

Board of Adjustment Agenda Memo

From: Bailey Maca, Associate Planner

Meeting: September 2, 2025

Subject: Variance – 3100 6th Street – Sign

Presenter: Ryan Miller, City Planner

Summary and Recommended Action:

Stein Sign Display has made a request for a variance on Lot 3 of Le Fevre Addition, also known as 3100 6th Street. The request is to install a 268 square-foot sign. The maximum sign allowance in the Business B-3 district is 160 square-feet. Staff recommends approving up to a 240 square-foot sign allowance.

Item Details:

Lot 3 of Le Fevre Addition, also known as 3100 6th Street, is zoned Business B-3 which allows for a maximum of 160 square-feet of signage. The applicant is proposing to install a 268 square foot billboard, due to physical limitations of the site for sign placement. The proposed billboard location is set back 140 feet from the road. Signs in the area vary in size from 129-200 square- feet. The Brookings Marketplace was approved with signs up to 240 square feet for lots fronting US Highway 14. Staff feels it would be appropriate permit a larger sign consistent with adjacent Business B-4 district zoning.

Staff recommends approval of a maximum of 240 square-feet for the signage allowance which is the maximum allowed in the adjacent Business B-4 district.

Supporting Documentation:

Hearing Notice
Location Map
Application
Site Plan