



## PLAN COMMISSION REPORT

**Proposal:** Temporary Sign Plan Review – Oak Creek Farmers Market

**Description:** Review a request for a temporary sign to be displayed in excess of 30 days for the Oak Creek Farmers Market at 361 W. Town Square Way.

**Applicant(s):** Dawn Carrillo, Oak Creek Farmers Market

**Address(es):** 361 W. Town Square Way (2<sup>nd</sup> Aldermanic District)

**Suggested Motion:** That the Plan Commission approves a Temporary Sign Permit request for the Oak Creek Farmers Market at 361 W. Town Square Way with the following conditions:

1. That all relevant Code and DTSMUPDD requirements remain in effect.
2. That one (1) 72" x 48" (24 sf sign face) x 94" (h) temporary ground sign with one (1) 1.5' x 6' attached hanging sign is approved in the location shown on the approved site plan. Sign shall be installed a minimum of 10 feet from property lines and rights-of-way.
3. That the Temporary Sign Permit shall be valid through October 25, 2025. The sign shall be removed by October 28, 2025.

---

**Owner(s):** City of Oak Creek

**Tax Key(s):** 813-9032-000

**Lot Size(s):** 1.055 ac

**Current Zoning District(s):** DTSMUPDD

**Overlay District(s):** N/A

**Wetlands:** ☐ Yes ☒ No

**Floodplain:** ☐ Yes ☒ No

**Comprehensive Plan:** Mixed-Use

---

**Background:** The Applicant is requesting approval of a Temporary Sign Permit on the property at 361 W. Town Square Way. The location is within the northwest corner of the Town Square itself for a 72" x 48" (24 sf) aluminum sign face with rigid vinyl posts and frame measuring 94" in height, with a 1.5' x 6' hanging sign

between the posts for an additional event to be displayed below the main sign face. Plan Commissioners will recall that this sign was reviewed and approved for temporary installation at the May 9, 2023 and May 14, 2024 meetings.

The request is for the same sign to be displayed through the end of the Farmers Market in October, which is beyond the 30 days that Code allows for an administrative approval. As proposed, the location meets all setback requirements, but is slightly taller than the maximum height of six (6) feet allowed in Code.

The proposed end date for the permit is October 25, 2025, with a removal deadline of October 28, 2025. This is end date included in the Conditions of Approval above for Plan Commission consideration.

**Options/Alternatives:** The Plan Commission has the discretion to approve plans as presented, approve with specified conditions, or disapprove the proposal. Should the request not be approved, Plan Commissioners must provide the Code Sections upon which the denial is based so that the Applicant may revise and resubmit (if necessary).

---

Respectfully submitted & approved by:



Kristi Laine  
Community Development Director

Prepared by:



