



REPORT TO:  
STILLWATER PLANNING COMMISSION No. PZ-16-2128  
ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

**Date of Meeting:** October 18, 2016

**Subject:** Specific Use Permit to allow an electronic message center sign, 105 S Main Street

**Purpose of Report:** The applicant requests review and approval of a Specific Use Permit at property addressed as 105 South Main Street.

**Background:** The applicant is requesting permission to add an electronic message center sign to an existing sign. The specific use permit is required when the property requesting the electronic sign abuts a residentially zoned property.

**Application Processing Information:**

Applicant - Shepherd Oil Co./General Lighting and Sign Services  
Owner – Shepherd Oil Co.  
Notice – Stillwater Newspress and property owners within 300’  
Assigned Planner – Patty Evans, Planner II

**Processing Track:**

Submittal Date – September 14, 2016  
Planning Commission – October 18, 2016  
City Council - November 7, 2016

**Project/Site Design Data/Details:**

Zoning – CG (Commercial General)  
Existing Use – Convenience Store  
Proposed Use – Convenience Store  
Lot – 0.48 acres  
Buildings – One existing structure with a pump island canopy  
Parking – 12 parking spaces  
Sign – One existing pole sign

**Adequate Public Facilities Findings/Improvements:**

- Streets/Traffic: Property fronts onto S. Main Street and E. Elm Avenue.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The property is within one block of a transit route and the bike route. Sidewalks are located on both street frontages.
- Water Service: City water service is available
- Sanitary Sewer Service: City sewer service is available
- Electric: City electric service is available
- Engineering/Drainage: Not required.

**Applicable City Plans/Policies:**

The C<sup>3</sup> Plan: Commercial (Page 10-8)

**Discussion:** The property is located in the CG (Commercial General) zoning district. The properties to the east of the subject property, across the existing alley, are zoned RSS (Small Lot Single Family). Code requires a specific use permit to allow an electronic message center sign on a property when the subject property is adjacent to a residentially zoned property.

The applicant recently replaced an existing pole sign to which the applicant now wants to add the electronic message center sign. The existing sign, including the proposed electronic message sign, is approximately 101 square feet. Code requires the electronic message center sign to be less than 40 percent of the total sign square footage or in this case 40.4 square feet. The electronic message center sign is approximately 16.5 square feet.

**Findings:**

- 1. The property is located adjacent to residentially zoned property.
- 2. The sign is less than 40 percent of the total sign square footage.
- 3. The sign meets all code requirements.

**Alternatives:**

- 1. Accept findings and recommend that the City Council approve the proposed specific use permit as presented.
- 2. Find that the specific use permit is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the specific use permit.
- 3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

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| <b>Prepared by:</b>         | Patty Evans, Planner II                          |
| <b>Reviewed by:</b>         | Paula J. Dennison, Development Services Director |
| <b>Date of Preparation:</b> | October 3, 2016                                  |
| <b>Attachments:</b>         | Location map and sign photo                      |
| <b>Map Designation:</b>     | SE   |
| <b>Related Reports:</b>     | None   |