

BAKER COUNTY-CITY PLANNING DEPARTMENT



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STAFF REPORT to the BAKER CITY PLANNING COMMISSION for a CONDITIONAL USE PERMIT for an ELECTRONIC READERBOARD SIGN in the GENERAL COMMERCIAL (C-G) ZONE

City Case No. CUP-25-099

Staff Report Date: September 10, 2025

Report Prepared by: Paul King, Planner

Planning Commission Hearing: September 17, 2025

I. GENERAL INFORMATION AND FACTS

Applicant:	Robert P. Moyer 1919 2 nd Street Baker City, OR 97814
Property Owner:	1 st Methodist Church of Baker Attn: Kevin Griffith 1919 2 nd Street Baker City, Oregon 97814
Land Use Review:	Type III Conditional Use Permit to install an electronic reader board
Property Description:	Tax Lot 3000 in Section 17dd of Township 9 South, Range 40 East, W.M., Baker County, OR (Ref. #13828)
Site Address & Location:	1919 2 nd Street
Land Use Zone:	General-Commercial (C-G) Zone
Existing Development:	Church (United Methodist Church of Baker)
Proposed Development:	Replacement of an existing monument sign & with a new monument sign with electronic reader board
Special Flood Hazard Area:	This property is located in Zone X (outside of the floodplain) according to FEMA FIRM #41001C0385C, dated June 3, 1988
Wetlands:	Wetlands are not present on the subject property according to the 1995 National Wetlands Inventory Map for Baker, Oregon
Parcel Legally Created:	The subject property was legally created as evidenced by Warranty Deed recorded with the Baker County Clerk's Office as Deed Book 122, pages 362 and 363, dated June 27, 1936.

II. NATURE OF REQUEST

The applicant and property owner, 1st Methodist Church of Baker, requests a Conditional Use Permit to replace an existing monument sign with an electronic reader board on the above-described property. The subject property is located within the General-Commercial Zone. The applicant's narrative and plans for the proposed structure are attached to this report as Exhibit E.

According to the applicant narrative, *"Objective – Replace existing wooden sign in upper photo with a new LED illuminated sign with reader board in the lower photo. The brick and concrete bulkhead will remain intact"* (Exhibit E).

III. APPLICABLE ORDINANCE, COMPREHENSIVE PLAN, AND STATE PROVISIONS

The Baker City Development Code (BCDC) requires a Conditional Use Permit be obtained prior to the installation of an electronic reader board within the General-Commercial Zone. The request is to be processed as a Type III procedure, which includes holding a public hearing before the Planning Commission makes a decision on the request. In determining whether to grant the request, the Planning Commission will use the applicable criteria listed in BCDC Chapter 3.5 – *Signs* and Section 4.4.400 – *Conditional Use Permits – Criteria, Standards and Conditions of Approval*, and the Baker City Comprehensive Plan.

Oregon Revised Statute (ORS) 227.173 states, *"Approval or denial of a permit application...shall be based upon and accompanied by a brief statement that explains the criteria and standards considered relevant to the decision, states the facts relied upon in rendering the decision and explains the justification for the decision based on the criteria, standards and facts set forth"*.

IV. ANALYSIS OF CRITERIA & FINDINGS OF FACT

BCDC Chapter 4.4 – Conditional Use Permits

Section 4.4.400 –Criteria, Standards and Conditions of Approval. *The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following standards and criteria in A-C:*

A. Use Criteria.

- 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations.*
- 2. The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval; and*
- 3. All required public facilities have adequate capacity to serve the proposal.*

Recommended Findings:

- 1) The applicant's proposal to replace the existing monument sign with an electronic reader board

at the 1st Methodist Church of Baker does not include an expansion of the existing structure. The subject property currently measures ±15,150 square feet in size and is accessed from Washington and 2nd Streets (Exhibits A, B and C). The subject property is zoned General-Commercial. The parcels located directly to the north, south and west are zoned General-Commercial, and properties to the east are zoned Central-Commercial (Exhibit D). According to the ArcGIS measurement tool, the proposed sign would be located ±290 feet from the nearest residentially zoned property line. No changes are proposed to traffic and parking regulations, nor are any required.

- 2) The application states there are many features that can help reduce any potential negative impacts of the proposed Electronic Reader Board sign on adjacent properties (Exhibit E). See additional findings in BCDC Chapter 3.5 for how potential negative impacts of the sign can be mitigated.
- 3) All required public facilities exist on the subject property. No additional public facilities are proposed with this application. No comments were submitted by Public Works concerning public utilities.

Conclusion: Based on the findings above, the criteria **can/cannot be met**.

B. *Site Design Standards.* *The Site Design Review approval criteria (Section 4.2.600) shall be met.*

Recommended Findings: Site Design Review approval criteria were reviewed by Planning staff and it was determined that only criteria discussed in Chapter 3.5 - Signs are relevant to this decision.

Conclusion: Based on the findings above, the criteria and standards for site design review **are/are not met**.

