



## HARRISBURG SD #7

### MR. STEVE WOODS

SUPERINTENDENT

7865 LASALLE ST.

HARRISBURG, OR 97446

541-995-6626

541-995-3453 (FAX)

[www.harrisburg.k12.or.us](http://www.harrisburg.k12.or.us)

#### BOARD MEMBERS

Eric Hill, Chairman

Brett Cain

Stephanie Deckard

Lonnie Hutchens

Wayne Swango

## MISSION STATEMENT

Harrisburg School District  
strives for academic  
excellence, outstanding  
character, and strong  
relationships between staff,  
students, families, and  
community while supporting  
students in pursuit of success  
and fulfillment.

## VISION STATEMENT

Together we empower students  
to succeed.

September 14, 2023

Michele Eldridge, City Administrator  
120 Smith Street  
PO Box 378  
Harrisburg, Oregon 97446

To the Harrisburg City Council,

The Harrisburg School District Conditional Use Permit application for the installation of two digital marquee signs is attached. These signs will allow the school to communicate to the students, parents, and the community about the events and activities taking place at the different schools in a timely manner.

The double-sided signs will not exceed 10' in height and the display will be within 32 sq. ft. on each side. The signs can be programmed to reduce brightness for the night hours.

Sign #1 will be placed on the corner of Smith and 6<sup>th</sup> Street, perpendicular to Smith St. This sign will initially serve both the Elementary and the Middle School. The current digital sign in front of the Elementary will be removed.

Sign #2 will be placed on 9<sup>th</sup> street in front of the High School, perpendicular to 7<sup>th</sup> St., south of the High School parking lot.

Sign #3 may be installed at a later date for the purpose of serving the Middle School. The plan is to remove the existing announcement board that is currently in front of the Middle School. If a Middle School sign is installed it will be placed in front of the Middle School perpendicular to 6<sup>th</sup> St.

We believe these signs will benefit our local community and provide timely and accurate information our community wants and expects.

I appreciate the support from the City of Harrisburg.

Respectfully,

*Steve Woods*

*SUPERINTENDENT*



City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Phone (541) 995-6655  
[www.ci.harrisburg.or.us/planning](http://www.ci.harrisburg.or.us/planning)

## LAND USE APPLICATION

STAFF USE ONLY	
File Number: <u>454-7023</u>	Date Received: <u>9-15-23 / 9-22-23</u>
Fee Amount: <u>\$ 200.00</u>	

APPLICATION TYPE	
<input type="checkbox"/> Annexation*	<input type="checkbox"/> Property Line Adjustment
<input type="checkbox"/> Comprehensive Plan Amendment*	<input type="checkbox"/> Partition/Replat*      Minor      Major
<input checked="" type="checkbox"/> Conditional Use Permit* <i>MODIFICATION</i>	<input type="checkbox"/> Site Plan Review*
<input type="checkbox"/> Historic Permit*	<input type="checkbox"/> Site Plan Review – Parking Only
<input type="checkbox"/> Resource Alteration	<input type="checkbox"/> Subdivision/Replat*
<input type="checkbox"/> Resource Demolition	<input type="checkbox"/> Vacation of street, alley or easement
<input type="checkbox"/> Historic Review – District	<input type="checkbox"/> Variance*
<input type="checkbox"/> Legal Lot Determination	<input type="checkbox"/> Zone Map Change*
<input type="checkbox"/> Zoning Ordinance Text Amendment*	

\*A Pre-Application Conference with City Staff is Required

PLEASE PROVIDE A BRIEF SUMMARY OF THE PROPOSAL	
Project Description	<i>Installation of illuminated digital marquee signs in front of Harrisburg Schools.</i>
Project Name	<i>Digital Sign Reader Boards for Harrisburg Schools</i>

RECEIVED  
SEP 22 2023  
BY: *h. Conner*

PRIMARY CONTACT AND OWNER INFORMATION	
Applicant's Name	<b>Steve Woods, Superintendent</b>
Phone	<b>541-995-6626</b>
Email	<b>steve.woods@harrisburg.k12.or.us</b>
Mailing Address	<b>PO Box 208, Harrisburg, OR 97446</b>
Applicant's Signature	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;"><i>Steve Woods</i></div> <div style="font-size: 0.8em; text-align: right;">                     dotloop verified                      09/14/23 5:33 PM PDT                      R89F-4BAQ-ECDF-3XG5H                 </div> </div>
Date	<b>09/14/2023</b>
Property Owner Name	<b>Harrisburg School District 7</b>
Phone	<b>541-995-6626</b>
Email	<b>steve.woods@harrisburg.k12.or.us</b>
Mailing Address	<b>PO Box 208, Harrisburg, OR 97446</b>
Owner Signature	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;"><i>Steve Woods</i></div> <div style="font-size: 0.8em; text-align: right;">                     dotloop verified                      09/14/23 5:33 PM PDT                      1YMG-WHAF-CEQR-4WCP                 </div> </div>
Date	<b>09/14/2023</b>
*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.	