Todd Roehl  
Senior Planner

---

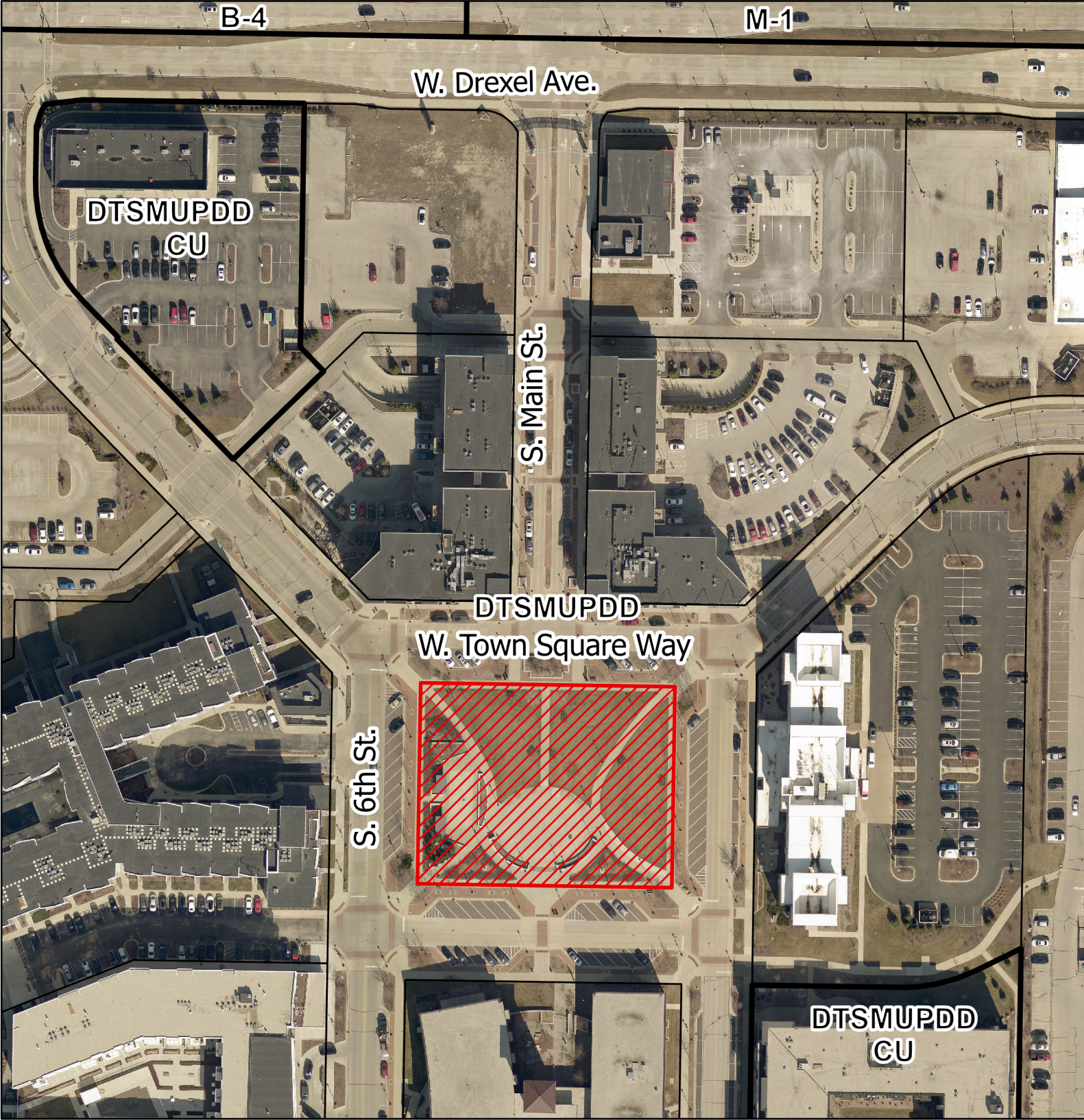
**Attachments:**

Location Map  
Narrative (1 page)  
Site Plan (1 page)  
Sign Details (1 page)  
Sign Graphics (1 page)



# Location Map

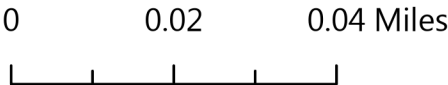
## 361 W. Town Square Way



This map is not a survey of the actual boundary of the property this map depicts



Community Development



### Legend

- Zoning
- Official Street Map
- Parcels
- FloodFringe2024
- Floodway2024
- 361 W.Town Square Way





I would love the opportunity to place a sign in Drexel Town Square for the duration of the Farmers Market, May 2025-October 2025.

This professionally made sign will be the same as in years past. It will be installed using the permanent ground stakes and will be installed by DPW.

The bottom portion of the sign contains sponsors logos, and can be changed out for other city promotions.

Please let me know if there is any further info needed.