C. Conditions of Approval. *The City may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. These conditions include, but are not limited to, the following:*

1. *Limiting the hours, days, place and/or manner of operation;*
2. *Requiring site or architectural design features which minimize environmental impacts such as noise, vibration, exhaust/emissions, light, glare, erosion, odor and/or dust;*
3. *Requiring larger setback areas, lot area, and/or lot depth or width;*
4. *Limiting the building or structure height, size or lot coverage, and/or location on the site;*
5. *Designating the size, number, location and/or design of vehicle access points or parking areas;*
6. *Requiring street right-of-way to be dedicated and street(s), sidewalks, curbs, planting strips, pathways, or trails to be improved;*
7. *Requiring landscaping, screening, drainage, water quality facilities, and/or improvement of parking and loading areas;*
8. *Limiting the number, size, location, height and/or lighting of signs;*
9. *Limiting or setting standards for the location, design, and/or intensity of outdoor lighting;*

10. *Requiring berms, screening or landscaping and the establishment of standards for their installation and maintenance;*
11. *Requiring and designating the size, height, location and/or materials for fences;*
12. *Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, drainage areas, historic resources, cultural resources, and/or sensitive lands (Chapter 3.2);*
13. *Requiring the dedication of sufficient land to the public, and/or construction of pedestrian/bicycle pathways in accordance with the adopted plans, or requiring the recording of a local improvement district non-remonstrance agreement for the same. Dedication of land and construction shall conform to the provisions of Chapter 3.1, and Section 3.1.300 in particular.*

Recommended Findings: All recommended conditions of approval contained in Section VI of this report will be required to be met.

Conclusion: Based on the findings above, all conditions of approval contained in Section VI of this report **are/are not** required to be met.

BCDC Section 3.5.050 - General Sign Regulations and Design Criteria. *The following requirements shall apply to all signs in all zones as applicable by this Ordinance. Signs displayed in the Freeway Overlay District, the Historic District, the 10th Street Business District or the South Highway 30 District are also subject to the applicable district standards set forth in Sections 3.5.080 to 3.5.110.*

A. Sign Materials, Design & Construction.

1. *Every sign shall be constructed of durable materials, using non-corrosive fastenings.*
2. *Every sign shall be structurally safe and erected or installed in accordance with the Oregon Building Code.*
3. *Every sign should utilize design and building materials which complement the architectural theme of the building which it identifies.*
4. *Every sign requiring a permit and that is located or installed upon the ground shall be set within a landscaped area equal to the sign area. This is intended to improve the overall appearance of the signs as well as to reduce the risk of automobiles hitting the sign or its supports. Landscaping must include 60% vegetation and must be continuously maintained. In instances where this criterion cannot be met, landscaping requirements may be placed elsewhere on the property. The Historic District shall be exempt from landscape requirements.*
5. *Signs which are constructed using bare pylons and/or pole supports shall include pole covers and shall meet the following requirements...*
6. *Any internally illuminated sign cabinets or sign panels that have been damaged shall remain un-illuminated until repaired.*
7. *Any signage that has been damaged to such an extent that they may pose a hazard to passersby shall be repaired or removed immediately.*

Recommended Findings:

- 1) According to information submitted with the application (Exhibit E), the proposed electronic reader board sign is a single-sided LED sign. According to the submitted sign package (Exhibit E), *"The sign manufacturer, Stewart Signs in Sarasota, Florida, is a single source*

producer. All componentry and materials used in manufacturing are fully warranted by the factory.

- *Cabinetry is made from powder coated extruded aluminum such that rust, fading and chipping are mitigated.*
 - *Cabinet sides are miter cut and welded.*
 - *Display surfaces are solar-grade polycarbonate with UV protection.*
 - *Artwork for the fixed display portion is printed on the inside protecting it against the elements.*
 - *The support structure is made of powder coated steel sufficient to resist wind speeds up to 120mph.*
 - *All componentry and materials carry a lifetime warranty from the manufacturer."*
- 2) The applicant will be required to meet all building codes in accordance with Recommended Condition of Approval #2.
 - 3) According to the application materials (Exhibit E), the monument sign will have "United Methodist Church – Baker" within the electronic reader board portion, reflecting the theme of the current use on site. In addition, the monument will be adorned with architectural elements that match the current use.
 - 4) The proposed sign will be installed upon the ground. Based on the application, *"The sign installation will cause some disruption to the surrounding turf as electricity (110/20 amp) will need to be trenched from the building. However, upon completion of the project there will be no evidence of this. Current landscape will remain intact"* (Exhibit E).
 - 5) No bare pylons or pole supports are proposed with this application.
 - 6) The proposed sign is an electronic reader board. If any damage occurs to the interior lights, the sign shall be turned off and remain off until repairs are made to the interior lighting in accordance with Recommended Condition of Approval #6.
 - 7) If the proposed sign is damaged or becomes dangerous, it shall be removed or repaired immediately in accordance with Recommended Condition of Approval #6.

Conclusion: Based on the findings above, the **criteria can/cannot be met** in accordance with Recommended Conditions of Approval #2 and #6.