PROPERTY DESCRIPTION (general vicinity, side of street, distance to intersection, etc.)	
Street Address	<b>#1 - 642 Smith St.; #2 - 400 S. 9th; #3 - 201 S. 6th (see attached)</b>
General Location Description	<b>#1 - sign will be on the corner of Smith St. and 6th St., perpendicular to Smith St.; #2 - sign will be in front of high school perpendicular to 9th St.; #3 - sign will be in front of middle school (to be installed at a later date)</b>
Assessor's Map Number(s)	Related Tax Lot(s)
Map # <b>#1 - 15504W15-BB-05300 ✓ G.C.</b> <b>#2 - 15504W15-BD-00400 ✓ H.S.</b> <b>#3 - 15504W15-BB-05300 ✓ M.S.</b>	Tax Lot(s) # <b>5300 (642)</b> <b>00400 (400 S. 9th)</b>
The Assessor's Map Number (Township, Section and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at <a href="http://linn-web.co.linn.or.us/propertywebquerypublic/">http://linn-web.co.linn.or.us/propertywebquerypublic/</a>	
Lot Area	<b>00400 - 6.4 ACRES</b> <b>05300 - 10.49 ACRES</b> <b>0300 - 20 ACRES</b>
<b>15504W15BD 00300 - 14M-W.</b> <b>CAMPUS STRUCTURES, FOOTBALL FIELD/TRACK</b>	



## LAND USE AND OVERLAY ZONES

Existing Zone(s) R-2 and R-1Existing Comprehensive Plan Designation(s) Low and Medium Density Residential Zone

Please select any of the following zone overlays or natural areas that apply to the subject site:

- ☐ Historic Overlay      ☐ Willamette River Greenway      ☐ Floodplain  
☐ Riparian Corridors      ☐ Wetlands

\*Please include a discussion in the project narrative indicating how these overlays affect your proposal. For more information about any of these overlays, please contact the City Planner at (541) 995-6655.

## CHECK THE BOX NEXT TO INCLUDED EXHIBITS

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Narrative* (address all applicable HMC review criteria) | <input type="checkbox"/> Architectural Elevations        |
| <input type="checkbox"/> Assessor's Map with Applicable Tax Lots Highlighted                | <input type="checkbox"/> Architectural Floor Plans       |
| <input type="checkbox"/> Site Plan  | <input type="checkbox"/> Utilities Plan                  |
| <input type="checkbox"/> Survey / ALTA  | <input type="checkbox"/> Geotechnical Report/Site        |
| <input type="checkbox"/> Aerial Photograph / Existing Land Use(s) Map                       | <input type="checkbox"/> Assessment                      |
| <input type="checkbox"/> Zoning Map (if applicable, show proposed change(s))                | <input type="checkbox"/> Electronic Versions of Exhibits |
| <input type="checkbox"/> Comprehensive Plan Map(s) (if applicable, show proposed changes))  | <input type="checkbox"/> Application Fee                 |
| <input type="checkbox"/> Subdivision or Partition Plat                                      | <input checked="" type="checkbox"/> Other                |

\*A written narrative is required for all application types. Typical drawings sizes are 24"X36", 11"X17", or 8.5"X11". Sizes of required drawings will depend on the type and scope of applications involved. Contact the City Planner to verify requirements. On your plans, include the following: property lines, points of access for vehicles, pedestrians, and bicycles, water courses, any natural features (wetlands, floodplain, etc.), existing and proposed streets and driveways, parking areas, utilities, pedestrian and bike paths, and existing easements. Please note there are additional specific graphic and narrative requirements for each application type. Refer to the Harrisburg Municipal Code for more information.