Dawn Carrillo  
Market manager



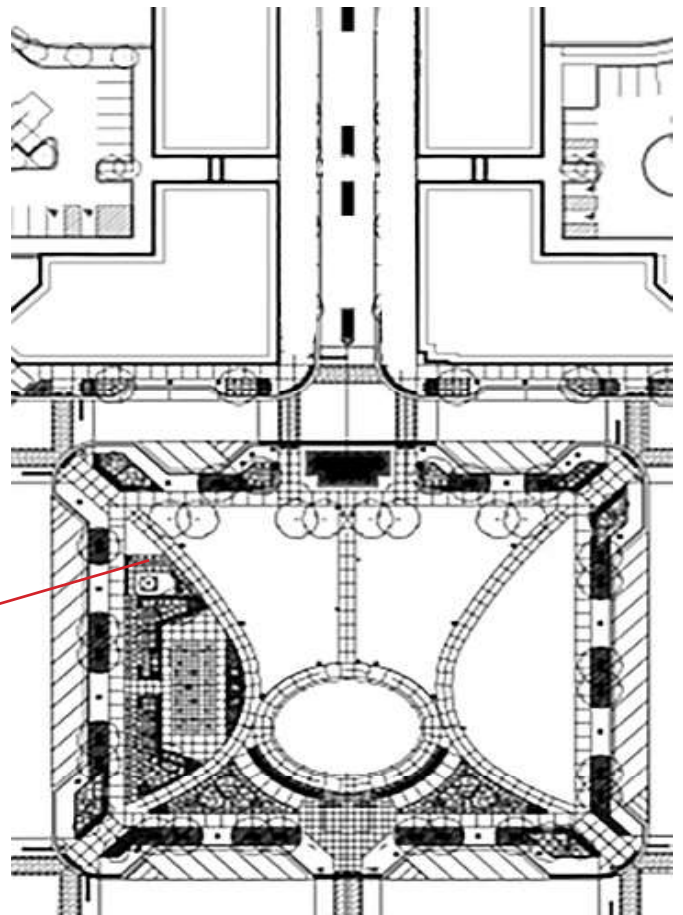
- OAK CREEK -  
**FARMERS  
MARKET**

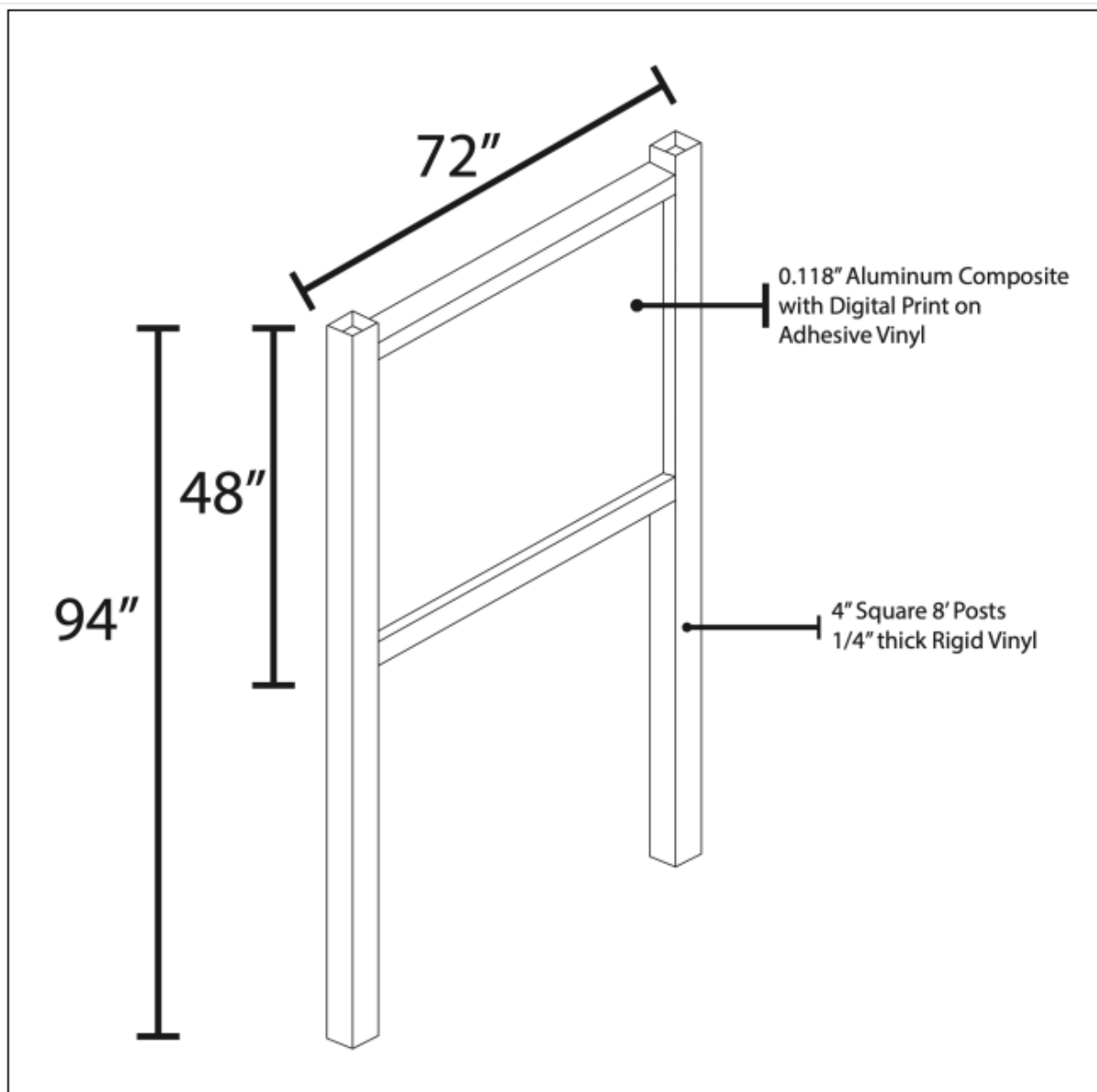
DREXEL TOWN SQUARE

Drexel Town Square Sign proposal

Creating a professional looking  
semi-permanent sign holder to upgrade the  
banner look from years past.

Placed in  
planting  
bed







2023  
MARKET  
SPONSORS

**AZURA**  
MEMORY CARE • ASSISTED LIVING

  
**MARTIN**  
LAW OFFICE, S.C.

  
**Educators**  
CREDIT UNION

  
**SAVAGLIA**  
FINANCIAL ADVISORS