B. Sign Safety.

1. *Signs shall be located in such a way that they maintain horizontal and vertical clearance of all overhead power lines in accordance with National Electric Safety Code specifications, as reviewed and determined by the local electrical utility company. All applicants are required to contact OTEC before erecting a sign nearer than 25 feet of electric power lines.*
2. *No sign shall be permitted in "vision clearance areas" as defined by Chapter 1.3 and as set forth by Chapter 3.1.200 (N) of the Baker City Development Code.*
3. *No sign shall be erected or maintained in such a manner that any portion of its surface or supports will interfere in any way with the free use of any fire escape, exit, or standpipe. No sign*

shall obstruct any window so that light or ventilation is reduced below minimum standards required by applicable law.

4. *Signs (including temporary signs) shall be securely fastened to the ground or permanent structure.*

Recommended Findings: 1) Distance from overhead power lines was not included in the application materials. The applicant is responsible for contacting OTEC before erecting a sign nearer than 25 feet of power lines, in accordance with Recommended Condition of Approval #5.

2) According to the application (Exhibit E), the proposed sign is not located within a vision clearance area.

3) According to the Google Street View and the application (Exhibits C and E), the sign will not obstruct a fire escape, exit, standpipe or window.

4) According to the application (Exhibit E), the sign will be permanently fastened to the ground.

Conclusion: Based on the findings above, the **criteria can/cannot be met** in accordance with Recommended Condition of Approval #5.

BCDC Section 3.5.070 – Signs in General Commercial (C-G), Central Commercial (C-C) and Industrial (I) Zones: *Except as noted below, the following numbers and types of signs may be erected in any General Commercial (C-G), Central Commercial (C-C) or Industrial (I) Zone subject to applicable sign type criteria. Signs displayed in the Freeway Overlay District, Historic District, 10th Street Business District or South Highway 30 District are also subject to the applicable district standards set forth in Sections 3.5.080 to 3.5.110.*

TABLE 3.5.070 – SIGNS IN COMMERCIAL and INDUSTRIAL ZONES				
	Restrictions & Guidelines	Number & Location⁴	Maximum Area & Height	Permitted Illumination
Electronic Reader Board²	- Conditional Use Permit from Planning Commission required prior to installation - Text messages longer than the display that do not contain any graphics shall scroll in a consistent and predictable manner	- 1 per 50ft of street frontage - 1 ft setback from the property line	- <u>Area</u>: 24ft² - <u>Height</u>: 15ft	- Internal, not to exceed 40 watts or 60 milliamps - Color and brightness of displays shall remain unchanged for a minimum of 5 seconds
Monument	- May not project into R-O-W	- 1 per street frontage - 1 ft setback from property line²	- <u>Area</u>: 80ft² - <u>Height</u>: 15ft	- Internal or external

² No sign abutting a residential zone shall be located within 70 feet of said property line

Recommended Findings:

Electronic reader board: A Conditional Use Permit is required for the electronic reader board, which will be mounted within a new monument sign, and will replace the existing monument sign (Exhibit E). The color and brightness of the display shall remain unchanged for a minimum of 5 seconds in accordance with Recommended Condition of Approval #3. Internal illumination shall not exceed 40 watts or 60 milliamps in accordance with Recommended Condition of Approval #4. Per the application (Exhibit E), the current sign is setback ±7 feet from the nearest property line to the north, the proposed sign area of the reader board will be ±24 square feet, and the maximum height of the sign (including the entire monument sign that surrounds the reader board) will be ±6'9". This electronic reader board is the only one of its type being applied for along the north and east frontage of the property with this application. According to ArcGIS aerial measuring tools, the proposed electronic reader board sign will be mounted ±290 feet from an abutting residential zone (Exhibit D).

Monument sign: The proposed electronic reader board will be mounted within a monument sign (Exhibit E). According to the application materials (Exhibit E), the new monument sign will utilize an existing brick foundation to be mounted to the ground. Per the application (Exhibit E), the monument sign will be sited ±7 feet from the nearest property line to the north. This monument sign is the only one of its type on the subject property. The proposed sign height will be ±6'9" to the top of the sign with a total sign area of ±28.5 square feet (Exhibit E). According to submitted application materials, the sign cabinet will be illuminated with the internal LEDs from the proposed electronic reader board (Exhibit E). This sign will not project into an abutting right-of-way.

Conclusion: Based on the findings above, the criteria **are/are not** met or **can/cannot** be met in accordance with Recommended Conditions of Approval #3 and #4.

