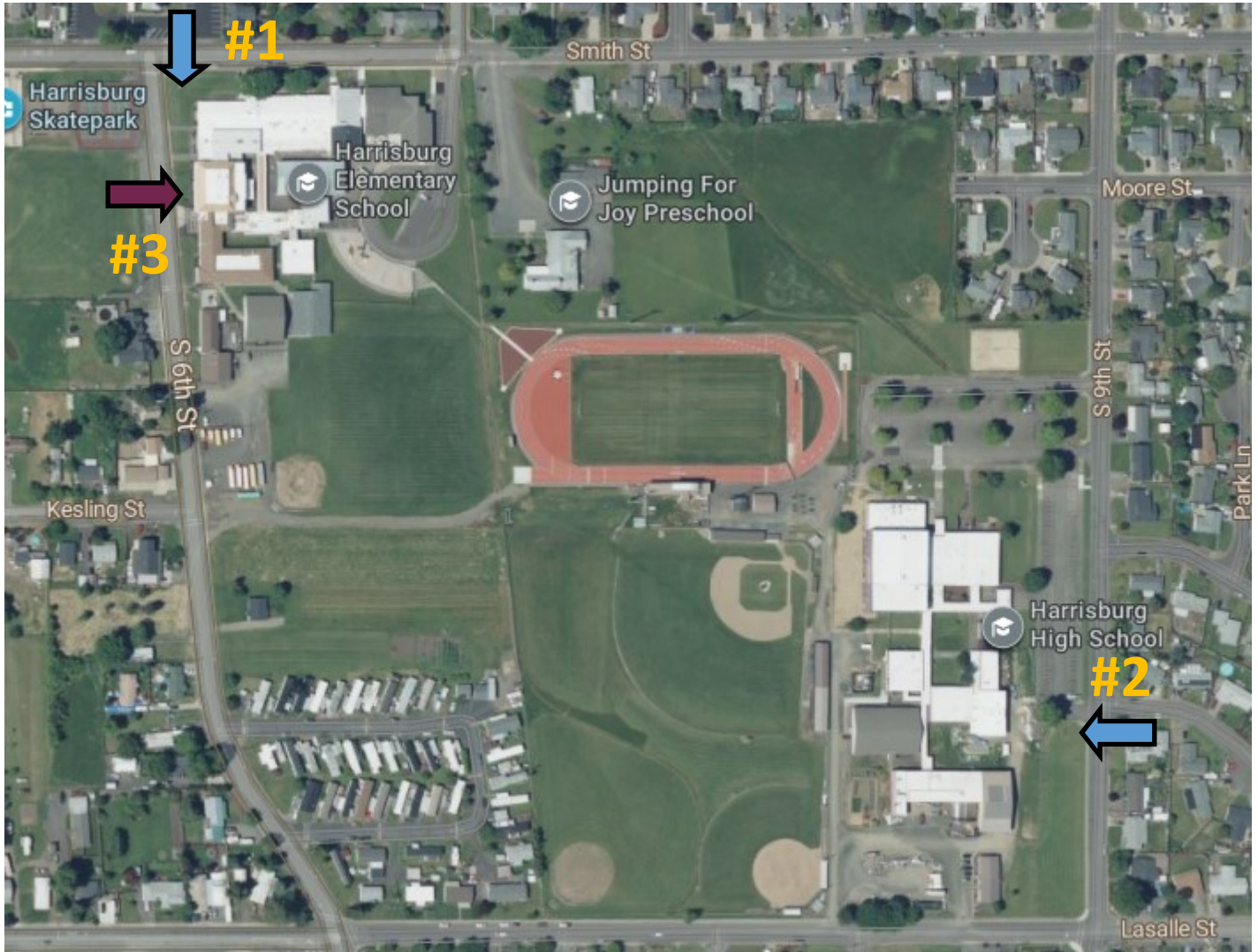
"A" Set backs  
 are 20 feet from  
 Smith and 6<sup>th</sup> St.  
 Perpendicular to  
 Smith Street

"B" Set backs  
 are 20 feet from 9<sup>th</sup> St.  
 Perpendicular to  
 9<sup>th</sup> Street



## Harrisburg School District #7—Electronic Signage for all campuses

-  Two-sided signs in front of high school campus and on corner between middle school and elementary
-  Two-sided sign in front of middle school campus (installation of this sign to be at a later date)



Steve Woods, Superintendent 541-995-6626

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Terry Thorn, Maintenance Supervisor 541-995-6626

[terry.Thorn@harrisburg.k12.or.us](mailto:terry.Thorn@harrisburg.k12.or.us)

8'-0"

1'-0"

3'-0"

6'-0"

6' tall Man

**SIGN SPECIFICATIONS**

Color: Full Color / RGB text, pictures & video.

Pitch: 10mm

Matrix: 96x240

Dimensions: 7'-0" x 4'-0" (Tall x Wide)

Max # of Lines: 15

Max Letter Per Line: 40

Cabinet Size: 1'-0" x 6'-0" (Tall x Wide)

Podestal Size: 6" x 2" (Tall x Wide)

**Cabinet PMS Color:**  
**PANTONE Black**

Colors used:

CMYK	PMS
White	PMS White
Blue	PMS 2745 C
Yellow	PMS 123 C

The following color matching system is the only industry standard color matching system. Computer monitor settings and printer capabilities can affect the resulting color. The color you see will be the best PMS color available. For color accuracy, use your PMS color chart for a reference.

\* Overall sign depth may vary due to support size required by engineering.

6'-0"

2'-0"

3'-0"

5'-0"

6' tall Man

**SIGN SPECIFICATIONS**

Color: Full Color / RGB text, pictures & video.

Pitch: 10mm

Matrix: 96x192

Dimensions: 7'-0" x 4'-0" (Tall x Wide)

Max # of Lines: 15

Max Letter Per Line: 30

Cabinet Size: 2'-0" x 6'-0" (Tall x Wide)

Podestal Size: 5" x 2" (Tall x Wide)

**Cabinet PMS Color:**  
**PANTONE Black**

Colors used:

CMYK	PMS
White	PMS White
Blue	PMS 2745 C
Yellow	PMS 123 C

The following color matching system is the only industry standard color matching system. Computer monitor settings and printer capabilities can affect the resulting color. The color you see will be the best PMS color available. For color accuracy, use your PMS color chart for a reference.

\* Overall sign depth may vary due to support size required by engineering.



# + FULL COLOR LED MESSAGE BOARD

ALPHA 48-MP10-27-SMD-DF

SCALE: 3/8" = 1'  
WHEN PRINTING, SET PAGE SCALING TO "NONE".