A Pre-application Conference is Required with City Staff prior to turning in your land use application. Please contact the City Administrator, or City Recorder/Assistant City Administrator to make an appointment. Date of Appointment:

### PLEASE TELL US MORE ABOUT THE PROPOSAL AND ITS SITE

1. Are there existing structures on the site? ☒ Yes ☐ No If yes, please explain

***School buildings are located on properties.***

2. Indicate the uses proposed and describe the intended activities:

***We intend to use the new signs for greater communication to the public of events and activities.***

3. How will open space, common areas and recreational facilities be maintained?

***N/A***

4. Are there previous land use approvals on the development site? ☒ Yes ☐ No If yes, please include a discussion in the project narrative describing how the prior approvals impact your proposal.

***School addition in 2001.***

5. Have you reviewed the Oregon Fire Code Applications Guide in relation to your land use request? ☐ Yes ☒ No Do you have questions about any element of these requirements? If yes, please explain:

### AUTHORIZATION FOR STAFF & DECISION MAKERS TO ENTER LAND

City staff, Planning Commissioners, and City Councilors are encouraged to visit the sites of proposed developments as part of their review of specific land use applications. Decision maker site visits are disclosed through the public hearing process. Please indicate below whether you authorize City staff and decision makers to enter onto the property(-ies) associated with this application as part of their site visits.

☒ I authorize City staff and decision makers to enter onto the property(-ies) associated with this application.

☐ I do not authorize City decision makers to enter onto the property(-ies) associated with this application.



## 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

[steve.woods@harrisburg.k12.or.us](mailto:steve.woods@harrisburg.k12.or.us)

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

Media: 90x240

Dimensions: 3'-0" x 8'-0" (Tall x Wide)

Max # of Lines: 12

Max Letter Per Line: 40

Cabinet Size: 1'-0" x 8'-0" (Tall x Wide)

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

Cabinet PMS Color  
**PANTONE Black**

Colors used:

CMYK	PMS
	PMS White
	PMS 2745 C
	PMS 123 C

\* 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

Media: 90x180

Dimensions: 3'-0" x 6'-0" (Tall x Wide)

Max # of Lines: 15

Max Letter Per Line: 30

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

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

Cabinet PMS Color  
**PANTONE Black**

Colors used:

CMYK	PMS
	PMS White
	PMS 2745 C
	PMS 123 C

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



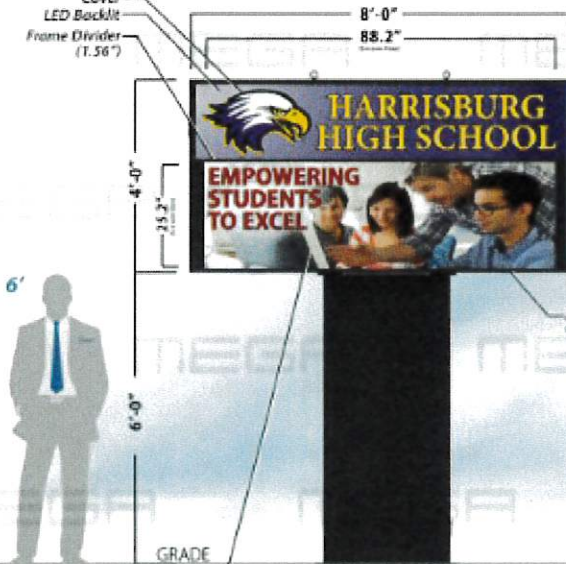
# + FULL COLOR LED MESSAGE BOARD

ALPHA 48-MP10-27-SMD-DF

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

<72" Height Pedestal>  
Double Faced

Lexan Identification  
Cover  
LED Backlit  
Frame Divider  
(T.56")



<Front View>



<Right View>



<ISO View>

10mm Pitch, Full Color LED  
25.2" x 88.2" Display Dimension  
64 x 224 Pixel Dimension  
Wifi Wireless, PC Data Input Type  
Max. 8 Row Text / HD Image / Video Contents Available

CABINET SURFACE COLOR  
BLACK MATTE - 3R/80020 50% GLOSS - JET BLACK

NOTE: All prices are subject to change by MEGALUX without notice. Prices are for standard lead times and quantities. All dimensions are approximate. Subsequent to the above, the company reserves the right to change the design and specifications of the product without notice. All dimensions are approximate. All dimensions are approximate.





"A" Setbacks  
are 20 feet from  
Smith and 6th St  
Perpendicular to  
Smith Street

"B" Setbacks  
20 feet from 9th  
St.  
Perpendicular to  
9th Street