BCDC Section 3.5.120 - Sign Maintenance. All signs shall be continually maintained in a state of good appearance, safety, and repair throughout their life. Nothing in this code shall relieve the owner from

maintaining the sign. Maintenance requirements include but are not limited to:

- A. Any metal poles, pole covers, and/or sign cabinets shall be kept free from rust and stains.*
- B. Any awnings, banners, canopies, or similar material which a sign is affixed or printed upon, shall be kept in good appearance and free from tears, tatter, and any other physical damage.*
- C. Any internally illuminated sign cabinets or sign panels that have been damaged shall remain un-illuminated until repaired.*
- D. Any signage that has been damaged to such an extent that they may pose a hazard to passersby shall be repaired or removed immediately.*

Recommended Findings: According to the narrative provided with the application (Exhibit E), “Routine church maintenance policies will be enhanced such that new signage will be inspected for damage weekly. Any perceived damage will be addressed on an urgent basis and will be cause for the illumination to be shut down until repaired”. The proposed sign shall be continually maintained in a state of good appearance, safety and repair throughout its life in accordance with Recommended Condition of Approval #6.

Conclusion: Based on the findings above, the **criteria can/cannot be met** in accordance with Recommended Condition of Approval #6.

V. SUMMARY CONCLUSIONS & PLANNING COMMISSION DECISION

The Commission may approve, approve with conditions, or deny this request. The Commission may, at its discretion, add, delete, or modify proposed conditions of approval.

A Type III Conditional Use Permit may be allowed if the request meets all applicable criteria and standards. The applicant **has/has not** demonstrated that this request for a Conditional Use Permit to install an electronic reader board sign within the General Commercial Zone (C-G) meets, or is able to meet through Conditions of Approval, all of the applicable review criteria and development standards.

Therefore, based on the information contained in Sections I through IV of this report, and the above review criteria, findings of fact, and conclusions and public testimony received, the conditional use permit request, CUP-25-099, is hereby **APPROVED/DENIED**, subject to the conditions contained in Section VI of this report.

VI. RECOMMENDED CONDITIONS OF APPROVAL

Should the Commission choose to approve the requested Conditional Use Permit, staff recommends that the following conditions be attached to the approval:

1. **Approval Period.** Conditional Use Permit approval shall be effective for a period of ONE YEAR from the date of approval. The approval shall lapse if a building permit application for the project has not been submitted to the Baker City Building Department within one year from the date of this decision.

2. **Building Permits.** Building permits may be required prior to installation. Please contact the Building Department for applicable permits and requirements.
3. **Sign Programming.** Sign text messages longer than the display shall scroll in a consistent and predictable manner. Sign displays, such as graphic, letters, numbers etc., shall remain unchanged – including color and brightness – for a minimum of five (5) seconds.
4. **Internal Illumination.** Internal illumination shall not exceed 40 watts or 60 milliamps.
5. **Vision Clearance Standards.** Signs shall be located in such a way that they maintain horizontal and vertical clearance outlined in BCDC Chapter 3.1 and of all overhead power lines in accordance with National Electric Safety Code specifications, as reviewed and determined by the local electrical utility company. Applicants are required to contact OTEC before erecting a sign nearer than 25 feet of electric power lines.
6. **Sign Maintenance.** All signs shall be continually maintained in a state of good appearance, safety, and repair throughout their life. All applicable requirements of Sections 3.5.120 and 3.5.140 shall be met including the following:
 - a. **Damage to Interior Lighting.** Any internally illuminated sign cabinets or sign panels that have been damaged shall remain un-illuminated until repaired.
 - b. **Damaged and Dangerous Signs.** Any signage that has been damaged to such an extent that they may pose a hazard to passersby shall be repaired or removed immediately.
7. **Modifications, Changes, or Alterations.** Any future modifications, changes, or major alterations to the sign design or construction shall be subject to the approval of the Baker County Planning Commission. Should the applicant extend beyond the approved conditions and criteria within this report, the use is no longer valid and the applicant shall submit a new Conditional Use application and site plan to the Baker City-County Planning Department.
8. **Nullification.** Failure to comply with all conditions of approval, or violation concerning the use approved herein, may result in nullification of this approval by the Baker County Planning Commission, after the applicant/property owners have been given due process in accordance with the provisions of the City of Baker City Development Code.
9. **Other:** All other city and state regulations pertaining to this development shall be met.

VI. EXHIBITS

Exhibit A:	Assessor's Map of Subject Property
Exhibit B:	ArcGIS Aerial View of Subject Property
Exhibit C:	Google Street View of Subject Property
Exhibit D:	Baker City Zoning Map
Exhibit E:	Application, Narrative and Plans

EXHIBIT A: Assessor's Map of Subject Property

Tax Lot 3000 in Section 17dd of Township 9 South, Range 40 East,
W.M., Baker County, Oregon (Ref. 13828)



Exhibit B: ArcGIS Aerial View of Subject Property

Tax Lot 3000 in Section 17dd of Township 9 South, Range 40 East,
W.M., Baker County, Oregon (Ref. 13828)



Exhibit C: Google Street View of Subject Property

Tax Lot 3000 in Section 17dd of Township 9 South, Range 40 East,
W.M., Baker County, Oregon (Ref. 13828)

