



REPORT TO:  
STILLWATER PLANNING COMMISSION No. SUP 18-02

ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

**Date of Meeting:** April 17, 2018

**Subject:** Specific Use Permit: Electronic sign at 400 W 7<sup>th</sup> Ave

**Purpose of Report:** The applicant requests review and approval of a Specific Use Permit to allow an electronic sign in the O-PUD, Office with Planned Unit Development district at 400 W 7<sup>th</sup> Ave.

**Background:** The Stillwater United Methodist Church currently has a small monument sign at the southwest corner of 6<sup>th</sup> Ave and Duck Street. They would like to replace the sign with a larger monument style sign with an electronic component. The proposed sign is a little over 12 feet in height and about 86 sq. ft. in area. The electronic portion of the sign is 30 sq. ft.

**Application Processing Information:**

Applicant/Owner – Stillwater United Methodist Church

Notice – Letters mailed to property owners within 300 feet and notice in the NewsPress

Assigned Planner – Tom Coots, Planner I

**Processing Track:**

Submittal Date – March 23, 2018

Planning Commission – April 17, 2018

City Council - May 7, 2018

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

Zoning – O, Office and PUD, Planned Unit Development

Existing Use – Church

Proposed Use – Electronic Sign

Sign – total 86 sq. ft. with 30 sq. ft. of electronic sign area

**Adequate Public Facilities Findings/Improvements:**

- Streets/Traffic: The sign is proposed at the intersection of 6<sup>th</sup> Ave, a primary arterial, and Duck Street, a minor arterial.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The OSU Green and Red routes use 6<sup>th</sup> Ave adjacent to the property. Sidewalks exist adjacent to the property.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available.
- Engineering/Drainage: Not needed for a sign.

**Applicable City Plans/Policies:**

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

**Discussion:** The sign is proposed to replace a monument sign at a major intersection on a business corridor. Other businesses and churches on 6<sup>th</sup> Ave use electronic signage. The sign is proposed to have the address on the lower portion of the structure in order to comply with the maximum area percentage of the electronic portion.

**Findings:**

1. A Specific Use Permit is required for an electronic sign in the O, Office District.
2. The sign meets the intent of the design requirements for electronic signs.
3. The sign is proposed at a major street intersection on a commercial corridor.
4. Other churches and businesses in the vicinity have electronic signs.

**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 request.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

|                             |                                         |
|-----------------------------|-----------------------------------------|
| <b>Prepared by:</b>         | Tom Coots, Planner I                    |
| <b>Reviewed by:</b>         | Paula J. Dennison, Development Services |
| <b>Date of Preparation:</b> | April 10, 2018                          |
| <b>Attachments:</b>         | Area Map, Site Plan, Sign Elevation     |
| <b>Map Designation:</b>     | SW                                      |