

PLANNING & ZONING COMMISSION
AGENDA
Regular Meeting: April 1, 2025

AGENDA ITEM:

Consideration and possible action regarding the installation of a new wall sign at 308 Caroline Street.

SUBMITTED BY: Corinne Tilley, Code Enforcement Officer, Planning/Zoning Administrator

APPROVED FOR AGENDA: Ruby Beaven, City Secretary and Director of Administrative Services

BACKGROUND:

308 Caroline Street is located in the Commercial zoning district and Historic Preservation District.

The business owner is proposing to install a new wall sign at 308 Caroline Street.

Although signage is not addressed in the design guidelines of the historic district, the historic preservation ordinance states that any material change to the exterior elements visible from a public right-of-way requires approval from the Planning and Zoning Commission. This particular sign will be attached with wood screws to the parapet wall. It will be over the same area that the previous business sign was located. Photo attached for your reference.

This wall sign is nonconforming. According to Sign Ordinance Section 66-53(n)(1)b. a wall sign shall not project above the roofline.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Based on the findings, staff recommends approval of the installation of the new wall sign at 308 Caroline Street.