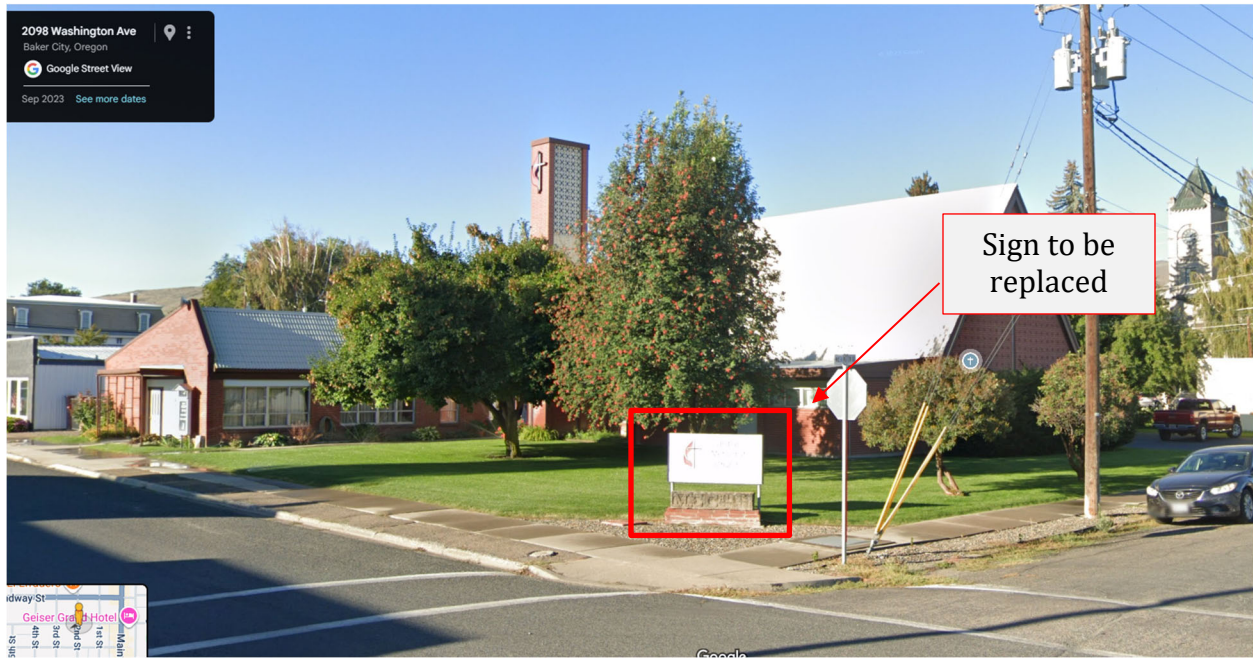


Exhibit D: Baker City Zoning Map

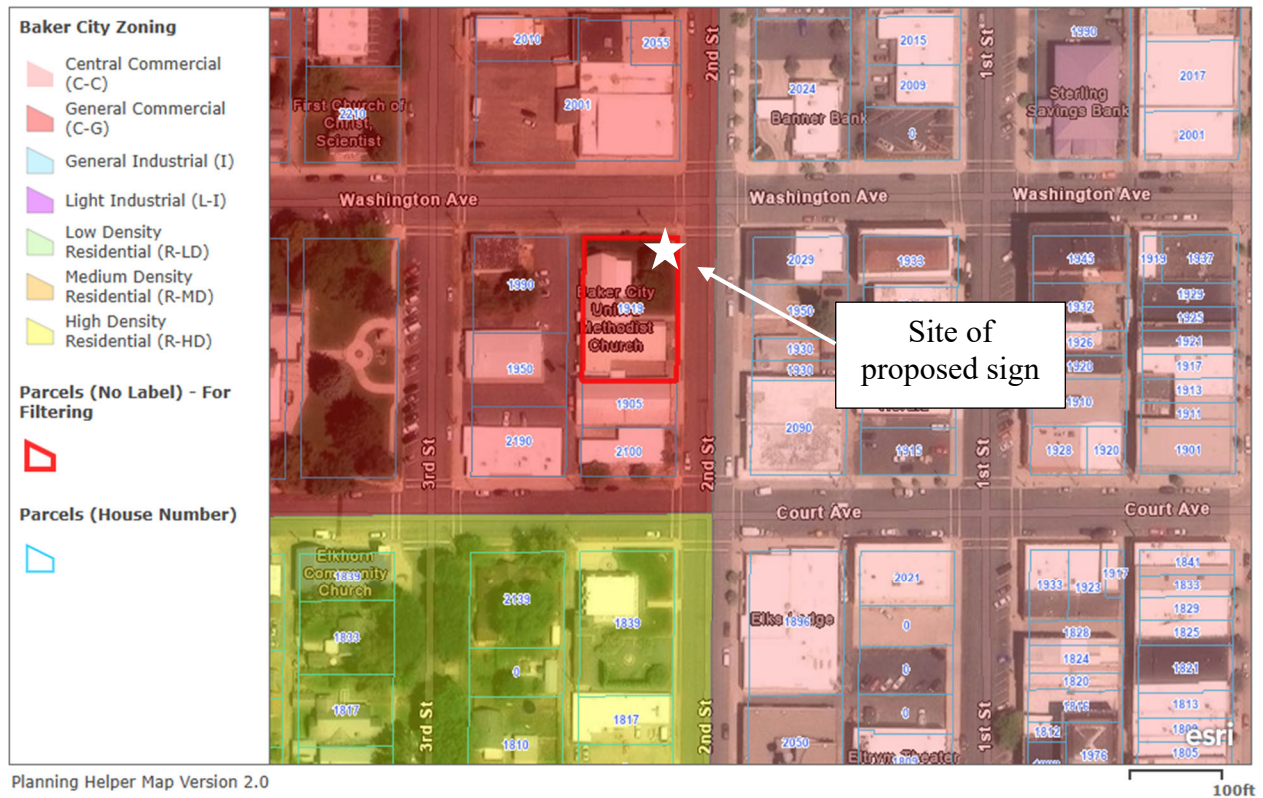


Exhibit E: Application, Narrative and Plans

BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street | Suite 131 | Baker City, OR | 97814
Phone: (541) 523-8219 | Fax: (541) 523-8340



**APPLICATION FOR A
SIGN PERMIT**

App. No. CUP-25-099 City Planning: 101-131-3-40-1104
Received by: [Signature] Date Received: 8/1/25
Fee Collected: \$450 Date Paid: 8/1/25
Date Sent for Interdepartmental Review: _____

MAKE CHECKS PAYABLE TO: \$450 BAKER COUNTY

APPLICANT			PROPERTY OWNER		
Last Name	First	MI	Last Name	First	MI
Moyer	Robert	P.	Grieffith	Kevin	
Mailing Address			Mailing Address		
<u>1919 2nd St.</u>			<u>1919 2nd St.</u>		
Physical Address			Physical Address		
<u>1560 Church St.</u>			<u>1839 East St.</u>		
City	State	Zip	City	State	Zip
<u>Baker City</u>	<u>OR</u>	<u>97814</u>	<u>Baker City</u>	<u>OR</u>	<u>97814</u>
Telephone			Telephone		
<u>541-239-7219</u>			<u>541-519-5708</u>		
Email			Email		

PROPERTY INFORMATION

Township 09S Range 40 Section 17d Tax Lot 3000 Ref. 13828
Township _____ Range _____ Section _____ Tax Lot _____ Ref. _____
Property Address: 1919 2nd Street
Zone: C-G Overlay: _____ Floodplain: ☐ YES ☒ NO Historic District: ☐ YES ☒ NO

PROPOSED SIGN INFORMATION

Sign Type: <u>Fixed with LED Reader Board</u>	Sign Height: <u>9'</u>
Sign Area Dimensions (L, W): <u>9' x 6'</u>	Sign Area: <u>54 sq ft</u>
Illumination Type: <u>LED</u>	
Detailed Location of Sign: <u>NE corner of 2nd and Washington</u>	
Property Line Setbacks: Front: <u>12.5 ft.</u>	Rear: _____ Side: <u>8 ft.</u> Side: <u>7 ft.</u>

Sign Type: <u>LED illuminated reader board</u>	Sign Height: <u>9 ft.</u>
Sign Area Dimensions (L, W): <u>9' x 6'</u>	Sign Area: <u>54 sq'</u>
Illumination Type: <u>LED</u>	
Detailed Location of Sign: <u>Intersection 2nd & Washington, NE corner of church property</u>	
