

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

AGENDA ITEM:

Consideration and possible action regarding the relocation of an existing sign in the Historic Preservation District from 305 Prairie Street to an existing sign post at 301 Prairie Street.

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

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

BACKGROUND:

301 Prairie Street and 305 Prairie Street are located in the Commercial zoning district and Historic Preservation District.

Lola and Viv Designs is proposing to move their business from 305 Prairie Street to 301 Prairie Street. The existing signs (a wall sign and a freestanding sign) at 305 Prairie Street will be removed. The one freestanding sign will be installed onto the existing freestanding sign at 301 Prairie Street. Photos are attached for your reference.

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/face change does not require a sign permit because the existing sign from 305 Prairie is being reinstalled onto an existing nonconforming freestanding sign.

The freestanding sign posts at 305 Prairie Street and 301 Prairie Street are nonconforming. Per Sign Ordinance Section 66-53(n)(2)e. freestanding signs must be designed and constructed to substantially appear as a solid mass, such as a cylinder, block, rectangle, or square, from ground level to the highest portion of the sign (commonly known or referred to as a monument type sign).

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Based on the findings, staff recommends approval of the removal of the existing sign face from the existing nonconforming freestanding sign located at 305 Prairie Street to be reinstalled on the existing nonconforming freestanding sign located 301 Prairie Street .
