

City of Mission	Item Number:	3.
DISCUSSION ITEM SUMMARY	Date:	September 29, 2015
Community Development Dept	From:	Danielle Murray

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

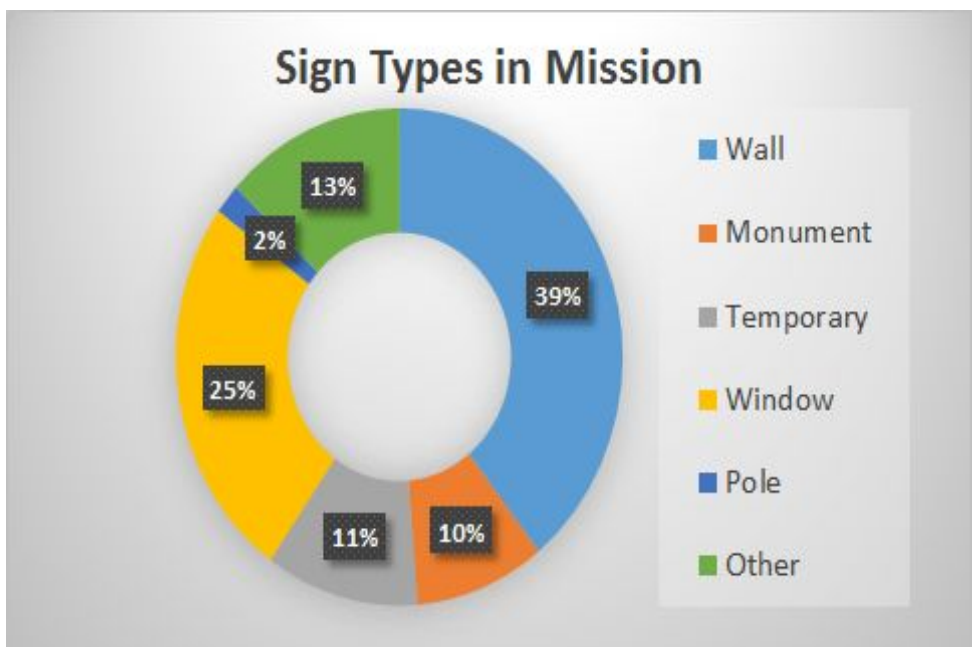
RE: 2015-2016 Sign Code Enforcement Program

DETAILS: Mission regulates signs through Sign Code Ordinances included in Chapter 430 of the Municipal Code. The Sign Code defines the various types of signs allowed, their number and dimensions, and explains the conditions for their installation. In May, staff initiated an assessment of signs currently installed in Mission and how they conform with our existing sign code ordinances. This assessment included the following steps:

- Conduct a sign audit to document what signs are already “on the ground” and in our permit files. Visit every commercial property in the city, including apartment complexes and churches, to inventory the existing signs. **(Acquired software subscription to conduct audit, field work is now 95% complete)**
- Create a comprehensive inventory database of this information. **(In progress with audit)**
- Analyze data for patterns and trends. Determine how many possible sign code violations exist and what general categories they fall into. (i.e. signs without permits, signs in wrong locations, sign duration violations, sign numbers, sign size) **(Preliminary results below, detailed analysis to follow)**
- Solicit input from the Planning Commission and City Council regarding the best ways to address issues identified. Are sign code changes needed to achieve the preferred outcomes? **(November)**
- Communicate our intentions to our community. Continue education efforts for businesses and local sign companies through various media and personalized correspondence.
- Design a system of continuous sign code enforcement that can be consistently implemented across the entire city.

Preliminary Results:

To date, Neighborhood Services staff have inventoried 766 total signs. This represents approximately 95% of properties subject to the assessment. The attached map shows the properties being reviewed. Only one major commercial



development, 2 apartments, and several religious institutions remain to be surveyed. The software used to inventory signs is a mobile application which uploads into a spreadsheet which will be maintained in-house going forward.

Sign Inventory

Preliminary Results as of 9.30.2015

Sign Types Number

Wall	301
Monument	72
Temporary	85
Window	193
Pole	15
Other	100
Total	766

Total Sign Count

766

Average Signs/Property

3

Median Signs/Property

2

Properties Number

Business	265
Apartment	17
Religious	2
Total	284

Min-Max Signs/Property

1-8

% Inventory Complete

95 (Cornerstone Commons, 2 apartments, 2-3 churches)

Staff Hours

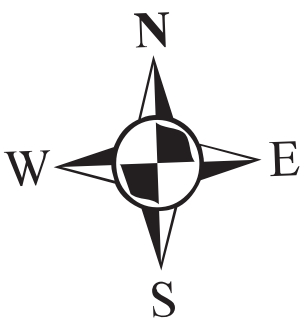
90 (Field, Development & Testing)

Next steps: (November)




The next step in the analysis of the field data will be to compare the inventory results to the sign code to determine types and locations of violations. Staff will report back to Council on the scope of these violations before any wide-scale enforcement begins. Changes to the sign code may be warranted to address specific areas of concern more effectively.

Related Statute/City Ordinance:	n/a
Line Item Code/Description:	n/a
Available Budget:	n/a

City of Mission
Sign Inventory
Progress as of October 2, 2015



Legend

-  Completed Address Points
-  Parcel Outlines
-  Property of Interest