Property Line Setbacks: Front: <u>12.5 ft.</u>	Rear: _____ Side: <u>8 ft.</u> Side: <u>7 ft.</u>

Do other signs exist at site? Yes If yes, state which type and size Wooden to be discarded
concrete to be retained

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Code Section prior to submitting an application. Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

By signing the application form, applicant certifies that the information provided herein is accurate. Applicant further certifies that he/she is authorized to make the application and that there are no covenants, conditions or restrictions (CC&Rs) that may limit or prohibit the division of land. The City of Baker City does not monitor, nor have enforcement authority over CC&Rs.

* Applicant Signature: [Signature] Date: 17 June 2025
 * Property Owner(s) Signature: [Signature] Date: 7/20/2025
 Date: _____

*** NOTE: If the applicant is not the owner, by signing, the owner hereby grants permission for the applicant to act in his/her behalf concerning this application.

Objective

Replace existing wooden sign in upper photo with a new LED illuminated sign with reader board in the lower photo. The brick and concrete bulkhead will remain intact.



Baker County Permit Application

3.5.050A Sign Materials, Design and Construction

The sign manufacturer, Stewart Signs in Sarasota, Florida, is a single source producer. All componentry and materials used in manufacturing are fully warranted by the factory.

- Cabinetry is made from powder coated extruded aluminum such that rust, fading and chipping are mitigated.
- Cabinet sides are miter cut and welded.
- Display surfaces are solar-grade polycarbonate with UV protection.
- Artwork for the fixed display portion is printed on the inside protecting it against the elements.
- The support structure is made of powder coated steel sufficient to resist wind speeds of up to 120mph.
- All componentry and materials carry a lifetime warranty from the manufacturer.

3.5.120 Sign Maintenance

Routine church maintenance policies will be enhanced such that new signage will be inspected for damage weekly. Any perceived damage will be addressed on an urgent basis and will be cause for the illumination to be shut down until repaired.

4.4.300A Existing Site Conditions

United Methodist Church is located on the corner of Washington and 2nd Street in Baker City. The specific site in question for this application is surrounded by sidewalks on the northern and eastern perimeters and well maintained landscaping on the southern and western fronts. The signage portion in question is located in a triangular patch of gravel on the extreme north-east corner of the property. (See photo addenda attachment 1.) The existing wooden sign measures 73 inches wide and 36 inches tall. It stands 30 inches above the surface on two exposed pylons imbedded in concrete.

4.4.300B Site Plan

The new sign will stand exactly where the wooden sign stands now, within six inches behind the brick/concrete bulkhead. From the edges of the sidewalks, the perpendicular setbacks are: left side 8 feet, right side 7 feet, and diagonal from the sidewalk corner 12.5 feet. The existing bulkhead will not be affected in any way and the exposed surface will continue to be gravel.



The new sign will be installed per the manufacturer's specifications. (See graphic addenda attachment 2.) Pylons will be fully enclosed.

4.4.300C Landscape Plan

The sign installation will cause some disruption to the surrounding turf as electricity (110/20 amp) will need to be trenched from the building. However, upon completion of the project there will be no evidence of this. Current landscaping will remain intact.

4.4.300D Structural Drawings

Not applicable.

4.4.300E Drawings of All Proposed Signs

Upper portion with logo is fixed and internally backlit by LED. Lower portion reader board is dynamic with LED pixel resolution at 10.6.6. Display verbiage will last for a minimum of five seconds. A USB port allows for diagnostic analysis.



4.4.300F Existing and Proposed Restrictions or Covenants

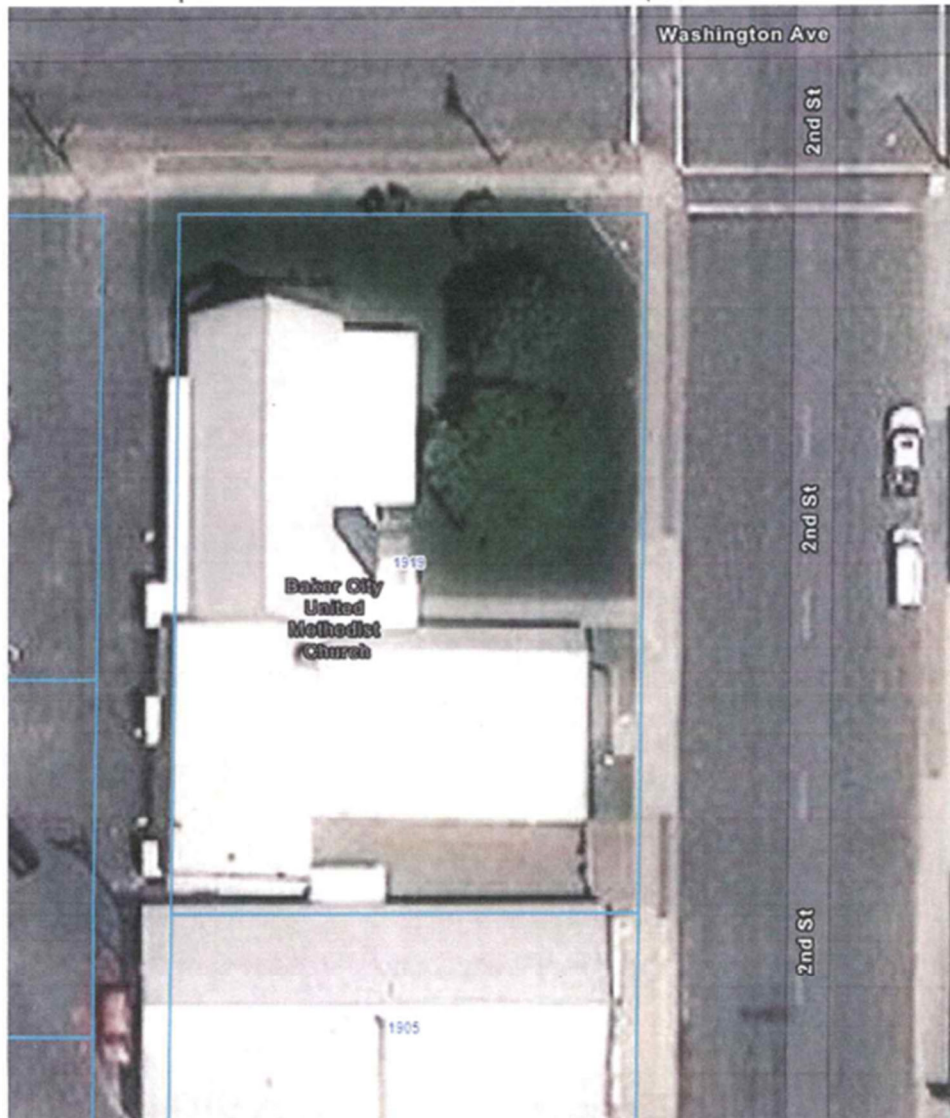
Not Applicable

4.4.300G Compliance with applicable approval criteria in Section 4.4.400

Baker City United Methodist Church Has taken note of section 4.4.400A Criteria Standards and Conditions of Approval. We confirm the following:

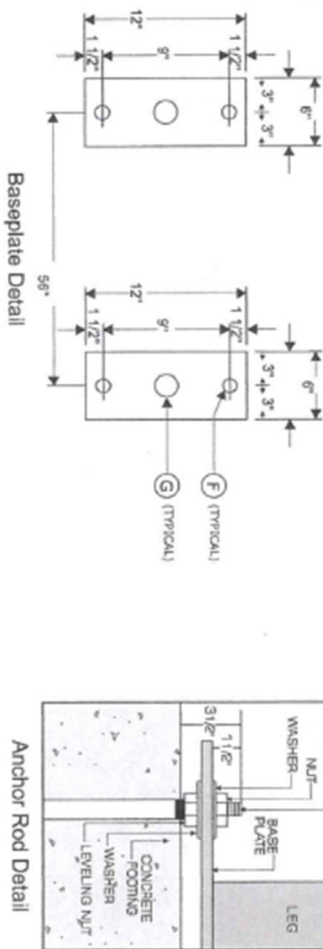
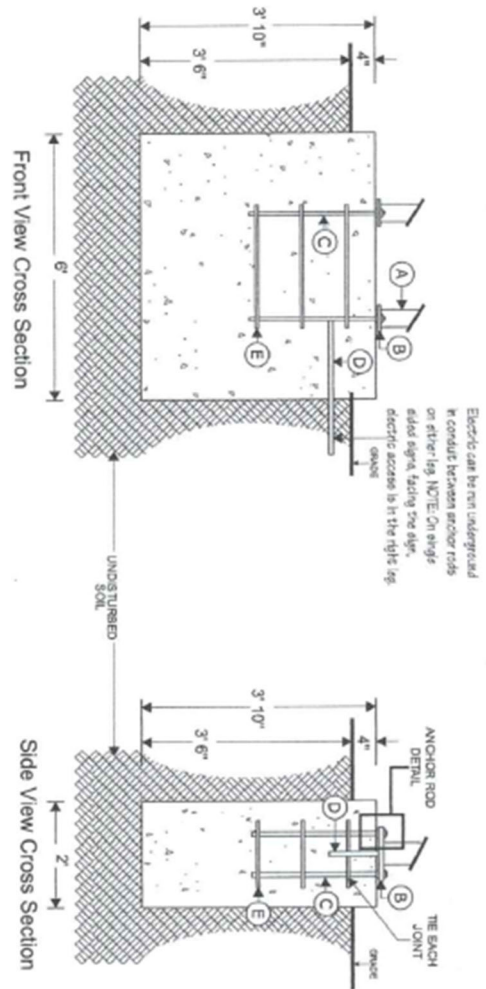
1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use.
2. The negative impacts of the proposed use (of which there are none) on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval.
3. All required public facilities have adequate capacity to serve the proposal.

United Methodist
Church



Addenda Attachment 1

FOOTING SPECIFICATIONS



SEPARATE STEWART TEMPLATE MUST BE USED TO SET ANCHOR RODS INTO CONCRETE
DRAWING IS NOT TO SCALE

2201 Cantu Ct, Suite 215 Sarasota, FL 34232
1-800-237-3928 www.stewartsigns.com

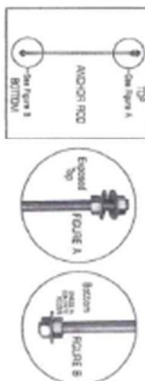
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FOOTER DETAIL

- A. Sign legs
- B. Base plates
- C. 3/4" x 30" anchor rods, 4 required. Tape anchor rod threads for protection against sand.
- D. Electrical conduit (supplied by customer)
- E. #5 rebar or better, tied at each joint (supplied by customer)
- F. 1 1/4" diameter anchor bolt holes
- G. 2" diameter electrical hole

NOTES

- 3,000 psi concrete: less than 1.70 cubic yards needed
- Windload: design meets or exceeds 120 mph Exposure B



CONTACT

Angela Harrell
1-888-237-3928 x2030
aharrell@stewartsigns.com

CUSTOMER INFORMATION

UNITED METHODIST CHURCH BAKER
1919 SECOND ST
BAKER CITY, OR 97814
Customer #1943440
Quote #1062402-1

SIGN SPECIFICATIONS

Sign Model: TekStar (T)
ID Cabinet Size: 4' x 6'
Leg Height: 2' 0"
Leg Width: 5' 0"
Windload: 120 mph Exposure B
On Center Dimension: 56"

Drawing Generated 6/25/2025 2:48 PM

Addenda Attachment 2